



1126 North Melrose Dr., Vista, CA 92083

Members of the Governing Board: Brian Cox, Mitchell Diehl, Shandon Harbor, Paul Polito, Doreen Quinn, Patricia Sprotte

**MINUTES – MEETING OF THE GOVERNING BOARD
February 6, 2018 – 7:30 AM**

I. PRELIMINARY

a. CALL TO ORDER

Board Chair Doreen Quinn called to order the North County Trade Tech High School Board of Directors Meeting at 7:43am on Tuesday, February 6, 2018.

b. ROLL CALL

Present: Mitchell Diehl, Shandon Harbour, Paul Polito, Doreen Quinn, Patricia Sprotte

Absent: Brian Cox

Guests:

Phil Lutgen- North County Trade Tech High School
Mary Anne Herman- New Haven Youth & Family Services, Inc.
Dorothy Lee (via conference call)- EdTec
Kristin Maccarrone, Mira Costa College

c. APPROVAL OF AGENDA

A motion was made and seconded to approve the agenda.

Motion: Patricia Sprotte

Second: Shandon Harbour

Member	Aye	Nay	Abstain	Absent
Cox				X
Diehl	X			
Harbour	X			
Polito	X			
Quinn	X			
Sprotte	X			

II. COMMUNICATIONS

a. PUBLIC COMMUNICATIONS

None.

b. BOARD CHAIRMAN/CEO REPORT:

Doreen Quinn provided background and updated the Board on the 1132 N. Melrose Dr. building. If New Haven were to purchase the building, Trade Tech would need to commit to a long term lease. Board members asked questions related to future enrollment, marketing strategies, and future



budget projections. Doreen and Phil responded. Phil Lutgen will provide the board with a thorough projected budget that would include the lease payment and other expenses related to the new space along with enrollment projections.

- c. PRINCIPAL'S REPORT:
See below principal's report in section IV b.
- d. BOARD MEMBER COMMENTS

III. **CONSENT AGENDA ITEMS**

- a. Approval of Minutes: October 31, 2017
Tabled for next meeting
- b. Approval of Check Registers: October – December 2017
Tabled for next meeting
- c. Approval of Employee Reimbursements
Tabled for next meeting

IV. **ITEMS SCHEDULED FOR INFORMATION/ACTION**

- a. Financial Presentation- Tabled for next meeting
- b. Principal's Approvals:
 - i. Principal's Report- Phil Lutgen reported that Trade Tech is currently in the WASC accreditation process.
 - ii. Review LCAP- Phil Lutgen provided a handout and provided the board with an update on how Trade Tech is achieving their goals.
 - iii. Review Special Designation Student and Interventions- Phil Lutgen provided an update on the Special Designation Students and Interventions and reported that Trade Tech currently has 7 students with this designation.
 - iv. Employment Update- Phil Lutgen reported that the Engineering teacher resigned during Winter break. Phil has hired a former Trade Tech student that graduated from Trade Tech's first graduating class and has been working at a local engineering firm for the past 3.5 years. Phil has hired him as a CTE engineering teacher.
- c. Approve 2016-2017 SARC
The Board discussed and approved the 2016-17 SARC
Motion: Shandon Harbour
Second: Mitch Diehl

Member	Aye	Nay	Abstain	Absent
Cox				X
Diehl	X			
Harbour	X			
Polito	X			
Quinn	X			
Sprotte	X			

- d. Discuss and approve for Board Membership, Kristin Maccarrone of Mira Costa College

The Board discussed Kristin's background and experience and how she could bring value you to the Board of Directors.

Motion: Shandon Harbour

Second: Paul Polito

Member	Aye	Nay	Abstain	Absent
Cox				x
Diehl	x			
Harbour	x			
Polito	x			
Quinn	x			
Sprotte	x			

- e. Discuss and Approve One-Time Use Funds of \$22,238

The Board discussed and approved the one-time funds to be used for books and supplies.

Motion: Paul Polito

Second: Mitch Diehl

Member	Aye	Nay	Abstain	Absent
Cox				x
Diehl	x			
Harbour	x			
Polito	x			
Quinn	x			
Sprotte	x			

- f. Discuss and Approve Title IV Application for Funding, Spending Plan and Transfer to Title I.

The Board discussed and approved the Title IV Application for Funding and Spending Plan.

Motion: Shandon Harbour

Second: Paul Polito

Member	Aye	Nay	Abstain	Absent
Cox				x
Diehl	x			
Harbour	x			
Polito	x			
Quinn	x			
Sprotte	x			

- g. Discuss and Approve Certificates of Completion for students

Phil Lutgen discussed with the Board that Certificate of Completion language will be added to the student handbook. Some eligible students will graduate with a Certification versus a Diploma.

- h. Discuss Employee Concerns and Considerations, Benefit and Compensation Scenarios for Staff Retention- Tabled for next meeting

V. **ADJOURNMENT**

The meeting was adjourned at 9:00am

Motion: Shandon Harbour

Second: Paul Polito

Member	Aye	Nay	Abstain	Absent
Cox				x
Diehl	x			
Harbour	x			
Polito	x			
Quinn	x			
Sprotte	x			