
FEBRUARY 6TH, 2018 - 5:00PM
REGULAR BOARD MEETING
HIGHTECH LA BOARD OF DIRECTORS
HIGHTECH LA, OVAL ROOM
17111 VICTORY BLVD.
VAN NUYS, CA 91406

Teleconference Location:
2550 North 1st St
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 5:06 PM.

B. Establishment of Quorum

<u>Board Members</u>	Present	Absent	
Adam Berns	<u> X </u>	<u> </u>	(Outside LAUSD, not voting)
Adam Siegler	<u> X </u>	<u> </u>	
Andrew D'Amico	<u> X </u>	<u> </u>	
Carla Christopherson	<u> </u>	<u> X </u>	
Elliot Ponchick	<u> X </u>	<u> </u>	
Ghalib Kassam	<u> </u>	<u> X </u>	
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; Katie Saucier; Maral Rostami.

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: December 12, 2017 Special Meeting
- B. Approve November - December 2017 Check Register & Credit Card Register

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

4. DISCUSSION & ACTION ITEMS

- A. Discuss and Approve FY16-17 SARC
- B. Discuss and Approve Procurement Policy
- C. Discuss and Approve Title IV Application
- D. Discuss and Approve Daily Expense Rates Policy

- E. Discuss and Approve Compliance Document from LAUSD
- F. Discuss and Approve Form J13A for days school shut down due to the fire last year

A. It is recommended that the Board Approve FY16-17 SARC	
Motion: _____	Action: Tabled to Next Special Meeting
Second: _____	Vote: _____
B. It is recommended that the Board Approve Procurement Policy (tabled from December 12, 2017 meeting)	
Motion: KI	Action: Carries
Second: EP	Vote: Unanimous
C. It is recommended that the Board Approve Title IV Application	
Motion: AD	Action: Carries
Second: KI	Vote: Unanimous
D. It is recommended that the Board Approve Daily Expense Rates Policy	
Motion: _____	Action: Tabled to Regular Meeting, April 3, 2018
Second: _____	Vote: _____
E. It is recommended that the Board Approve Compliance Document from LAUSD	
Motion: AS	Action: Carries
Second: JK	Vote: Unanimous
F. It is recommended that the Board Approve Form J13A (re fires)	
Motion: KI	Action: Carries
Second: AD	Vote: Unanimous

5. INFORMATION ITEMS

- A. Financial Presentation by EdTec. Cindy Frantz provided the financial update.
 - a. November - December 2017 Financial Presentation
- B. Middle School Committee Report. Adam Siegler and Mat McClenahan reported on the building plans and hand-off to Fundraising Committee.
- C. Fundraising Committee Report. Elliot Ponchick reported on submissions for grants and other applications for funding.
- D. Principal's Report. Mat McClenahan reporting on college acceptances, art teacher search, history competition, and robotics team.
- E. Middle School Principal's Report. Rachel Garber reported 100 applications received already for Middle School.
- F. Late Fees. Mat McClenahan reported on procedures to avoid late fees.
- G. Tablet Lease. The Board discussed the insurance and repair issues associated with the tablet lease.
- H. PCSD Payment Schedule Mat McClenahan reported on information needed in advance for payment.
- I. Review Invoices over \$25k. Tabled for next regular meeting.

6. ANNOUNCEMENTS

- A. The next meeting of the Board of Trustees is scheduled for **April 3, 2018**, at 5:00pm at HighTech LA, 17111 Victory Blvd Van Nuys, CA 91406

7. ADJOURNMENT

The Chair adjourned the meeting at **6:55 PM**.

Respectfully submitted,



Adam Siegler
Secretary