



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

DATE: September 13, 2018

TIME: 9:00 a.m. - 11:00 a.m.

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

Trustees present: Gary Jacobs, Chairman; Heather Lattimer; Héctor Pérez

Trustees absent: Kay Davis; Michael McCraw

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; Chris White, HTH Director of College Advisors; Joseph Davidson, HTH Media Arts College Advisor; Rah-Ben Coates, HTH Chula Vista College Advisor; Erik Castillo, HTH International College Advisor

**CALL TO ORDER at 9:15 a.m. by Gary Jacobs, Chairman. A quorum was present. Gary Jacobs appointed Héctor Pérez as Acting Secretary due to Kay Davis' absence.**

**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**

There were no public hearing items at this time.

**2.0 CONSENT ITEMS**

2.1 Approve August 21, 2018 Regular Board Meeting Minutes

**2.1.1 Discussion:**

Staff members provided the Board an opportunity to review and comment on the August 21, 2018 Regular Board Meeting Minutes. There were no additions or corrections.

**2.1.2 Motion:**

There being no further discussion, upon motion duly made by Héctor Pérez and seconded by Gary Jacobs, 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 Approve Submission of Unaudited Actuals FY2017-18**

**3.1.1 Discussion:**

Staff members recommend the approval of the Unaudited Actuals FY2017-18 as submitted for the following State Board of Education-Statewide Benefit Charter Schools:

- High Tech Elementary Chula Vista; High Tech Middle Chula Vista; High Tech High Chula Vista; High Tech Elementary North County; High Tech Middle North County; High Tech High North County

And for the following San Diego Unified School District Schools:

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

**3.1.2 Motion:**

There being no further discussion, upon motion duly made by Héctor Pérez and seconded by Heather Lattimer, 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			

**3.2 Ratification of Palomar Community College Agreement**

**3.2.1 Discussion:**

Staff members recommend the Board ratify the Use of Facilities Agreement (“Agreement”) with Palomar College (“Palomar”). Palomar will provide one or more college courses to High Tech High North County (“HTHNC”) students at the HTHNC campus.

HTHNC and Palomar will collaborate on determining when the college course(s) will be offered at HTHNC. HTHNC will provide classroom space, access to the internet, projectors, and classroom supplies to allow Palomar staff to instruct college course participants. HTHNC shall collect Average Daily Attendance for HTHNC students meeting appropriate attendance standards. Palomar shall be responsible for apportioning college credit to participating students according to applicable standards.

The term of this Agreement is August 20, 2018, to December 15, 2018, and this will serve as a trial period for this work. A longer-term agreement is being negotiated between Palomar and High Tech High (“HTH”). Staff members expect to return to the Board with a longer-term agreement once the key elements have been defined. There is no fiscal impact.

**3.2.2 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:

<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 ITEMS

##### 4.1 Chief Executive Officer Report

No report given at this time.

##### 4.2 Chief Operations Officer Report

**Maria Heredia's comments included the following:**

- After having received Jenny Salkeld's letter of resignation, Kay McElrath, former HTH CFO has agreed to fill-in part-time until the CFO position is filled.
- (7) Charter Petition Renewals were submitted to the San Diego Unified School District, anticipated approval in November, 2018.
- Statewide Benefit Charter (SBC) School-High Tech High Mesa opened on August 27, 2018 with an enrollment of 105 students.
- A Public Charter Schools Grant Program Grant was submitted on behalf of High Tech Elementary Mesa and High Tech Middle Mesa schools. If chosen, the grant amount for each school is estimated to be \$475,000.
- A letter was sent to the California Department of Education-State Board of Education requesting confirmation that HTH may proceed with plans to open High Tech Elementary Mesa and High Tech Middle Mesa in August, 2019.
- Refinancing and restructuring loans for 6 Point Loma schools and HTH North County and HTM North County is proceeding. New leases are forthcoming.
- Top Notch Catering is now the sole provider for lunch service for all sites.

##### 4.3 Chief Learning Officer Report

**Janie Griswold's comments included the following:**

- Time was spent at the opening of High Tech High Mesa. About 50% of students were from existing HTH schools.
- Support for new directors will be provided throughout the school year. There will be weekly meetings, professional development, periodic director retreats and mentoring by senior staff.

##### 4.4 Financial Report

Statements of Financial Position for months ending June 30, 2018 and July 31, 2018 were distributed to the Board for review.

##### 4.5 College Advisors Reports

###### 4.5.1 Discussion:

The College Advisors from each of the (5) HTH High Schools provided the board with Class of 2018 college acceptances and data for review. College Advisors presenting

highlights graduation data included: Chris White, HTH Director of College Advisors; Erik Castillo, HTH International; Joseph Davidson, HTH Media Arts and Rah-Ben Coates, HTH Chula Vista.

**OPEN SESSION WAS SUSPENDED AT 11:00 A.M.**

**CLOSED SESSION CONVENED AT 11:01 A.M. and ADJOURNED AT 11:05 A.M.**

**OPEN SESSION RE-CONVENED AT 11:06 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 11:07 a.m.

Respectfully submitted by:



Kay Davis, Secretary  
High Tech High School Board