MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

Tuesday, January 13, 2026 – 4:00 p.m.
Held via Zoom

Attendees: Chris Scheithauer, Sandi Jackson, Anthony Saba, 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:

- November 4, 2025

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to approve the minutes from the November 4, 2025, meeting of the Governance Committee with a vote of: 2– Ayes and 0 – Nays.

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

- November 14, 2025

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to approve the minutes from the November 14, 2025, 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 Follow-Up and Next Steps Review

Chris Scheithauer made a motion to remove from the agenda the Board Retreat Follow-Up and Next Steps Review to next month's meeting. Sandi Jackson seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

V. Board Approved Policies and Procedures

The Committee reviewed the Board-approved Policies and Procedures grid and updated the grid. The Uniform Complaint Policy and Procedure is a board policy and is posted on the website.

VI. Charter Renewal Update

Anthony Saba updated the committee on the charter renewal process. The Orange County Board of Education meeting went very well. All board members seemed very supportive of the school, and the speakers who attended on behalf of Samueli Academy did a great job. Anthony anticipates a favorable vote in February.

VII. Governance Committee Goals and Responsibilities

The Committee reviewed the Governance Committee Responsibilities. The only notable items is to secure the Brown Act Training for the middle of the year. Anthony will check with Janelle on availability.

A motion was made by Sandi Jackson to approve the Governance Committee Responsibilities. Chirs Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

The Committee reviewed the Governance Committee Goals document. The heading will be updated to reflect 2025-2026 goals.

The following changes will be made:

1. Add item #9 – Review and evaluate school's record keeping process ensuring compliance with record keeping requirements of various agencies.
2. Add item #10 – Oversee Charter Renewal Process

The Committee discussed when to schedule the discussion around upcoming goals for next year. Tracy Garcia will add "Committee Goals Discussion" to the compliance calendar for the Governance Committee in June.

A motion was made by Sandi Jackson to approve the updated 2025-2026 Governance Committee Goals. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

VIII. Development Coordinator Addition

Anthony Saba shared the background on the recommendation to add a Development Coordinator position to the development team at Samueli Academy. This will include a reduction of the Shared Services Agreement with Orangewood Foundation since some of the development shared services tasks will be included in this new position's job description.

Sandi Jackson made a motion to approve the Development Coordinator position to Samueli Academy. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

IX. Outdoor Club Overnight Trip to Grays Meadows Campground

Anthony Saba presented the Outdoor Club's proposed overnight trip to Grays Meadows Campground in Independence, CA on May 23-25, 2026.

Sandi Jackson made a motion to approve the Outdoor Club's overnight trip to Grays Meadows Campground. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

X. Compliance Calendar

Chris Scheithauer reviewed the upcoming topics on the Compliance Calendar. The Safety Plan is scheduled to be approved at the next meeting but this document was just updated and approved for the charter renewal submission. Anthony Saba will ensure that no additional changes are needed at this time.

XI. New Business

None

XII. Adjournment

A motion was made by Sandi Jackson to adjourn the meeting of the Governance Committee. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and -0 – Nays.

The meeting was adjourned at 4:40 p.m.

The next meeting will be held on Tuesday, February 3, 2026, at 4:00 pm.

Chris Scheithauer, Chair