MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

Tuesday, July 2, 2024 – 4:00 p.m.
Held via Zoom

Attendees: Chris Scheithauer, 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 4:00 p.m.

II. Approval of Minutes

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

- June 4, 2024

A motion was made by Robert Santana, seconded by Chris Scheithauer, and carried to approve the minutes from the June 4, 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. Board Retreat Planning

Kerry Flanagan presented slides with the preliminary agenda for the board retreat. The committee reviewed the draft agenda and next steps.

The final date is still being confirmed. Tracy will survey the board to see if Monday, November 4th works for the board. She will also contact Sandi Jackson to ensure the date works with the caterer as well.

V. Board Approved Policies and Procedures

The committee reviewed the board approved policies and procedures grid.

VI. 2024-2025 Athletic Handbook

Anthony shared the minor grammatical changes to the Athletic Handbook. No major changes were made to the document.

Robert Santana made a motion to approve the 2024-2025 Athletic Handbook and move it along to the full board for approval in July. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 - Nays.

VII. 2024-2025 Parent / Student Handbook

Anthony presented the updates to the 2024-2025 Parent / Student Handbook. The notable changes are with the bring your own devices section. Administration worked with IT to update this section.

A new grading policy / rubric will be implemented this year after much discussion and collaboration between the administration and teachers.

The cyberbullying section had some language and further clarification added.

Robert Santana made a motion to approve the 2024-2025 Parent / Student Handbook as written. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

VIII. Transfer of Video Surveillance System to Cloud

Rick Wiepking presented the proposal to transfer the video surveillance system to a Cloud based system. He clearly defined the proposal and the needs of the school. The committee discussed the pros and cons to move to this system.

Robert Santana made a motion to approve the transfer of video surveillance system to a cloud based system. Chris Scheithauer seconded the motion and the motion passed with a vote of: 2 – Ayes and 0 – Nays. The transfer of video surveillance system to Cloud proposal will move to the full board in July for approval.

IX. Perimeter Security Camera Upgrades

Tyler Kunnel was present to present the proposals to upgrade the Perimeter Security Cameras. He thoroughly discussed the proposals and answered any questions from committee members.

Robert Santana made a motion to move forward with perimeter security camera upgrades. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays. The proposal for the perimeter security camera upgrades will move to the full board for approval in July.

X. Finance Committee Responsibilities

The Governance Committee discussed the proposed finance committee responsibilities. The committee discussed the threshold amount changes. The committee requested more clarity from the finance committee on how the threshold amounts were determined. In addition, they would like more clarity on defining the types of purchases made.

Anthony will reach out to legal regarding threshold amounts.

Robert Santana made a motion to approve the Finance Committee Responsibilities with the understanding that there will be more clarification around the language (definition of types of purchases) and threshold amounts. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays. This will move forward to the full board for approval along with the requested additional information.

XI. Follow up on Public Comment at May's Board Meeting

None.

The committee members did appreciate the presentation by Lee Fleming on school policies and procedures around bullying prevention.

XII. Compliance Calendar

The committee discussed the compliance calendar.

The Attendance Matrix was discussed at the last Governance Committee Meeting. Chris Scheithauer requested this be added to the July Board Meeting agenda for discussion/review.

XIII. Closed Session

Robert Santana made a motion to move into Closed Session to discuss the performance evaluations for the Executive Director, Head of School, and Chief Financial Officer. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

XIV. Return to Open Session

The committee returned to open session at 6:00 p.m.

During the closed session the committee finalized the written performance evaluations for the Executive Director, Head of School and CFO to be presented to the full board at the July meeting.

XV. Adjournment

Robert Santana made a motion to adjourn the meeting of the Governance Committee. Chris Scheithauer seconded the motion and the motion passed with a vote of: 2 – Ayes and 0 – Nays.

The next meeting will be held on Tuesday, August 6, 2024

Chris Scheithauer, Chair