



**BOARD OF TRUSTEES
MARCH 12, 2024 REGULAR MEETING MINUTES
HIGH TECH HIGH**

Date: March 12, 2024

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/81062875828?pwd=MkJEQ0Z2d01wNElWU3hxNWFFb3NRZz09>

Trustees present: Gary Jacobs, Chairman; Christine McComish, Trustee; Randolph Ward, Trustee

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

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 5:00 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.

1.0 BOARD CONSENT ITEMS

1.1 Approve the January 31, 2024 Regular Meeting Minutes

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

1.1.2 Motion: There being no further discussion upon motion duly made by Christine McComish and seconded by Randolph Ward, 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:

- Three students from High Tech Elementary delivered a presentation on their recent project titled "Cause for Paws." The students held a fundraiser to support local animal shelters as part of this initiative. They donated the funds raised to these shelters and had the opportunity to visit them, gaining firsthand insight into the shelters' needs and operations. Furthermore, the students organized an adoption event where people had the opportunity to adopt cats. One student shared that this was a very meaningful project to her because she had a personal connection to one of the shelters where she had previously adopted a cat. The students shared both challenges and highlights they faced during the project, showcasing their commitment and enthusiasm for the cause.
- Senior Food and Nutrition Services Manager, Kelly Verburgh, provided an update on the progress of our central kitchen located at the Mesa campus. Over the past couple of years, the kitchen has undergone construction. During her presentation, Kelly shared some pictures showcasing the installation of various types of equipment that will be used once the kitchen becomes operational. HTH has established a partnership with Brigaid, a company that will play a pivotal role before and after the kitchen's launch. Brigaid's responsibilities will include assigning a chef to oversee kitchen operations, including menu creation, ordering, and general management. This collaboration is secured

under a 2-year contract, after which HTH will have the option to either hire the assigned chef as an HTH employee or look elsewhere.

Funding for this project has been secured through grant resources, which will cover approximately 75% of the expenses.

Looking ahead, the hope is to open the Mesa and Chula Vista locations in the fall, followed by the North County and Point Loma sites in the spring of 2024/2025.

- Gary Jacobs asked if there is an opportunity for students who have graduated and become chefs to come back and be able to work in the kitchen. Kelly responded that is something they would consider, but not until the kitchen is up and running smoothly.

Kelly initiated a feedback process within the organization by distributing a Google form to gather input on naming the kitchen. This was a way to engage staff members in a fun contest. Following a great number of responses, a consensus was reached to name the kitchen "High Tech Eats, or HTEats. The winning submission came from Valerie Romero, a Senior Accountant in the Business Office.

- Chief Operations Officer, Isaac Jones provided an update on student attendance, indicating that we are currently stable based on the overall budget. While there are some concerns at a few schools, the general outlook is positive. Efforts are underway to enhance attendance rates before the P2, which is typically around Spring break, recognizing that attendance and enrollment significantly impact the budget's health. Isaac also shared on introduction of the Public Dashboard, a platform accessible to the public enabling individuals to access various metrics for any of our schools. These metrics include chronic absenteeism, college and career readiness, and graduation rates. Each school will incorporate this data into its Local Control and Accountability Plan (LCAP).
 - Board Trustee, Christine McComish asked when the team is looking at this data, what support do directors offer their students?
 - Interim CEO, Diana Cornejo-Sanchez responded that the CMO officers meet weekly with the school directors to review this data, and during this time, they work with their respective grade-level directors in groups to address and work on the issues.
- Chief Learning Officer, Janie Griswold shared information related to General School Trends, focusing on English Language Arts (ELA) and math, as well as the growth observed in these areas within middle and elementary schools. This year, several things have been implemented to boost academic performance. Some of these include common literacy blocks, which are one-hour sessions each day where the students have an opportunity to work together with teachers and staff. Additionally, many middle schools have adopted the Desmos curriculum to improve math instruction and enhance mathematical standards.
- Compliance Officer, Colleen Green provided an update on campus security measures, highlighting ongoing efforts to enhance intruder alert systems

and implement a comprehensive mass communication system across all campuses. The hope is that with this new system, we will be able to send alerts without reliance on landlines during emergency situations. In addition, all school deans underwent ALICE training, focusing on active shooter response strategies. Following this training, they conducted sessions for staff members, utilizing both PowerPoint presentations and scenario-based exercises to ensure preparedness and effective response protocols.

