



**BOARD OF TRUSTEES
MARCH 13, 2023 REGULAR MEETING MINUTES
HIGH TECH HIGH**

Date: March 13, 2023

Time: 5:00 p.m.

Place: The Forum, HTH Graduate School of Education, 2150 Cushing Road, San Diego 92106
Village-based Zoom accessibility:
Conference Room 601, High Tech Mesa, 5311 Mt Alifan Dr, San Diego, CA 92111
Conference Room, High Tech Middle North County, 1460 W San Marcos Blvd, San Marcos, CA 92078
Conference Room, High Tech High Chula Vista, 1945 Discovery Falls Dr, Chula Vista, CA 91915
Zoom (Video): <https://hightechhigh-org.zoom.us/j/86259906576>

Trustees present: Gary Jacobs, Chairman; Héctor Pérez, Secretary; Lida Rafia, Trustee

| Board Member | Present |
|--------------------------|---------|
| Gary Jacobs, Chairperson | X |
| Héctor Pérez, Secretary | X |
| Lida Rafia, Trustee | X |
| 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
Lily Michel, interpreter
High Tech High staff
Members of HTH community

CALL TO ORDER at 5:10 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.

1.0 BOARD CONSENT ITEMS

- 1.1 Approve the January 25, 2023 Regular Meeting Minutes
- 1.2 Approve the February 9, 2023 Regular Meeting Minutes
- 1.3 Approve the Resignation of Bernadette Bach

1.1.1-1.3.1 Discussion: Staff members provided the Board an opportunity to review and discuss the Board 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 Lida Rafia, a roll call was taken to approve the motion.

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

2.0 INFORMATION ITEMS

2.1 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 how HTH plans to use the funds from the Health Grant and the K-12 SWP + CTEIG Grant to benefit our students. HTH is also exploring partnerships with Planned Parenthood, Center for Community Solutions, Vista Community Clinic, and North Central Teen Recovery Center.
- Chief Operations Officer Isaac Jones shared an admissions update with the Board, including the recent lottery. Isaac also shared the results from the organization-wide Spring Into School campaign to improve student attendance, and the positive impact that the results had on the health of the organization. Isaac added that there will be more targeted emails to specific communities, and welcomed feedback from the Board to improve responses from the learning community.
- Isaac Jones briefed the Board on the progress of the implementation of the CBA for union members, all of which is on track thanks to the strong efforts of the HR and Business Office staff. The Evaluations Committee with members from HTH and HTEC, as detailed in the CBA, will hold their first meeting on March 20, 2023.

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

Chairman and Board Member comments included the following:

- Board Chairman Gary Jacobs commented that bargaining with the HTEC Classified Unit will progress once the union sunshines their initial proposals.
- Isaac Jones provided an update to the Board on substitute teachers. HTH has 34 total in-house subs across the system, some of which being Academic Coaches who are certified to be substitute teachers. For the 2022-23 school year HTH has requested 700 subs through our partnership with Swing, and nearly 800 requests through Scoot Education - a higher than average amount for the organization. Gary Jacobs requested that the Officers identify the reasons for the high substitute teacher requests to ensure that our teachers are supported.
- Gary Jacobs inquired about the status of teacher recruitment. Janie Griswold commented that HTH is still stabilizing, and overall doing significantly better in comparison to the mid-school year staff departures last year. Isaac Jones added that HR recently distributed a form for teachers to provide their intent to return for the next year. Bonanzas are actively taking place for prospective teacher candidates to experience a day in the life at HTH.
- General Counsel Patrick Frost shared that the Board will establish an ad-hoc nomination committee to elect a new Board member.
- Gary Jacobs announced that Kaleb Rashad's contract as Interim CEO has been extended through December 31, 2023, and thanked Kaleb for his service to the HTH community. The Board is working on a CEO Search Committee selection process, and will open the CEO position soon to applications. CEO candidate finalists will be presented to the Board for selection ideally by the end of the school year, but the quality of candidate will drive the timeframe. The Board will provide an update at the next Board meeting.
- Board Trustee Lida Rafia thanked Kaleb for his service as Interim CEO. Lida asked the Officers why HTe and HTeX are implementing earlier school start times. Janie Griswold provided that HTe and HTeX were outliers with their later start times across our elementary schools. School leadership identified a trend in student behavior issues at the end of the school day, and a noticeably diminished capacity for students to remain engaged in schoolwork during the afternoon. Interim CEO Kaleb Rashad added that HTH leadership will develop a plan with the school Directors and report to the Board how we intend to manage the open houses and communication of the new time with this community.
- Gary Jacobs requested HTH leadership investigate the concerns regarding the Mesa facilities.

