MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

Tuesday, June 4, 2024 – 4:00 p.m.
Held via Zoom

Attendees: Chris Scheithauer, Sandi Jackson, Robert Santana, Anthony Saba, Chris Simonsen, Kerry Flanagan, Miles Durfee and Tracy Garcia

I. Opening Item

The meeting was called to order by Chris Scheithauer at 4:10 p.m.

II. Approval of Minutes

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

- May 7, 2024

A motion was made by Sandi Jackson, seconded by Robert Santana, and carried to approve the minutes from the May 7, 2024, 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 Retreat Planning

The committee reviewed the slides presented by Kerry Flanagan regarding the board retreat planning and preliminary agenda.

The committee believed the agenda is going in the right direction and wanted to look more closely at the timing of the day. Kerry will revise the timing and move dinner to an earlier slot in the agenda.

The committee discussed the location and will put a preliminary hold on the space at Chris Scheithauer's office.

V. Board Approved Policies and Procedures

The only new board-approved policy and procedure is the Expense Report and Travel policy. This policy should be placed on the website under the Board Policies tab.

VI. Board and Committee Attendance Matrix

The Committee reviewed the board attendance and committee attendance matrix. The committee agreed that all members still appear engaged and active in their roles.

VII. Follow Up from Public Comment at the Board Meeting

The committee reviewed the comments from the public who spoke at the board meeting last month. Lee Fleming presented a timeline of events over the years of her discussions with the student and parent.

Lee emailed the student and shared her findings regarding the senior video. Lee spoke with the parent at graduation and the parent indicated she was satisfied with the results of Lee's findings regarding the Senior Video.

The Committee discussed various available programs that can work with students on the topic of bullying and cultural awareness.

Lee Fleming shared that the school has been working hard on this topic and would love to share what is being provided at the school. The committee requested that at next month's board meeting, we have a Board Education presentation on Bullying and Harassment Prevention and Response. Lee Fleming will prepare the presentation.

Anthony reviewed the Alumni report indicating that the alumni who presented at the meeting has received communication and has opened communication from the Alumni department. He continues to receive and open emails from the Alumni Department.

VIII. Shared Services Agreement

The Governance Committee reviewed the Shared Services Agreement for 2024-2025. The changes to the agreement are the change of the terms and the budget amount increase. Anthony Saba shared this increase is due largely in part to salary increases, increased time for a few positions, and an increase in the percentage of reimbursement.

Robert Santana made a motion to approve the Shared Services Agreement for 2024-2025. Chris Scheithauer seconded the motion and the motion passed with a vote of: 2 – Ayes (Scheithauer and Santana), 0- Nays, and 1 – Abstain (Jackson). The Shared Services Agreement will move forward to the full board for approval in June.

IX. Proposed Slate of Officers 2024-2025

The Committee reviewed the proposed Slate of Officers for 2024-2025. Chris Scheithauer has discussed the positions with all current officers and all agreed to remain in their positions. Richard Arum has requested to step down as Chair of the Academic Committee and have Susan Barua take his place. After discussion, this change most likely will happen next year.

Robert Santana made a motion to approve the 2024-2025 Slate of Officers for Samueli Academy. Sandi Jackson seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays. The proposed Slate of Officers will move on to the full board for approval at the June meeting.

X. Compliance Calendar

The Governance Committee reviewed the Compliance Calendar. The committee will review the Arbitration Agreement at the next meeting. Goals for the committee will also be discussed at the next meeting.

X1. New Business

No new business was presented.

XII. Closed Session

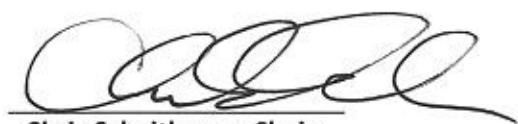
The committee discussed the Performance Evaluation of the Executive Director. The Committee will push this discussion to next meeting to provide the committee more time.

XIII. Adjournment

Sandi Jackson made a motion to adjourn the meeting of the Governance Committee. Robert Santana seconded the motion and the motion passed with a vote of: 3 – Ayes and 0 – Nays.

The meeting was adjourned at 5:40 p.m.

The next meeting will be held on Tuesday, July 2, 2024



Chris Scheithauer, Chair