



**BOARD OF TRUSTEES
DECEMBER 14, 2022 SPECIAL MEETING MINUTES
HIGH TECH HIGH**

The Board of Trustees (“Board”) and employees of High Tech High shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so by using the following Zoom link: <https://hightechhigh-org.zoom.us/j/86810281955>

Date: December 14, 2022

Time: 10:45 a.m.

Trustees present: Gary Jacobs, Chairman; Héctor Pérez, Secretary; Bernadette Bach, Trustee

Board Member	Present
Gary Jacobs, Chairperson	X
Héctor Pérez, Secretary	X
Bernadette Bach, Trustee	X
Lida Rafia, Trustee	
Albert Lin, Trustee	

Staff Present: Kaleb Rashad, Interim CEO; Janie Griswold, CLO; Isaac Jones, COO; Jackie Chen, CFO; Patrick Frost, GC; Justine Petrey-Juarez, Executive Assistant to the Officers

Others present: Kathy Figueroa, interpreter
High Tech High staff
Members of HTH community

CALL TO ORDER at 10:49 a.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.

1.0 CONSENT ITEMS

- 1.1 Approve the October 19, 2022 Regular Meeting Minutes
- 1.2 Approve the November 22, 2022 Special Meeting Minutes
- 1.3 Approve the Resolution Considering the Continued State of Emergency for Board Meetings by Teleconference

1.1.1-1.3.1 Discussion: Staff members provided the Board an opportunity to review and discuss the consent agenda items.

1.1.2-1.3.2 Motion: There being no further discussion upon motion duly made by Héctor Pérez and seconded by Bernadette Bach, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
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Gary Jacobs, Chairperson	X			
Héctor Pérez, Secretary	X			
Bernadette Bach, Trustee	X			
Lida Rafia, Trustee				X
Albert Lin, Trustee				X

2.0 INFORMATION ITEMS

2.1 Student Presentation

2.2 Report of the Officers

Officer comments included the following:

- A list of business agreements approved since the last Board meeting was shared.
- Chief Learning Officer Janie Griswold shared various structures for teacher support at HTH, such as intern and induction programs, instructional coaches, and soliciting feedback.
- Janie Griswold also reported on the recent WASC Site Visit at HTHI, which included overwhelmingly positive comments regarding the safe climate of the school, the strength of student voices, and amount of parent engagement.
- Chief Operations Officer Isaac Jones shared the Williams Review findings from High Tech Middle Mesa and High Tech High Mesa with the Board, where both schools received over 90% on their School Facilities Overall Rating.

~~3.0 COMMENTS FROM THE PUBLIC~~

~~3.1 Members of the public were provided time to address the board.~~

~~4.0 BOARD REPORT AND COMMENTS~~

~~4.1 Chairman's Report~~

~~4.2 Board Member Comment~~

~~5.0 CLOSED SESSION ITEMS~~

~~5.1 No action taken.~~

6.0 PUBLIC HEARING ITEMS

None.

7.0 CEO CONSENT ITEMS

- 7.1 Approve the 2022-2023 Employee Handbook
- 7.2 Approve the 2022-2023 High Tech High Student and Parent Handbook
- 7.3 Approve the 2022-2023 High Tech High Comprehensive School Safety Plan and Confidential Site Emergency Response Plan for the Point Loma, Chula Vista, North County and Mesa Campuses
- 7.4 Approve and Ratify the Food Services Management Extension Related to Top Notch Catering Contracts
- 7.5 Approve the Instructional Days Academic Calendars for 2023-2024 and 2024-2025

7.1.1-7.5.1 Discussion: Staff members provided the Board an opportunity to review and discuss the CEO consent agenda items.

7.1.2-7.5.2 Motion: There being no further discussion upon motion duly made by Héctor Pérez and seconded by Bernadette Bach, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Héctor Pérez, Secretary	X			
Bernadette Bach, Trustee	X			
Lida Rafia, Trustee				X
Albert Lin, Trustee				X

8.0 ACTION ITEMS

- 8.1 Approve the Fiscal Year 2022-2023 Charter School First Interim Financial Reports to the Authorizers

8.1.1 Discussion: Staff recommended the Board approve the Fiscal Year 2022-2023 Charter School First Interim Financial Reports to its authorizers, the San Diego Unified School District and the State Board of Education. Board Trustee Bernadette Bach asked if the organization is financially reliant on the Cares Act funding moving forward, as those one-time funds are depleted. Chief Financial Officer Jackie Chen responded that HTH has used the funds to support COVID-19 related one time expenses such as PPE and Chromebooks, and has mindfully budgeted the use of the remaining funds in 2022-23 to continue supporting the schools operation. Salaries and Benefits accounted for about 70% of total COVID-19 expenditures. LCFF COLA increases in the future years will be used to budget for those continued expenditures.

