



**BOARD OF TRUSTEES
NOVEMBER 1, 2023 ANNUAL MEETING MINUTES
HIGH TECH HIGH**

Date: November 1, 2023

Time: 5:00 p.m.

Place: High Tech Mesa, Conference Room 600, 5311 Mt Alifan Dr, San Diego, CA 92111
Village-based Zoom accessibility:
Conference Room, High Tech High Media Arts, 2230 Truxtun Road, Floor 3, San Diego, CA 921061
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/88080855123>

Trustees present: Gary Jacobs, Chairman; Lida Rafia, Secretary; Albert Lin, Trustee

Board Member	Present
Gary Jacobs, Chairperson	X
Lida Rafia, Secretary	X
Albert Lin, Trustee	

Staff Present: Kaleb Rashad, Interim CEO; Janie Griswold, CLO; Isaac Jones, COO; Bobbi Norris, CFO; Patrick Frost, GC; Liz Martinez, 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 5:06 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.

1.0 COMMENTS FROM THE PUBLIC

- 1.1 Members of the public were provided time to address the board regarding Item 2.1.

Open session was suspended at 5:14 p.m. Closed session convened at 5:16 p.m. and adjourned at 6:04 p.m. Open session re-convened at 6:06 p.m. A roll call was taken at this time to re-confirm a quorum.

Board Member	Present
Gary Jacobs, Chairperson	X
Lida Rafia, Secretary	X
Albert Lin, Trustee	

2.0 CLOSED SESSION ITEMS

- 2.1 CEO Search

3.0 ACTION ITEM

- 3.1 Approve the Action of the CEO Search

3.1.1 Discussion:

- Board Chairman Gary Jacobs acknowledged Kaleb Rashad's contribution and work during his time as interim CEO, and expressed that he will be greatly missed. Kaleb, in turn, emphasized that the work was done as a collaborative effort involving teachers, students, staff, and others in the work undertaken. He expressed his gratitude for the learning and growth opportunities he had experienced in his role as interim CEO. Lida also expressed her appreciation for Kaleb's thoughtful contributions.
- During the meeting, Gary announced the appointment of Dr. Diana Cornejo-Sanchez as the incoming interim CEO, set to officially start on January 1st. In the period leading up to that date, Diana will work closely with Kaleb. The terms of her compensation were detailed, including an annual salary of \$265,000 and a \$6,000 stipend a month until she assumes her official role.
- Dr. Diana Cornejo-Sanchez expressed her gratitude for the opportunity to fill this role and provided insights into her background and upbringing, shedding light on the reasons behind her prolonged commitment to HTH. She emphasized the central role of students as the driving force behind her dedication and shared a Mayan saying: "Lak'ech, meaning you are my other me," which highlights the principle of unity and oneness as a guiding philosophy.

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

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

4.0 BOARD CONSENT ITEMS

4.1 Approve the September 13, 2023 Regular Meeting Minutes [4.1](#)

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

4.1.2 - Motion: There being no further discussion upon motion duly made by Lida Rafia and seconded by Gary Jacobs, a roll call was taken to approve the motion.

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

5.0 INFORMATION ITEMS

5.1 Report of the Officers

Officer comments included the following:

- A cohort of students from Ms. Marget Noble's class opened up the board meeting by delivering a presentation on their project centered around Interactive Art. During their presentation, the students showcased the utilization of AI Voice Cloning to play a music recording. Additionally, one student touched on some pros and cons they experienced when using AI Voice Cloning.
- Veronica Grajeda provided an update on enrollment and shared feedback obtained from exit surveys. The principal reasons for declining offers at the PL campus were delineated: traffic concerns, a preference for attending a neighborhood school, and acceptance at another school that was their first choice.
 - Notable challenges specific to the PL campus were highlighted, including traffic congestion, and the uncertainty regarding the trajectory of enrollment/transition from two middle schools to three high schools.
- Board Secretary Lida Rafia asked what the response rate was across the schools and if the surveys were informative in any way. Veronica responded, "We received a high rate of responses for people who did not accept admission to one of our schools. And we received about 35

responses from students who withdrew. Because of this information, there will also be action steps implemented through Admissions.”

- Some of the efforts are going toward clarifying to parents/families that the schools are not individual entities and scheduling events to talk with them about the next steps after being admitted. Our Admissions team is also looking into other marketing strategies and has had conversations with other charter schools to see what students might be a good fit at our schools
- Gary Jacobs asked if the lack of having a T-K has been a strong factor for less enrollment. Veronica Grajeda responded, “It was a point that was brought up in the survey, and because of this, we are floating that idea to prospective applicants.”
- Chief Operations Officer Isaac Jones gave an update on attendance throughout our 16 schools and highlighted that there was an average 3% increase across the board since the beginning of the school year.

