MINUTES
Board of Trustees Meeting
Tuesday, August 23, 2022
6:00 PM
Zoom

ROLL CALL

Board of Trustees Present:
Chris Scheithauer
Liz Dorn-Parker
Sandi Jackson
Susan Barua
Shannon Zech

Academy/Orangewood Staff Present:
Anthony Saba
Lee Fleming
Chris Simonsen
John Luker
Jai Wallace
Andrea Geans

Absent:
Richard Arum
Robert Santana
Susan Samueli

Guests:
Kerry Flanagan
Kelly Riffenburgh

CALL TO ORDER

Chris Scheithauer called the meeting to order at 6:02 pm and welcomed all attendees to the August 23, 2022 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. Board meetings would remain via Zoom, while still operating under COVID restrictions.

APPROVAL OF MINUTES

A motion was made by Sandi Jackson, seconded by Susan Barua, and carried to approve the minutes from the July 26, 2022 meeting of the Board of Trustees with a vote of: 5 – 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 Liz Dorn-Parker, seconded by Sandi Jackson, and carried to approve the Board findings pursuant to Government Code Section 54953(e) with a vote of: 5 – Ayes and 0 – Nays.

PUBLIC COMMENT

No public comment was presented.

BOARD EDUCATION

Following an introduction by Lee Fleming, Student Development Coordinator Jai Wallace provided a presentation on the safety processes of Samueli Academy. Accommodating the campus growth, and with consideration to heightened school safety concerns nationwide, updated procedures addressed:

- changes to the internal policies (tardies/truancies, hall/bathroom passes, and parking lot protocol),
- external changes to the facilities,
- Staff training,
- Safety resources for students and staff,
- Counselor hired for grades 7th and 8th, to address any peer and student/teacher conflict resolution.

REPORTS
BOARD CHAIR

Chris Scheithauer congratulated the administrative team for a successful beginning to the 2022-23 school year, and reflected on the recent Board and Staff Back-to-School Party.

Members were reminded of the 2022 Board Retreat scheduled for Monday, October 3rd at the offices of Call & Jensen.

EXECUTIVE DIRECTOR

Anthony Saba reported a positive and busy beginning to the 2022-23 school year, which included back-to-school meetings with the Orange County Department of Education (OCDE) and the California Charter Schools Association (CCSA).

Additional news:

- Student enrollment was strong with over eight hundred youth, grades 7th - 12th,
- Relevant updates to the Memorandum of Understanding (MOU) with the Henry Samueli School of Engineering at UCI were being formalized. This MOU would serve as a template in pursuance of other similar partnerships,
- Strengthened relationships with Girls Inc. and the Boys and Girls Club resulted in new agreements for the 2022-23 school year,
- An Evening with Samueli Academy Gala 2022 was scheduled for Saturday, October 1st.

HEAD OF SCHOOL

Lee Fleming recounted the experiences seen and told to her in recent days, noting that for many staff and students this was the best opening in three years.

Additional details:

- Through survey data, and as seen collectively, the 9th grade class shared a close relationship after spending two previous school years together. Furthermore, they continued to demonstrate academic preparedness,
- Greater emphasis would be given to the Authentic Audience program, with a strong focus on professional dress. To that end, a clothing drive had begun. The first presentation was scheduled within three weeks, and members of the Board were welcomed to attend the event and/or to donate professional attire for students' use.

Anthony and the Board publicly acknowledged Lee for her passion and vision for Samueli Academy students, families, and staff.

ORANGEWOOD REPORT

Chris Simonsen shared of the dramatic increase of interest in the Youth Connected Program since the recent marketing campaign with FosterMore. Given the considerable number of eligible youths within Orange County, the YCP team was actively engaging with potential resource families and even conducting home visits.

Additional updates:

- The State offered an increase of financial support, per youth
- Members of the Board could show their support through social media shares, and/or by providing foster youth and their resource families access to experiential activities (i.e., sports games or theatre productions).

Anthony provided an operational fundraising update through the end of the fiscal year. The annual goal was exceeded by $161,000 and did not reflect funds available through the CTE Incentive Grant nor the endowment fund.

The new fiscal year began on July 1st and had a strong start with sponsorships and donations towards the annual fundraising event to be held on October 1st. Moreover, with a recently secured gift to the annual endowment fund, the Board would discuss various opportunities during its October 3rd Board Retreat.

