



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

DATE: August 20, 2020

TIME: 4 p.m. - 5 p.m. Board Annual Training: Brown Act and Conflict of Interest  
5 p.m. Regular Meeting Convenes

Trustees present: Gary Jacobs, Chairman; Kay Davis, Secretary; Heather Lattimer (arrived at 4:45 p.m.); Albert Lin; Hector Perez

Staff Present: Dr. Rasheed Meadows, CEO; Joanna Clark, COO; Janie Griswold, CLO; Roberta Margarejo, Interim CFO; Patrick Frost, GC; Amanda Thomas, Senior Food & Nutrition Services Manager; Cindy Kim, Executive Assistant

Others present: Kathy Figueroa, Translator; Rodolfo Valentan, Translator; Kate Allison Reiche and Kendall Swanson of Currier & Hudson; High Tech High staff and members of HTH community

**CALL TO ORDER at 4:08 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum was present**

**The Board Annual Training took place from 4:08 p.m. - 5:00 p.m. The training session was led by Kate Allison Reiche and Kendall Swanson of Currier & Hudson.**

**0.0 COMMENTS FROM THE PUBLIC**

- 0.1 Members of the public were provided time to address the Board. Guidelines were followed as per the board approved Public Participation Policy.
- 0.2 There were no announcements made by members of the Board.

**1.0 PUBLIC HEARING ITEMS  
NONE**

**2.0 CONSENT ITEMS**

- 2.1 Approve Board Meeting Minutes for the following:
  - 2.1.1 June 3, 2020, Board Regular Meeting Minutes
  - 2.1.2 June 17, 2020, Board Special Closed Session Meeting Minutes
  - 2.1.3 June 18, 2020, Board Special Closed Session Meeting Minutes
  - 2.1.4 June 19, 2020, Board Annual Meeting Minutes
  - 2.1.5 June 23, 2020, Board Special Closed Session Meeting Minutes
  - 2.1.6 June 24, 2020, Board Special Closed Session Meeting Minutes
  - 2.1.7 June 25, 2020, Board Special Closed Session Meeting Minutes
  - 2.1.8 June 27, 2020, Board Special Meeting Minutes: AM Session
  - 2.1.9 June 27, 2020, Board Special Meeting Minutes: PM Session
  - 2.1.10 June 29, 2020, Board Special Closed Session Meeting Minutes
  - 2.1.11 June 30, 2020, Board Special Closed Session Meeting Minutes
  - 2.1.12 July 13, 2020 Board Special Meeting Minutes

### 2.1.13 July 20, 2020 Board Special Meeting Minutes

#### 2.1.1-2.1.13 Discussion:

Staff members provided the Board an opportunity to review and comment on the Board Meeting Minutes listed above. There were no additions or corrections.

#### 2.1.2-2.1.13 Motion:

There being no further discussion, a motion was 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			

- 2.2 Approval of Agreement Between The Regents of the University of California and High Tech High for Consulting Services of Dr. Howard Taras
- 2.3 Approve 2020-21 College and Career Access Pathways (CCAP) Partnership Agreement between San Diego Community College District (SDCCD) and High Tech High (HTH)
- 2.4 Approve Updated Student and Parent Handbook FY20-21
- 2.5 Approve Consolidated Application FY20-21
- 2.6 Approve Amended Times of High Tech High Board Meetings
- 2.7 Approve CIF Membership FY2020-2021

#### 2.2.1 – 2.7.1 Discussion:

Staff provided the Board an opportunity to review and discuss items 2.2 – 2.7. There was no discussion.

#### 2.2.2 – 2.7.2 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			

### 3.0 ACTION ITEMS

- 3.1 Approval of Amended Officers of the Corporation

#### 3.1.1 Discussion:

Staff recommends that the Board approve the amended resolution to elect the High Tech High School Board Corporate Officers. The last approval of the High Tech High Officers of the Corporation took place on July 20, 2020. This election supersedes the previous election and updates the officers for the corporation.

**3.1.2 Motion:**

After further discussion, a motion was made by Kay Davis to approve and amend the election of the High Tech High Officers of the Corporation to add Dr. Rasheed Hakim Meadows, Chief Executive Officer. The motion was then seconded by Héctor Pérez. The following individuals shall serve as the High Tech High Officers of the Corporation in the positions set forth opposite their names:

Gary Jacobs	Chairman
Kay Davis	Secretary
Rasheed Meadows	Chief Executive Officer
Joanna Clark	Chief Operations Officer
Janie Griswold	Chief Learning Officer
Roberta Malgarejo	Interim Chief Financial Officer

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	X			
Héctor M. Pérez, Trustee	X			

**3.2 Ratify Changes to the Executive Officer Compensation Framework for 2020-2021**

**3.2.1 Discussion:**

Staff members recommend that the Board ratify the changes to the Executive Officer Compensation Framework with an effective date of August 1, 2020, as noted below:

- Chief Executive Officer – Salary range changed to be “Off Schedule – At Board Discretion”, from Doctorate Step 1 – Step 15

**3.2.2 Motion:**

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			

**3.3 Approval of Agreement with Harris School Solutions for the EZSchoolPay Platform**

**3.3.1 Discussion:**

Staff recommend Board approval of the Harris School solutions agreement, to allow for the use of the EZSchoolPay payment platform.

**The Fiscal Impact:**

High Tech High will be charged the following rates based on the payment quantities received per month in addition to the card processing fees listed below:

- **Up to 249 transactions: \$1.25 per transaction**
- **250 – 749 transactions: \$1.22 per transaction**
- **750 – 1,499 transactions: \$1.17 per transaction**
- **1,500 – 2,249 transactions: \$1.12 per transaction**
- **2,250 -3,349 transactions \$1.05 per transaction**

**Card Processing Fees:**

- 1.89% - debit cards
- 2.39% - credit cards
- 2.89% - business and rewards credit cards
- \$0.18 - per transactions
- \$5.00 – monthly fee

The online transaction fees incurred will be passed on to the families through a flat service fee charge of \$2.95 per transaction.

**3.3.2 Motion:**

A motion was made by Kay Davis and seconded by Albert Lin. A roll call was taken to approve the motion.

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

**3.4 Approve Placement Agreement between the California State University San Marcos and High Tech High**

**3.4.1 Discussion:**

Staff recommend the Board approve the Placement Agreement (“**Agreement**”) between the California State University San Marcos (“**CSUSM**”) and High Tech High (“**HTH**”) for the period beginning July 1, 2020, and ending June 30, 2021.

**3.4.2 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.

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

**4.0 Reports:**

**4.1 Financial Reports**

4.1 Financial statements for the month ending May 31, 2020 were provided to the Board for review.

**4.2 Chief Learning Officer Report**

**4.2 Discussion:**

Janie Griswold provided a powerpoint presentation to update the Board on the following:

- Distance Learning Updates: HTH Distance Learning Plan & Stakeholder Data
- Development of Learning Continuity and Attendance Plans
- Professional Learning: New Teacher Odyssey and All Staff Day

**5.0 New Business:**

**6.0 Old Business:**

**OPEN SESSION WAS SUSPENDED AT 6:45 P.M.**

**CLOSED SESSION CONVENED AT 6:45 P.M. AND ADJOURNED AT 7:08 P.M.**

**OPEN SESSION RE-CONVENED AT 7:08 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 7:09 p.m.

Respectfully submitted by:

*Kay Davis*

Kay Davis, Secretary High Tech High Board