



HIGH TECH HIGH  
**BOARD OF TRUSTEES**  
**ANNUAL 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/88230046239>.

DATE: December 17, 2020

TIME: 5:00 p.m. – 7:00 p.m.

Trustees present: Gary Jacobs, Chairman; Kay Davis, Secretary; Heather Lattimer; Albert Lin; Hector Perez

Staff Present: Rasheed Meadows, CEO; Joanna Clark, COO; Janie Griswold, CLO; Roberta Melgarejo, Interim CFO; Patrick Frost, GC; Clairelise Kip, CoS; Cindy Kim, Executive Assistant; Tremier Johnson, Kelly Jacobs, Director; Julie Holmes, Director of Credentialing Operations; Tremier Johnson, Director of Human Resources.

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

**CALL TO ORDER at 5:06 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.**

1.0 CONSENT ITEMS

1.1 Approval of November 12, 2020 Special Meeting Minutes

1.2 Approve Non-Public Schools Contracts

1.3 Approve and Ratify Contract with Skybox for HTH North County and HTH Chula Vista Senior Proms

1.4 Approve Placement Agreement between the Grand Canyon University and High Tech High

1.5 Approve Updated Employee Handbook

**1.1.1-1.1.5 Discussion:**

Staff members provided the Board an opportunity to review and comment on the November 12, 2020 Board Meeting Minutes. There were no additions or corrections. In addition, Items 1.2-1.5 were provided to the Board for their review.

**1.1.1-1.1.5 Motion:**

There being no further discussion, upon motion duly made by Héctor Pérez and seconded by Albert, 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' comments included the following:**

- Cindy Kim and Larry Rosenstock, two founding members of High Tech High are retiring and were honored. HTH board members and staff also shared their well-wishes, and both Cindy Kim and Larry Rosenstock gave closing remarks.
- Gary Jacobs announced that a Staff Professional Development Fund will be established in Cindy Kim's name and a High Tech High Student Scholarship Fund will be established in Larry Rosenstock's name.
- High Tech High has a new Chief of Staff, Clairelise Kip.
- High Tech High North County Middle Director Kelly Jacobs celebrated the ways in which her school has been adapting to the pandemic.

### 2.2 Chief Operations Officer Report

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

- Photos of small groups participating in Phases 2 and 3.

### 2.3 Chief Learning Officer Report

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

- Because of the COVID-19 case rate, High Tech High will not be able to move to Phase 4 of its reopening plan by the end of January, as originally anticipated.
- Phase 4 planning continues with cross-school design teams to ensure High Tech High will be prepared for Phase 4 once it's possible to enter that phase.

### 2.4 Financial Report: Interim CFO

#### **Roberta Melgarejo's comments including the following:**

- She has been meeting with directors every month to review their budgets and overall the organization is in sound fiscal health.

## 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 Board members offered comments of appreciation honoring Larry Rosenstock and Cindy Kim

## 5.0 ACTION ITEMS

### 5.1 Review and Approve First Interim Financial Statements

#### **5.1.1 Discussion:**

Staff recommended approving the first interim financial statements for the San Diego Unified School District Schools Charter Schools and Statewide Benefit Charter Schools. Board member Albert Lin asked about consolidating to one network-wide budget and board member Héctor Pérez recommended discussing consolidation in an upcoming meeting.

#### **5.1.1 Motion:**

There being no further discussion, upon motion duly 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. Pérez, Trustee	X			

- 5.2 Approval to Place HTH Teachers on Limited Assignment Permits, Emergency CLAD Permits, Variable Term Waivers, and Short-Term Staff Permits for the 2020-21 school year

**5.2.1 Discussion:**

Staff recommends the Board place HTH Teachers on Limited Assignment Permits, Emergency CLAD Permits, Variable Term Waivers, and Short-Term Staff Permits for the 2020-21 school year.

**5.2.2 Motion:**

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

- 5.3 Approval of COVID-19 Differential Pay - Hourly, Part-Time staff who are not eligible for HTH health benefits; for hours worked when required to when required to work on site, during the time period December 1, 2020 through June 25, 2021.

**5.3.1 Discussion:**

Staff recommends the Board approve a \$3 pay differential for hourly, part-time staff who are not eligible for HTH health benefits when they work on-site. Board members requested HTH leadership look into additional options for increasing access to health insurance, such as raising the pay differential to \$4 or \$5 an hour.

**5.3.2 Motion:**

There being no further discussion, Héctor Pérez motioned to approve the item as presented at the meeting and Kay Davis seconded. The motion was made to approve the item as presented at the meeting. 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			

- 5.4 Approve Certification of Governing Board Compliance

**5.4.1 Discussion:**

Staff recommends the Board approve the Certification of Governing Board Compliance, which is intended to serve as a formal acknowledgement from the HTH Governing Board of their review and appropriate due diligence in key areas as part of their own organizational oversight function.



**5.4.2 Motion:**

There being no further discussion, upon motion duly 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			

**OPEN SESSION WAS SUSPENDED AT 7:42 p.m.**

**CLOSED SESSION CONVENED AT 7:42 p.m. and ADJOURNED AT 8:04 p.m.**

**OPEN SESSION RE-CONVENED AT 1:12 p.m. A roll call was taken at this time to re-confirm a quorum.**

Board Member	Present
Gary Jacobs, Chairperson	x
Kay Davis, Secretary	X
Heather Lattimer, Trustee	X
Albert Lin	X
Héctor M. Pérez, Trustee	X

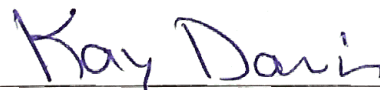
**5.0 CLOSED SESSION ITEMS:**

5.1 There was no action taken at this time.

**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 8:05 p.m.

Respectfully submitted by:



Kay Davis, Secretary  
High Tech High Board