



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

DATE: April 19, 2018

TIME: 9:30 a.m. - Noon

PLACE: High Tech High, 2861 Womble Road, HTH Conference Room

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

Staff present: Larry Rosenstock, Chief Executive Officer; Jenny Salkeld, Chief Financial Officer; Janie Griswold, Chief Learning Officer; Paul Dooley, Director of Facilities; Cindy Kim, Executive Assistant

Staff absent: Maria Heredia, COO/GC

Others Present: Lynley Connor, Student Nutrition Program Manager; Ben Sanoff, Researcher, Center for Research on Equity & Innovation; Karen Feitelberg, HTeNC; Juliet Mohnkern, HTMNC Director; Stacey Lopaz, HTeCV Director; Brett Peterson, HTHI Director; Nikki Hinostro, HTM Director; Stefin Pasternak, GSE Resident; Mark Young, KNN Public Finance, Municipal Advisor; Eugene Clark-Herrera, Orrick, Herrington & Sutcliffe, Bond Counsel

CALL TO ORDER at 9:30 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 for comment present at this time.
- 0.2 There were no comments made by the Board at this time.

1.0 PUBLIC HEARING ITEMS

A-1.1 FIRST READING: Information Only-Local Control Accountability Plan

1.1.1 Discussion:

This is a public hearing and first reading of the LCAP FY18-19 for the following schools:

- Statewide Benefit Charter Schools LCAPs and Federal LCAP Addenda (High Tech High North County, High Tech Middle North County, High Tech Elementary North County, High Tech High Chula Vista, High Tech Middle Chula Vista, High Tech Elementary Chula Vista)
- Locally Authorized Charter Schools LCAPs and Federal LCAP Addenda (High Tech High, High Tech High Media Arts, High Tech High International, High Tech Middle, High Tech Middle Media Arts, High Tech Elementary, High Tech High

Karen Feitelberg, HTeNC; Juliet Mohnkern, HTMNC Director; Stacey Lopaz, HTeCV Director; Brett Peterson, HTHI Director; and, Nikki Hinostro, HTM Director, were present to highlight areas of improvement, accomplishments and future goals.

The final reading will be presented to the board for approval at the June 21, 2018 board meeting.

B-1.2 FIRST READING: Information Only-High Tech High School Budget Plans FY18-19

1.2.1 Discussion:

This is a public hearing and first reading of the proposed 2018-19 budget for the statewide benefit charter schools (High Tech High North County, High Tech Middle North County, High Tech

Elementary North County, High Tech High Chula Vista, High Tech Middle Chula Vista, High Tech Elementary Chula Vista) and the locally authorized charter schools (High Tech High, High Tech High Media Arts, High Tech High International, High Tech Middle, High Tech Middle Media Arts, High Tech Elementary, High Tech

The second reading will be presented to the board for approval at the June 21, 2018.

C-1.3 FIRST READING: Information Only-Education Protection Account-Use of Funds FY18-19

1.3.1 Discussion:

Per the requirements of this funding, a public hearing is required in advance of the approval of the use of Education Protection Account funds for 2018-19 by High Tech High schools for teacher salaries and benefits. Most recently, the Board conducted a public hearing, as required by law, to discuss use of the 2017-18 Education Protection Account Funds on April 20, 2017 and June 15, 2017.

All EPA funding will be used for the purpose of paying teacher salaries and benefits. No funds will be used at any time for administrative purposes as required by law.

School	FY 18 P-1 Apportionment Certified	FY 19 Projected Entitlement
High Tech High	274,685	362,949
High Tech Middle	62,294	74,179
High Tech High International	199,617	265,552
High Tech Middle Media Arts	62,422	61,632
High Tech High Media Arts	195,622	336,916
High Tech High Chula Vista	881,998	813,057
High Tech High North County	623,512	566,447
High Tech Middle North County	411,286	377,145
High Tech Middle Chula Vista	407,827	383,882
High Tech Elementary Explorer	68,618	69,120
High Tech Elementary Chula Vista	488,482	454,955
High Tech Elementary North County	76,326	75,800
High Tech Elementary	82,506	82,644
High Tech High Mesa	0	19,200
Total	3,835,195	3,943,478

The actual funding that each school will receive for both fiscal years is subject to a modest amount of adjustment after final ADA figures are submitted by the schools and tax proceeds are calculated by the state.

The second reading will be presented to the Board for approval at the June 21, 2018 board meeting.