Frontline Update Discussion:

- Chief Financial Officer Bobbi Norris provided an update on the advancements of Frontline, our upcoming ERP system designed for K-12 schools. This program brings forth an array of advantages; a few of the functions include vacation time monitoring and convenient access to both pay stubs and W-2s. The ongoing implementation process has progressed seamlessly, and we anticipate completion by July 1st, 2024.
- HR Director Alicia Gonzalez also commented that another benefit is that you will be able to login to your own portal and see all the items previously mentioned. It is a one-stop shop.

Financial Review Discussion:

- CFO Bobbi Norries provided a financial review of the first quarter of the school year. LCFF is one of the large financial supports for our organization. Bobbi also highlighted that declining enrollment and ADA (Student Enrollment/Attendance) in California have been declining. Our schools have also been awarded restricted state programs grants. These grants are:
 - ELOP grant
 - Learning Recovery Emergency Block Grant
 - Arts, Music, and Instructional Materials Block Grant
- Lida Rafia asked, “My understanding with restricted funding is that they can only be spent for specific reasons, it is not just extra money, is that correct? Bobbi responded, “Correct; for example, our Aftercare programs should be self-funded. In this case, ELOP funding can cover the costs of the need for staff and students.
- Lastly, Bobbi covered one-time funding and gave an explanation of where the CMO 11.76% increase went.
 - Frontline implementation payment was made, which was brought to the board for approval last year (2022/2023).

- NPS Risk Pool: All 16 schools contribute to the pool. Some of the expenses that have increased include us having to subcontract vendors to provide some services for students who have extensive needs. The number of students that have high needs has increased over the years. Students also come with IEPs from a previous school, and we are obligated to provide those services until we can re-access.
 - Mental health treatment is about 70,000, and the residential expense is about \$200,000 in a year.

6.0 COMMENTS FROM THE PUBLIC

- 6.1 Members of the public were provided time to address the board.

7.0 BOARD REPORT AND COMMENTS

- 7.1 Chairman's Report

- 7.2 Board Member Comment

Chairman and Board Member comments included the following:

- Gary Jacobs provided an update on the Board Member search and what steps were being taken with the Advisory Council who would meet with these candidates.
- Patrick Frost provided an update on what was last proposed to the HTEC at the Certificated Bargaining Session. HTH proposed a 4% increase, and HTEC proposed an 8% increase. He also mentioned that the next potential date offered was in about six weeks.

8.0 PUBLIC HEARING ITEMS

- 8.1 None.

9.0 CEO CONSENT ITEMS

- 9.1 Approve the Compliance Monitoring and Certification of Governing Board Compliance Review 2023-2024 [9.1](#)
- 9.2 Approve Contract with School Security Services Vendor [9.2](#)

9.1.1-9.2.1 Discussion: Staff members provided the Board an opportunity to review and discuss the CEO consent agenda items.

9.1.2-9.2.2 Motion: There being no further discussion upon motion duly made by Lida Rafia and seconded by Gary Jacobs, a roll call was taken to approve the

motion.

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

10.0 ACTION ITEMS

- 10.1 Approve the Revisions to the Position of Expanded Learning Program Manager [10.1](#)

10.1.1 Discussion: Staff members recommend the Board approve the Revisions to the Position of Expanded Learning Program Manager.

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

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

- 10.2 Approve the Position of Director of Food and Nutrition Services [10.2](#)

10.2.1 Discussion: Staff recommends the Board approve the Position of Director of Food and Nutrition Services.

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

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

Open session was suspended at 8:08 p.m. Closed session convened at 8:12 p.m. and adjourned at 8:36 p.m. Open session re-convened at 8:38 p.m. A roll call was taken at this time to re-confirm a quorum.

Board Member	Present
Gary Jacobs, Chairperson	X
Lida Rafia, Secretary	X
Albert Lin, Trustee	

11.0 CLOSED SESSION ITEMS

11.1 No action taken.

12.0 ADJOURNMENT

There being no further business to be brought before the Board, it was the consensus of the Board to adjourn the meeting at 8:39 p.m.

Next Scheduled Meetings:

- Monday, December 11, 2023 at 5:00 p.m.
- Wednesday, January 31, 2024 at 5:00 p.m.
- Tuesday, March 12, 2024 at 5:00 p.m.
- Tuesday, May 21, 2024 at 5:00 p.m.
- Tuesday, June 18, 2024 at 5:00 p.m.

Respectfully submitted by:

DocuSigned by:
Gary Jacobs

Gary Jacobs, Chairman, High Tech High Board