MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

Tuesday, January 9, 2024 – 4:00 p.m.
Held via Zoom

Attendees: Chris Scheithauer, Sandi Jackson, Robert Santana, Anthony Saba, 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 the meeting of the Governance Committee:

- November 7, 2023

A motion was made by Sandi Jackson, seconded by Robert Santana, and carried to approve the minutes from the November 7, 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. Board Retreat Next Steps

Governance Committee Members discussed the board retreat next steps and agreed that at this point there is no urgency to the items. The committee agreed to re-visit the items in a few months and touch base at that point.

V. Arbitration Policy

The committee reviewed the updates recommended to the Arbitration Policy based on current laws, etc.

Committee requested that People & Culture audit current personnel files to ensure all agreements are signed and on file in the employee personnel files.

Robert Santana made a motion to approve the updates and changes to the Arbitration Policy and move the document forward to the full board for approval at the January meeting. Sandi Jackson seconded the motion and the motion passed with a vote of: 3 – Ayes and 0 – Nays.

VI. Employee Handbook

The Committee reviewed the redlined version of the Employee Handbook. Legal and People & Culture have reviewed the document and submitted their updates/comments.

Robert had a question about language in the Criminal Background Check section of the handbook. Anthony will take the question back to legal for a resolution/recommendation.

The committee had a question regarding the Meal and Rest Periods section. Anthony will reach out to Joy Corpora with People & Culture for clarification.

Robert Santana made a motion to approve the Employee Handbook and move it forward to the full board for approval with the resolution of outstanding questions to be presented at that meeting. Sandi Jackson seconded the motion and the motion passed with a vote of: 3 – Ayes and 0 – Nays.

VII. Policies and Procedures

No new policies and procedures have been added since the last meeting.

VIII. New Business.

None

IX. Adjournment

Robert Santana made a motion to adjourn the meeting of the Governance Committee. Sandi Jackson seconded the motion and the motion passed with a vote of: 3 – Ayes and 0 – Nays.

The meeting was adjourned at 5:30 p.m.

The next meeting will be held on Tuesday, February 6, 2024, at 4:00 pm.

Chris Scheithauer, Chair