

**BOARD OF TRUSTEES
JANUARY 29, 2025 REGULAR MEETING MINUTES
HIGH TECH HIGH**

Date: January 29, 2025

Time: 5:00 p.m.

Place: High Tech Mesa, Conference Room 601, 5331 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 92106
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/84765429833?pwd=gvrnxbxFe7IVrDfBzNbnx1K5jyMxaO.1>

Trustees present: Gary Jacobs, Chairman; Christine McComish, Secretary; Lida Rafia, Trustee; Randolph Ward, Trustee; Albert Lin, Trustee; Harrison Oh, Student Trustee

Board Member	Present
Gary Jacobs, Chairperson	X
Christine McComish, Secretary	X
Albert Lin, Trustee	X
Lida Rafia, Trustee	X
Randolph Ward, Trustee	X
Harrison Oh, Student 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 a 5:03 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.

1.0 BOARD CONSENT ITEMS

1.1 Approve the December 5, 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 Albert Lin, a roll call was taken to approve the motion.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee	X			
Randolph Ward, Trustee	X			
Harrison Oh, Student Trustee	X			

2.0 INFORMATION ITEMS

2.1 Report of the Officers

Officer comments included the following:

- Chief Operations Officer Isaac Jones began by congratulating the HTEats team for the work they have been doing since the HTEats kitchen opened this past fall. HTEats is now delivering food to all of our four school campuses. We are very pleased with the amazing feedback received from the community. Some of the challenges the HTEats team has faced are a result of the large quantity of food being delivered. Because of this, there has been more work to make sure enough staff is hired to support the workload; purchasing has also increased due to the increase in meals being consumed, and lastly, the team also realized that because more meals were being consumed by students and staff, the amount of trash cans required has increased. Board Trustee Albert Lin suggested providing opportunities to receive feedback from students. This will allow for growth and continued improvement. Isaac shared that Kelly Verburgt (Senior Food and Nutrition Services Manager) is working on continuous improvement and collecting data. Student Trustee Harrison Oh shared that students from the North County campus have loved the new school meals, and he has seen an increase in student participation. Because of this, on occasion, lunch has had to be extended because the lines are so long.

- Chief Operations Officer Isaac Jones highlighted some bright spots in student attendance. Currently, our attendance is high across all schools, and enrollment is slightly low. Board Trustee Lida Rafia wondered what the impact is for the three schools that are lower in enrollment. Chief Financial Officer Bobbi Norris explained that one thing being considered is a revision of the school's budget. Along with this, it would mean looking at what the school's needs are. Board Trustee Randy Ward also wondered what the expectations for the sites are and how they do it when they have to look at enrollment/attendance numbers. Bobb shared that she looks to both Chief Learning Officer Janie Griswold and Isaac for guidance on the academic and facilities expectations so that when she meets with the director, they have more information regarding the more significant needs. Also, every school has a list of their needs, and they are typically prioritized by staff and students. Still, the director doesn't have to do the work alone to make the budget decisions; it is a team effort. Albert wanted to better understand the root cause of why we are seeing low enrollment. Board Chair Gary Jacobs shared that we are now competing with ourselves because there are many more charter schools now than when HTH first opened its doors. And with adults working from home more, families rethink whether to send students to a public school or not.
- Chief Operations Officer Isaac Jones lastly provided an update on safety/security. We will be bringing the Comprehensive School Safety Plans to the next board meeting. One piece we have been working on is getting all staff trained on the ALICE procedures. This training has helped staff feel empowered when it comes to difficult situations that could arise on campus. We have also implemented the Zero Eyes system, where we have a number of cameras installed across our campuses that can detect any type of gun and notify a company that has a security background. In the event it is lethal, they will inform us. There have been occasions where a water gun was detected as lethal, and we were notified very quickly so we could assess the situation. In addition to Zero Eyes, we have also partnered with Visiplex to have security speakers and lights installed across all schools. All leaders at the individual sites have the numbers they can call when they hear this alarm or see the lights. We are also training our students to anonymously reach out using a specific phone number if they are in potential danger, and that will notify us. Interim Chief Executive Officer Diana Cornejo-Sanchez shared that along with this training provided to students, we have provided "know your rights" cards to every school director to have at their campuses to provide to families as needed. We have been partnering with others who can provide those services to support these families as well, given the state of the world right now. She also went on to name the concern she feels for the mental health and well-being of these families/students and work with our school psychologists to make sure support is in place for the students while on campus.

