

**BOARD OF TRUSTEES  
SEPTEMBER 4, 2024 REGULAR MEETING MINUTES  
HIGH TECH HIGH**

Date: September 4, 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/82482314697?pwd=kSildBY5yY3Hwiy47xjO2KtpsF1DPS.1>

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

Board Member	Present
Gary Jacobs, Chairperson	X
Christine McComish, Secretary	X
Albert Lin, Trustee	X
Lida Rafia, Trustee	
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 5:04 p.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.**

## **1.0 BOARD CONSENT ITEMS**

- 1.1 Approve the June 18, 2024, Annual Meeting Minutes
- 1.2 Approve the July 17, 2024, Special Meeting Minutes
- 1.3 Approve the July 31, 2024, Special Meeting Minutes
- 1.4 Approve the August 9, 2024, Special Meeting Minutes

**1.1.1 - 1.4.1 Discussion:** Staff members provided the Board an opportunity to review and discuss the Board consent agenda items.

**1.1.2 - 1.4.2 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			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee				X
Randolph Ward, Trustee				X

## **2.0 INFORMATION ITEMS**

- 2.1 Report of the Officers

**Officer comments included the following:**

- Director, Food & Nutrition Services Kelly Verburgt updated the Board on the new HTEats Kitchen. It has officially opened to serve breakfast and lunch to the Mesa and Point Loma Campuses as of the first day of school. About 55% more kids are eating meals from our new kitchen than last year, resulting in increased staffing and transportation of the meals. Christine mentioned she saw a flyer at the Mesa campus that if there were any food items that were unopened, they could leave them at a table to share with other students. Kelly confirmed that on occasion students will put food at a shared table in case any kids are still hungry. Albert congratulated Kelly and her team for the work they have been doing to get the kitchen up and running, and he also shared that he has heard from many students and parents about how awesome the new kitchen and meals are. He inquired about the rollout plan. Kelly shared that they plan to serve meals to the North County & Chula Vista campuses in the spring.

- Chief Learning Officer Janie Griswold shared that the new teacher, Odyssey, which was held August 5th-7th, had less attendance this school year because we had a lot less turnover than in past years. Because of this, the hope is that there will be higher teacher retention, which will help stabilize school communities. During the Odyssey, teachers got the chance to work in groups on different projects. One group, led by John Santos, focused on building planters. Another group focused on a project about San Dieguito Park, and another group worked on ocean ecosystems.
- Janie also shared details about the annual All Staff Day that took place on August 16th. In the morning, staff gathered in the Forum and had the opportunity to listen to keynote speakers, along with a beautiful welcome-back message from CEO Diana Cornejo-Sanchez. For the remainder of the day, folks were in communities of practice, which included extended services, food & nutrition, instructional coaches, teachers, academic coaches, college advisors, etc. These groups will reconvene on our next staff day.
- Janie lastly shared some amazing observations during her classroom visits during the first week of school. Gary inquired about the before and after-school programs. Janie highlighted two staff members who are currently focusing on the Expanded Learning Opportunities Program (ELOP). Karla Mireles and Alex Espiritu are working closely together and supporting school sites to streamline the programs across our schools and to take some work off of the directors' plates. Our numbers are strong and have increased from prior years; the ELOP funding helps support this increase in students. They not only provide a safe and fun environment for students but also one that ties to the school day.
- Diana Cornejo-Sanchez explained to the Board that we have entered into an MOU with the HTEC for the Evaluation Committee. This process will entail goal setting and thinking about the practices that are put in place for staff. We will be launching a pilot and presenting the details with the teachers and directors present, so we are mindful of the workload. This will start in October 2024.
- Associate Director of College Counseling Chris White shared an update on the seven excellent college advisors who are the leads who serve our students at our high schools across all our campuses. Last year was the first year we had College and Career Access Teams (CCAT). The main purpose was to build teams that were aligned with our school goals. These teams meet bi-weekly and share best practices. There will also be meetings held where both the College Advisors and CCAT will meet all together. We have also partnered with Cal State San Marcos. The students who attend CSUSM will be provided with an academic coach and have the opportunity to receive an internship. He went on to share that about two hours before this meeting, he met with a family, and the student said she wanted to study kinesiology. With this partnership, she will get the support she needs to be successful. Albert wondered about the SAT numbers and if this is a large trend/push right now. He also asked Chris to elaborate further

on how college essays have changed. Chris confirmed that he has seen an increase in students taking the SATs and that we will continue to see a jump. He also went on to share that the essay part of college applications and what is shared hasn't changed. Most of the time, they ask for an anecdote, background, and reflection description from the student. We are currently going through the coaching to prepare students, which includes us doing a better job of recommending certain schools to students to make sure they are successful. We are also helping students enroll in dual enrollment classes.