2.0 CONSENT ITEMS

D-2.1 Approve Restated and Amended Agenda for February Special and Regular Board Meetings

2.1.1 Discussion:

The February Special and Regular Board meetings agenda items 2.1 and 2.2 were incorrectly noted as March Special and Regular Board Meeting Minutes. Staff advise the Board to amend the March 8, 2018 meeting agenda to correctly state Items 2.1 and 2.2 as February 8, 2018 Special and Regular Board Meeting Minutes.

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			

F-2.2 Approve March 8, 2018 Regular Board Meeting Minutes

2.2.1 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.

2.2.2 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			

F-2.3 Approve Title I Ranking Report for 2018-19 SBC-High Tech High

2.3.1 Discussion:

Staff members recommend approval of the Title I Ranking for 2018-19 for Statewide Benefit Charter Schools-High Tech High.

Title I requires LEAs to rank schools from highest to lowest free or reduced price lunch (FRL) percentage. After ranking, the LEA determines the rate at which it will fund the individual schools. In making those determinations, the LEA may award funding by grade span if it chooses. The rule that must be followed in determining funding rates is that a school with a higher FRL percentage must receive no less, on a per FRL basis, than a school with a lower FRL percentage.

For the 2018-19 school year, staff estimates that the SBC will receive \$521,340. Staff recommends that all of the schools with FRL in excess of 40% receive funding and that the funding rates be established by grade span.

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			

G-2.4 Ratify Change to Administrative and Operational Support - Compensation Framework A and Framework Hourly for 2017-18

2.4.1 Discussion:

Staff recommends ratification of the changes listed below to the Administrative Operational Support – Framework A and Framework Hourly for 2017-18.

In order to improve competitive position and comply with the CalSTRS and CalPERS public disclosure requirements, the following positions are recommended to the 2017-18 Compensation Frameworks effective August 1, 2017:

- Addition of “Clerical Assistant II” to the Administrative and Operational Support – Compensation Framework B step 20.
- Addition of “Interpreter/Translator” to the Administrative and Operational Support – Compensation Framework Hourly on step 15.

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:

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

11-2.5 Approve and Ratify Final RFP for e-Rate Eligible Products and Services at High Tech High (HTH) schools

2.5.1 Discussion:

Staff members recommend that the Board approve and ratify the final version of the Request for Proposal along with the contract with Cox Business.

Staff members worked with Learningtech, eRate consultant, to finalize the RFP. Copies of the final RFP documents were available for the Board to review.

The ratification of the issuance of the RFP and the issuance of the contract to Cox Business will be processed as follows:

- 2/6/2018 FCC Form 470 # 180015216 and associated RFP were certified, initiating an open and fair competitive bidding process for WAN connectivity to the new Clairemont campus
- 3/8/2018 Deadline for Submission of Proposals (2 proposals received: Cox and AT&T)
- 3/10/2018 Only 1 bid notice issued – no need to “score” proposals, and Cox bid is cost effective
- 3/19/2018 Committee Meeting / Proposal Approval (per signature on bid matrix)
- 3/19/2018 E-Rate Contract Award Date (prior to application submission on 3/20/2017, as required by E-Rate program rules)

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:

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

1-2.6 Ratify Reclassification of the Occupational Therapist I/II/III Positions to the Administrative and Operational Support – Compensation Framework

2.6.1 Discussion:

Staff recommends ratification of the change listed below to the Administrative and Operational Support – Compensation Framework for 2017-18.

In accordance with the Credentialing Commission requirements, a Health Services Credential is not required for occupational therapy. Since a credential is not required for the scope of work related to the Occupational Therapist I/II/III positions that were approved in August 28, 2017 to the Certificated Administrative and Operational Support Compensation Framework, a reclassification to the Administrative and Operational Support Compensation Frameworks is necessary to comply with the CalSTRS and CalPERS public disclosure requirements. The following positions are recommended for reclassification:

- Reclassification of “Occupational Therapist I” to the Administrative and Operational Support – Compensation Framework
- Reclassification of “Occupational Therapist II” to the Administrative and Operational Support - Compensation Framework
- Reclassification of “Occupational Therapist III” to the Administrative and Operational Support-Compensation Framework

There are no current or prior incumbents hired into the above positions during 2017-18.

