



HIGH TECH HIGH  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
HIGH TECH HIGH

DATE: December 7, 2017

TIME: 10:30 a.m. – 1:00 p.m.

PLACE: High Tech High, 2861 Womble Road, San Diego, CA 92106~Conference Room

Trustees present: Gary Jacobs, Chairman; Kay Davis, Secretary; Michael McCraw

Trustees absent: Heather Lattimer; Héctor Pérez

Staff present: Larry Rosenstock, Chief Executive Officer; Maria Heredia, Chief Operations Officer and General Counsel; Janie Griswold, Chief Learning Officer; Cindy Kim, Executive Assistant

**CALL TO ORDER at 11:05 a.m. by Gary Jacobs, Chairman. A quorum was present.**

**0.0 COMMENTS FROM THE PUBLIC**

0.1 There were no members of the public present.

0.2 There were no comments made by members of the Board at this time.

**1.0 PUBLIC INFORMATION ITEMS**

**There were public information items.**

**2.0 CONSENT ITEMS**

2.1 Approval of October 12, 2017 Regular Board Meeting Minutes

**2.1.1 Discussion:**

Staff members provided the Board an opportunity to review and comment on the October 12, 2017 Regular Board Meeting Minutes. There were no additions or corrections.

**2.1.2 Motion:**

There being no further discussion, upon motion duly made by Michael McCraw and seconded by Kay Davis, the motion was approved by the following vote:

| Board Member             | Ayes | Noes | Abstain | Absent |
|--------------------------|------|------|---------|--------|
| Gary Jacobs, Chairperson | X    |      |         |        |
| Kay Davis, Secretary     | X    |      |         |        |
| Heather Lattimer         |      |      |         | X      |
| Michael McCraw           | X    |      |         |        |
| Héctor M. Pérez          |      |      |         | X      |

2.2 Approval of Revised Desert/Mountain Special Education Local Plan Area Plan

**2.2.1 Discussion:**

The High Tech High School Board previously approved an amended Joint Powers Authority Agreement adopted by the California Association of Health and Education Linked Professions or “CAHELP JPA” on November 21, 2014.

At the September 8, 2017, CAHELP Governance Council meeting, the members took action to approve the revised D/M SELPA Plan. The next step is for the governing boards of their local education agencies (LEAs) to approve the Local Plan. Staff members recommend the Board approve the revised D/M SELPA Plan.

**2.2.2 Motion:**

There being no further discussion, upon motion duly made by Michael McCraw and seconded by Kay Davis, the motion was approved by the following vote:

| Board Member             | Ayes | Noes | Abstain | Absent |
|--------------------------|------|------|---------|--------|
| Gary Jacobs, Chairperson | X    |      |         |        |
| Kay Davis, Secretary     | X    |      |         |        |
| Heather Lattimer         |      |      |         | X      |
| Michael McCraw           | X    |      |         |        |
| Héctor M. Pérez          |      |      |         | X      |

**2.3 Ratify Change to Administrative and Operational Support - Hourly Compensation Framework for 2017-18**

**2.3.1 Discussion:**

Staff members recommend ratification of the Administrative Operational Support – Hourly Compensation Framework for 2017-18, in order to improve competitive position and comply with the CalSTRS and CalPERS public disclosure requirements.

**2.3.2 Motion:**

There being no further discussion, upon motion duly made by Michael McCraw and seconded by Kay Davis, the motion was approved by the following vote:

| Board Member             | Ayes | Noes | Abstain | Absent |
|--------------------------|------|------|---------|--------|
| Gary Jacobs, Chairperson | X    |      |         |        |
| Kay Davis, Secretary     | X    |      |         |        |
| Heather Lattimer         |      |      |         | X      |
| Michael McCraw           | X    |      |         |        |
| Héctor M. Pérez          |      |      |         | X      |

**2.4 Approval of Appointments of Supervisor of Attendance**

**2.4.1 Discussion:**

Staff members recommend approval and appointment of Joanna Clark (Student Information Systems Administrator) to serve in the capacity and fill the role of Supervisor of Attendance for all High Tech High schools. Moreover, commensurate with this appointment, staff members recommend the approval and appointment of the School Site Managers as Assistant Supervisors of Attendance.

The California Department of Education has noted that reducing California’s chronic absenteeism rates should be a priority in district and charter school Local Control and Accountability Plans (LCAPs).