COMMITTEE REPORTS
FINANCE

Liz Dorn-Parker and John Luker reviewed the Financial Dashboard and Scorecard for June 2022. Due to the staff's diligent support of SA students, the Average Daily Attendance was significantly high and allowed an increase of LCFF funding. Cash reserves remained strong, and one-time purchases would be considered during the Board Retreat.

Recommended as an item for approval by the Finance Committee was the 2021-22 Unaudited Actuals. Placed in a format recognized by OCDE, this financial report provided expenditure totals from the use of restricted and

unrestricted funds. The Actuals would be submitted to OCDE in September once the audit was complete.

A brief discussion followed on various restricted and unrestricted funds, and tax versus donor funds.

A motion was made by Liz Dorn-Parker, seconded by Sandi Jackson, and carried to approve the 2021-22 Unaudited Actuals with a vote of:
5 - Ayes and 0 - Nays.

Recommended as an item for approval was the RFP Food Services with Better 4 You Meals, Inc. One of two proposals received, Better 4 You Meals provided more favorable menu offerings than the previous vendor.

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to approve the RFP Food Services with Better 4 You Meals, Inc. with a vote of: 5 - Ayes and 0 - Nays.

The Governance Committee would add to its Compliance Calendar the annual review of any food services vendor proposal, as well.

Recommended as an item for approval was the CalSHAPE Services Contract awarded to PacificWest Energy Solutions. Board-approved grant funds from the California Energy Commission's California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program would assist in the implementation of air quality improvements: HVAC assessment, Air filtration, CO2 monitors, and Contingency repairs and maintenance.

A motion was made by Liz Dorn-Parker, seconded by Sandi Jackson, and carried to approve the CalSHAPE Services Contract with PacificWest Energy Solutions with a vote of: 5 – Ayes and 0 - Nays.

Providing an update on the solar acquisition, John Luker shared that the attorneys were working on redlines within the contract. Amendments would be reviewed by both the Finance and Governance Committees. Noteworthy was an increase in the inflation reduction benefits, with a credit of thirty percent.

GOVERNANCE

Recommended as an item for approval by the Governance Committee was the Employee Handbook, with minor revisions by legal counsel and the People and Culture Team of the Orangewood Foundation.

A motion was made by Shannon Zech, seconded by Susan Barua, and carried to approve the proposed changes to the Employee Handbook with a vote of:
5 - Ayes and 0 - Nays.

Recommended as an item for approval were minor revisions to the Dispute Resolution and Arbitration Agreement.

A motion was made by Liz Dorn-Parker, seconded by Susan Barua, and carried to approve minor revisions to the Dispute Resolution and Arbitration Agreement with a vote of: 5 - Ayes and 0 - Nays.

Recommended as an item for approval was the Civic Center Act and Facilities Use Policy. Recognizing that Samueli Academy is a community resource, per Education Code Section 38130 et seq, the Civic Center and Facilities Use Policy was drafted to accommodate the community while also protecting the quality and useful life of the school facilities.

A motion was made by Shannon Zech, seconded by Sandi Jackson, and carried to approve the Civic Center Act and Facilities Use Policy with a vote of: 5 - Ayes and 0 - Nays.

Recommended as an item for approval was the Application for Facilities Use, drafted as a supplemental agreement to the Civic Center Act and Facilities Use Policy. This document was previously reviewed by the Finance Committee as well, given the nature of its financial content.

A motion was made by Shannon Zech, seconded by Susan Barua, and carried to approve the Application for Facilities Use with a vote of: 5 - Ayes and 0 - Nays.

Chris Scheithauer reported that the process of finalizing Employee Performance Evaluations was underway. The Governance Committee would review feedback on all three evaluations during its September 6 meeting before recommending for Board review and approval during a closed session on September 27.

The agenda for the Board Retreat was under final review and would be shared during the September meeting of the Board. The Retreat would be held once again at the Call & Jensen Offices.

ACADEMIC

As a member of the Academic Committee, Susan Barua provided an update on the committee's recent meeting. Following a review of the Employee Handbook, the Committee met in a closed session to discuss the performance evaluation of the Head of School.

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: 5 - Ayes and 0 - Nays to adjourn the August 23, 2022 meeting of the Samueli Academy Board of Trustees at 7:32 pm.

The next meeting will be held on Tuesday, September 27, 2022, at 6:00 pm.

09/28/2022

RICHARD ARUM, SECRETARY