MINUTES
Board of Trustees Meeting
Tuesday, July 26, 2022
6:00 PM
Zoom

ROLL CALL

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

Academy/Orangewood Staff Present:
Anthony Saba
Lee Fleming
Chris Simonsen
John Luker
Shauntina Sorrells
Enrique Montiel
Andrea Geans

Absent:
Shannon Zech
Richard Arum

Guests:
Kelley Riffenburgh
Kerry Flanagan

OATH OF OFFICE

Sandi Jackson administered the oath of office to newly elected officers:

- Chris Scheithauer (Chair of the Board)
- Liz Dorn-Parker (Vice Chair and Treasurer)
- Anthony Saba (Executive Director)
- John Luker (Chief Financial Officer)

Unable to attend the meeting, Richard Arum would be officially sworn in during the August 23rd meeting, officially affirming his role as Secretary of the Board.

CALL TO ORDER

Chris Scheithauer called the meeting to order and welcomed all attendees to the July 26, 2022 Samueli Academy Board of Trustees meeting. 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. Board meetings would remain via Zoom, while still operating under COVID restrictions.

APPROVAL OF MINUTES

A motion was made by Liz Dorn-Parker, seconded by Sandi Jackson, and carried to approve the minutes from the June 21, 2022 meeting of the Board of Trustees with a vote of: 6 – Ayes and 0 – Nays.

GOVERNMENT CODE SECTION 54953(e)

Board findings pursuant to Government Code Section 54953(e)

The Charter School Board of Directors determines, in accordance with Government Code Section 54953(e)(1)(B), that meeting in person would present imminent risks to the health or safety of attendees. Pursuant to Government Code Section 54953(e)(3), the Board has also reconsidered the circumstances of the State of Emergency declared by the Governor on March 4, 2020, and finds the State of Emergency continues to directly impact the ability of the Directors to meet safely in person and/or that State or local officials continue to impose or recommend measures to promote social distancing.

A motion was made by Chris Scheithauer, seconded by Sandi Jackson, and carried to approve the Board findings pursuant to Government Code Section 54953(e) with a vote of: 6 – Ayes and 0 – Nays.

PUBLIC COMMENT

No public comment was presented.

REPORTS

BOARD CHAIR

Chris Scheithauer expressed his appreciation in being elected as the new Chair of the Board, noting the Board and its sub-committees would continue in excellence. Innovative ideas for consideration would be welcomed.

Members were reminded of a.) the Board and Staff Back-to-School Party, held on Saturday, July 30th, and b.) the 2022 Board Retreat scheduled for Monday, October 3rd.

EXECUTIVE DIRECTOR

Anthony Saba invited the Board to attend the 2022 fundraising gala "An Evening with Samueli Academy", an on-campus event scheduled for Saturday, October 1st. Save-the-Dates had been mailed to each member, as well.

The Orange County Department of Education held its annual meeting for authorized county charter schools. Anthony remarked that in his ten years of attendance, the number of charter schools had grown from just one (Samueli Academy) to many. Another great year was anticipated for the OCDE and Samueli Academy partnership.

Additional news:

- The annual College Get Down took place that evening, providing the 2022 alumni opportunity to meet with supporters and volunteers in preparation for their fall college experience.
- Feedback on the School Safety Plan was received from the Commander of the Santa Ana Police Department and from OCDE's Safety Department. Their minor recommendations were included in the revisions.

HEAD OF SCHOOL

Lee Fleming shared of a new hope for the 2022-23 school year. The staff had participated in much planning, and summer student activities created an atmosphere of energy and excitement on campus. Photos were shared of the recent Firewolf Foundations for new and incoming 7th grade and 9th -12th grade students; the Engineering and Design Camp – where students learned the value of art and engineering; and the summer soccer and volleyball camps held for the first time at SA.

ORANGEWOOD REPORT

Chris Simonsen invited Shauntina Sorrells (Chief Program Director of OF) to provide an update on the Youth Connected Program. Important updates:

- The newly hired director, Enrique Montiel, brought many years of experience within the foster care agencies, both professionally and personally.
- Six youth were already residents of the dorm. Many more youth desired to be in the program and enrolled with Samueli Academy, and recruitment continued for the necessary resource families. The launch of a recent marketing campaign with FosterMore, had produced several leads already.
- YCP youth and resource families participated in recent surveys. Noteworthy was the high satisfaction rate amongst the youth. Resource families, too, were looking forward to effective communication under the leadership of the new director.

Enrique acknowledged the Board and expressed his appreciation to share in the vision and momentum of the partnership between Samueli Academy and the Youth Connected Program.

Dialogue continued on various particulars of the program – offices, recruitment and referrals, and day-to-day schedules.

