



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

DATE: October 12, 2017

TIME: 8:00 a.m. – 10:30 a.m.

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

Trustees present: Gary Jacobs, Chairman; Kay Davis, Secretary; Michael McCraw; Heather Lattimer; Héctor Pérez

Staff present: Larry Rosenstock, Chief Executive Officer; Maria Heredia, Chief Operations Officer and General Counsel; Ben Daley, Director of General Education; Amy Briggs, Director of Special Education; Janie Griswold, Chief Learning Officer; Ben Sanoff, Researcher, Center for Research on Equity & Innovation; Cindy Kim, Executive Assistant

Others present: Michelle Anderson, HTHMA parent

**CALL TO ORDER at 8:05 a.m. by Gary Jacobs, Chairman. A quorum was present.**

**0.0 COMMENTS FROM THE PUBLIC**

- 0.1 Michelle Anderson, an HTHMA parent, attended to provide positive comments about HTHMA environment and express her appreciation to the Board.
- 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 September 7, 2017 Regular Board Meeting Minutes

**2.1.1 Discussion:**

Staff members provided the Board an opportunity to review and comment on the September 7, 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 Kay Davis and seconded by Héctor Pérez, 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 Updated Compensation Framework

### 2.2.1 Discussion:

Staff members recommended approval of the changes listed below to the Certificated and Administrative Operational Support Compensation Frameworks for 2017-18.

In order to improve competitive position and comply with the CalSTRS and CalPERS public disclosure requirements, the following additions and changes were recommended to the 2017-18 Compensation Frameworks effective October 8, 2017:

- Addition of Chief Learning Officer position to the Certificated Administrative and Operational Support Compensation Framework
- Addition of Executive Assistant to the Officers position to the Administrative and Operational Support Compensation Framework
- Addition of Day Supervision I and II to the Administrative and Operational Support Compensation Framework
- Addition of Admissions Assistant to the Administrative and Operational Support Compensation Framework
- Addition of Communications Coordinator to the Administrative Operational Support Compensation Framework
- Change position title of Student Nutrition Service Manager to Food and Nutrition Services Manager on the Administrative and Operational Support Compensation Framework

### 2.2.2 Motion:

There being no further discussion, upon motion duly made by Kay Davis and seconded by Héctor Pérez, 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 Approve Revised Student & Parent Handbook

### 2.3.1 Discussion:

Staff members recommended the Board approve the revised High Tech High Student and Parent Handbook. The revisions are noted on pages 22 and 23 of the Student Parent Handbook, which outline the Student Non-Discrimination And Title IX/Sexual Harassment Policies.

This is an update as the Board previously engaged in its annual review of the Student and Parent Handbook during its June 2017 meeting. The Handbook is shared with students and families and can also be found online via our HTH website at <https://www.hightechhigh.org/handbook/>.

The Student and Parent Handbook includes general policies and procedures such as the Title IX: Student Non-Discrimination and Sexual Harassment Policy, disciplinary consequences, dress code information, academic policies, Student Fees Policy, emergency procedures, Internet Safety Policy, among other policies and procedures.

<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

There were no action items.

### 4.0 INFORMATION/DISCUSSION ITEMS

#### 4.1 Chief Executive Officer Report

##### 4.1.1 Larry Rosenstock's comments included the following:

- As a result of data collected from the initial Strategic Planning Process focus groups, a leadership team has been created to proceed with planning of collective future vision, values and goals of the HTH organization. The team consists of: Larry Rosenstock, Jenny Salkeld, Maria Heredia, Ben Daley, Janie Griswold, Nikki Hinostro, and Isaac Jones.
- The preparation of the High Tech High site in Clairemont will be known as High Tech High Clairemont and planning is in progress.
- There is a possibility that there may be further development for administrative offices in the area where the the former Building 383 was previously located.

#### 4.2 Chief Operations Officer Report

##### 4.2.1 Maria Heredia's comments included the following:

- Admissions Season opened October 2. Outreach is being coordinated by Michelle Valles and school directors/teachers will be assisting during information meetings and open houses for elementary/middle school students. Outreach is planned with a number of schools and community organizations.
- Authorizer Update: HTH has requested that the CDE authorize the opening of HTH Clairemont. Approval would allow for HTH Clairemont to begin with an opening in August, 2018 and enrollment would begin with 9<sup>th</sup> grade.
- Fundraising Update: HTH Foundation will be launching its end of year fundraiser.
- Special Education Update: Amy Briggs, Director of Special Education shared her background and plans for the future in the special education department. Kristen Singh is serving as Associate Director. While Ms. Briggs will oversee the Chula Vista Schools and ½ of the Pt. Loma schools, Ms. Singh will oversee the North County schools and the other ½ of the Pt. Loma schools.
- Janie Griswold was introduced as Chief Learning Officer, effective November 1. Her role has not yet been defined. However a few of her responsibilities will be working with interns/credentialed teachers, new directors and overseeing odyssey and all staff day.
- CAASP Dashboard Update All Schools - Ben Daley, Director of General Education: Ben Daley shared a powerpoint presentation regarding the Dashboard and updates.

#### 4.3 Chief Financial Officer Report

The Board was furnished with the unaudited financial position as of August 31, 2017 to review.

**OPEN SESSION WAS SUSPENDED AT 9:21 A.M.**

**5.0 CLOSED SESSION ITEMS: CLOSED SESSION CONVENED AT 9:22 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).  
✓ Consolidated Electrical Distributors Inc. dba CED-GreenTech v. High Tech High, the Bank of New York Mellon, et al.  
✓ 1 Potential Matter

**CLOSED SESSION ADJOURNED AT 9:52 A.M.**

**OPEN SESSION RE-CONVENED AT 9:53 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 9:55 a.m.

Respectfully submitted by: \_\_\_\_\_



**Kay Davis, Secretary  
High Tech High School Board**