



**BOARD OF TRUSTEES**  
**June 18, 2024 ANNUAL MEETING MINUTES**  
**HIGH TECH HIGH**

Date: June 18, 2024

Time: 6:00 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/86772093740?pwd=qAVEldLC3d1WdbFnv8n67ElSMdJqpF.1>

Trustees present: Gary Jacobs, Chairman; Christine McComish, Trustee, Albert Lin, Trustee

Board Member	Present
Gary Jacobs, Chairperson	X
Lida Rafia, Secretary	
Albert Lin, Trustee	X
Christine McComish, Trustee	X
Randolph Ward, Trustee	

Staff Present: Diana Cornejo-Sanchez, Interim CEO; Isaac Jones, COO; Bobbi Norris, CFO; Patrick Frost, GC; Janie Griswold, CLO; Elizabeth 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 6:03 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.**

**1.0 BOARD CONSENT ITEMS**

- 1.1 Approve the May 21, 2024, Regular Meeting Minutes
- 1.2 Approve the June 3, 2024 Special Meeting Minutes
- 1.3 Approve the Board Meeting Dates for 2024-25

**1.1.1 - 1.3.1 Discussion:** Staff members provided the Board an opportunity to review and discuss the Board consent agenda items. There was a discussion about changing the proposed December board meeting date. The board agreed to change the meeting date to Thursday, December 5, 2024, at 5:00pm.

**1.1.2 - 1.3.2 Motion:** There being no further discussion upon motion duly made by Christine McComish and seconded by Albert Lin, 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			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

**2.0 INFORMATION ITEMS**

- 2.1 Report of the Officers

**Officer comments included the following:**

- Chief Operations Officer, Isaac Jones, shared an update on student attendance. Now that the school year has ended, we calculated that an average of 20% of our students were missing a minimum number of school days across all 16 of our schools. Our school's leadership teams will continue to work with each school director and staff on this for the new school year.
  - Secondly, Isaac also gave a huge shoutout to our Admissions team and Site Managers, who have been working hard to get all students registered for the 2024/2025 school year. All our schools are currently at the enrollment number budgeted, but we have exhausted some of the waiting pools.
  - Lastly, Isaac shared that we are currently in the process of submitting the charter renewal to the Statewide Benefit Charter. It must be submitted to the California Department of Education (CDE) by the middle of July. After submitting the charter renewal, the CDE will contact us with questions about the petition. After this process,

we will take the charter petition to the state board in mid-November.

- Board Trustee, Albert Lin asked, “Are there other options for where we can take the charter petition, and would submitting this petition change anything?”
- Isaac Jones responded, “This petition would not significantly change things. One possible change would be on the financial side, and it would also mean that the reporting is not broken up into nine reports like it currently is. So, less work on that end. Also, there is another option, such as local authorizers, such as San Diego Unified School District (SDUSD).”
- Chief Financial Officer, Bobbi Norris also responded, “We receive a lot of grant funding for SBC schools. The budgets are done individually and will continue to be done this way; something that will change is that reporting won’t be done nine different times for these schools. It will also make it easier to pull funding from other schools when there is a need.
- Chief Learning Officer, Janie Griswold presented on Local Indicators. These are big data points that schools self-report to. Some of the things that are reported include the following: graduation rates, mathematics, and English language arts. One of the items not reported is suspension rates. The purpose of these Local Indicators is to show how we are doing. Something that has been discussed with our leadership and in our communities of practice is how to include student voices in our planning. We find this very important to continue to meet the Local Indicator expectations. We are currently meeting the following points at a standard level:
  - Basics; Teachers, Instructional Materials & Facilities
  - State Academic Standards
  - Parental Involvement and Family Engagement
  - School Climate
  - Access to a Broad Course of Study

### **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:**

- Interim Chief Executive Office, Diana Cornejo-Sanchez provided an update on the Board Development work that began a few months ago. She shared that Stephanie Rogen is currently compiling the information that was noted during the board member interviews, and she should have that report back

in a couple of weeks.

## **5.0 PUBLIC HEARING ITEMS**

5.1 None.

## **6.0 CEO CONSENT ITEMS**

- 6.1 Approve the 2024-2025 Operations Agreement between San Diego Unified School District and High Tech High
- 6.2 Approve the Instructional Minutes for 2024-25
- 6.3 Approve the 2024-2025 High Tech High Comprehensive School Safety Plan and Confidential Site Emergency Response Plan for the Point Loma, Chula Vista, North County and Mesa Campuses
- 6.4 Approve the 2024-2025 Employee Handbook
- 6.5 Approve the 2024-2025 High Tech High Student & Parent Handbook
- 6.6 Approve the Amended Conflict of Interest Code
- 6.7 Approve the Target River Contract for 2024-2025
- 6.8 Approve the 2024-2025 Insurance Policy Renewals
- 6.9 Approve the Expanded Learning Opportunities Program Plans for HTe, HTeX, HTeCV, HTeM, HTeNC, HTM, HTMMA, HTMCV, HTMM, and HTMNC
- 6.10 Approve High Tech High Declaration of Need (DON) for Fully Qualified Educators 2024-25 School Year

