MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

Tuesday, March 4, 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 meeting of the Governance Committee:

- January 7, 2025

A motion was made by Robert Santana, seconded by Sandi Jackson, and carried to approve the minutes from the January 7, 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 identified those approved policies that needed to be added to the website and those that were Board policies.

V. Board Retreat Facilitators

The Board discussed the board retreat and the role of the facilitator. Kerry Flannagan has been a great facilitator and the committee agreed she would be a good addition to the retreat again this year. Anthony will reach out to her to see if she would be available and willing to facilitate the retreat again this year. He will ask her about her availability in October (specifically October 6th or 13th).

The committee discussed the idea of mixing up the format of the retreat this year. The committee did not have any specific ideas relating to this but would reach out to the full board to solicit some ideas.

VI. Whistleblower Policy

Chris Scheithauer presented the revised Whistleblower Policy, which has been updated to align more closely with the policy of Orangewood Foundation. The Employee Handbook should also be reviewed to ensure the same language extends to both.

Tracy will look to revise and redline the policy in the Employee Handbook and work with Joy from Orangewood on the revision and put it on the agenda for approval at an upcoming meeting.

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

VII. Water Intrusion Policy

The committee reviewed the new Water Intrusion Policy. This policy was recommended by the insurance company. The Facility Manager to take the lead on the enforcement and compliance to this policy.

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

VIII. Hazardous Chemical Communication Plan

Anthony Saba presented the Hazardous Chemical Communication Plan. This template was also sent by the insurance company. It was updated and adapted with all Samueli Academy information by our Facilities Manager.

Anthony will meet with Robert Salazar, Facilities Manager, to discuss which specific employees will need training and what specific trainings are required. Anthony and Robert Salazar will also confer with the insurance company on specific training requirements.

Sandi Jackson made a motion to approve the Hazardous Chemical Communication Plan. Robert Santana seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

IX. Title IX Policy Revision

Anthony Saba presented the updated Title IX policy revision that was updated by the legal team. This policy will also need to be updated on the website, student handbook, and employee handbook. Tracy Garcia will work to update the policy in all those areas. The committee discussed this policy could be updated in all these areas without having to approve the handbooks again.

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

X. Compliance Calendar

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

XII. New Business

Anthony shared the lottery will be taking place this coming Thursday at 3:00 p.m. There are 190 applications and 120 students will be enrolled. About 58 of those applications are siblings of current students.

The Charter renewal is coming up in 2026. Chris Scheithauer suggested the lottery and the upcoming charter renewal would be good topics for the board retreat unless they needed to be discussed sooner based on timing.

XIII. Adjournment

The meeting was adjourned at 4:45 p.m.

The next meeting will be held on Tuesday, April 8, 2025, at 4:00 pm.

Chris Scheithauer, Chair