MINUTES
Board of Trustees Meeting
Tuesday, February 28, 2023
6:00 PM
Zoom

ROLL CALL

Board of Trustees Present:
Chris Scheithauer
Liz Dorn-Parker
Richard Arum
Susan Barua
Sandi Jackson
Susan Samueli
Robert Santana

Academy/Orangewood Staff Present:
Anthony Saba
Chris Simonsen
John Luker
Lee Fleming
Pam Shambra
Andrea Geans

Guests
Julybeth Murillo
Maureen Cox

CALL TO ORDER

Chris Scheithauer called the meeting to order at 6:00 pm and welcomed all attendees to the February 28, 2023 meeting of the Samueli Academy Board of Trustees. Anyone from the public might address the Board for a period of three minutes at the beginning of the meeting, and prior to agenda items that were subject for approval.

Special recognition was given to former Board member Shannon Zech, who had recently passed away. Members honored Shannon's memory, reflecting on her integral contributions to the Board and Governance Committee as a former teacher and attorney. Always student-centered, Shannon was a proponent of the musical arts program and had also helped formalize the Carolyn Blair McInerney Memorial Scholarship for Samueli Academy students.

A moment of silence was held in honor of Shannon. Members of the Board were invited to join Shannon's family for a Celebration of Life on March 11.

APPROVAL OF MINUTES

A motion was made by Liz Dorn-Parker, seconded by Sandi Jackson, and carried to approve the minutes from the January 24, 2023 meeting of the Board of Trustees with a vote of: 7 - Ayes and 0 - Nays.

GOVERNMENT CODE SECTION 54953(e)

Governor Newsom had declared the COVID-19 state of emergency would end on February 28, 2023. As such, Government Code Section 54953(e) was no longer in effect.

PUBLIC COMMENT

No public comment was presented.

BOARD EDUCATION

Anthony Saba introduced Pam Shambra, newly hired Chief Philanthropy Officer. Having over thirty years of experience with fundraising, and more recently, directing the Orangewood capital campaign, Pam would oversee the comprehensive Endowment Campaign for Samueli Academy.

Pam provided an overview of preliminary plans for the Endowment Campaign:

- Recruited CCS Fundraising to help with feasibility study,
- Wrote case for support,
- Built a task force of ten individuals,
- Developed and prioritized interviewee list,
- Creating naming opportunities,
- By the end of May, will set Campaign and quarterly goals,
- Campaign is projected to officially launch in September of 2023 and close in December of 2025,
- Periodic reports would be provided to the Board.

Sharing a broad overview on annual giving and the fundraising cycle, Pam explained the concepts of:

- Occasional, annual, major, and planned gifts,
- Identification, cultivation, solicitation, and stewardship of donors.

A new Director of Development would soon join the department and planned to implement the annual giving plan through events, grants, pipeline gifts, major gift solicitations, corporate partners, and donor retention. Integration with the Orangewood Development team had been a significant benefit to the SA team, as well, especially with grant writing and record-pulling.

Pam reviewed with the Committee an events calendar, noting smaller fundraising events would be implemented throughout the year to strategically engage past, current, and potential donors.

The Board expressed to Pam their appreciation for the high-level review. Discussion followed on the task load and any additional administrative support necessary. Anthony and Pam would inform the Finance Committee and Board of any needs, planned giving experts, or additional staffing in their reports.

REPORTS
BOARD CHAIR

Chris Scheithauer reiterated the recent Brown Act changes:

- End of current state of emergency and new remote participation rules, per Assembly Bill 2449
- Distribution of public meeting materials, per Assembly Bill 2647

- Removal of disruptive individuals, per Senate Bill 1100

Discussion followed at length, with particular attention drawn to the remote participation stipulations for traditional and virtual teleconferencing. A Board resolution had been drafted by legal counsel, detailing the stipulations for traditional and virtual teleconferencing. The Governance Committee would review the resolution at its next meeting and provide guidance to the Board and the other sub-committees. For the time being, most would prepare to resume in-person meetings.

EXECUTIVE DIRECTOR

Anthony Saba recognized Andrea Geans for her three years of service with Samueli Academy. On behalf of the Board, Chris Scheithauer offered best wishes. Andrea followed by expressing her gratitude for the opportunity to work alongside the Board, its sub-committees, and the Samueli Academy staff.

Anthony provided additional updates:

- The window of recruitment would soon close for incoming 7th graders, and a lottery would be held on March 7.
- The recently updated MOU with the UCI Henry Samueli School of Engineering was signed during a celebration on February 23.
- During a recent Anaheim Ducks game, Design 4 students were honored for their winning design of a Ducks' t-shirt.
- Anthony and Oscar Reyes, Work-based Learning Coordinator, presented 120 student internship portfolios during a networking event sponsored by myTOD.

