



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

DATE: November 5, 2018

TIME: 10:00 a.m. – 11:30 a.m.

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

Trustees present: Gary Jacobs, Chairman; Kay Davis, Secretary; Heather Lattimer

Trustees absent: Michael McCraw; Héctor Pérez

Staff present: Larry Rosenstock, Chief Executive Officer; Maria Heredia, Chief Operations Officer/GC; Janie Griswold, Chief Learning Officer; Ken Stipanov, Special Counsel; Cindy Kim, Executive Assistant

Others present: Amy Callahan, HTH Math teacher

CALL TO ORDER at 10:00 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 INFORMATION ITEMS

1.1 Local Control Area Plan - Presentation of Dashboard Local Indicators

1.1.1 Discussion:

Janie Griswold, Chief Learning Officer provided a powerpoint presentation highlighting the Dashboard Local Indicators. HTH is required to self-assess and self-report to the school board and the public. The HTH schools met their respective local indicators.

2.0 CONSENT ITEMS

2.1 Approval of September 13, 2018 Regular Board Meeting Minutes

2.1.1 Discussion:

Staff members provided the Board an opportunity to review and comment on the September 13, 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 Heather Lattimer 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

2.2 Approval of Legal Counsel Agreements

2.2.1 Discussion:

Staff members recommended the Board approve the updated legal service agreement between High Tech High and Atkinson, Andelson, Loya, Ruud & Romo. This agreement is effective July 1, 2018 and shall continue until June 30, 2019.

2.2.2 Motion:

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

3.1 Approve Memorandum of Understanding with the California Department of Education

3.1.1 Discussion:

Staff members recommended the Board authorize senior staff to execute a Memorandum of Understanding (MOU) with the California Department of Education (CDE), and to enter into the MOU on behalf of the HTH statewide benefit charter (HTH-SBC) schools. The Board discussed the MOU terms. The Board engaged in discussion regarding the terms of the MOU.

3.1.2 Motion:

There being no further discussion, upon motion duly made by Heather Lattimer 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 Confirm, Authorize and Approve further actions to proceed with opening High Tech Elementary Mesa and High Tech Middle Mesa as Authorized by the State Board of Education

3.2.1 Discussion:

Staff members recommended that the Board authorize senior staff members to proceed with the opening of High Tech Middle Mesa (HTMM) and High Tech Elementary Mesa (HTeM) in 2019-20 under the HTH Statewide Benefit Charter (SBC) and pursuant to the terms articulated by the CDE. The Board discussed developing plans to open the middle and elementary schools at the Mesa Campus with anticipated opening dates in August 2019.

3.2.2 Motion:

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

3.3 Approve On-Loan Personnel Agreements Between High Tech High and High Tech High Graduate School of Education

3.3.1 Discussion:

Staff members recommended ratification of the personnel agreement for the period of August 1, 2018 to July 31, 2019 for HTH employee, Kali Frederick.

3.3.2 Motion:

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

3.4 Approve High Tech High Athletics Handbook for High Tech High, High Tech High International, High Tech High Media Arts, High Tech High Mesa, High Tech High North County, High Tech High North County

The Board engaged in discussion regarding the Athletics Handbook and standards articulated in the same. In particular, the Board raised additional questions and directed staff to return at a subsequent board meeting to address the Board's inquiries. This item was tabled until a subsequent board meeting.

3.5 Approve Agreement with Palomar Community College for College Courses at High Tech High North County

3.5.1 Discussion:

Staff members recommended that the Board approve the agreement with Palomar College ("Palomar"), while providing senior staff members with the authority to make any final amendments to the Agreement as might be necessary, and authorizing the officers to execute the Agreement. The Board engaged in discussion regarding the relationship formed under the agreement.

3.5.2 Motion:

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

3.6 Approve of Compensation Frameworks – Updated

3.6.1 Approve and Ratify Changes to the Administrative and Operational Support Positions Certificated - Compensation Framework for 2018-19

3.6.1.1 Discussion:

Staff members recommended that the Board approve and ratify the proposed changes to the Administrative and Operational Support Positions – Certificated - Compensation Framework with an effective date of September 1, 2018.