**6.1.1-6.10.1 Discussion:** Staff members provided the Board an opportunity to review and discuss the CEO consent agenda items. Christine McComish asked if we know what the metrics are for item 6.7. The cost is more than last school year, and she wonders if it is worth what we are paying. Diana confirmed that Target River had exceeded the expectations on the social media campaign, newsletters, and some Admissions work to help and support recruitment enrollment and retention. Christine also asked if the numbers listed for item 6.10 were within a normal range. Janie confirmed that it is within the normal range and that it is consistent with where we are and the number of teachers that we are expected to hire. Lastly, Christine asked if it would be possible to get a better understanding of how facility dollars are allocated with regard to large projects in a future meeting.

**6.1.2-6.10.2 Motion:** There being no further discussion upon motion duly made by Albert Lin and seconded by Christine McComish, a roll call was taken to approve the motion.

<b>Board Member</b>	<b>Ayes</b>	<b>Nos</b>	<b>Abstain</b>	<b>Absent</b>
Gary Jacobs, Chairperson	X			
Lida Rafia, Secretary				X
Albert Lin, Trustee	X			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

## 7.0 ACTION ITEMS

### 7.1 Approve the Re-Election of High Tech High School Board of Trustees

**7.1.1 Discussion:** Staff recommends the Board approve the Re-Election of High Tech High School Board of Trustees. General Counsel, Patrick Frost mentioned that one change is the request to make Christine McComish Secretary of the HTH Board in place of Lida Rafia.

**7.1.2 Motion:** There being no further discussion upon motion duly made by Christine McComish and seconded by Albert Lin, a roll call was taken to approve the motion.

<b>Board Member</b>	<b>Ayes</b>	<b>Nos</b>	<b>Abstain</b>	<b>Absent</b>
Gary Jacobs, Chairperson	X			
Lida Rafia, Secretary				X
Albert Lin, Trustee	X			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

### 7.2 Approve the Establishment of an Audit Committee

**7.2.1 Discussion:** Staff recommends the Board approve the Establishment of an Audit Committee.

**7.2.2 Motion:** There being no further discussion upon motion duly made by Christine McComish and seconded by Albert Lin, a roll call was taken to approve the motion.

<b>Board Member</b>	<b>Ayes</b>	<b>Nos</b>	<b>Abstain</b>	<b>Absent</b>
Gary Jacobs, Chairperson	X			
Lida Rafia, Secretary				X
Albert Lin, Trustee	X			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

### 7.3 Approve Increases To Various Unrepresented Management Frameworks

**7.3.1 Discussion:** Staff recommends the Board approve the increases to various

## Unrepresented Management Frameworks.

**7.3.2 Motion:** There being no further discussion upon motion duly made by Albert Lin and seconded by Christine McComish, 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			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

## 7.4 Second Reading: High Tech High School Budget Plans FY 2024-25

**7.4.1 Discussion:** Staff recommends that the Board approve the High Tech High School Budget Plans for FY 2024-25. Chief Financial Officer, Bobbi Norris, confirmed that there are no major changes that were made for the second reading of the budget since the first reading. We estimate that 6450 will be enrolled compared to the 6650 Isaac mentioned. A few grants were not budgeted for, but we will work with that funding when it is received, and we will bring it back to report at a future board meeting. Some of the challenges we are thinking about are income taxes, state pension funding obligations, shifts in populations, infrastructure repairs that are very costly, and the increasing cost of providing SPED services.

- Christine McComish asked, “Based on these statistics, is that taken into account when the budget is being prepared for the new school year”? Bobbi responded, “Yes, as much as we can.”
- Bobbi also shared that another thing that the team is looking at is staffing structures. With Kristy Renken (Director, Human Resources) back, we can examine them and recommend to directors what would work best for their budget.
  - Albert asked, “When are we going to talk about big financial strategies?” Bobbi responded, “We are starting to have those conversations now. As we start the school year, we will be talking with directors and possibly putting a proposal together.
  - Christine asked, “Is our funding enough to offset the deficit?” Bobbi responded, “We could if we increase our ADA. Christine asked, “Would that mean an increase in class sizes”? Bobbi responded, “Yes.”