HEAD OF SCHOOL

Lee Fleming shared photos of recent happenings, on and off campus:

- The Girls Soccer team went to the CIF quarter finals. Though they lost during the Final Four, the team lead Samueli Academy to a victory not experienced before by its athletes. Further, the vision of applauding fans and residential students became a reality on that day.
- An SA graduate joined Lee at an event hosted by Boeing. Now attending Orange Coast College, she publicly acknowledged her alma mater for its support of her and her choice of a post-graduation pathway.
- Winners of the Ducks t-shirt design contest were given the opportunity for a backstage visit with one of the players, a surreal experience for the students and their families. Additionally, it further emphasized the value placed on collaboration between the school and its partners.
- The recent Passion Ignition, held quarterly, allowed students to enjoy field trips or on campus workshops such as: nail manicures/techniques, sewing, home wiring, karaoke, cooking, Lego construction, stop motion video and film, embroidery, and compassionate leadership development. Members of the Board were invited to join students at their next Passion Ignition on Monday, April 17.

ORANGEWOOD FOUNDATION

Chris Simonsen reported the Youth Connected Program continued to make progress. Currently, there were eight licensed families, one family to be licensed in March, six residential youth, and five families ready to be matched with eligible youth.

Additional updates:

- An agreement with the state and county, originally written in July 2020, was in the process for renewal. A summary report of the YCP operations was in its final draft, and would be submitted to the state and county within days.
- The administrative team joins the dorm students and staff once a month for an interactive evening of cooking, dining, and games. Significant progress had been made through these relationship-building encounters.

Anthony provided an update on the annual operating donations, noting that through the end of December 2022, the goal had been exceeded by $500,000. Tours continued, as well did cultivation and stewardship of donors.

COMMITTEE REPORTS
FINANCE

Liz Dorn-Parker reviewed the Financial Dashboard and Scorecard for December of 2022, explaining how the Finance Committee monitors the actual Average Daily Attendance (ADA). Staying on schedule, enrollment is at 93.7%, exceeding what was forecasted.

Additional updates:

- State revenue projections were down, as funds from the Discretionary Block Grant would be streamed to the Arts and Music programs in future years.
- Operational expenses were less, allowing for additional reserve accrual.
- The cash flow maintained strong at 41%.
- The Finance Committee would continue to monitor the state's estimated budget gap, in preparation for any deferrals.
- The first payment had been made toward the solar installation.
- The cash balance and reserves remained significantly stronger that originally budgeted.
- Orange County Department of Education sent a letter of acknowledgement to the governing board of Samueli Academy, following a submission of the 2021-22 Audit Report and 2022-23 First Interim Report. After reviewing the documents, OCDE reported the school was "in good fiscal health with adequate available reserves."

Recommended as an item for approval by the Finance Committee was the 2021-22 IRS Form 990 Return of Organization Exempt from Income, prepared by certified public accounting firm Eide Bailly LLP.

A motion was made by Liz Dorn-Parker, seconded by Sandi Jackson, and carried to approve the OCDE First Interim Report with a vote of:
7 - Ayes and 0 - Nays.

Providing an update to the Board, Liz reported the Finance Committee remained on task with its post-Retreat assignments:

- Oversee the progress and development of the Annual Endowment,
- Determine costs and feasibility of full benefits coverage,
- A philosophy on reserve allocations would be agendized for April.

GOVERNANCE

Recommended as an item for approval by the Governance Committee was the overnight field trip request by the 7th/8th Grade Debate Team - March 2023 excursion with the OC Debate Travel Tournament in Washington, D.C., and Northern Virginia. Various forms and waivers were reviewed by the Board.

A motion was made by Liz Dorn-Parker, seconded by Sandi Jackson, and carried to approve the Overnight Field Trip request with a vote of:
7 - Ayes and 0 - Nays.

Providing an update to the Board, Chris Scheithauer reported the Governance Committee remained on task with its post-Retreat assignment:

- Review annual Board self-assessment,
- Identify policy for Board/Committee member attendance,
- Formalize leadership succession plan.

ACADEMIC

Recommended as an item for approval by the Academic Committee was the admittance of an additional committee member. Lisa Dallendorfer was well versed in the field of education and was sympathetic to the mission of Samueli Academy. She had met with members of the Board and the Academic Committee, and was actively volunteering with the Design department. Richard Arum reviewed with the Board Lisa's bio and cv.

A motion was made by Susan Barua, seconded by Chris Scheithauer, and carried to approve an Additional Member of the Academic Committee with a vote of:
7 - Ayes and 0 - Nays.

Providing an update to the Board, Richard Arum reported the Academic Committee remained on task with its post-Retreat assignment:

- Revision of various surveys, to be administered by Julybeth Murillo
- Partner with Alumni Success Director to ensure alumni were properly engaged,
- Research recruitment and retention best practices used by other charter schools and charter management organizations,
- Consider staff survey questions regarding recruitment and retention strategies, and identify/develop best instrument to administer such,
- Evaluate the school's ten years of progress.

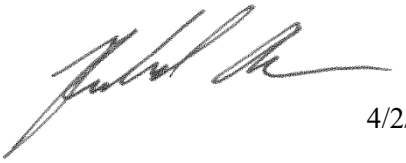
OTHER BUSINESS

Chris Scheithauer asked for any new business, but none was presented.

ADJOURNMENT

A motion was made by Liz Dorn-Parker, seconded by Sandi Jackson, and carried to approve the February 28, 2023 meeting of the Samueli Academy Board of Trustees be adjourned at 7:49 pm with a vote of:
7 - Ayes and 0 - Nays.

The next regular meeting will be held on Tuesday, March 28, 2023, at 6:00 pm.



4/2/2023

RICHARD ARUM, SECRETARY