



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

DATE: September 10, 2020

TIME: 5:00 p.m.

PLACE: ZOOM Platform <https://us02web.zoom.us/j/89767555722>

Trustees present: Gary Jacobs, Chairman of the Board; Kay Davis, Secretary of the Board; Heather Lattimer, Trustee; Albert Lin, Trustee; Héctor Pérez

Staff present: Dr. Rasheed Meadows, CEO; Joanna Clark, COO; Janie Griswold, CLO; Roberta Malgarejo, Interim CFO; Patrick Frost, GC; David Gillingham, Director of HTM Media Arts; Allie Wong, Director of HTe Pt. Loma; Monique Knight, Director of HTe Mesa; Tremier Johnson, Director of Human Resources; Kristy Renken, Payroll and Benefits Manager; Amanda Thomas, Senior Food & Nutrition Services Manager; Cindy Kim, Executive Assistant

Others present: Kathy Figueroa, Translator; Rodolfo Valentan, Translator; High Tech High staff and members of HTH community

**CALL TO ORDER at 5:07 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum was present.** Mr. Jacobs also established at the beginning of the meeting that the chat feature would be enabled during the public comment period however would be disabled for the duration of the meeting.

**1.0 CONSENT ITEMS**

- 1.1 Approve July 20, 2020 Special Meeting Minutes
- 1.2 August 20, 2020 Regular Board Meeting Minutes
- 1.3 Approve Amended Conflict of Interest Code
- 1.4 Approve Placement Agreement between the Pacifica Graduate Institute and High Tech High
- 1.5 Approve Placement Agreement between the National University and High Tech High
- 1.6 Approve Placement Agreement between the Palo Alto University and High Tech High
- 1.7 Approve Placement Agreement between the California South University and High Tech High
- 1.8 Approve Placement Agreement between the Touro University and High Tech High

**1.1-1.8.1 Discussion:**

Staff provided the Board an opportunity to review and discuss items 1.1-1.8. There was no discussion.

**1.2.2 – 1.8.2 Motion:**

A motion was made by Kay Davis seconded by Héctor Pérez. A roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Kay Davis, Secretary	X			
Heather Lattimer, Trustee	X			
Albert Lin, Trustee, Trustee	X			
Héctor M. Pérez, Trustee	X			

## 2.0 INFORMATION ITEMS

### 2.1 Chief Executive Officer Report

#### **Dr. Meadows' report included the following:**

- David Gillingham, Allie Wong, and Monique Knight, Directors of HTMMA, HTe Pt. Loma and HTe Mesa respectively, were called upon by Dr. Meadows to share how they geared up for the first day of school, August 31.
- Successful opening distance learning at our 16 schools, which includes a student enrollment totaling 6377, 309 teachers and 86 support staff. 2500+ Chromebooks and 200 iPads have been distributed to students and provided internet access to over 80 families. A meal program has been launched to provide free meals to students across the county. Safety precautions have been installed in our buildings.
- First 4 weeks have been spent visiting all 4 campuses, meeting with directors, teachers, deans, site managers facilities teams, leaders at the HTH GSE, board members, external partners and community members. Next few weeks will be focused on meeting with students, teachers/staff and parents.
- Diversity, Equity and Integration (DEI) will be all inclusive, serving and educating the HTH community.

### 2.2 Chief Operations Officer Report

#### **Joanna Clark's report included the following:**

- Technology support is being provided to families who do not have it. Over 80 hot spots have been provided to families who need it. T-Mobile and Apple have good relations with K-12 schools in California. Cox Cares has given HTH a \$10,000 grant to be used to support services, ordering of supplies and hiring staff for schools.
- Safety measures that have been implemented at the school sites.
- Distance learning will continue and a very slow, intentional process will be followed in order to open schools to in-person teaching. It will begin first with staff returning. Testing for English Language Learners and any student who has an Individual Education Plan (IEP) can be done in very small groups or in-person but on a 1:1 basis.

### 2.3 Chief Learning Officer Report

#### **Janie Griswold's report included the following:**

- Distance Learning: Will begin collecting feedback to evaluate our families' experiences with distance learning. Student feedback is being collected on a regular basis.
- Enrollment: All HTH schools are filled to capacity. Attrition rate is lower than in previous school years.
- There are 3 ways HTH supports candidates new to teaching: 1) external student teacher programs, 2) HTH district intern program, and 3) HTH Graduate School of Education Teacher Apprentice Program (TAP). HTH is hosting 100 new teachers, either interns or student teachers, 6 among them are from external means. More focus will be on the external programs so as to maintain connections with local universities and bringing in new individuals. Over 55% of internal participants represent a diverse population of people of color.
- Bridges Collaborative Program: High Tech High applied and was selected. HTH will join 50 school districts, charter schools and housing agencies from across the nation focused on school desegregation. HTH is unique in its diverse population of students.