- COO Isaac Jones shared an update on summer projects, one of which was the Mesa Turf, which will be completed by tomorrow. There were some slight delays on some of the projects, but overall, they went very well. Some of the projects completed over the summer include: HTeM Lunch Shade Structure, HTe/HTeX TK Upgrades, Chula Vista Asphalt, HTHNC from doors, HT Mesa bathroom partitions, and HTeX Painting/Flooring.
- Isaac also provided an update on the enrollment numbers. Our 9th-grade classes are very light compared to what was expected. We are mainly seeing low enrollment in our Point Loma campus and high schools. One of the things that's been done with the Admissions team is to partner with other schools to encourage families to come/apply for our schools; there has been a lot of work, and yet we are still finding ourselves short on enrollment. Admissions is in the season of outreach and recruitment, but this means that if our enrollment numbers are low, we will be working really hard to increase student attendance. Gary inquired about how we are doing on receiving feedback from families. Isaac shared that the admissions team works to get responses from families who have chosen not to attend our schools. He has also looked at the data, and the trends are not something specific to us and the work we do but rather that families are just deciding to attend their neighborhood schools or move because of sports programs. Albert wondered, in terms of the long-term budget impact, what does this mean for our schools. Bobbi confirmed that we are looking at staffing structures because if we are seeing a decline in enrollment, then the staffing structures might look different. She will also be working with Isaac and the school directors to review the budget and see where any adjustments need to be made and to let directors know what they need to be looking out for.
- General Counsel Patrick Frost shared that the charter is set to expire in 2025 for our SBC Schools (Mesa, Chula Vista, and North County Campuses). We are currently in the process of renewing. On October 8th, we will be presenting our Charter petition to the Advisory Commission on Charter Schools (ACCS). The law provides that upon renewal, HTH will be assigned to a local authorizer which HTH is requesting be the San Diego County Office of Education (SDCOE).

### **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 shared that on August 5th, a formal notification was sent of the new start date for Academic Coaches (AC's), but there had also been communication and a meeting with HTEC prior to this notification being sent out. HTH attempted to have these conversations prior to communicating because in the past there hadn't been a consistent start date for AC's; it depended upon the school and director.
- Board Chairman Gary Jacobs announced that on October 19th, the HTH Foundation will be holding a Gala for the 25th anniversary celebration since HTH opened. During the Gala, we will be honoring HTH Founder Larry Rosenstock, along with staff members who have been a part of the organization for more than 15 years. We are working on sponsorships for this event and are looking forward to this celebration.
- Gary also provided an update on the CEO Search. The board decided to do an RFP to select the search firm that would head this process and we came back with about 11 firms that submitted proposals, which were then narrowed down to 4. We interviewed these firms virtually, and we recommend hiring DRG Search LLC to the board. Albert wondered what the goal is for a targeted end date. Gary mentioned that it depends on the candidate that is selected, but that Diana's interim contract ends June 2025, so we are hoping before then an appointment will be made.

## **5.0 PUBLIC HEARING ITEMS**

### **5.1 None.**

## **6.0 CEO CONSENT ITEMS**

- 6.1 Approve and Ratify the 2024-2025 Non-Public School Master Contracts
- 6.2 Approve the 2024-25 NWEA MAP Growth Assessment Subscription Agreement
- 6.3 Approve the 2024-25 College and Career Access Pathways (CCAP) Partnership Agreements Between San Diego Community College District (SDCCD) and Point Loma High Tech High Schools and High Tech High Mesa (HTHM)
- 6.4 Approve the Revised HTH Independent Study Policy and Written Agreement for Independent Study
- 6.5 Ratification of the 2024-2025 Powerschool Student Information Systems (SIS)

Contract

- 6.6 Ratification of Expenditures for Summer Projects at HTe and HTeX
- 6.7 Approve the Sexual Discrimination and Title IX Policy
- 6.8 Approve the Annual Reports for Proposition 28 Arts and Music in Schools (AMS) Funding

