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**AUGUST 11TH, 2016 - 5:00PM**  
**REGULAR BOARD MEETING**  
**HIGH TECH LA BOARD OF DIRECTORS**  
**HIGH TECH LA, OVAL ROOM**  
**17111 VICTORY BLVD.**  
**VAN NUYS, CA 91406**  
or  
**400 S. Hope Street**  
**Los Angeles, CA 90071**

**INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS**

Orange County Academy of Sciences and Arts, Inc. ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested agenda item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 17000 Haynes Street, Lake Balboa, CA 91406

In compliance with the Americans with Disabilities Act (ADA) and upon request, Orange County Academy of Sciences and Arts, Inc. ("School") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the Executive Director's office at (949) 606-4937. Please contact the office as early as possible to provide time for the School to arrange for such reasonable auxiliary aids and/or services.

1. **PRELIMINARY**

A. **Call to Order**

Meeting was called to order by the Board Chair at **5:08 PM**.

B. **Establishment of Quorum**

<u>Board Members</u>	Present	Absent
Elliot Ponchick	<u>  X  </u>	<u>      </u>
Carla Christofferson	<u>  X  </u>	<u>      </u>
Paul Davies	<u>      </u>	<u>  X  </u>
Kate Ides	By Phone (in County per notice)	
Debi Palestina	<u>      </u>	<u>  X  </u>
Adam Berns	<u>  X  </u>	<u>      </u>
Ghalib Kassam	By Phone (out of town, non-voting)	
Andrew D'Amato	<u>      </u>	<u>  X  </u>
Adam Siegler	<u>  X  </u>	<u>      </u>

Also Present  
Marsha Rybin  
Mat McLenahan  
Jonathan George  
Cindy Frantz

2. **COMMUNICATIONS**

*Members of the public are welcome at all High Tech LA board meetings. Participation is encouraged and appreciated. The Board is governed by the Brown Act and may briefly respond to public comments, but take no action except on items scheduled on the agenda.*

**PRESENTATIONS FROM THE FLOOR** - At this time any person wishing to speak to any item **NOT** on the agenda will be granted three minutes to make a presentation to the Board of Directors.

**PRESENTATION ON AGENDA ITEMS** - Public comment will be allowed on agenda items prior to Board action. Three minutes per agenda item will be allotted.

3. **BOARD MEMBERSHIP**

- A. Reappointment of Board Members
  - a. Kate Ides
  - b. Ghalib Kassam
  - c. Adam Berns
- B. Acceptance of Resignation of Debi Palestina
- C. Place Paul Davies on Leave of Absence

<b>It is recommended that the Board approve the Reappointment of Board Members</b>	
Motion: AS	Action: <b>Carries</b>
Second: CC	Vote: <b>Unanimous</b>
<b>It is recommended that the Board approve the Resignation of Debi Palestina</b>	
Motion: EP	Action: <b>Carries</b>
Second: CC	Vote: <b>Unanimous</b>
<b>It is recommended that the Board approve the Leave of Absence for Paul Davies</b>	
Motion: EP	Action: <b>Carries</b>
Second: AS	Vote: <b>Unanimous</b>

Closed Session

The Board entered Closed Session at **6:10 PM**.

4. PERFORMANCE EVALUATION: PRINCIPAL

Open Session

The Board re-entered into Open Session at **6:32 PM**.

5. REPORT OUT OF CLOSED SESSION

A. Vote to approve recommendations of review committee

The Board voted to award a bonus to Ms. Rybin for her exceptional performance. The amount of the bonus will remain confidential.

5. CONSENT AGENDA

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The director recommends approval of all consent agenda items.

- A. Meeting Minutes: June 7, 2016
- B. Invoices over \$25,000
  - a. PCM-G Invoice S97212170001
  - b. Waterproofing Experts Invoice 7764-1
- C. May-June 2016 Check Register

<b>It is recommended that the Board approve the Meeting Minutes: June 7, 2016</b>	
Motion: AB	Action: Carries
Second: EP	Vote: Unanimous
<b>It is recommended that the Board approve the Invoices over \$25,000</b>	
Motion: AB	Action: Carries
Second: EP	Vote: Unanimous
<b>It is recommended that the Board approve the May-June 2016 Check Register</b>	
Motion: AB	Action: Carries
Second: EP	Vote: Unanimous

7. DISCUSSION & ACTION ITEMS

- A. Approval of Revolution Foods Agreement to Provide Meals
- B. Approval of Revolution Foods Agreement to Provide Servers
- C. Updates to Financial Policies and Procedures:
  - a. Addition of **Mat McClenahan** as an approver of invoices, employee reimbursements, and credit card receipts up to \$25,000
  - b. Change in second approval requirement for Invoices over \$25,000 from “Board” to a specific board member, namely **Ghalib Kassam**, who is currently the Treasurer.
  - c. Nomination & approval of new check signer on main operational Wells Fargo checking account, namely **Mat McClenahan**.