2.4 Interim Chief Financial Officer Report

**Bobbi Magarejo’s report included the following:**

- The back payments for the June, 2020 deferred revenue was paid in July. In preparation for the future deferrals, \$15 million line of credit may need to be accessed. It may be possible to apply for a deferral exemption if HTH qualifies.
- Mesa schools will receive ADA revenue for the expanded grades FY2020-2021.

**3.0 PUBLIC HEARING ITEMS**

3.1 First Reading: Learning Continuity Plan (LCP)

**Janie Griswold provided the following update:**

- The LCP seeks to address funding, stability for schools while providing information at the Local Education Agency level for how student learning continuity will be addressed during the COVID19 crisis during the 2020-2021 school year.
- Details HTH plans and expenditures for distance learning and potential return of students to campus.
- The public was invited to provide comments at this time.
- ELAC/DELAC has indicated their need for more personal attention to their students, either 1:1 or in small groups. They want materials to be translated and available to families to encourage connection between families with school directors and teachers.

**4.0 COMMENTS FROM THE PUBLIC**

- 4.1 Members of the public were provided time to address the board.  
 4.2 There were no announcements made by the board at this time.

**5.0 ACTION ITEMS**

5.1 Approve and Ratify Submission of Unaudited Actuals FY2019-20 **[TABLED]**

- ~~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; High Tech High Mesa~~
- ~~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~~

5.2 Ratify Changes to the Administrative and Operational Support Positions – Hourly Non-Certificated – Compensation Framework for 2020-2021

**5.2.1 Discussion:**

Staff members recommend the Board Ratify Changes to the Administrative and Operational Support Positions – Hourly Non-Certificated – Compensation Framework for 2020-2021 with the following addition: “Academic Coach, DHH” – Framework Hourly – Step 3 – Non-certificated – Effective August 1, 2020

**5.2.2 Motion:**

There being no further discussion, a motion was made by Kay Davis and seconded by Albert Lin. A roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Kay Davis, Secretary	X			
Heather Lattimer, Trustee	X			
Albert Lin, Trustee, Trustee	X			
Héctor M. Pérez, Trustee				X

5.3 Ratify Changes to the Administrative and Operational Support Positions – Non-Certificated – Compensation Framework for 2020-2021

**5.3.1 Discussion:**

Staff members recommend the Board Ratify Changes to the Administrative and Operational Support Positions – Non-Certificated – Compensation Framework for 2020-2021 with the following:

- Addition of – “Chief of Staff” – Framework A – Step 72 – Non-Certificated – Effective August 1, 2020
- Addition of – “Director of Communications and External Affairs” – Framework A – Step 69 – Non-Certificated – Effective August 1, 2020
- Reclassify – “Senior Accountant” – Framework A – Step 47 – Non-Certificated – Effective August 1, 2020
- Reclassify - “Compliance Officer” – Framework A – Step 67 – Non-Certificated – Effective August 1, 2020

**5.3.3 Motion:**

There being no further discussion, a motion was made by Heather Lattimer and seconded by Albert Lin. A roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Kay Davis, Secretary	X			
Heather Lattimer, Trustee	X			
Albert Lin, Trustee, Trustee	X			
Héctor M. Peréz, Trustee				X

5.4 Approve Memorandum of Understanding with San Diego Unified School District

**5.4.1 Discussion:**

Staff recommend the approval of Operations Agreement between San Diego Unified School District and High Tech High. This agreement is approved annually with a term beginning July 1, 2020 and ending June 30, 2021.

**5.4.2 Motion:**

There being no further discussion, a motion was made by Kay Davis and seconded by Heather Lattimer. A roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Kay Davis, Secretary	X			
Heather Lattimer, Trustee	X			
Albert Lin, Trustee, Trustee	X			
Héctor M. Peréz, Trustee				X

**6.0 OLD BUSINESS:**

- 6.1 Kristy Renken, Payroll and Benefits Manager, reported on Before- and after-school care employees
- 6.2 Kristy Renken also provided an update regarding Healthcare for part-time staff
- 6.3 Amanda Thomas, Senior food & Nutrition Services Manager, provided an update on lunch delivery beyond Point Loma campus

- 6.4 Janie Griswold, CLO, provided an update on the plans for Diversity, Equity, and Inclusion Training for CMO staff and Directors
- 6.5 Tremier Johnson, Director of Human Resources, provided the process and time frames for future hiring, evaluation, support, and development processes
- 6.6 Student learning and collaboration software
- 6.7 Amy Briggs, Director of Special Education, provided information regarding tiered Interventions and what support is being provided for students with disabilities

**7.0 NEW BUSINESS:**

- Staff and Student Demographics Profile
- Teacher Health and Wellness

**OPEN SESSION WAS SUSPENDED AT 7:08 P.M.**

**CLOSED SESSION CONVENED AT 7:09 P.M. AND ADJOURNED AT 7:15 P.M.**

**OPEN SESSION RE-CONVENED AT 7:15 P.M.**

**7.0 CLOSED SESSION ITEMS:**

- 7.1 There was no action taken at this time.

**8.0 ADJOURNMENT**

There being no further business to be brought before the board, the meeting was adjourned at 7:16 p.m.

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