Anthony provided an operational fundraising update through the end of May, stating the campaign had greatly exceeded its goal. The new fiscal year would begin at $0 on July 1st. Two large donations were anticipated at the beginning of the new fiscal year, and discussions continued on the creation of a long-term operational endowment fund which would help sustain the school's special programs.

COMMITTEE REPORTS
FINANCE

Liz Dorn-Parker and John Luker reviewed the Financial Dashboard and Scorecard for May 2022. Expenses such as Health and Welfare, Non-Capitalized Equipment, Nutrition Program Food and Supplies, Utilities, Housekeeping Services, and Intra-Agency Fees (Foster care support) were more than expected. Even still, the 2021-22 fiscal year was forecasted to end much stronger than originally budgeted as a result of the higher ADA, child nutrition, additional special education funds, and grants and in-kind donations.

Discussion followed on the school's State-certification to provide to all students free and reduced-price lunches (FRPL), as well as the potential Employee Retention Credit – submitted for auditor review.

Recommended as an item for approval by both the Finance and Governance Committees was a third amendment to the lease agreement between Orangewood Real Property and Samueli Academy, reflecting the completed gymnasium and soccer field. Following a new market appraisal by CBRE, the proposed rent increase of three percent (3%) annually would remain below market value at a discounted twenty-three percent (23%). Further, SB 740 funding would alleviate some of the rent increase.

A motion was made by Susan Barua, seconded by Robert Santana, and carried to approve the Lease Amendment with a vote of:
4 – Ayes, 0 – Nays, and 2 – Abstentions by Sandi Jackson and Susan Samueli.

Recommended as an item for approval by both the Finance and Governance Committees was the 2021-22 Shared Services Reconciliation, an assessment of the actual costs versus the forecasted costs for 2021-22. Market rate adjustments allowed for a ninety-five percent (95%) reimbursement to Orangewood, with actual costs still less than market value.

A motion was made by Liz Dorn-Parker, seconded by Susan Barua, and carried to approve the 2021-22 Shared Services Reconciliation, indicating an additional $91,157 allocation to Orangewood Foundation with a vote of:
4 – Ayes, 0 – Nays, and 2 – Abstentions by Sandi Jackson and Susan Samueli.

John Luker provided an update on the solar plan proposal. Given the complexity of its unusual structure, legal counsel carefully reviewed the proposal. Moreover, the three original vendors were asked for proposal rebids based on the new structure. Following further legal review, new information would be provided to the Governance and Finance Committees during their respective August meetings.

GOVERNANCE

Chris Scheithauer provided an update on the recent activities of the Governance Committee:

- Annual Performance Evaluations were sent to the Executive Director, Chief Financial Officer, and Head of School for their self-evaluations. Their respective oversight committees would compile feedback during closed sessions in August, and then submit final drafts to the Governance Committee for final review. Sandi Jackson was asked to draft initial comments on all three performance evaluations since she had served as Board Chair during the 2021-22 school year.
- Discussions continued on the 2022 Board Retreat, and more specifically strategic initiative topics. Updates were forthcoming.

ACADEMIC

As a member of the Academic Committee, Susan Barua provided an update on the committee's recent activities.

Recommended as an item for approval by the Academic and Governance Committees was the Student/Parent Handbook, with minor updates reflecting school personnel and protocol relevant to the 2022-23 school year.

A motion was made by Susan Barua, seconded by Sandi Jackson, and carried to approve the Student/Parent Handbook with a vote of: 6 – Ayes and 0 – Nays.

Recommended as an item for approval by the Academic and Governance Committees was the School Safety Plan, with updates reflecting school personnel for the 2022-23 school year, as well as egress/regress routes specific to the completed facilities.

Any updates to the Comprehensive School Safety Plan would be submitted for review by official first responder agencies, as noted on one such paragraph (p.2): *(*The school leadership and safety team has consulted with a representative from the local law enforcement agency, fire department, and other relevant first responder agencies in developing this Comprehensive School Safety Plan and will share it with a local law enforcement agency, fire department, and other relevant first responder agencies each time it is updated. (Ed. Code 32281(b).)*

A motion was made by Susan Barua, seconded by Sandi Jackson, and carried to approve the Comprehensive School Safety Plan with a vote of:
6 – Ayes and 0 – Nays.

Recommended as an item for approval by both the Academic and Governance Committees was the Athletics Handbook, with minor updates reflecting school personnel and protocol relevant to the 2022-23 school year.

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

NEW 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 with a vote of: 6 - Ayes and 0 - Nays to adjourn the July 26, 2022 meeting of the Samueli Academy Board of Trustees at 7:11 pm.

The next meeting will be held on Tuesday, August 23, 2022, at 6:00 pm.

08/25/2022

RICHARD ARUM, SECRETARY