In support of the effort to reduce chronic absenteeism, the role of attendance supervisors has been redefined to include a focus on improving upon and developing more effective practices to address chronic absenteeism and truancy. Specifically, under Assembly Bill 2815

(O'Donnell), as of January 1, 2017, the role of Supervisor of Attendance was expanded to include work relating to chronic absenteeism and truancy prevention. California *Education Code* Sections 48240–48244 were updated accordingly. The intention is to support attendance supervision practices that promote a culture of attendance and improve local systems to accurately track pupil attendance by grade level and pupil subgroup.

**2.4.2 Motion:**

There being no further discussion, upon motion duly made by Michael McCraw and seconded by Kay Davis, the motion was approved by the following vote:

| <b>Board Member</b>      | <b>Ayes</b> | <b>Noes</b> | <b>Abstain</b> | <b>Absent</b> |
|--------------------------|-------------|-------------|----------------|---------------|
| Gary Jacobs, Chairperson | X           |             |                |               |
| Kay Davis, Secretary     | X           |             |                |               |
| Heather Lattimer         |             |             |                | X             |
| Michael McCraw           | X           |             |                |               |
| Héctor M. Pérez          |             |             |                | X             |

**2.5 Approval and Ratification of SWING Education Agreement**

**2.5.1 Discussion:**

High Tech High schools have recognized a need to expand resources available to our schools in the area of substitute teachers. HTH intends to support its school directors and teaching staff by providing access to a substitute teacher pool. The intention is to begin by providing our elementary level schools with access to substitutes. Whether HTH expands access to middle and high schools will be determined by the HTH officers at a later date.

Swing Education, Inc. is an agency working with California districts and charter schools to provide access to a substitute teaching pool. Swing facilitates the process of finding substitute teachers by allowing school directors to post requests for substitutes via the Swing website, track and manage request status, and view additional information about substitutes online. Among other things, Swing’s services include substitute recruitment, background checks, screening, and the issuance of payment to the substitutes contracted through their site.

Staff members recommend the Board approve the Swing Education Services Agreement.

**2.5.2 Motion:**

There being no further discussion, upon motion duly made by Michael McCraw and seconded by Kay Davis, the motion was approved by the following vote:

| <b>Board Member</b>      | <b>Ayes</b> | <b>Noes</b> | <b>Abstain</b> | <b>Absent</b> |
|--------------------------|-------------|-------------|----------------|---------------|
| Gary Jacobs, Chairperson | X           |             |                |               |
| Kay Davis, Secretary     | X           |             |                |               |
| Heather Lattimer         |             |             |                | X             |
| Michael McCraw           | X           |             |                |               |
| Héctor M. Pérez          |             |             |                | X             |

### 3.0 ACTION ITEMS

#### 3.1 Approval of FY 2016-17 Audited Financial Statements

##### 3.1.1 Discussion:

Staff members recommended the acceptance and approval of the external auditor's financial statements for Fiscal Year 2016-17, as prepared by Christy White Associates.

Christy White Associates, HTH Learning's external auditor, has completed an in-depth examination of the annual financial statements for Fiscal Year 2016-17. Christy White Associates presented to the Audit Committee on December 7, 2017. The Audit Committee members will provide a commentary to each of the HTH Learning affiliates.

##### 3.1.2 Motion:

There being no further discussion, upon motion duly made by Michael McCraw and seconded by Kay Davis, the motion was approved by the following vote:

| Board Member             | Ayes | Noes | Abstain | Absent |
|--------------------------|------|------|---------|--------|
| Gary Jacobs, Chairperson | X    |      |         |        |
| Kay Davis, Secretary     | X    |      |         |        |
| Heather Lattimer         |      |      |         | X      |
| Michael McCraw           | X    |      |         |        |
| Héctor M. Pérez          |      |      |         | X      |

#### 3.2 Approval of Auditor Contract

##### 3.2.1 Discussion:

The Audit and Finance Committee met on December 7, 2017 and provided a recommendation to the HTH Learning Board to approve an agreement with Christy White Associates to provide professional financial auditing and tax preparation services. The term of the agreement is for the Fiscal Years of 2017-18, 2018-19, and 2019-20.

Michael McCraw, the High Tech High School Board Audit Committee member, reported that the auditors provided a favorable report after completing the audit of the financial statements, and of the organization wide financial position. The committee is satisfied with the services provided by Christy White Associates.