- Chief Learning Officer Janie Griswold provided information on the school's LCAP. The LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes. This school year marks the third year of the LCAP. Some of the main things we consider and strive for are the following: Nurture a Culture of Belonging, Improve Student-Centered Instruction, Ensure College Access & Persistence, Increase Support for Struggling Students and Ensure High Quality Work. At this time in the school year, we can only report on some of the metrics. For example, we won't have YouthTruth data until the end of the school year when staff, parents, and families complete it. Chronic absenteeism is not tracked on the dashboard, but thankfully, everyone is on the trajectory for absenteeism we want them to be on. Everyone is also tracking along where they planned to be with their college and career access plan. Lida requested if, in the future, we could put some context behind the data being shown in the presentation, which would be helpful. Chrissy wondered if when we are in year one, each director is planning the three-year goals, or are they planning year per year? Janie confirmed that it is more year-to-year. They will receive a lot of support from the central team, and people we bring in to do PD work. Both ELA and Math continue to be areas of growth in this assessment, so we continue to support teachers and instructional materials. There has been a lot of discussion of kids not being at their reading level. Across our schools, students take reading and math assessments. Teachers are also able to work with them in groups, depending on their needs. Overall, our ELA scores are strong at the high school level, and we want to continue to do work to support this growth. Our best work is when we are embedding these standards into PBL.
- Interim Chief Executive Officer Diana Cornejo-Sanchez provided an update from the previous board meeting regarding Staff Retention. She thanked Kristy Renken and Mike Vasquez, who were able to pull and organize this information. The data shows that in March 2020, we went online due to COVID-19, but we had been doing really well that year. To provide some background of what was happening during the last few years, in August 2020, we hired our new CEO; in December 2020, our founding CEO retired, and in January 2021, we began the hybrid model. Moving on to December of 2023, a new Interim CEO was named. For the 2023-24 school year, retention was at 83%. The retention rate in California was roughly 85% that school year. One of the things we are working on to address staff retention is the implementation of instructional coaches. The majority of our schools have at least one of these coaches. These coaches help with planning projects and supporting classrooms. Through our Staff PD days, we are working on collaboration and communities of practice. Lida wondered how retention is being defined here. Is it certified staff that remain here? Diana confirmed that it is how retention is being defined, For example, if they were here the previous year and returned the following year. One thing to take into consideration is whether staff transferred to other schools. When you see the difference between the two years, it could be that part of this was staff having credential issues, some folks pursuing admin roles or switching careers.

- Interim Chief Executive Officer Diana Cornejo-Sanchez also shared that we are happy to say that we received a unanimous vote with regards to reauthorizing our SBC schools (Mesa, Chula Vista & North County) when we went to present to the SBE board. Also, because the state is no longer authorizing charter schools, our position requires us to be reassigned, and they also approved our request to be reassigned to the San Diego County Office of Education. Kudos to our entire community for preparing our students, meeting our metrics, and making sure all of our ducks were in a row. Diana went on to say that the board also allowed us to maintain the CDS codes so that no data for those schools is lost. The State board wants the County to figure out how to maintain these CDS codes.

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:

- Student Board Trustee Harrison Oh shared about the conference he recently attended in Sacramento. He went to learn about how to develop ideas and proposals for education. One of the things they did while at this conference was form groups with other attendees, essentially playing the role of a board. They were provided with about 80 topics and voted on these topics to gain practice and knowledge of what the roles of a board are.
- Board Trustee Lida Rafia asked staff about the status of the Classified grievance mentioned in public comment. Patrick explained that HTH sent a proposed settlement to the union yesterday. Lida also asked about the timeline for getting a proposal to the union. Patrick stated that given the complexity of the grievance and number of unknown grievants, it takes time to develop a resolution. Albert expressed concern and hope to figure out a way in which, instead of sitting in silence, we can work together. Chrissy added that maybe it is something to consider for a future agenda on how we constructively address issues that come up during public comment without violating the Brown Act.
- Board Chair Gary Jacobs provided an update on the CEO Search, explaining that we are down to two CEO candidates. There will be an opportunity to hear from both of them, which will be happening sometime between now and mid-February. Chrissy also thanked the committee and all those who have participated in this process thus far.

