
APRIL 3RD, 2018 - 5:00 PM
REGULAR BOARD MEETING
HIGHTECH LA BOARD OF DIRECTORS

HIGHTECH LA, OVAL ROOM
17111 VICTORY BLVD.
VAN NUYS, CA 91406

Teleconference Dial in:
515-739-1285

Access Code:
965609

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

HighTech Los Angeles ("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 17111 Victory Blvd, Van Nuys, CA 91406

In compliance with the Americans with Disabilities Act (ADA) and upon request, HighTech Los Angeles ("School") may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Principal's office at (818) 609-2640. 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 5:06 PM.

B. **Establishment of Quorum**

<u>Board Members</u>	Present	Absent	
Adam Berns	<u> X </u>	<u> </u>	
Adam Siegler	<u> X </u>	<u> </u>	
Andrew D'Amico	<u> </u>	<u> X </u>	
Carla Christopherson	<u> </u>	<u> X </u>	
Elliot Ponchick	<u> X </u>	<u> </u>	
Ghalib Kassam	<u> X </u>	<u> </u>	In LA, not posted, not voting
Jim Kelly	<u> X </u>	<u> </u>	
Julie Zingerman	<u> </u>	<u> X </u>	
Kate Ides	<u> X </u>	<u> </u>	

Also Present: Mat McClenahan; Cindy Frantz; Eric Okazaki; Rachel Garber; Marsha Rybin; Raffi Grigoryan (student).

2. **COMMUNICATIONS**

Members of the public are welcome at all HighTech 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. **CONSENT AGENDA**

- A. Approve Meeting Minutes: February 6 & March 8, 2018
- B. Approve January - February 2018 Check and Credit Card Registers

It is recommended that the Board approve the Consent Agenda
 Motion: KI Action: Carries
 Second: EP Vote: Unanimous

4. **DISCUSSION & ACTION ITEMS**

- A. Discuss and Approve Form 700
- B. Discuss and Approve 2nd Interims
- C. Discuss and Approve Procurement Policies & Procedures
- D. Discuss and Approve Pre-Tax Receivable Resolution California State Teachers' Retirement System (CalSTRS)
- E. Discuss and Approve CalSTRS Employer Paid Member Contributions Resolution
- F. Discuss and Approve LACOE Certification of Signatures

- G. Discuss and Approve LACOE Resolution to Issue Funds to Charter School
- H. Discuss Middle School Financing Options
- I. Discuss and Approve Additional Board meetings.
- J. It is recommended that the Board add the food service bid to the agenda.
- K. It is recommended that the Board approve the food service bid.

<p>A. It is recommended that the Board Approve Form 700.</p> <p>No Board action required; all Forms turned in.</p>	
<p>B. It is recommended that the Board Approve 2nd Interims.</p> <p>Motion: AS Action: Carries Second: KI Vote: Unanimous</p>	
<p>C. It is recommended that the Board Approve Procurement Policies & Procedures, with the amendment that the term "Executive Director" will be replaced by "Principal."</p> <p>Motion: KI Action: Carries Second: AS Vote: Unanimous</p>	
<p>D. It is recommended that the Board Approve Pre-Tax Receivable Resolution California State Teachers' Retirement System (CalSTRS).</p> <p>Motion: KI Action: Carries Second: AB Vote: Unanimous</p>	
<p>E. It is recommended that the Board Approve CalSTRS Employer Paid Member Contributions Resolution.</p> <p>Motion: AS Action: Carries Second: EP Vote: Unanimous</p>	
<p>F. It is recommended that the Board Approve LACOE Certification of Signatures.</p> <p>Motion tabled for all signatures.</p>	
<p>G. It is recommended that the Board Approve LACOE Resolution to Issue Funds to Charter School.</p> <p>Motion tabled for all signatures.</p>	
<p>I. It is recommended that the Board meet on a monthly basis through 2019.</p> <p>Motion: EP Action: Carries Second: KI Vote: 4 Yes, 1 Abstention</p>	
<p>J. It is recommended that the Board add the food service bid to the agenda.</p> <p>Motion: KI Action: Carries Second: JK Vote: Unanimous</p>	

J. It is recommended that the Board approve the food service bid.

Motion tabled to ensure compliance with bid process.

5. **INFORMATION ITEMS**

- A. Financial Presentation by Edtec.
 - a. January - February 2018 Financial Presentation. Cindy Frantz made the presentation and reported that revenue and expenses were as expected and the balance sheet is strong.
- B. Principal's Report. Principal Mat McClenahan reported on numerous programs and initiatives, including:
 - a. Robotics Team.
 - b. History Day. Raffi Grigoryan reported a documentary film project regarding the town of Locke, California, the first town populated by Chinese immigrants to California, who could not legally own the land where they lived and worked. The Board congratulated Raffi on his work and requested a link to the film when it is completed.
 - c. SBAC testing.
 - d. Walkout regarding gun violence. This was 17 minutes long and entirely peaceful.
 - e. Prom.
 - f. Mural for "Women in STEM."
 - g. Founders Boot Camp.
- C. Middle School Principal's Report. Principal Rachel Garber provided a detailed report on the Middle School construction bids and plan changes.
- D. Committee Reports
 - a. Middle School Committee Report. Adam Siegler commended Rachel Garber and referred the Board to her report. It was agreed that all financial matters relating to the project would now be referred to the Fundraising and Finance Committees.
 - b. Fundraising and Finance Committee Report. The Finance Committee met telephonically with EdTec and will continue to do so regularly. Chairman Elliot Ponchick and Marsha Rybin reported that the Fundraising Committee had 8 requests pending, and that the William Bannerman Foundation had committed to a \$150,000 grant in 2018 and a further \$100,000 in 2019.
- E. Update on Middle School Activities and Progress. See above.
- F. Presentation by PCSD. Not present.
- G. Review Invoices Over \$25k. All in order.

6. **CLOSED SESSION**

- A. Price and terms of payment for the purchase, sale, exchange, or lease of real property

The Board went into closed session at 6:51 PM.

The Board reported out of closed session at 7:15 PM.

The Chairman reported that the Board will explore the retention of a financing expert to review alternative financing methods for the real property project.

7. ANNOUNCEMENTS

- A. The next meeting of the Board of Trustees is scheduled for **June 5, 2018**, at 5:00 PM at HighTech LA, 17111 Victory Blvd Van Nuys, CA 91406 (see #4I above.)

8. ADJOURNMENT

The Chair adjourned the meeting at 7:22 PM.

Respectfully submitted,

Adam Siegler
Secretary