**6.1.1-6.8.1 Discussion:** Staff members provided the Board an opportunity to review and discuss the CEO consent agenda items. For item 6.1, Christine inquired about what documentation NPS schools provide to show student progress and that standards are being met. Amy shared that through our relationships and annual IEP meetings, these things can be evaluated. Parents are also always welcome to schedule a meeting if they have questions or concerns. For item 6.2, Christine questioned why there were only three schools using the NWEA Map subscription and if it was just based on the director's preference. Janie addressed this question by sharing that there are three schools that have chosen to use this program, and other schools use other programs that have already been implemented. For item 6.3, Christine wondered if there is something planned for the other campuses. Janie responded that schools have a different partnership strictly because of where they are located. For item 6.4, Christine wanted to better understand if students were marked as absent when they are on an Independent Study Plan or if it is counted towards our ADA. Janie confirmed that if students complete the plan correctly, it will count toward the school's ADA. Isaac also mentioned that the idea is that we would regain the ADA by going through this process. Lastly, for item 6.8, Christine wanted to understand the difference in the allocation of funds. Janie explained that it is based on student population in combination with demographics.

**6.1.2-6.4.2 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.

**6.5.2-6.7.2 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.

**6.8.2 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

## 7.0 ACTION ITEMS

### 7.1 Approve the Submission of Unaudited Actuals FY 2023-2024

**7.1.1 Discussion:** Staff recommends the Board approve the Submission of Unaudited Actuals FY 2023-2024. Bobbi explained that the Unaudited Actuals are basically a snapshot of the revenue and expenditures for that school year. The business office team is still working on finalizing some minor transactions for one-time funding that ends on September 30th. A large portion of the one-time funding was spent on salaries, IT equipment, and facility maintenance fees (upgrades and small/large projects). Gary asked Bobbi if we managed to spend all the one-time dollars that we received. Bobbi confirmed that we are working on that to make sure all these funds get used.

**7.1.2 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

### 7.2 Approve the Submission of Application for Federal Funds (Consolidated Applications) for 2024-2025

**7.2.1 Discussion:** Staff recommends the Board approve the Submission of Application for Federal Funds (Consolidated Applications) for 2024-2025. Bobbi shared that we are adding back Title III funding for English learning and language instruction. This year, we decided to have someone in place at the CMO level to lead this work. Any work with reporting for this grant she will be doing. We also applied for Title I funding, which supports teachers of record, Title II funding to improve student academic achievement, and Title IV, which can be used for any student support.

**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

### 7.3 Approve Education Protection Account (EPA) Use of Funds for the 2024-2025 School Year

**7.3.1 Discussion:** Staff recommends the Board approve the Education Protection Account (EPA) Use of Funds for the 2024-2025 School Year. Bobbi shared that these funds will be used to pay teachers salaries and benefits and not to be used for anything else.

**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			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee				X
Randolph Ward, Trustee				X

### 7.4 Order for Inclusion of Student Board Member Position

**7.4.1 Discussion:** Staff recommends that the Board order for Inclusion of a Student Board Member Position. Patrick provided an update; in June 2024, the Board received a petition for a student to be appointed to the Board. We will come back with changes to the by-laws, and a clear outline of rules and processes, which will result in an election at a future board meeting. To begin this process, we will need to establish a committee. Albert shared his concern for adding a student to the Board because, in his opinion this position has been one of the most emotionally exhausting things he has ever done. He is concerned about exposing a minor to the strains this could cause on their mental health. Patrick agreed with his comment. He went on to share that when a student presents this petition to the board and has a certain number of signatures in favor of this request, we are required to follow the law and order the inclusion of a student position.

**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

## 7.5 Approve High Tech High Declaration of Need (DON) for Fully Qualified Educators 2024-25 School Year

**7.5.1 Discussion:** Staff recommends that the Board approve High Tech High Declaration of Need (DON) for Fully Qualified Educators 2024-25 School Year. Janie explained that this process that we go through is to make sure that everyone in our classrooms are on the correct permits so that they can teach in our classrooms. In order to apply for temporary permits for the teachers who need them we need board approval for a certain number.

**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			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee				X
Randolph Ward, Trustee				X

Open session was suspended at 6:59 p.m. Closed session convened at 7:05 p.m. and adjourned at 8:37 p.m. Open session re-convened at 8:37 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	
Randolph Ward, Trustee	

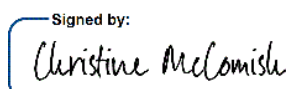
## 8.0 CLOSED SESSION ITEMS

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 8:37 p.m.

Respectfully submitted by:

Signed by:  


Christine McComish, Secretary, High Tech High Board