**MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE**

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

Attendees: Chris Scheithauer, Sandi Jackson, Anthony Saba, Chris Simonsen, Miles Durfee, Kerry Flanagan, 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:

- October 7, 2025

A motion was made by Sandi Jackson, seconded by Chris Scheithauer, and carried to approve the minutes from the October 7, 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 Approved Policies and Procedures

The Committee reviewed the Board-approved Policies and Procedures grid and updated the grid.

## V. Follow Up from the 2025 Board Retreat

Kerry Flanagan reviewed the retreat follow-up slides with the committee. The committee discussed the positives and negatives of the retreat.

The committee determined that the Alumni presentation would be moved to the January or February Board Meeting.

Sandi Jackson asked to survey the entire board and committee members who attended the retreat to get their feedback for consideration as well. Kerry will send out a retreat survey to all board members and committee members who attended and provide feedback at the next Governance Committee meeting.

## VI. Charter Renewal Update

Anthony shared the update on the progress of the Charter Renewal document. We should receive the full document back from legal by the end of the week. From there the document will be shared with the full board at the November 18th board meeting for approval.

Once the document is turned in to OCDE that starts the 90-day process. OCDE will then present the document to the OCBE at their meeting in December. The January OCDE Board Meeting will be the meeting where public comment is provided regarding the charter renewal. The OCDE Board Meeting in February will be the meeting where the Board will vote on the renewal of the charter.

**VII. Uniform Complaint Policy and Procedures**

This policy was reviewed by legal and this document is their proposed changes. The committee discussed the usage of the form for complaints.

Chris Scheithauer recommended to refer to this process more often to ensure compliance.

Sandi Jackson made a motion to approve the Uniform Complaint Policy and Procedure. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

**VIII. VEI Overnight Field Trip Form**

Anthony Saba presented the Virtual Enterprise International Field Trip form to the West Region State Conference and Trade Show in Bakersfield, CA. The trip will take place on Wednesday, February 4th and the students will return on Thursday, February 5th.

Sandi Jackson made a motion to approve the VEI Overnight Field Trip to Bakersfield, CA. Chris Scheithauer seconded the motion and the motion carried with a vote of: 2 – Ayes and 0 – Nays.

**IX. Compliance Calendar**

Chris Scheithauer reviewed the upcoming topics on the Compliance Calendar. The Board and Committee goals need to be reviewed. Chris Scheithauer will send out an email to all committee chairs to begin to review their committee goals. Tracy Garcia will bring the goals for the Governance Committee to the next meeting in January.

Chris Scheithauer asked Tracy to delete the December Governance meeting from the calendar and move the January meeting to Tuesday, January 13th.

**XI. New Business**

None

**XII. Adjournment**

The meeting was adjourned at 4:53 p.m.

The next meeting will be held on Tuesday, January 13, 2026, at 4:00 pm.

**Chris Scheithauer, Chair**