8.1.2 Motion: There being no further discussion upon motion duly made by Héctor

Pérez and seconded by Bernadette Bach, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Héctor Pérez, Secretary	X			
Bernadette Bach, Trustee	X			
Lida Rafia, Trustee				X
Albert Lin, Trustee				X

- 8.2 Approve an Increase to Hourly Employees to be in Compliance with City-Mandated Minimum Wage Effective January 1, 2023

8.2.1 Discussion: Staff recommended the Board approve an increase to hourly employees to be in compliance with city-mandated minimum wage effective January 1, 2023.

8.2.2 Motion: There being no further discussion upon motion duly made by Héctor Pérez and seconded by Bernadette Bach, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Héctor Pérez, Secretary	X			
Bernadette Bach, Trustee	X			
Lida Rafia, Trustee				X
Albert Lin, Trustee				X

- 8.3 Approve an Increase to Salary Frameworks for Teachers to be in Compliance with State-Mandated Exempt Minimum Salary Effective January 1, 2023

8.3.1 Discussion: Staff recommended the Board approve an increase to salary frameworks for teachers to be in compliance with state-mandated exempt minimum salary effective January 1, 2023.

8.3.2 Motion: There being no further discussion upon motion duly made by Héctor Pérez and seconded by Bernadette Bach, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Héctor Pérez, Secretary	X			
Bernadette Bach, Trustee	X			
Lida Rafia, Trustee				X
Albert Lin, Trustee				X

8.4 Approve and Ratify the Sun Coast Construction, Inc Contract

8.4.1 Discussion: Staff recommended the Board approve and ratify the Sun Coast Construction, Inc contract. Board Secretary Héctor Pérez asked if the contract terms included potential penalties for the contractor if the construction were to take longer than the projected January completion date. Isaac Jones responded that he would check with his team for that information, and that HTH has an internal time buffer if any further delays arise.

8.4.2 Motion: There being no further discussion upon motion duly made by Héctor Pérez and seconded by Bernadette Bach, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Héctor Pérez, Secretary	X			
Bernadette Bach, Trustee	X			
Lida Rafia, Trustee				X
Albert Lin, Trustee				X

9.0 BOARD REPORT AND COMMENTS

9.1 Chairman's Report

9.2 Board Member Comment

Chairman and Board Member comments included the following:

- Board Chairman Gary Jacobs asked the HTH Officers what strategies the organization has in place to provide substitute coverage for teachers. Isaac Jones answered that the school directors lead hiring at their campuses, and substitutes are handled similarly. The schools have some Academic Coaches on staff who have sub credentials to assist with coverage, and a system is in development to have more HTH employed substitute teachers. HTH also contracts with Swing Education and Scoot Education, who were able to cover 483 out of 658 substitute requests made during a recent 60 day timespan. Bernadette Bach added that the Board appreciates the added stress that classroom coverage puts on our teachers, and that the organization seeks to continue improving the process.
- Gary Jacobs asked General Counsel Patrick Frost to provide an update on collective bargaining. Patrick reported that this morning, High Tech High and High Tech Education Collective Leadership had their first meeting today with the state-appointed mediator. While we agreed to keep the discussions confidential, both parties attended and worked productively. The bargaining units did not reach an agreement in this first session, but have another 2 mediation sessions scheduled for January 4 and 9 and are hopeful to reach a resolution during those meetings.

Open session was suspended at 11:52 a.m. Closed session convened at 11:53 a.m. and adjourned at 12:37 p.m. Open session re-convened at 12:37 p.m. A roll call was taken at this time to re-confirm a quorum.

Board Member	Present
Gary Jacobs, Chairperson	X
Héctor Pérez, Secretary	X
Bernadette Bach, Trustee	X
Lida Rafia, Trustee	
Albert Lin, Trustee	

10.0 CLOSED SESSION ITEMS

10.1 No action taken.

11.0 ADJOURNMENT

There being no further business to be brought before the Board, it was the consensus of the Board to adjourn the meeting at 12:38 p.m.

Next Scheduled Meetings:

- Wednesday, January 25, 2023 at 5:00 p.m.
- Wednesday, March 8, 2023 at 5:00 p.m.
- Wednesday, April 26, 2023 at 5:00 p.m.
- Wednesday, June 21, 2023 at 5:00 p.m.

Respectfully submitted by: _____

DocuSigned by:
Hector Perez

Héctor Pérez, Secretary, High Tech High Board