MINUTES
Board of Trustees Meeting
Tuesday, September 27, 2022
6:00 PM
Zoom

ROLL CALL

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

Academy/Orangewood Staff Present:
Anthony Saba
Chris Simonsen
John Luker
Kim Dawson
Joy Corpora
Meredith Worden
Andrea Geans

Absent:
Susan Samueli
Shannon Zech
Lee Fleming

Guests:
Kelley Riffenburgh
Kerry Flanagan

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.

OATH OF OFFICE

Chris Scheithauer administered the oath of office to newly elected officer:

- Richard Arum (Secretary of the Board)

APPROVAL OF MINUTES

A motion was made by Liz Dorn-Parker, seconded by Sandi Jackson, and carried to approve the minutes from the August 23, 2022 meeting of the Board of Trustees with a vote of: 5 – Ayes, 0 – Nays, and 1 - Abstention by Richard Arum.

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 Sandi Jackson, seconded by Liz Dorn-Parker, 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.

BOARD EDUCATION

Joy Corpora (Chief Officer of People & Culture for the Orangewood Foundation/Samueli Academy) and Meredith Worden (People & Culture Partner) joined the Board to provide information on the various human resource activities provided by the People & Culture team. With the goal of establishing a good rapport with staff, this team focused on providing excellent customer service to members from the moment they apply:

- Required pre-employment screenings, including:
  - Background check
  - Motor vehicle records check
  - Drug screen
- Required documentation, including:
  - I-9 documents
  - Payroll schedule
  - Teacher/certificated staff procedures
- Benefit documents and policies
- Annual online training
  - Courses via Vector (CharterSafe) to new hires and annual training to returning staff
- Additional items tracked and/or areas of support, including:
  - CPR/First Aid certification
  - TB expiration
  - Annual update reminders
  - Weekly meetings with administrative staff
  - Point of contact for all employee questions: payroll, benefits, sick days, Paycom tech support

The People & Culture team would soon utilize a digital system specifically designed to streamline all human resource activities, including hours designated to staff professional development.

REPORTS
BOARD CHAIR

Chris Scheithauer reminded everyone of the 2022 Board Retreat scheduled for Monday, October 3rd, and shared an update of logistics.

As an item for information and for annual analysis, the Board reviewed a meeting attendance matrix from all Board and sub-committee meetings for the 2021-22 fiscal year.

EXECUTIVE DIRECTOR

Anthony Saba reported a productive and exciting first two months of school, which included volleyball and soccer matches held on campus.

Additional news:

- Jorge Valdes and Javier Orduño, members of the Orange County Department of Education and the California Charter Schools Association respectively, recently toured the SA campus,
- The annual fundraising gala would be held the following Saturday, October 1st. Guests would enjoy an 80's themed event,
- Strategic planning and discussions had been held in preparation for the upcoming Board Retreat. Accordingly, the Board would receive pre-reading materials which referenced the retreat topics.

ASSISTANT HEAD OF SCHOOL

Kim Dawson shared pictures and slides of recent campus activities, explaining the Passion Ignition Days held once a quarter. All students 7th-12th grades had an opportunity to explore interests through unique workshops and activities such as: Pinata-making, Watercolor exploration, Intro to Muay Thai, Video game battling and collaboration, and Crime scene investigation. Other students enjoyed field trips to College campuses (San Diego, Santa Barbara, and Los Angeles), a Bowling alley, and a Boat and beach volleyball excursion.

All ignitions were designed to encourage student connectivity, and to aid as protective factors (physical/social activity, emotional support, skill development) in the face of behavioral and life challenges.

Further, greater attention has been placed on project-based learning within the classrooms as departments identify and set goals towards agency, collaboration, written communication, and oral communication.

ORANGEWOOD FOUNDATION

Chris Simonsen stated the efforts continued in marketing and recruiting foster families. Leads from Los Angeles-based FosterMore were cultivated individually under the guidance of YCP director Enrique Montiel and staff.

Resulting from the partnership with the YCP and Fashion Institute of Design & Merchandising, FIDM students helped design and furnish the second and third floors of the residential facility.

Anthony provided an update on the operational fundraising, noting the campaign started over on July 1st and was already over $90,000 above its goal. Funds were expected to increase through October as sponsorships and donations were garnered for the October 1st annual gala.

COMMITTEE REPORTS
FINANCE

Liz Dorn-Parker and John Luker reviewed the Financial Dashboard and Scorecard for July 2022. The cash reserve held near thirty-three percent, and the Board would discuss the best philosophy on percentage of reserves during the October 3rd Retreat. The state's budget was healthy, allowing for a statutory cost-of-living adjustment two one-time block grants. The administrative team would identify expenses for these grants in the coming months to offset the loss of revenue.

Recommended as an item for approval by the Finance Committee was the Spring Consolidated Application. An annual application, this report detailed the certification of assurances and categorical distribution of federal funds for 2022-23, as well as a report of year-to-date expenditures from July 1, 2021 through June 30, 2022.

A motion was made by Sandi Jackson, seconded by Liz Dorn-Parker, and carried to approve the Spring Consolidated Application with a vote of: 6 - Ayes and 0 - Nays.

John Luker shared an update on the anticipated solar acquisition. In collaboration with the school's legal team and the attorneys for the selected solar company, progress had been made and the contract had seen several iterations. Final documents were scheduled to be reviewed by the Governance and Finance Committees in October.

Information to consider:

- The recent Inflation Reduction Act provided additional credits, lowering the solar investment from $850,000 to $770,000,
- Samueli Academy students would participate in curricular studies surrounding the solar implementation and sustainability.

GOVERNANCE

Recommended as an item for approval by the Governance Committee was a request by the Outdoor Club for an overnight camping trip scheduled for October.

A motion was made by Liz Dorn-Parker, seconded by Susan Barua, and carried to approve the Outdoor Club's request for an overnight camping trip in October with a vote of: 6 - Ayes and 0 - Nays.

Chris Scheithauer reviewed with everyone the agenda for the October 3rd Board Retreat. Held once again at the Call & Jensen offices, the retreat was scheduled from 2:00 - 8:00 pm.

ACADEMIC

Richard Arum provided an update on the recent activities of the Academic Committee, pointing out the committee's deep dive into the internal statistics of the school. Discussions would continue the increase of grades C and below, and best practices for remedy.

NEW BUSINESS

Chris Scheithauer asked for any new business, but none was presented.

CLOSED SESSION

Pursuant to Government Code Section 54957, the Board moved into a closed session at 7:00 pm to review the Performance Evaluations of the Executive Director, Chief Financial Officer, and the Head of School, with a vote of: 6 - Ayes and 0 - Nays.

RETURN TO OPEN SESSION

Following review of the Performance Evaluations, at 9:15 pm 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 Susan Barua, and carried to approve a 4% increase of salary for the Executive Director and the Head of School, retroactively effective to the start of the 2022-2023 fiscal year (July 1). The vote was: 6 - Ayes and 0 - Nays.

Based on the evaluations, a motion was made by Robert Santana, seconded by Liz Dorn-Parker, and carried to award Off-Schedule payments of $20,000 to the Executive Director and $15,000 to the Head of School, to be paid as soon as administratively reasonable. The vote was: 6 - Ayes and 0 - Nays.

ADJOURNMENT

The Board voted with 6 - Ayes and 0 - Nays to adjourn the September 27, 2022 meeting of the Samueli Academy Board of Trustees at 9:24 pm.

The next regular meeting will be held on Tuesday, October 25, 2022, at 6:00 pm.

10/26/2022

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RICHARD ARUM, SECRETARY