**MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE**

Tuesday, January 4, 2022 - 4:00 PM
Held via Zoom

Attendees: Chris Scheithauer, Sandi Jackson, Shannon Zech, Anthony Saba, Chris Simonsen, Barry Newton, and Andrea Geans

Absent: Robert Santana

## I. Opening Item

The meeting was called to order by Chris Scheithauer.

## II. Approval of Minutes

The Committee reviewed the minutes from the Governance Committee Meeting:

- November 2, 2021

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to approve the minutes from the November 2, 2021 Governance Committee Meeting with a vote of:
3 – Ayes and 0 – Nays.

## III. Governance Committee findings pursuant to Government Code Section 54953(e)

The Charter School Governance Committee 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 Governance Committee 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 Committee 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 Sandi Jackson, seconded by Chris Scheithauer, and carried to approve the Committee findings pursuant to Government Code Section 54953(e) with a vote of:
3 – Ayes and 0 – Nays.

## IV. Public Comment

Chris Scheithauer opened the floor for public comment, but no public was present.

## V. Teacher Compensation Review

In efforts to maintain current and competitive compensation for part-time and full-time SA teachers, and to design a pay range that could be used to establish pay rates, the Governance Committee sought guidance from Creative Management Solutions consultant Barry Newton. The compensation benchmark analysis pulled comparable data from other Orange County public schools, charter schools, and not-for-profit sectors, according to the level of education and experience with teaching credentials of teaching staff. Barry explained that the Samueli Academy teacher pay rates remain competitive with market prevailing rates.

After lengthy discussion, it was agreed that Barry would return for the February 1st Governance Committee meeting, where he would present a master grid detailing the certificated salary schedule of various county school districts.

## VI. Outdoor Club Overnight Camping Trip

Recommended as an item for approval was the request by the SA Outdoor Club to host an overnight camping trip during the month of February. The Outdoor Club would participate in hiking and camping within the Orange County region. Anthony Saba explained that school-sponsored, overnight field trips require special Board approval, and trip-specific permission by parents in addition to their annual signature for day field trips.

After a period of discussion, the Committee agreed that this request form, as well as all future trip-specific permission forms, would include the statement: All staff member participants/chaperones will adhere to the Field Trip and Cultural Excursion Policy.

The Committee recommended the Outdoor Club Overnight Camping Trip be presented for Board approval at the January 25th Board of Trustees meeting.

## VII. Administrative Performance Evaluation Template Discussion

According to its periodic review, the Committee assessed the current SA administrative performance evaluation templates in addition to those from four local charter schools. Ensuing discussion surrounded ways to improve the templates' current narrative and collaborative approach and streamline them more directionally with their respective job descriptions.

The Committee agreed to table the discussion until the February meeting.

## VIII. Board Chair Discussion

The Board Term Matrix was reviewed for expiring Board terms. Furthermore, in preparation for the annual nomination of proposed slate of officers in June, the Committee reviewed the Election of Officers Policy and Nominating Process. Chris Scheithauer would announce the time schedule for the Board and Officer nominations during the February Board meeting. A request would be made, as well, for potential candidates for all committees.

## IX. Board Approved Policies and Procedures

The Committee reviewed the agenda items approved by the full Board during the November Board of Trustees meeting, to see of their relevance on the Samueli Academy website and/or within the Board Approved Policies and Procedures Handbook.

## X. Compliance Calendar

Chris Scheithauer reviewed the upcoming tasks within the Compliance Calendar, noting the February discussion for the 2022 Board Retreat.

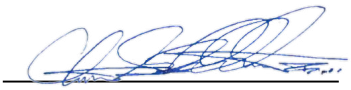
## XI. New Business

Anthony shared that Samueli Academy was hosting its first home basketball game that very afternoon. He would send a 2021-22 home game schedule to the Board and Committee members.

## XII. Adjournment

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to adjourn the January 4, 2022 Governance Committee meeting at 5:36 pm with a vote of:
3 – Ayes and 0 – Nays.

The next meeting will be held on Tuesday, February 1, 2022, at 4:00 pm.



**Chris Scheithauer, Chair**