



Item 1.1

BOARD OF TRUSTEES MARCH 11 MEETING MINUTES HIGH TECH HIGH

This meeting will be by videoconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Trustees (“Board”) and employees of High Tech High shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so by using the following Zoom link:
<https://hightechhigh-org.zoom.us/j/81451693980?pwd=NzBvTWxYaTFqbmEM1SUR5K2RLbiszQT09>

DATE: March 11, 2020
TIME: 5:00 p.m. – 7:00 p.m.

Trustees present: Gary Jacobs, Chairman; Albert Lin; Héctor Pérez

Board Member	Present
Gary Jacobs, Chairperson	X
Albert Lin, Trustee	X
Héctor Pérez, Trustee	X

Staff Present: Rasheed Meadows, CEO; Joanna Clark, COO; Janie Griswold, CLO; Lance Chugg, Interim CFO; Patrick Frost, GC; Clairelise Kip, CoS; Julie Holmes, Director of Credentialing Operations.

Others present: Rodolfo Valentan, translator
Kathy Figueroa, translator
High Tech High staff
Members of HTH community

CALL TO ORDER at 5:05 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.

1.0 CONSENT ITEMS

- 1.1 Approval of December 23, 2020 Special Meeting Minutes
- 1.2 Accept Resignations of Board Secretary Kay Davis and Board Trustee Heather Lattimer

1.1.1-1.1.2 Discussion:

Staff members provided the Board an opportunity to review and discuss Items

1.1-1.2. There were no corrections and no further discussion.

1.1.1-1.1.2 Motion:

There being no further discussion upon motion duly made by Héctor Pérez and seconded by Albert Lin, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

2.0 INFORMATION ITEMS

2.1 Chief Executive Officer Report

Dr. Meadows' comments included the following:

- Retired board members Kay Davis and Heather Lattimer were acknowledged and thanked for their service.
- Strategic planning for the organization is underway. Cross-functional teams have been organized to plan around the priorities presented to the High Tech High community in January, which reflect the themes that emerged from Dr. Meadows' listening tour.
- High Tech High received favorable reviews after their two most recent authorizer site visits.
- High Tech High has a new CFO, Jackie Chen, who will be starting on April 5.
- School Directors Brett Peterson and Briony Chown walked through their schools' plans for moving to Phase 4 instruction.

2.2 Chief Operations Officer Report

Joanna Clark's comments included the following:

- High Tech High has been holding weekly COVID-19 informational webinars for staff.
- High Tech High will likely be ready to reopen shortly after spring break.
- Local, state, and federal officials are encouraging school reopening.
- High Tech High is putting on-site COVID-19 testing in place.
- Educators are now eligible for the COVID-19 vaccine.

2.3 Chief Learning Officer Report

Janie Griswold's comments included the following:

- Staff were acknowledged for all of the work they have done during Phases 2 and 3 of reopening.
- Reflections on what High Tech High has learned during distance learning were given.
- The Admissions office has adapted their outreach to the pandemic with virtual tours, interactive school maps, office hours, outreach to previous applicants, and social media.

- Enrollment this school year has the highest yield since we've been tracking this data.

2.4 Financial Report: Interim CFO

Lance Chugg's comments including the following:

- The audit from the 2019-2020 school year has been completed.
- High Tech High prepared the second interim financial report.

3.0 PUBLIC HEARING ITEMS

None

4.0 COMMENTS FROM THE PUBLIC

4.1 Members of the public were provided time to address the board.

4.2 Gary Jacobs announced that High Tech High would convene a Board Nomination Committee to nominate new Board members.

5.0 ACTION ITEMS

5.01 Approval of Second Interim Financial Statements

5.01.1 Discussion:

Staff recommended approving the Fiscal Year 2020-2021 Charter School Second Interim Financial Reports for the High Tech High schools to the Authorizers, San Diego Unified School District and State Board of Education.

5.01.2 Motion:

There being no further discussion upon motion duly made by Albert Lin and seconded by Héctor Pérez, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.011 Approval of the Terms and Conditions of the California School Finance Authority (CSFA) State Charter School Facilities Incentive Grant

5.011.1 Discussion:

Staff recommended approval of the terms and conditions of the CSFA State Charter School Facilities Incentive Grant for High Tech High Chula Vista.

5.011.2 Motion:

There being no further discussion upon motion duly made by Héctor Pérez and seconded by Albert Lin, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.02 Approval of Annual Financial Statements for Fiscal Year 2019-2020

5.02.1 Discussion:

Staff recommended approval of the annual audit and disclosures for the High Tech High schools for the fiscal year ended June 30, 2020. These financial statements have been audited by Christy White Associates, the Board-approved independent audit firm for High Tech High.

5.02.2 Motion:

There being no further discussion, upon motion duly made by Albert Lin and seconded by Héctor Pérez. A roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.03 Approval of Homeless You Education Policy

5.03.1 Discussion:

Staff recommended approval of the revised Homeless Youth Education Policy. The policy, which high school deans reviewed and proposed revisions to, codifies HTH practices that meet the standard of the McKinney Vento Act.

