MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

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

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

I. Opening Item

The meeting was called to order by Chris Scheithauer at 4:00 p.m.

II. Approval of Minutes

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

- September 2, 2025

A motion was made by Sandi Jackson, seconded by Robert Santana, and carried to approve the minutes from the September 2, 2025, meeting of the Governance Committee with a vote of: 3– Ayes and 0 – Nays.

III. Public Comment

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

IV. Board Approved Policies and Procedures

The Committee reviewed the Board-approved Policies and Procedures grid and updated the grid. Tracy will indicate N on both columns of the grid for the Organizational Chart.

V. Planning for the 2025 Board Retreat

Anthony reviewed the agenda and provided a brief update on the board retreat. All details are set and Tracy will be pulling the full packet together and sending it out to the full board one week prior to the retreat.

VI. Injury and Illness Prevention Program

Anthony shared the updated and revised Injury and Illness Prevention Program. This was reviewed and updated. This was updated by Orangewood Foundation and there was no redline version available. Tracy will include Annie's notes on all the changes to the board packet for review prior to approval at the board meeting.

Sandi Jackson made a motion to approve the updated Injury and Illness Prevention Program. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

VII. Heat Ilness Prevention Program

This is a new policy for Samueli Academy but is a new requirement. Anthony reviewed the details of the Heat Illness Prevention Program.

Sandi Jackson made a motion to approve the Heat Illness Prevention Program. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

VIII. School Safety Plan

The School Safety Plan was updated by legal. This was reviewed in order to submit along with the Charter Renewal document. The edits to the document were minor.

Chris Scheithauer made a motion to approve the updated School Safety Plan. Sandi Jackson seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

IX. Whistleblower Policy

Anthony presented the updated changes to the Whistleblower Policy. The committee reviewed the changes.

Sandi Jackson made a motion to approve the updated Whistleblower Policy. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

X. Samueli Academy Bylaws

Anthony presented the updated Samueli Academy Bylaws. Legal reviewed the document and these are their recommended changes.

Sandi Jackson made a motion to approve the Samueli Academy Bylaws. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

Chris Scheithauer asked that Tracy Garcia find all the prior board resolutions to be reviewed by this committee at a future meeting.

XI. Conflict of Interest Policy

The committee reviewed the Conflict of Interest Policy revisions. These were reviewed and updated by legal.

After review, Chris Scheithauer would like to leave in the sentence that was removed from the document referencing "Trustee Conflict of Interest" (page 137 of packet). It was removed for being duplicative but Chris Scheithauer did not agree.

In the interim (prior to the board meeting), Anthony will check in with legal to get their thoughts on leaving the sentence in the document.

Sandi Jackson made a motion to approve the Conflict of Interest Policy with the addition of the line regarding Trustee Conflict of Interest added back into the document. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

XII. Employee Handbook

The committee reviewed the changes recommended by legal to the Employee Handbook.

Robert Santana made a motion to approve the updated Employee Handbook as written. Sandi Jackson seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

XIII.Compliance Calendar

Chris Scheithauer reviewed the upcoming topics on the Compliance Calendar. The committee is on task with all items.

XI. New Business

Anthony Saba shared that the gala went well this past weekend. He also shared that Samueli Academy was named an Orange County Impact School by Orange County Department of Education.

XII. Adjournment

The meeting was adjourned.

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

Chris Scheithauer, Chair