##### 3.2.2 Motion:

There being no further discussion, upon motion duly made by Kay Davis and seconded by Michael McCraw, the motion was approved by the following vote:

| Board Member             | Ayes | Noes | Abstain | Absent |
|--------------------------|------|------|---------|--------|
| Gary Jacobs, Chairperson | X    |      |         |        |
| Kay Davis, Secretary     | X    |      |         |        |
| Heather Lattimer         |      |      |         | X      |
| Michael McCraw           | X    |      |         |        |
| Héctor M. Pérez          |      |      |         | X      |

#### 3.3 Approval of 1st Interim Reports

##### 3.3.1 Discussion:

Staff members provided the Board with an opportunity to review the Fiscal Year 2017-18 Charter School First Interim Financial Reports to the Authorizers and recommend Board

approval. In accordance with California Education Code Section 47604, the charter school Board is required to approve the First Interim report reflecting the budgetary status as of October 31, on or before December 15. The distributed reports reflected the unrestricted and restricted fun balances as of October 31, 2017.

**3.3.2 Motion:**

There being no further discussion, upon motion duly made by Michael McCraw and seconded by Kay Davis, the motion was approved by the following vote:

| <b>Board Member</b>      | <b>Ayes</b> | <b>Noes</b> | <b>Abstain</b> | <b>Absent</b> |
|--------------------------|-------------|-------------|----------------|---------------|
| Gary Jacobs, Chairperson | X           |             |                |               |
| Kay Davis, Secretary     | X           |             |                |               |
| Heather Lattimer         |             |             |                | X             |
| Michael McCraw           | X           |             |                |               |
| Héctor M. Pérez          |             |             |                | X             |

**4.0 INFORMATION/DISCUSSION ITEMS**

**4.1 Chief Executive Officer Report**

Larry Rosenstock’s report included the following comments:

- The Education Writers Association, a journalist-only seminar was held at High Tech High December 4, a first time event at a high school campus. The goal of participating journalists was to come away with a deeper context, new resources, and fresh story ideas to help cover engaging, relevant, and academically challenging high school experience.
- Strategic Planning Process Update: This group, known as The Cabinet, is made up of Larry Rosenstock, CEO; Ben Daley, Director of General Education; Maria Heredia, COO/GC; Jenny Salkeld, CFO; Janie Griswold, Chief Learning Officer; \*Isaac Jones, HTHMA Director and \*Nikki Hinostro, HTM Director. (\*Faculty representatives will rotate.) This group was formed subsequent to findings resulting from meetings with HTH focus groups as facilitated by Stephanie Rogen, an independent outside consultant.

**4.2 Chief Operations Officer Report**

Maria Heredia’s report included the following:

- Admissions Update
  - ✓ Total new applications to date: 4152
  - ✓ Outreach events taking place in a variety of neighborhoods and open houses being held at Pt. Loma campus
- Statewide Benefit Charter Update: Clairemont campus discussions underway
- Fundraising Update: End-of-Year Giving Campaign
  - ✓ The High Tech High Foundation fundraising campaign established a matching pool and the Foundation’s FUNdrive to support the HTH K-12 schools is underway and will conclude on 12/31/17.

**4.3 Chief Financial Officer Report**

Jenny Salkeld’s report included the following comments:

- Reported on Action Item 3.3
- Overall financials as of October 31, 2017 look good. Will continue to work with school directors to monitor and manage costs.
- 2<sup>nd</sup> Interim reports will be prepared in March, 2018

**OPEN SESSION WAS SUSPENDED AT 11:35 A.M.**

**5.0 CLOSED SESSION ITEMS: CLOSED SESSION CONVENED AT 11:35 A.M.**

5.1 Announcements: In accordance with California Government Code Section 54950, the following matters may be considered in Closed Session:

- Student Discipline Matters Pursuant to California Education Code Section 48900
- Confidential Student Matters Pursuant to California Education Code Sections 35146
  - ✓ 2 Matters
- Conference with Legal Counsel regarding litigation pursuant to Government Code Section 54956.9(a-d).
  - ✓ 1 Potential Matter

**CLOSED SESSION ADJOURNED AT 11:45 A.M.**

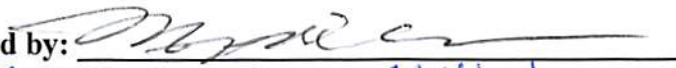
**OPEN SESSION RE-CONVENED AT 11:46 A.M.**

There was no action taken during closed session.

**6.0 ADJOURNMENT**

There being no further business to brought before the Board, it was the consensus of the Board to adjourn the meeting at 11:47 a.m.

Respectfully submitted by:

  
*Michael McCraw* ~~Kay Davis~~, Secretary (Acting)  
High Tech High School Board