MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

Tuesday, February 1, 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:

- January 4, 2022

A motion was made by Sandi Jackson, seconded by Shannon Zech, and carried to approve the minutes from the January 4, 2022 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 Chris Scheithauer, seconded by Sandi Jackson, 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

By request of the Committee, Creative Management Solutions consultant Barry Newton returned to continue the teacher compensation review. Items for review included:

- A master chart explaining the teacher salary schedule of other districts throughout Orange County, with a data range according to education and certification,
- A compa-ratio of the Samueli Academy teacher salary schedule, with a data range according to education and certification.

After review, the Committee found Samueli Academy continued to offer a competitive salary to its teachers, remaining $254 above the average teacher pay structure. Further, the updated pay structure would be used as a resource when recruiting new teachers.

The analysis would be shared with both Finance and Academic Committees, and a high-level summary would be presented to the Board at the February 22nd meeting.

VI. Administration of Medication Policy

Recommended as an item for approval was the Administration of Medication Policy. Revisions were made by legal counsel after becoming aware of the current policy's outdated language and timestamp. The new draft was straightforward in protocol for administration, response, and storage/record keeping.

A motion was made by Sandi Jackson, seconded by Shannon Zech, and carried to approve the Administration of Medication Policy with a vote of: 3 – Ayes and 0 – Nays.

VII. General Complaint Policy

Recommended as an item for approval was the General Complaint Policy. Similar to the previous agenda item, this policy had been updated by legal counsel in maintaining relevant language and timestamp.

A motion was made by Shannon Zech, seconded by Sandi Jackson, and carried to approve the General Complaint Policy with a vote of 3 – Ayes and 0 – Nays.

VIII. Administrative Performance Evaluation Template Discussion

In January, the Committee reviewed Samueli Academy's current Administrative Performance Evaluation templates against those from comparable, local charter schools. The Committee found the SA templates superior in content with measurable data per job descriptions. Moreover, those evaluated annually appreciated the collaborative and narrative approach of their current, respective templates.

IX. Board Approved Policies and Procedures

The Committee reviewed the agenda items approved by the full Board during the January 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. Discussions would continue a prospective facilitator for the 2022 Board Retreat.

XI. New Business

At the February 22nd Board meeting, Chris would provide an update on the Committee's reviews of the Performance Evaluation templates and the Teacher Compensation analysis. Monday, October 10th (Columbus Day) would be recommended as the potential date for the 2022 Board Retreat. Sandi would discuss with facilitator Maggie Steakley the potential opportunity.

XII. Adjournment

The February 1, 2022 Governance Committee meeting adjourned at 4:45 pm with a vote of: 3 – Ayes and 0 – Nays.

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

Chris Scheithauer, Chair