



**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 23, 2020

TIME: 10:00 a.m. – 11:00 a.m.

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

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

Staff Present: Rasheed Meadows, CEO; Joanna Clark, COO; Janie Griswold, CLO; Roberta Melgarejo, Interim CFO; Patrick Frost, GC; Clairelise Kip, CoS; Tremier Johnson, Director of Human Resources; Amy Briggs, Director of Special Education; Kristy Renken, Payroll and Benefits Manager.

Others present: Rodolfo Valentan, translator
Kathy Figueroa, translator

CALL TO ORDER at 10:02 a.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.

1.0 CONSENT ITEMS

1.1 Approval of December 17, 2020 Special Meeting Minutes

1.1.1-1.1.5 Discussion:

Staff members provided the Board an opportunity to review and comment on the December 17, 2020 Board Meeting Minutes. There were no additions or corrections.

1.1.1-1.1.5 Motion:

There being no further discussion, upon motion duly made by Héctor Pérez and seconded by Kay Davis. 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:

- Preview of the agenda items

2.2 Financial Report: Interim CFO

Roberta Melgarejo's comments including the following:

- Preview of the agenda items

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.

5.0 ACTION ITEMS

5.1 Approval of Differential Pay for Employees

5.1.1 Discussion:

Staff recommended that the Board approve differential pay for employees of High Tech High for additional duties outside of their normal scope of work to support students and staff. In these challenging times of the pandemic, High Tech High employees have gone above and beyond, doing more and different work than has been asked of them previously. Staff would like to recognize employees for this work and provide additional compensation in consideration of these additional duties they have taken on.

5.1.2 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			

5.2 Approval of Bank Signature Authority Updates

5.2.1 Discussion:

Staff recommended that the Board approve the amended resolution to elect the High Tech High Board Corporate Officers as of December 23, 2020, and thereafter. The amended resolution removes Cynthia Kim as a bank signer due to her retirement, and adds Claire Elise Kip as the new Chief of Staff.

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			

6.0 OLD BUSINESS

6.1 Staff shared information about the budget impact of COVID-19 differential pay for hourly, part-time staff who are not eligible for HTH benefits.

7.0 NEW BUSINESS

None.

8.0 CLOSED SESSION ITEMS:

None.

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 11:05 p.m.

Respectfully submitted by: _____

DocuSigned by:

Gary Jacobs

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Gary Jacobs, Chair
High Tech High Board