3.6.1.2 Motion:

There being no further discussion, upon motion duly made by Kay Davis and seconded by Heather Lattimer, 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

3.6.2 Approve New Positions and Changes to the Administrative and Operational Support – Non-Certificated Compensation Framework for 2018-19

3.6.2.1 Discussion:

Staff members recommended that the Board approve and ratify changes to the Administrative and Operational Support Positions – Non-Certificated - Compensation Framework for the 2018-19 school year with the effective dates indicated in the notes column to the updated compensation framework as follows:

- Addition of “Payroll and Benefits Associate” – Framework A - Step 23 – Administrative and Operational Support – Non-Certificated
- Addition of “Accounting Associate” – Framework A - Step 23 – Administrative and Operational Support – Non-Certificated
- Addition of “Payroll and Benefits Analyst” – Framework A - Step 33 – Administrative and Operational Support – Non-Certificated
- Addition of “Accounts Payable Analyst” – Framework A - Step 33 – Administrative and Operational Support – Non-Certificated
- Addition of “Senior Accountant” – Framework A - Step 54 – Administrative and Operational Support – Non-Certificated
- Reclassification of “Business Manager” – from Framework A – Step 48 to Framework A Step 55 – Administrative and Operational Support – Non-Certificated
- Reclassification of “Payroll and Benefits Manager” – from Framework A – Step 46 to Framework A Step 59.

3.6.2.2 Motion:

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

3.7 Ratify and Approve Appointment of Kay McElrath as Interim and Temporary Chief Financial Officer

3.7.1 Discussion:

Staff members recommended the Board approve the resolution to ratify and appoint Kay McElrath to serve as the Interim and Temporary Chief Financial Officer from September 5, 2018 through November 25, 2018, and to serve as extra help of limited duration, effective November 26, 2018 through March 31, 2019. The Board discussed Ms. McElrath’s limited duration appointment, and the progress on the Chief Financial Officer search.

3.7.2 Motion:

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

3.8 Removed from the agenda

4.0 INFORMATION/DISCUSSION ITEMS

4.1 Chief Executive Officer Report

- 2019-2020 High Tech Elementary Mesa and High Tech Middle Mesa directors have been selected.

4.2 Chief Operations Officer Report

- Admissions Staff Update- A staffing update was provided as well as a general overview of the host of community outreach, informational sessions and tours that are taking place over the next couple of months.
- Authorizer Update- The San Diego Unified School District (SDUSD) Board of Education hearing on the renewal of the (7) Point Loma HTH charters was rescheduled to December 4, 2018.
- HTH Mesa – California Department of Education granted approval to open High Tech Elementary Mesa for grades K-2 and High Tech Middle Mesa for 6th grade with school opening dates of August, 2019.

4.3 Financial Report

- The financial reports for month ending September 30, 2018 are in draft form. Updated reports will follow.

4.4 Chief Learning Officer

- October 22, 2018 was a professional development day for teachers across the organization and focused on Equity and Innovation.
- The next organization-wide professional development day is scheduled for March 4, 2019. Areas of focus for this professional development day will include literacy, math, science, deeper learning projects and discipline restorative practices.

4.5 Next Board Meeting: Friday, December 7, 9 a.m. – 11:30 a.m., at High Tech High, 2861 Womble Road

OPEN SESSION WAS SUSPENDED AT 11:20 A.M.

CLOSED SESSION CONVENED AT 11:21 A.M. and ADJOURNED AT 11:30 A.M.

OPEN SESSION RE-CONVENED AT 11:31 A.M.

5.0 CLOSED SESSION ITEMS:

5.1 Confidential Employment Matters Pursuant to California Government Code §54957

After closed session, the Board reported out that it had reviewed and approved of the Compensation Committee’s recommendations in relation to the Chief Operations Officer/General Counsel, and that it would schedule the approval of the incoming Chief Financial Officer for its next meeting.

6.0 ADJOURNMENT

There being no further business to be brought before the Board, it was the consensus of the Board to adjourn the meeting at 11:35 a.m.

Respectfully submitted by: Kay Davis
 Kay Davis, Secretary, High Tech High School Board