**MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE**

Tuesday, July 11, 2023 – 4:00 p.m.

Attendees: Chris Scheithauer, Sandi Jackson, Robert Santana, Anthony Saba, Kerry Flanagan, John Luker, Chris Simonsen, and Tracy Garcia

## I. Opening Item

The meeting was called to order by Chris Scheithauer at 4:00 p.m.

## II. Approval of Minutes

The Committee reviewed the minutes from meeting of the Governance Committee:

- June 6, 2023

A motion was made by Sandi Jackson, seconded by Robert Santana, and carried to approve the minutes from the June 6, 2023, meeting of the Governance Committee with a vote of: 3– Ayes and 0 – Nays.

## III. Public Comment

Chris Scheithauer opened the floor for public comment, but none was presented.

## IV. Update on Fall 2023 Board Retreat

Kerry Flanagan was present to go over plans for the Fall 2023 Board Retreat. She presented a draft board retreat agenda for review. The committee reviewed the proposed agenda items. Anthony will reach out to Norah to go over preparing a presentation for the review of the Alumni Program.

Committee discussed the future planning item on the agenda. The committee agreed this item would be a broad overview of future growth plans and how to move forward strategically. Priority topics to include would be Instruction, Finance, Mission, Orangewood Foundation, and Staffing. This would be a high-level look not into the specifics. Chris Simonsen and Anthony will work together to create a list of assumptions to help the group focus during the discussion.

The committee agreed to remove the past board member recognitions from the retreat agenda and move this discussion to a subcommittee discussion. The subcommittee will be created and will discuss and bring back ideas to the full board. This will allow more time to expand on the future planning agenda item.

Kerry will come back at the next meeting with a revised agenda and timing.

## V. Endowment / Investment Policy

John Luker shared the endowment and investment policy. Sandi Jackson recommended his endowment policy also be run through Legal since it has been several years since it was developed. Things may have changed.

Some items for revision to the document include:

1. Clarify the fiscal year in the document
2. Add in Samueli Academy as appropriate
3. Send the document through legal
4. Both policies will be on the agenda for Finance Committee meeting on July 14th.

Investment policy was also reviewed. It was last reviewed and approved in April 2022 so it is much more recent compared to the Endowment policy. Recommendation was made to have legal counsel review both documents.

A motion was made by Robert Santana to move both the Endowment Policy and Investment Policy documents to the full board for approval with the understanding that the revisions will be done. Chris Scheithauer seconded the motion and the motion carried to advance the documents with a vote of: 3 – Ayes and 0 – Nays.

## VI. Board Attendance Matrix

The Board Attendance Matrix was reviewed by all. Chris Scheithauer asked that this item be on the agenda for review at the next board meeting.

## VII. New Finance Committee Member – Russell Stein

The committee reviewed the resume of Russell Stein. The Finance Committee has reviewed and would like Russell Stein to be added to the Finance Committee.

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to approve Russell Stein as a new Finance Committee Member and pass it along for Board approval in July with a vote of: 3 – Ayes and 0 – Nays.

## VIII. Updated CCAP Dual Enrollment Agreement

The committee reviewed the updated CCAP Dual Enrollment Agreement with Santa Ana College. This allows for Samueli Academy students to receive college credit for specific courses.

Chris Scheithauer made a motion to approve the updated CCAP Dual Enrollment Agreement with Santa Ana College and move it to the Board for approval. Sandi Jackson seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

## IX. Review Contract with Neutral Ground

Anthony presented the contract with Neutral Ground for approval. Neutral Ground would be on site for 3 days per week and providing services to Samueli Academy students. This contract has been through the legal team for review.

Sandi Jackson made a motion to approve the contract with Neutral Ground and move it to the board for approval. Robert Santana seconded the motion and the motion carried with a vote of: 3- Ayes and 0 – Nays.

**X. Student / Parent Handbook**

Anthony presented the updated Student / Parent Handbook for approval for the 2023-2024 school year. The biggest change in the document is the inclusion of the Away for the Day policy. This policy centers around the use of cell phones and personal electronic devices during the school day.

A motion was made by Sandi Jackson to approve the Student / Parent Handbook for 23-24 school year and move it to the board for approval. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

**XI. School Safety Plan**

Anthony presented the School Safety Plan for the 2023-2024 school year. This document had only minor edits which included personnel updates and updating dates of emergency drills, etc.

Chris Scheithauer recommended Anthony to look into California Education Code 32288 for requirements of public meeting to discuss school safety plan prior to approval. Public meeting will be the board meeting at the end of July. Anthony will look into and send a courtesy notice to the Mayor's office regarding the notification of the public meeting to discuss the School Safety Plan.

A motion was made by Sandi Jackson to approve the 2023-2024 School Safety Plan and move it to the board for approval. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

**XII. Athletics Handbook**

Anthony presented the Athletics Handbook for the 2023-2024 school year. Only minor edits ` were included in the document.

A motion was made by Robert Santana to approve the 2023-2024 Athletics Handbook and move it to the board for approval. Sandi Jackson seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

**XIII. Compliance Calendar**

The Governance Committee reviewed the Compliance Calendar. The calendar should be updated to show that on August 1st the Governance Committee will review all 3 evaluations (ED, HOS, and CFO) and will forward them on to the full board to discuss and approve at the August meeting.

**XIV. Closed Session**

Pursuant to California Gov. Code 54957, The Governance Committee will meet in closed session to discuss the performance evaluation review of the Executive Director.

Chris Scheithauer made a motion to enter into closed session. Sandi Jackson seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

**XV. Return to Open Session**

**XVI. New Business**

**XVII. Adjournment**

Sandi Jackson made a motion to adjourn the Governance Committee Meeting on June 6, 2023, at 5:30 p.m. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

The next meeting will be held on Tuesday, August 1, 2023, at 4:00 pm.

**Chris Scheithauer, Chair**