- Board Secretary Héctor Pérez expressed his appreciation for Kaleb's service.

5.0 PUBLIC HEARING ITEMS

None.

6.0 CEO CONSENT ITEMS

- 6.1 Approve and Ratify the San Mateo-Foster City School District Assignment of USDA Foods
- 6.2 Approve the 2021-2022 School Accountability Report Card (SARC)
- 6.3 Approve the Updated Conflict of Interest Policy

6.1.1-6.3.1 Discussion: Staff members provided the Board an opportunity to review and discuss the CEO consent agenda items.

6.1.2-6.3.2 Motion: There being no further discussion upon motion duly made by Héctor Pérez and seconded by Lida Rafia, a roll call was taken to approve the motion.

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

7.0 ACTION ITEMS

- 7.1 Approve the Fiscal Year 2022-2023 Charter School Second Interim Financial Reports to the Authorizers

7.1.1 Discussion: Staff recommended the Board approve the Fiscal Year 2022-2023 Charter School Second Interim Financial Reports to the Authorizers. Héctor Pérez asked Chief Financial Officer Jackie Chen if she foresees any upcoming challenges due to the recent CBA. Jackie responded that many expenditures are still unknown, and hopes that the May Revise allows HTH to increase LCFF based on the COLA increase.

7.1.2 Motion: There being no further discussion upon motion duly made by Lida Rafia and seconded by Héctor Pérez, 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 | | | |
| Lida Rafia, Trustee | X | | | |
| Albert Lin, Trustee | | | | X |

- 7.2 Approve the Job Reclassification of Senior Accountant to Senior Accountant I and II

7.2.1 Discussion: Staff recommended the Board approve the job reclassification of Senior Accountant to Senior Accountant I and II.

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

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

- 7.3 Approve the Director - College Advising, Site Manager, School Director, and Dean Compensation Frameworks

7.3.1 Discussion: Staff recommended the Board approve the Director - College Advising, Site Manager, School Director, and Dean Compensation Frameworks.

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

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

- 7.4 Approve the Update to Paid Sick Leave Policies for Unrepresented Employees

7.4.1 Discussion: Staff recommended the Board approve the update to Paid Sick Leave Policies for unrepresented employees.

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

| Board Member | Ayes | Nos | Abstain | Absent |
|--------------------------|------|-----|---------|--------|
| Gary Jacobs, Chairperson | X | | | |
| Héctor Pérez, Secretary | X | | | |
| Lida Rafia, Trustee | X | | | |

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|---------------------|--|--|--|---|
| Albert Lin, Trustee | | | | X |
|---------------------|--|--|--|---|

Open session was suspended at 6:54 p.m. Closed session convened at 7:00 p.m. and adjourned at 8:25 p.m. Open session re-convened at 8:27 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 |
| Lida Rafia, Trustee | X |
| Albert Lin, Trustee | |

8.0 CLOSED SESSION ITEMS

8.1 No action taken.

9.0 ADJOURNMENT

There being no further business to be brought before the Board, it was the consensus of the Board to adjourn the meeting at 8:28 p.m.

Next Scheduled Meetings:

- Wednesday, May 23, 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