**7.4.2 Motion:** There being no further discussion upon motion duly made by Albert Lin and seconded by Christine McComish, 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			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

## 7.5 Approve the 2024-25 Budgets for Central Service Teams and Departments

**7.5.1 Discussion:** Staff recommends that the Board approve the 2024-25 Budgets for Central Service Teams and Departments. These different departments include:

- Facilities & Maintenance
- Information Technology (IT)
- Teacher Center
- Food Services

**7.5.2 Motion:** There being no further discussion upon motion duly made by Christine McComish and seconded by Albert Lin 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			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

## 7.6 Second Reading: Approve the 2024-25 Local Control and Accountability Plans (LCAPs), 2024 LCAP Annual Updates, and Federal Addenda for HTe, HTeX, HTM, HTMMA, HTH, HTHI, HTHMA, and HTH SBC Schools

**7.6.1 Discussion:** Staff recommends that the Board approve the 2024-25 Local Control and Accountability Plans (LCAPs), 2024 LCAP Annual Updates, and Federal Addenda for HTe, HTeX, HTM, HTMMA, HTH, HTHI, HTHMA, and HTH SBC Schools. Chief Learning Officer, Janie Griswold, shared that an overview of each goal is first; to ensure high-quality work, second; to improve student-centered instruction, third; to nurture a culture of belonging, fourth; to increase support for struggling students, and fifth; ensure college access and persistence.

- Christine McComish asked, “Are the goals the same across all schools, and is there an opportunity to add something to the list of goals?” Janie responded, “Yes, there is a section in the LCAP that asks what some of the things the school wants to do/accomplish are, and additionally, there is a section where we can also add an action.” Christine responded, “I think the LCAP has so much great information, and because parents are hungry for involvement, I think it would be great if we could incorporate a regular update from directors to parents at each of our schools so that if the parents have feedback, they provide it during these sessions. Janie added, “Yes, and I think there is a way we can do that in a way that feels less bureaucratic; otherwise, people might not attend an LCAP meeting.

**7.6.2 Motion:** There being no further discussion upon motion duly made by Christine McComish and seconded by Albert Lin, a roll call was taken to approve the motion.

<b>Board Member</b>	<b>Ayes</b>	<b>Nos</b>	<b>Abstain</b>	<b>Absent</b>
Gary Jacobs, Chairperson	X			
Lida Rafia, Secretary				X
Albert Lin, Trustee	X			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

## 7.7 Approve the Parent and Family Engagement Policy

**7.7.1 Discussion:** Staff recommends the Board approve the Parent and Family Engagement Policy.

**7.7.2 Motion:** There being no further discussion upon motion duly made by Albert Lin and seconded by Christine McComish, a roll call was taken to approve the motion.

<b>Board Member</b>	<b>Ayes</b>	<b>Nos</b>	<b>Abstain</b>	<b>Absent</b>
Gary Jacobs, Chairperson	X			
Lida Rafia, Secretary				X
Albert Lin, Trustee	X			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

## 7.8 Approve Various New Job Titles

**7.8.1 Discussion:** Staff recommends the Board approve Various New Job Titles. These job titles include Director of Teacher Center, Executive Director of Special Education, and Aftercare Site Supervisor.

**7.8.2 Motion:** There being no further discussion upon motion duly made by Albert Lin and seconded by Christine McComish, a roll call was taken to approve the motion.

<b>Board Member</b>	<b>Ayes</b>	<b>Nos</b>	<b>Abstain</b>	<b>Absent</b>
Gary Jacobs, Chairperson	X			
Lida Rafia, Secretary				X
Albert Lin, Trustee	X			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X



## 7.9 Approve the ELLevation Platform and Strategies Contract

**7.9.1 Discussion:** Staff recommends the Board approve the ELLevation Platform and Strategies contract.

**7.9.2 Motion:** There being no further discussion upon motion duly made by Albert Lin and seconded by Christine McComish, 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			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

## 7.10 Approve the Workplace Violence Prevention Plan

**7.10.1 Discussion:** Staff recommends that the Board approve the Workplace Violence Prevention Plan. Compliance Officer, Colleen Green mentioned that this plan mainly focuses on training employees on potential workplace violence and what to do in case they suspect something.

**7.10.2 Motion:** There being no further discussion upon motion duly made by Albert Lin and seconded by Christine McComish, 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			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

## 7.11 Approve the Use of North County Educational Purchasing Consortium Bids and Anaheim UHSD Bids for the High Tech Eats Kitchen

**7.11.1 Discussion:** Staff recommended the Board approve the Use of North County Educational Purchasing Consortium Bids and Anaheim UHSD Bids for the High Tech Eats Kitchen.

**7.11.2 Motion:** There being no further discussion upon motion duly made by Albert Lin and seconded by Christine McComish, 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			
Christine McComish, Trustee	X			
Randolph Ward, Trustee				X

Open session was suspended at 8:15 p.m. Closed session convened at 8:20 p.m. and adjourned at 9:28 p.m. Open session re-convened at 9:29 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	
Albert Lin, Trustee	X
Christine McComish, Trustee	X
Randolph Ward, 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 9:29 p.m.

Respectfully submitted by:

Signed by:

*Christine McComish*

Christine McComish, Secretary, High Tech High Board