MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

Tuesday, January 7, 2025 – 4:00 p.m.
Held via Zoom

Attendees: Chris Scheithauer, Sandi Jackson, Anthony Saba, Chris Simonsen, and Tracy Garcia

I. Opening Item

The meeting was called to order by Chris Scheithauer at 4:05 p.m.

II. Approval of Minutes

The Committee reviewed the minutes from meeting of the Governance Committee:

- December 3, 2024

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to approve the minutes from the December 3, 2024, meeting of the Governance Committee with a vote of: 2– Ayes and 0 – Nays.

III. Public Comment

Chris Scheithauer opened the floor for public comment, but none was presented.

IV. Independent Study Policy

Anthony Saba presented the Independent Study Policy. OCDE requested we update this policy. This was passed through Legal for current updates/edits.

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to approve the Independent Study Policy and move it forward to the full board for approval. The motion carried with a vote of: 2 – Ayes and 0 – Nays.

V. Written Agreement for Independent Study Policy

Anthony Saba presented the Written Agreement for the Independent Study Policy. There were only minor edits required.

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to approve the Written Agreement for the Independent Study Policy. The motion carried with a vote of: 2 – Ayes and 0 – Nays.

VI. Title I School Level Parent and Family Engagement Policy

Anthony Saba presented the Title I School Level Parent and Family Engagement Policy. The template that was previously provided to us required an update so this is the policy on the new template.

Sandi Jackson made a motion to approve the Title I School Level Parent and Family Engagement Policy. Chris Scheithauer seconded the motion, and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

VII. 2025 Employee Handbook

Anthony Saba presented the updated 2025 Employee Handbook. This was updated by legal to reflect the new changes for 2025 and has been reviewed by Orangewood Foundation People and Culture Team.

Sandi Jackson made a motion to approve the 2025 Employee Handbook. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0- Nays.

VIII. Outdoor Club – Overnight Trip to Headquarters Campground

Anthony Saba presented the overnight field trip request by the Outdoor Club to Headquarters Campground with a guided rafting trip on the Kern River on May 24-26, 2025.

Sandi Jackson made a motion to approve the Outdoor Club – Overnight Trip to Headquarters Campground. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

IX. Outdoor Club – Overnight Trip to Hurkey Creek Campground

Anthony Saba presented the overnight field trip request by the Outdoor Club to Hurkey Creek Campground on May 3-4, 2025.

Sandi Jackson made a motion to approve the Outdoor Club – Overnight trip to Hurkey Creek Campground. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

X. College Tours Club – Overnight Trip to Cal Poly SLO and UCSB

Anthony Saba presented the overnight field trip request by the College Tours Club to Cal Poly San Luis Obispo and UC Santa Barbara on April 11-13, 2025.

Sandi Jackson made a motion to approve the College Tours Club – overnight trip to Cal Poly SLO and UCSB. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

XI. Compliance Calendar

Committee reviewed the Compliance Calendar and all activities are on track.

Chris Scheithauer noted he will be out of town for the meeting on April 1st. He proposed changing the date of this meeting to April 8th. Sandi Jackson was available on that date. Tracy will update the calendar invites for the Committee.

XII. New Business

Discussion regarding moving up the budget process took place. Anthony will follow up with John Luker. There is not much flexibility based on when state financial information is released but he will look into it.

Anthony is looking to add a 2nd position to the Alumni Program. This would be an Alumni Manager position to work with graduates as they graduate college and look for employment opportunities. There is no impact to the overall budget by adding this position. It will go through Finance and Academic Committees this month as well as to the full board for final approval.

Chris Simonsen inquired about the updates to the Whistleblower Policy. Chris Scheithauer indicated this is a work in progress and he has it on his to do list. He will present it to the Governance Committee once he has completed the edits/updates.

XIII. Adjournment

The meeting was adjourned at 5:00 p.m.

The next meeting will be held on Tuesday, February 4, 2025, at 4:00 pm.

Chris Scheithauer, Chair