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:

- General Counsel, Patrick Frost, reported that bargaining with the Certificated Unit has concluded with an agreement, including a multi-year wage proposal. Negotiations with the Classified Unit are ongoing. We received a wage article on March 4th and scheduled another bargaining session on March 15th.
 - Board Trustee, Randolph Ward acknowledged the challenging fiscal environment, noting uncertainty in the budget and his concern about securing a multi-year agreement. Despite his concern, he recognizes that there was much work put into coming to an agreement and is happy to be moving forward. Also, in reference to ALICE training, Randy emphasized the importance of preparedness, recognizing the potential trauma associated with such situations.
- Board Trustee, Christine McComish provided an update on board development, announcing a partnership with Greenwich Leadership Partners (GLP), founded by Stephanie Rogen, who has over 25 years of experience in this line of work. The focus areas include clarifying roles and responsibilities, improving meeting practices, and fostering collaboration with HTH leadership.

5.0 PUBLIC HEARING ITEMS

5.1 None.

6.0 CEO CONSENT ITEMS

6.1 Approve the Instructional Days Academic Calendar for 2025-2026

6.2 Approve the Food Services Management Contracts with Top Notch Catering

6.1.1-6.2.1 Discussion: Staff members provided the Board an opportunity to review and discuss the CEO consent agenda items.

6.1.2-6.2.2 Motion: There being no further discussion upon motion duly made by Christine McComish and seconded by Randolph Ward, 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			

7.0 ACTION ITEMS

7.1 Approve the Fiscal Year 2023-2024 Charter School Second Interim Financial Reports to the Authorizers

- Chief Financial Officer, Bobbi Norris presented the Second Interim Financial report for the 2023/2024 school year. Bobbi emphasized that she encourages anyone with questions or a desire to learn more about these reports to reach out and connect with her. This snapshot represents our status as of January 2024, with a focus on the Ending Fund Balance. Our team is actively strategizing how to allocate these funds, considering potential excess for facility expenses, as mentioned during public comment.
 - Isaac Jones noted that department directors regularly meet with him biweekly to address ongoing matters and priorities.
 - Randy Ward asked if we currently have a master facility plan. Isaac confirmed that we do and highlighted our ongoing efforts to address maintenance and updates as needed.

7.1.1 Discussion: Staff recommends the Board approve the Fiscal Year 2023-2024 Charter School Second Interim Financial Reports to the Authorizers.

7.1.2 Motion: There being no further discussion upon motion duly made by Christine McComish and seconded by Randolph Ward, 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			

7.2 Establish ad hoc Board Nomination Committee

7.2.1 Discussion: Staff recommends the Board approve to Establish ad hoc Board Nomination Committee.

7.2.2 Motion: There being no further discussion upon motion duly made by Randolph Ward 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			

7.3 Approve the Brigaid LLC Contract

7.3.1 Discussion: Staff recommends the Board approve the Brigaid LLC Contract. Isaac gave a quick overview

7.3.2 Motion: There being no further discussion upon motion duly made by Randolph Ward 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 6:49 p.m. Closed session convened at 6:52 p.m. and adjourned at 8:29 p.m. Open session re-convened at 8:30 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	
Christine McComish, Trustee	X
Randolph Ward, Trustee	X

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 8:30 p.m.

Next Scheduled Meetings:

- Tuesday, May 21, 2024 at 5:00 p.m.
- Tuesday, June 18, 2024 at 5:00 p.m.

Respectfully submitted by:

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Gary Jacobs

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Gary Jacobs, Chairman, High Tech High Board