5.0 PUBLIC HEARING ITEMS

- 5.1 High Tech Education Collective (HTEC) Certificated Unit's Initial Proposals for Collective Bargaining

6.0 CEO CONSENT ITEMS

- 6.1 Approve the SchoolMint Contract for 3/1/2025 - 2/28/2026

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

6.1.2 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.

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee	X			
Randolph Ward, Trustee	X			
Harrison Oh, Student Trustee	X			

7.0 ACTION ITEMS

- 7.1 Approve the Annual Audited Financial Statements for Fiscal Year 2023-2024

7.1.1 Discussion: Staff recommends the Board Approve the Annual Audited Financial Statements for Fiscal Year 2023-2024. Bobbi shared that this year, we were awarded a clean audit. No need for adjustments and no findings. She also explained that she always believes there is work for improvement, so she will make sure to review our processes.

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

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee	X			
Randolph Ward, Trustee	X			
Harrison Oh, Student Trustee	X			

7.2 Ratify Contracting of Services with BambooHR

7.2.1 Discussion: Staff recommends Board Ratify the Contracting of Services with BambooHR. Director of Human Resources Kristy Renken shared that they chose this program because some of the benefits included efficiency, transparency, and retention. It will be able to streamline the onboarding process as well. We are still in the implementation phase. We hope this will be something sustainable for the future. Chrissy wondered how feedback from employees would be collected. Kristy shared that all supervisors and staff will need time to get used to the system and then will have a way for them to share feedback. Chrissy also wondered if, by using this type of vendor, there would still be confidentiality. Kristy confirmed there would be because they are an HR system.

7.2.2 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			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee	X			
Randolph Ward, Trustee	X			
Harrison Oh, Student Trustee	X			

7.3 Approve the Updated Resolution of the Board of Trustees of High Tech High Identifying High Tech High School Campuses as Safe Zones For Students and Families

7.3.1 Discussion: Staff recommends the Board approve the Updated Resolution of the Board of Trustees of High Tech High Identifying High Tech High School Campuses as Safe Zones For Students and Families. Diana explained that we want to make sure that this information is digestible, and with the training we would like to provide, we hope it is helpful. Lida wondered if the committee working on this is also working on translating this policy into practice. Diana confirmed that the hope is that all staff will be trained on this protocol. In addition, we want to make sure families are aware of some things they need to know when encountering immigration. There will be communication going out to families to further explain.

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

Board Member	Ayes	Nos	Abstain	Absent
Gary Jacobs, Chairperson	X			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee	X			
Randolph Ward, Trustee	X			
Harrison Oh, Student Trustee	X			

7.4 Approve the Response to Immigration Enforcement Policy

7.4.1 Discussion: Staff recommends that the Board Approve the Response to Immigration Enforcement Policy. Diana explained that this policy is so staff knows how to address situations involving ICE on the school campus.

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			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee	X			
Randolph Ward, Trustee	X			
Harrison Oh, Student Trustee	X			

Open session was suspended at 7:11 p.m. Closed session convened at 7:20 p.m. and adjourned at 9:03 p.m. Open session re-convened at 9:03 p.m. A roll call was taken at this time to re-confirm a quorum.

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

8.0 CLOSED SESSION ITEMS

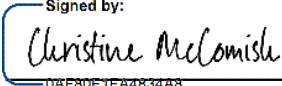
8.1 No action taken.

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 9:03 p.m.

Next Scheduled Meetings:

- Wednesday, February 26, 2025 at 5:00 p.m.
- Wednesday, March 12, 2025 at 5:00 p.m.
- Wednesday, May 21, 2025 at 5:00 p.m.
- Monday, June 23, 2025 at 5:00 p.m.

Respectfully submitted by:  Signed by:
Christine McComish, Secretary, High Tech High Board