



HighTech LA

A California Charter School

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HTLA Board Meeting Minutes

– Oct 17th 2017

Draft By: Ghalib Kassam

1. PRELIMINARY

A. Call to Order

Meeting was called to order by the Board Chair at **5:05pm**

B. Establishment of Quorum

Board Members

Adam Berns - **YES**

Adam Siegler - **NO**

Andrew D’Amico - **YES**

Carla Christopherson - **NO**

Elliot Ponchik - **YES**

Ghalib Kassam - **YES**

Jim Kelly - **YES**

Julie Zingerman - **YES**

Kate Ides - **NO**

Also Present

Mat McClenahan

Rachel XXX, by phone

Cindy, EdTech

Richard, Middle School Architect

Joe, PCSD Middle School Project Manager

2. COMMUNICATIONS

3. CONSENT AGENDA

A. Approve Meeting Minutes: August 1, 2017 Regular Meeting: October 8, 2017 Special Meeting

B. Approve July – August 2017 Check Register & Credit Card Register

It is recommended that the Board approve the Consent Agenda

Motion: **Julie Z.** Action: **Approved**

Second: **Jim K.** Vote: **Unanimous** (6 in favor / 0 opposed)

4. DISCUSSION & ACTION ITEMS

- A. Discuss and Approve FY16-17 Unaudited Actuals
 - Was presented by Cindy during the August meeting
 -
- B. Discuss and Approve FY17-18 EPA Spending Plan & Resolution
 - These funds are planned to help pay for teacher salaries
 - Mat will also see if some of the funds can be used to update the school website to market the middle school progress
 -
- C. Discuss and Approve Payments to Vendors, Architect, Inspectors, City Agencies
 - This topic was not discussed
- D. Discuss Berliner's Schematics
 - Reviewed 4 schematics provided by Richard, the architect, as renditions of the MS
 - Covered the flow and logistics for parking and kids drop-off and pickup
 - Budget of the schools as currently designed is approx. \$7.1M
 - Discussed to concept included in the design of "unisex bathrooms"
 - Discussed shared parking with YMCA
 - Discussed titling the improvements such that there is a clear portion tied to MS
 - YMCA has seen the draft plans and schematics thus far and not shown concerns
 - We should consider promoting the schematics as a marketing campaign to parents, etc.
- E. Discuss Process for Evaluating and Selecting Building Contractors
- F. Discuss school Suicide Prevention Policy

It is recommended that the Board approve FY16-17 Unaudited Actuals
Motion: **Adam B.** Action: **Approved**
Second: **Elliot P.** Vote: **Unanimous** (6 in favor / 0 opposed)

It is recommended that the Board approve FY17-18 EPA Spending Plan & Resolution
Motion: **Jim K.** Action: **Approved**
Second: **Adam K.** Vote: **Unanimous** (6 in favor / 0 opposed)

It is recommended that the Board approve Payments to Vendors, Architect, Inspectors, City Agencies
Motion: Action: **Not voted on**
Second: Vote:

It is recommended that the Board approve the school Suicide Prevention Policy
Motion: **Ghalib K.** Action: **Approved**
Second: **Elliot P.** Vote: **Unanimous** (6 in favor / 0 opposed)

5. INFORMATION ITEMS

A. Financial Presentation by EdTec

a. July & August 2017 Financial Presentation

- Discussed the need to avoid “late fees”, EdTec will continue to focus on this
- BoD discussion on a Middle School bank Account being shared or dedicated to another time

B. Middle School Committee Report

- PCSD was able to determine that there isn't a sewer easement needed nor in place on the YMCA property
- Dept of Engineering confirmed the fact and needs to be communicated to “maps” dept
- The Maps dept will make the correction to the corresponding map to show the site is easement free.
- The title company will adjust the title thereafter.

C. Fundraising Committee Report

- Elliot announced that Marsha maybe interested in leading fundraising for the middle school with Tammy staying on to support.

D. Principal's Report

- Test scores have shown to be excellent and high

E. Proposed Procurement Policy

- This topic was postponed to a future board meeting

F. Review Invoices over \$25k

- The invoices were shared in the board package, no discussion

G. Report on Retreat

H. Report by PCSD on Middle School Progress

a. Updated financials

I. Update Construction Time Line

J. Update on Renewal Petition Process

K. Update on Prop 39 Energy Plan

- Mat is looking into the option of getting LED lighting funded via this vehicle

L. Flood Report

- There was an insurance rider discrepancy, but the agent was able to resolve and there are no open issues to getting the expense covered.

M. Jonathan George

- \$2500 in misc charges and an computer asset was discovered missing. The funds and asset were recovered and no further action was taken.

~~N. Report of Fundraising Committee~~

O. Renewal Petition Update

6. ANNOUNCEMENTS

The next meeting of the Board of Trustees is scheduled for December 5th, 2017, at 5:00pm at HighTech LA, 17111 Victory Blvd., Van Nuys, CA 91406

7. ADJOURNMENT

Meeting was adjourned by the Board Chair at 7:28PM