MINUTES OF SAMUELI ACADEMY GOVERNANCE COMMITTEE

Tuesday, September 3, 2024 – 4:00 p.m.
Held via Zoom

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

I. Opening Item

The meeting was called to order by Chris Scheithauer at 4:05 p.m.

II. Approval of Minutes

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

- July 2, 2024

A motion was made by Sandi Jackson, seconded by Robert Santana, and carried to approve the minutes from the July 2, 2023, 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. Update on Fall 2024 Board Retreat

Kerry Flanagan shared her slides regarding the upcoming board retreat. Kerry reviewed the proposed agenda.

Board surveys will go out in the next 2 weeks. The Governance Committee will cancel the November 5th Governance Committee meeting due to the board retreat on November 4th.

V. Board Approved Policies and Procedures

The committee reviewed Board approved policies and procedures grid. The LCAP will be added to the website and will insert a "N" for the Board Policy column.

VI. Parent and Family Engagement Policy / School Parent Compact

Anthony Saba provided the background on the need for the Parent and Family Engagement Policy and School-Parent Compact. This policy was reviewed by all Governance Committee Members. +

Committee suggested removing the California Department of Education April 2020 tagline from the bottom of the document. This was a template provided by the CDE which is why it appeared at the bottom. Tracy will remove it from the bottom of the document.

Robert Santana made a motion to approve the Parent and Family Engagement Policy and School Parent Compact with the removal of the footer. Sandi Jackson seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

VII. Foster Youth Transportation Policy

Anthony Saba provided the background on the need for this policy. We currently provide this to the Foster Youth at the school when necessary but do not have the formal policy that is required. The Committee reviewed the policy and suggested sending it to OCDE as well just for their review.

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

VIII. Conflict of Interest Biennial Review

The committee reviewed the 2024 Biennial Review Notice for Conflict of Interest Code. The Committee agreed that no changes were needed.

The Committee discussed consultants and whether we need to collect forms from them annually. The Committee agreed that Anthony would generate a memo to submit that consultants were excluded from the requirement to file the form.

Robert Santana made a motion to recommend no changes to the Conflict of Interest Code with Anthony drafting a narrative regarding consultants to have on file. Sandi Jackson seconded the motion and the motion carried with a vote of: 3 – Ayes and 0 – Nays.

Tracy Garcia will complete the form and submit it to the Clerk of the Board of Supervisors on behalf of Samueli Academy.

IX. Compliance Calendar

The committee reviewed the compliance calendar and are on task.

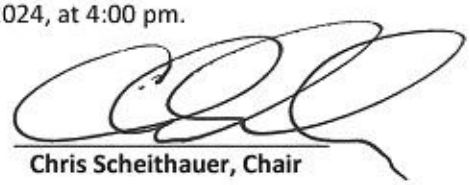
X. New Business

None

XI. Adjournment

Meeting was adjourned at 5:05 p.m.

The next meeting will be held on Tuesday, October 1, 2024, at 4:00 pm.



Chris Scheithauer, Chair