

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

DATE: August 21, 2018

TIME: 7:30 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; Héctor Pérez

Trustees absent: Michael McCraw; Heather Lattimer;

Staff present: Larry Rosenstock, Chief Executive Officer; Jenny Salkeld, Chief Financial Officer; Maria Heredia, Chief Operations Officer/GC; Janie Griswold, Chief Learning Officer; Cindy Kim, Executive Assistant

Others present: James E. Young, Law Offices of Young, Minney & Corr, LLP

**CALL TO ORDER at 7:32 a.m. by Gary Jacobs, Chairman. A quorum was present.**

0.0 COMMENTS FROM THE PUBLIC

0.1 There were no comments made by members of the public.

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

1.0 PUBLIC HEARING ITEMS

1.1 There were no public hearing items at this time.

2.0 CONSENT ITEMS

2.1 Approval of the June 21, 2018 High Tech High School Board Annual Meeting Minutes

**2.1.1 Discussion:**

Staff members provided the Board an opportunity to review and comment on the June 21, 2018 Annual 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 Approval of 2018-19 CIF Membership Agreement

**2.2.1 Discussion:**

Staff members recommend that the Board approve the 2018-19 CIF membership agreement. The Board has taken previous action on this matter, as approval of this agreement is requested annually.

**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 Letter of Legal Engagement**

**2.3.1 Discussion:**

Staff members provided the Board an opportunity to review the updated letter of engagement restating terms of legal service agreement for:

- Best Best & Krieger LLP

**2.3.2 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			

**3.0 ACTION ITEMS:**

**3.1 Approval to Place HTH Teachers on Board Authorizations for the 2018-19 school year**

**3.1.1 Discussion:**

The Board was provided an opportunity to review and discuss the current teacher assignments.

**3.1.2 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			

**3.2 Approve Operations Memorandum of Understanding between San Diego Unified School District (SDUSD) and High Tech High**

**3.2.1 Discussion:**

Staff members recommend that the High Tech High (“HTH”) Board of Directors (“Board”) approve the Operations Agreement between San Diego Unified School District (“SDUSD”) and HTH on behalf of the following charter schools operated by HTH:

- High Tech High
- High Tech High International
- High Tech High Media Arts
- High Tech Middle
- High Tech Middle Media Arts
- High Tech Elementary Explorer
- High Tech Elementary

In 2014, the SDUSD renewed the charters for each of these schools with the exception of the charter for High Tech Elementary, which was first approved on November 18, 2014. The term for each of these charters is set to expire on June 30, 2019.

Operations Agreement replaces an outdated Memorandum of Understanding. The Operations Agreements shall have a one-year term, beginning July 1, 2017, and ending June 30, 2018. It is expected that the Operations Agreements will be renewed annually.

**3.2.2 Motion:**

There being no further discussion, upon motion duly made by Kay Davis and seconded by Héctor Peréz, 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. Peréz	X			

**3.3 Approve Contract between the California Department of Education to Conduct Project-Based Learning Professional Development**

**3.3.1 Discussion**

Staff recommends that the Board authorize Maria Heredia, COO of High Tech High, to execute a contract with the California Department of Education (CDE) to conduct California Project-Based Learning professional development in FY 2018–2019. HTH has facilitated three similar iterations of the PBL Leadership Academy through the CA Department of Education, beginning in June 2015.

**3.2.2 Motion:**

There being no further discussion, upon motion duly made by Kay Davis and seconded by Héctor Peréz, 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. Peréz	X			

**3.4 Approve Stipend Framework**

**3.4.1 Discussion:**

Staff provided the Board an opportunity to review the Stipend Framework and recommend Board approval.

**3.4.2 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:

<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			

**3.5 Approve (7) Charter Renewal Petitions for Submittal to San Diego Unified School District**

**3.5.1 Discussion:**

Staff members recommend the Board approve the Charter Renewal Petitions for High Tech Elementary (“HTe”), High Tech Elementary Explorer (“HTeX”), High Tech Middle (“HTM”), High Tech Middle Media Arts (“HTMMA”), High Tech High (“HTH”), High Tech High International (“HTHI”), and High Tech High Media Arts (“HTHMA”) (collectively the “Locally Authorized Schools”). The Locally Authorized Schools are seeking renewal for five-year terms set to begin July 2, 2019, and end on June 30, 2024. Staff members also recommend that the Board provide senior staff members with the authority to make revisions and amendments to the Charter Renewal Petitions and supporting documents if needed as these are finalized and submitted to San Diego Unified School District (“SDUSD”).

In 2013, the Board reviewed and approved charter renewal petitions for HTeX, HTM, HTMMA, HTH, HTHI, and HTHMA in preparation for SDUSD’s renewal action on December 3, 2013. This will be the first renewal for HTe, which opened in 2015.

Staff will be prepared to attend the SDUSD Board public hearing and then the Board meeting when the Board will take action on granting or denying the charter renewals.

**3.4.2 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:

<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			

**3.6 Approve Amended Conflict of Interest Code**

**3.6.1 Discussion:**

Staff members recommend that the Board approve the attached Amended Conflict of Interest Code. The Board last approved a Conflict of Interest Code in September, 2014.

The San Diego County Board of Supervisors (“County”) sent a Biennial Review Notice to High Tech High requesting notification of any intent to modify and amend the High Tech High Conflict of Interest Code (“Code”).

Upon review of the Code, it has been determined that amendments are necessary and appropriate. The proposed amendments to the Code include the following:

- Delete Chief Academic Officer
- Correct Chief Operating Officer to Chief Operations Officer
- Add Chief Learning Officer

**3.6.2 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			

**4.0 INFORMATION ITEMS**

**4.1 Chief Executive Officer Report**

There was no report given at this time.

**4.2 Chief Financial Officer Report**

Jenny Salkeld's report included the financial reports for month ending June 30, 2018.

**4.3 Chief Operations Officer Report**

Maria Heredia's report included the following:

- Will provide an update on the Charter Impact Fund (CIF) at the next meeting

**4.4 Chief Learning Officer Report**

Janie Griswold's report included the following:

- Odyssey Update: 55 new teachers have been hired. Approximately 4 per school

**4.5 Board Training:**

**4.4 Board Training: Brown Act Training: James E. Young, Law Offices of YM&C**  
James Young, from Young, Minney & Corr. LLP presented the annual Brown Act and Conflict of Interest training to the Board and senior staff members.

**OPEN SESSION WAS SUSPENDED AT 9:29 A.M.**

**CLOSED SESSION CONVENED AT 9:30 A.M. and ADJOURNED AT 9:35 A.M.**

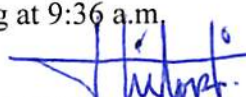

**OPEN SESSION RE-CONVENED AT 9:35 A.M.**

There was no action taken during closed session.

**5.0 ADJOURNMENT**

There being no further business to be brought before the Board, it was the consensus of the Board to adjourn the meeting at 9:36 a.m.

Respectfully submitted by:

  
Acting ~~Kay Davis~~, Secretary   
High Tech High School Board