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**DECEMBER 12TH, 2017 - 5:00PM  
REGULAR BOARD MEETING  
HIGHTECH LA BOARD OF DIRECTORS  
HIGHTECH LA, OVAL ROOM  
17111 VICTORY BLVD.  
VAN NUYS, CA 91406**

**Teleconference Location:  
2550 N. 1st Street, Suite 100, San Jose, CA 95131**

**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 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 \_\_\_\_\_.

B. **Establishment of Quorum**

<u>Board Members</u>	Present	Absent
Adam Berns	_____	_____
Adam Siegler	_____	_____
Andrew D'Amico	_____	_____
Carla Christopherson	_____	_____
Elliot Ponchik	_____	_____
Ghalib Kassam	_____	_____
Jim Kelly	_____	_____
Julie Zingerman	_____	_____
Kate Ides	_____	_____

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**

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. Approve Meeting Minutes: October 17, 2017 Regular Meeting; November 28, 2017 Emergency Meeting
- B. Approve September - October 2017 Check Register & Credit Card Register

<b>It is recommended that the Board approve the Consent Agenda</b>	
Motion: _____	Action: _____
Second: _____	Vote: _____

4. **DISCUSSION & ACTION ITEMS**

- A. Discuss and Approve FY16-17 Audit
- B. Discuss and Approve Procurement Policy
- C. Discuss and Approve First Interim Financial Report
- D. Discuss and Approve Loan from Foundation to HTLA MS for full amount of PCSGP
- E. Discuss and Approve MS fundraising plan

<p>It is recommended that the Board Approve FY16-17 Audit          Motion: _____ Action: _____          Second: _____ Vote: _____</p>
<p>It is recommended that the Board Approve Procurement Policy          Motion: _____ Action: _____          Second: _____ Vote: _____</p>
<p>It is recommended that the Board Approve First Interim Financial Report          Motion: _____ Action: _____          Second: _____ Vote: _____</p>
<p>It is recommended that the Board Approve Loan from Foundation to HTLA MS          for full amount of PCSGP          Motion: _____ Action: _____          Second: _____ Vote: _____</p>
<p>It is recommended that the Board Approve the MS Fundraising Plan          Motion: _____ Action: _____          Second: _____ Vote: _____</p>

5. **INFORMATION ITEMS**

- A. Financial Presentation by EdTec
  - a. September & October 2017 Financial Presentation
- B. Middle School Committee Report
- C. Fundraising Committee Report
- D. Principal's Report
- E. Review Invoices over \$25k

6. **ANNOUNCEMENTS**

- A. The next meeting of the Board of Trustees is scheduled for February 6, 2018, at 5:00pm at HighTech LA, 17111 Victory Blvd Van Nuys, CA 91406

7. **ADJOURNMENT**