MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

Tuesday, April 2, 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 March meeting of the Governance Committee:

- March 5, 2024

A motion was made by Sandi Jackson, seconded by Robert Santana, and carried to approve the minutes from the March 5, 2024, 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-Approved Policies and Procedures

Governance Committee members reviewed the Approved Policies and Procedures grid.

V. Board Retreat Planning

The committee discussed potential topics for the 2024 Board Retreat. Topic discussed: Do we want to grow and do more over the next 10 years? Do we want to expand programs/services? How do we grow? The board can review the last 10 years – are we where we thought we would be? Where do we want to be in the next 10 years?

Anthony has confirmed that Kerry Flanagan is available for the retreat again this year. He will invite her to be a part of the Governance Committee Meetings moving forward to discuss retreat planning first up on the agenda each month.

Tracy Garcia will poll the board members, committee members, and key staff members to see if Monday, October 21st from 2:00 p.m.-8:00 p.m. works within their schedules.

Anthony will reach out to Kerry to see if she is also available on that day.

Robert Santana suggested each board member and committee member watch Harlem Rising. It is a documentary that may help with the discussion at the retreat. Chris Scheithauer asked that it be kept as an agenda item moving forward so we don't lose track of the suggestion during the planning process.

VI. Overnight Camping Trip

The committee reviewed an overnight camping trip request in September to Big Bear. Chris Scheithauer recommended striving for additional chaperones on the trip if possible.

Sandi Jackson made a motion to approve the overnight camping trip to Big Bear in September and move it forward to the full board for approval. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

VII. Board Matrix Terms

Chris Scheithauer and Robert Santana both have board terms expiring in June 2024. Both wish to extend their board term.

Chris Scheithauer made a motion to renew Robert Santana for an additional board term and to bring it forward to the full board for approval in April. Sandi Jackson seconded the motion. The motion carried with a vote of: 3 – Ayes and 0 – Nays.

Sandi Jackson made a motion to renew Chris Scheithauer for an additional board term and to bring it forward to the full board for approval in April. Robert Santana seconded the motion and the motion carried with a vote of: 2 – Ayes, 0 – Nays and 1 – Abstain (Chris Scheithauer).

VIII. Compliance Calendar

The committee reviewed the compliance calendar and tasks coming up for the Governance Committee. The OCDE MOU is an ongoing discussion so there is no need to put it on the agenda for discussion for next month. Regarding the performance evaluations, it was suggested to bump up the self-evaluations for staff. So, performance review self-evaluations will be bumped up to a May due date.

IX. New Business.

Background checks on board members – Chris Scheithauer shared that Orangewood Foundation recently completed background checks on all board members and has requested Samueli Academy to do the same.

Chris Scheithauer will mention it at the upcoming board meeting in April under his report. He suggested it be put on the next Governance Committee meeting agenda for approval and potentially a new policy.

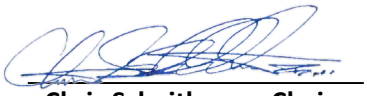
Tracy will include this agenda item under Chairs report on the next board agenda.

X. Adjournment

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

The meeting was adjourned at 5:05 p.m.

The next meeting will be held on Tuesday, May 7, 2024, at 4:00 pm.



Chris Scheithauer, Chair