5.03.2 Motion:

There being no further discussion, upon motion duly made by Héctor Pérez and seconded by Albert Lin. A roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.04 Approval of SARC Reports

5.04.1 Discussion:

Staff recommended approval of the 2019-2020 SARC Reports. Due to the COVID-19 pandemic, the state of California waived several reporting requirements for the 2019-2020 school year.

5.04.2 Motion:

There being no further discussion upon motion duly made by Albert Lin and seconded by Héctor Pérez, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.05 Approval of Student Teaching MOU

5.05.1 Discussion:

Staff recommended approval of the Student Placement Agreement (“Agreement”) between California State University’s CalState TEACH Program (“CSU”) and High Tech High (“HTH”) for the period beginning January 2021 and ending December 2024. Under the Agreement, HTH will provide educational field placement experiences CSU graduate students who are participating in its teaching program (“Teacher-Candidates”).

5.05.2 Motion:

There being no further discussion upon motion duly made by Héctor Pérez and seconded by Albert Lin, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.06 Approval of SPSA Documents for HTE, HTeNC, HTMNC, HTeCV, HTMCV, and HTHCV

5.06.1 Discussion:

Staff recommended approval of the 2020-21 SPSA documents for the following schools: HTe, HTeNC, HTMNC, HTeCV, HTMCV, and HTHCV. Due to the COVID-19 pandemic, California schools were not required to complete LCAP documents for the 2020-21 school year. In the absence of the LPAC, all Local Education Agencies completed an LCP (Learning Continuity and Attendance Plan) in fall 2020, and all schools operating a schoolwide Title I program are also required to complete SPSA documents for the 2020-21 school year. The SPSA identifies and addresses the instructional needs of students and specifies how categorical funds will be used to accomplish the goals outlined in the plan.

5.06.2 Motion:

There being no further discussion upon motion duly made by Albert Lin and seconded by Héctor Pérez, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.07 Approval of HTH Contracting Policy and Ratification of Contracts

5.07.1 Discussion:

Staff proposed a High Tech High General Contracting Policy for approval. The policy would delegate some limited contracting authority to the CEO to allow the CEO to enter into contracts for goods or services up to \$50,000. Additionally, the CEO could delegate the same authority to other CMO leadership or School Directors, as necessary, since many contracts are routine, no cost, or under \$50,000, and /or needed to serve our students.

5.07.2 Motion:

There being no further discussion upon motion duly made by Albert Lin and seconded by Héctor Pérez, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.08 Approval of Mental Health Intern Pay Framework Reclassification

5.08.1 Discussion:

Staff recommended reclassifying the Mental Health Intern position from Framework B to the Hourly Framework to be more consistent with similar positions in San Diego County.

5.08.2 Motion:

There being no further discussion upon motion duly made by Héctor Pérez and seconded by Albert Lin, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.09 Approval of Phase 4 Reopening

5.09.1 Discussion:

Staff recommended approval of beginning to implement Phase 4 reopening on April 5, 2021, contingent upon meeting four criteria: 1) San Diego County moves to the Red Tier, 2) High Tech High has COVID-19 testing in place at each

campus, 3) Each school has a safety plan that meets the Occupational Safety and Health Administration (OSHA) guidelines, and 4) San Diego County continues to vaccinate childcare and education employees in Phase 1B-Tier 1 of their vaccination schedule.

5.09.2 Motion:

There being no further discussion upon motion duly made by Héctor Pérez and seconded by Albert Lin, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

5.10 High Tech High Officers of the Corporation

5.10.1 Discussion:

Staff recommended appointing Héctor Pérez as the Secretary of the Board.

5.10.2 Motion:

There being no further discussion upon motion duly made by Albert Lin and seconded by Gary Jacobs, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

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

5.11.1 Discussion:

Staff recommended ratification of the addition of “Senior Director of Instructional Leadership Development,” “Director of Instructional Leadership Development, and “Instructional Practice Developer” to the Administrative and Operational Support Positions – Salaried Certificated – Compensation Framework, with an effective date of August 1, 2020.

5.11.2 Motion:

There being no further discussion upon motion duly made by Albert Lin and seconded by Héctor Pérez, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			

Héctor Pérez, Secretary	X			
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5.12 Ratify Changes to the Executive Officer Compensation Framework for 2020-2021

5.12 Discussion:

Staff recommended ratification of the addition of “Chief People & Organizational Development Officer” to the Executive Officer Compensation Framework, effective August 1, 2020.

5.12 Motion:

There being no further discussion, upon motion duly made by Albert Lin and seconded by Héctor Pérez. A roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Albert Lin, Trustee	X			
Héctor Pérez, Trustee	X			

6.0 OLD BUSINESS

6.1 Staff shared an update on investigating options for health insurance for hourly employees.

7.0 NEW BUSINESS

7.1 The Board discussed establishing a Board Nomination Committee to nominate Trustees to replace retired Board Trustees Kay Davis and Heather Lattimer.

8.0 CLOSED SESSION ITEMS:

8.1 None.

9.0 ADJOURNMENT

There being no further business to be brought before the Board, it was the consensus of the Board to adjourn the meeting at 7:51 p.m.

Respectfully submitted by:

Hector Perez

Héctor Pérez, Secretary
High Tech High Board