MINUTES
Board of Trustees Meeting
Tuesday, August 22, 2023
6:00 PM
Samueli Academy
1901 N. Fairview St.
Santa Ana, CA 92706

ROLL CALL

Board of Trustees Present:
Chris Scheithauer
Susan Samueli (via zoom)
Richard Arum
Robert Santana (via zoom)
Liz Dorn-Parker
Susan Barua

Academy/Orangewood Staff Present:
Chris Simonsen
John Luker
Lee Fleming
Tracy Garcia
Anthony Saba

Guests
Julybeth Murillo (via zoom)

CALL TO ORDER

Chris Scheithauer called the meeting to order at 6:00 pm and welcomed all attendees to the August 22, 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.

APPROVAL OF MINUTES

A motion was made by Liz Dorn Parker, seconded by Richard Arum, and carried to approve the minutes from the July 25, 2023, meeting of the Board of Trustees with a vote of: 6 - Ayes and 0 - Nays.

PUBLIC COMMENT

No public comment was presented.

REPORTS
BOARD CHAIR

Chris Scheithauer reviewed the upcoming events for Samueli Academy including the Gala on September 30th and the Board of Trustees retreat on October 9th.

EXECUTIVE DIRECTOR

Anthony Saba presented the Executive Director report. The new school year has started and currently the school is completely full. School started with over 800 students enrolled and over 900 on the wait list. Students, faculty and staff are excited for the new school year ahead.

We will be renewing the Charter in June 2026. Staff continue to strengthen relationships with local colleges. Currently we are working on an MOU with Chapman University.

The development department is currently working on an Endowment video.

HEAD OF SCHOOL

Lee Fleming presented the Head of School report. The Away for the Day cell phone policy is working well. Staff have been extremely enthusiastic about the results thus far. It has awakened a high level of interaction in all students. This has been a positive change.

ORANGEWOOD FOUNDATION

Chris Simonsen shared an update on the Youth Connected Program. Currently there are 3 potential placements and 5 families currently in the approval process. OF is finalizing approvals with the State to be a Foster Family Agency permanently in the category and this process is going well.

LA County will be visiting the program next month.

COMMITTEE REPORTS

FINANCE

Liz Dorn Parker reviewed the June 2023 Financial Statements. The school is in a positive financial position. The Board reviewed all financial statements and discussed the year-end numbers.

Operational Campaign – Operational campaign is strong.

Endowment Policy

The board reviewed the Endowment Policy and the feedback from the legal review of the policy.

A motion was made by Liz Dorn Parker to approve the Endowment Policy. Richard Arum seconded the motion and the motion carried with a vote of: 6 – Ayes and 0 – Nays.

Investment Policy

The board reviewed the investment policy and the feedback from legal.

A motion was made by Liz Dorn Parker to approve the Investment Policy. Susan Barua seconded the motion and the motion carried with a vote of: 6 – Ayes and 0 – Nays.

Fixed Asset Procedure

John Luker presented the Fixed Asset Procedure update. OCDE recommended a stronger and more detailed fixed asset procedure. The Finance Committee created an updated procedure that addresses the requests by OCDE.

Change suggested to Item 8 – "submit to CFO" not just to Orangewood.

Liz Dorn Parker made a motion to approve the updated Fixed Asset Procedure with the clarification on Item 8. Susan Barua seconded the motion and the motion carried with a vote of: 6 – Ayes and 0 – Nays.

GOVERNANCE

Chris Scheithauer presented the contract with Neutral Ground. They are budgeted to be on campus 3 days per week from 8:00 a.m.-4:00 p.m. The Board discussed the updated contract. Chris Scheithauer noticed a few typos in the contract that need to be cleaned up. He asked for time to review the contract over the weekend to clean up any minor errors.

Liz Dorn Parker made a motion to approve the contract with Neutral Ground pending the redline copy to come with Chris' edits. Susan Barua seconded the motion and the motion carried with a vote of: 6 – Ayes and 0 – Nays.

ACADEMIC

No updates

OTHER BUSINESS

Lee Fleming thanked the Board on behalf of the faculty and staff for the Back-to-School Event at the Planetarium. All that attended had a great time.

CLOSED SESSION

A motion was made by Susan Barua to move into closed session to review the performance evaluations of the Executive Director, Chief Financial Officer, and the Head of School. Liz Dorn Parker seconded the motion and the motion passed with a vote of: 6 – Ayes and 0 – Nays.

RETURN FROM CLOSED SESSION

Following review of the Performance Evaluations the Board voted to return to open session with a vote of: 6 – Ayes and 0 – Nays.

Chris Scheithauer reported that during the closed session, the Trustees reviewed and finalized written Performance Evaluations of the Executive Director, Head of School, and the Chief Financial Officer, and that such Performance Evaluations were approved with a vote of: 6 - Ayes and 0 - Nays.

In open session, a motion was made by Liz Dorn-Parker, seconded by Richard Arum, and carried to approve a 7.5% increase of salary for the Executive Director and the Head of School, retroactively effective to the start of the 2023-2024 fiscal year (July 1). The vote was: 6 - Ayes and 0 - Nays.

Based on the evaluations, a motion was made by Liz Dorn Parker, seconded by Susan Barua, and carried to award Off-Schedule payments of $20,000 to the Executive Director and $15,000 to the Head of School. The vote was: 6 - Ayes and 0 - Nays

ADJOURNMENT

A motion was made by Liz Dorn Parker, seconded by Chris Scheithauer, and carried to approve the August 22, 2023, meeting of the Samueli Academy Board of Trustees be adjourned at 8:07 p.m. with a vote of: 6 - Ayes and 0 - Nays.

The next regular meeting will be held on Tuesday, September 26, 2023, at 6:00 pm.

RICHARD ARUM, SECRETARY