



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

DATE: October 7, 2020

TIME: 7:30 a.m. - 8:30 a.m.

PLACE: ZOOM Platform <https://hightechhigh-org.zoom.us/j/82616353331>

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

Staff present: Dr. Rasheed Meadows, CEO; Janie Griswold, CLO; Roberta Malgarejo, Interim CFO; Patrick Frost, General Counsel; Cindy Kim, Executive Assistant

Others present: Members of the public

**CALL TO ORDER at 7:33 a.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum was present.**

**1.0 COMMENTS FROM THE PUBLIC**

- 1.1 There were no comments made by members of the public.
- 1.2 There were no announcements made by members of the Board.

**2.0 ACTION ITEM**

- 2.1 Approval of Fiscal Corrective Action Plan FY 2019-2020 Second Interim Report

**2.1.1 Discussion:**

Staff recommend the approval of the Fiscal Corrective Action Plan FY2019-20 Second Interim Report for High Tech Elementary Mesa. The California Board of Education noted the following observations:

- HTeM reported a zero percent reserve for FY 2019-2020 Second Interim Report. HTeM's expected reserve level is 5%.
- HTeM reported a negative ending fund balance of \$128,371 in the FY 2019-2020 Second Interim Report. The CDE notes that a negative ending fund balance could jeopardize HTeM's financial stability since liabilities cannot be covered even if all of their assets were liquidated.

Ms. Roberta Malgarejo, Interim CFO, indicated the following corrective action plans:

- CFO will hold ongoing monthly meetings with school directors to review financial activity.
- CFO will review monthly financial activity to ensure accurate recording of revenues and expenses.
- Reduce the cost of management fees.
- Reduce cost of facilities.
- CFO will report reserve level on monthly basis to school director and CEO.

**2.1.2 Motion:**

There being no further discussion, upon motion duly made by Kay Davis and seconded by Albert Lin, the motion was approved by the following vote:

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

**3.0 ADJOURNMENT**

There being no further business to be brought before the board, the meeting was adjourned at 7:56 a.m.

Respectfully submitted by:



Kay Davis, Secretary High Tech High Board