2.6.2 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			

3.0-1 INFORMATION: SPECIAL FACILITIES PRESENTATION

3.0.1 Discussion:

Mark Young, KNN Public Finance, Municipal Advisor and Eugene Clark-Herrera, Orrick, Herrington & Sutcliffe, Bond Counsel were present to update the board of the planned financing with regard to the following;

- Operational Considerations:
 - ✓ Prop 98
 - ✓ PERS/STRS pension increases
 - ✓ Compensation frameworks
 - ✓ Minimum wage increases
 - ✓ Long-term facilities maintenance
- Overview of debt portfolio
- School leases vs. debt service

4.0 ACTION ITEMS

K-4.1 Approve the Establishment of a Compensation Framework for the HTH Teacher Center for FY18-19

4.1.1 Discussion:

Staff recommends the approval of the establishment of a compensation framework for the HTH Teacher Center for 2018-19.

In order to improve competitive position and comply with the CalSTRS and CalPERS public disclosure requirements, the following positions are recommended for the 2018-19 compensation framework for the HTH Teacher Center, effective August 1, 2018.

- Consultant (Step 1)
- Independent Study Instructor (1) (Step 2)
- Independent Study Instructor (2) (Step 3)
- Course Developer (Step 4)
- Guest Speaker (Step 5)
- Instructor (Step 6)

Incumbents in these roles have been compensated as Professional Experts in the current fiscal year.

4.1.2 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			

L-4.2 Approve New Positions to the Compensation Framework for FY 18-19

4.2.1 Discussion:

Staff members recommend approval of the new positions to the compensation frameworks for 2018-19.

In order to improve competitive position, reflect changes to the state salary exemption threshold for 2018-19, and comply with the CalSTRS and CalPERS public disclosure requirements, the following changes are proposed for the 2018-19 certificated and administrative operational support compensation frameworks:

- Testing Coordinator (Hourly Step 32)
- Compliance Officer (Framework A Step 78)
- Program Specialist – Special Education (Framework A Step 56)
- Program Specialist – Student Services (Framework A Step 56)

4.2.2 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			

M-4.3 Approve Memorandum of Understanding with California Department of Education regarding Statewide Benefit Charters Schools

N-4.4 Approve Selection of Vendor(s) and Authorize Staff Members to Enter into Contract Negotiations

4.4.1 Discussion:

Staff members recommend that the Board approve of staff recommendations relating to the most recent Requests for Proposal (RFPs) seeking food service vendors for the High Tech High (HTH) campuses. The vendor(s) submitting proposals include:

- Fresh Start Meals
- Revolution Foods
- Top Notch Catering
- Unified Nutrimeals
- Volunteers of America

Staff members also recommend that the Board authorize HTH staff members to continue review, and to engage in contract negotiations with the goal of finalizing contract terms and FSMC agreements for each location.

4.4.2 Motion:

There being no further discussion, upon motion duly made by Heather Lattimer 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			

O-4.5 Approve Employee Benefits Internal Revenue Code (IRC) 117D Plan

4.5.1 Discussion:

Staff members recommend the approval of the High Tech High 117(d) Qualified Tuition Reduction Plan ("Plan") with an effective date of August 1, 2018. The Board had an opportunity to review the Plan. There have been no previous actions on this item.

In an effort to support High Tech High staff members who work before and after school hours, High Tech High intends to offer before and after care for the children of its staff members at no cost to the employed staff member in accordance with the Plan. More specifically, the intent of this Plan is to provide educational benefits for dependents of employees of High Tech High that are excludable from the employees' gross income under Internal Revenue Code Section 117(d) and/or Internal Revenue Section 129. This Plan shall be effective August 1, 2018.

4.5.2 Motion:

There being no further discussion, upon motion duly made by Heather Lattimer 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			

5.0 INFORMATION ITEMS

- 5.1 Chief Executive Officer Report**
No report was given at this time.

5.2 Chief Operations Officer Report
No report given at this time.

P-5.3 Chief Financial Officer Report

Jenny Salkeld's report included the following comments:

- Financial statements as of February 28, 2018 were distributed for review

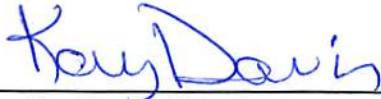
6.0 CLOSED SESSION ITEMS:

There were no items for closed session to be brought before the Board at this time.

7.0 ADJOURNMENT

There being no further business to be brought before the Board, it was the consensus of the Board to adjourn the meeting at 11:50 A.M.

Respectfully submitted by:



Kay Davis, Secretary
High Tech High School Board