

Attachment B –
Conflict of Interest Code
Supporting Documents for:
High Tech High



COSD ASSESSMENT APPEALS
2025 OCT 10 AM 9:12

10/8/25

Clerk of the Board of Supervisors, Disclosure Services Unit
County of San Diego
1600 Pacific Highway, Room 402
San Diego, CA 92101

Re: Revision to the High Tech High Conflict of Interest Code, for Board of Supervisor's Approval

To Whom It May Concern,

Due to staffing position additions within our organization, we have updated the Designated Positions contained in our Conflict of Interest Code. Those revisions were approved by the High Tech High Board of Trustees at their June 23, 2025, board meeting.

I am attaching:

- The revised Conflict of Interest Code
- A redlined version of the 2025 Code showing changes made from the 2024 version.
- Minutes from the June 23, 2025, Board of Trustees meeting adopting the revised Conflict of Interest Code.

Please let me know if you require anything additional from me for this to be agendized and approved by the County Board of Supervisors.

Sincerely,
Elizabeth Martinez
Elizabeth Martinez

Executive Assistant to the Officers



HIGH TECH HIGH

**HIGH TECH HIGH
AMENDED
CONFLICT-OF-INTEREST
CODE**

COSD ASSESSMENT APPEALS
2025 OCT 10 AM9:12

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **HIGH TECH HIGH ("HTH")**.

Individuals holding designated positions shall file their statements of economic interests with **HTH**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Upon receipt of the statements for the top officials, e.g., Members of the Board, Alternates, and the Executive Director, **HTH** shall make and retain copies and forward the originals to the **SAN DIEGO COUNTY CLERK OF THE BOARD OF SUPERVISORS**. All other statements will be retained by the **HTH**.

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	1, 2, 3
<u>Associate Director of HTH Teacher Center</u>	1, 2, 3
Athletics and Extracurricular Program Manager	1, 2, 3
Athletics and Wellness Coordinator	1, 2, 3
Benefits Manager	1, 2, 3
Business Manager	1, 2, 3
Business Operations Analyst	1, 2, 3
Chief Executive Officer/President	1, 2, 3
Chief Operations Officer	1, 2, 3
Chief People and Organizational Development Officer	1, 2, 3
Chief Learning Officer	1, 2, 3
Chief Financial Officer/Treasurer	1, 2, 3
Compliance Officer	1, 2, 3
General Counsel	1, 2, 3
Dean	1, 2, 3
Chief of Staff	1, 2, 3
Chief Technology Officer	1, 2, 3
Controller	1, 2, 3
Data Scientist	1, 2, 3
Director, Athletics and Wellness	1, 2, 3
<u>Director of College, Career, and Technical Education (CCTE)</u>	1, 2, 3
Director of Communications and External Affairs	1, 2, 3
Director, Community Engagement & Admissions	1, 2, 3
Director, Credentialing Operations	1, 2, 3
Director, Data Analytics	1, 2, 3
Director, Emerging Bilingual Learning	1, 2, 3
Director, Facilities	1, 2, 3
Director, Food and Nutrition Services	1, 2, 3
Director, Human Resources	1, 2, 3
Director, District Intern & Induction Programs	1, 2, 3
Director of Instructional Leadership and Development	1, 2, 3
Director of Operations	1, 2, 3
Director of General Education	1, 2, 3
Director, Special Education	1, 2, 3
Director of Teacher Center	1, 2, 3

Director, Teacher Credentialing	1, 2, 3
Executive Assistant to the Officers	1, 2, 3
Executive Director, Human Resources	1, 2, 3
Executive Director, College Advising	1, 2, 3
Executive Director, Special Education	1, 2, 3
Expanded Learning Program Manager	1, 2, 3
Food and Nutrition Services Manager	1, 2, 3
Human Resources Generalist	1, 2, 3
Human Resources Manager	1, 2, 3
Manager, Accounts Payable	1, 2, 3
Production Manager	1, 2, 3
Senior Accountant I	1, 2, 3
Senior Accountant II	1, 2, 3
Senior Director, Facilities	1, 2, 3
Senior Manager, Food & Nutrition Services	1, 2, 3
School Director	1, 2, 3
Student Information Systems Administrator	1, 2, 3
Supervisor, Food and Nutrition Services	1, 2, 3
<u>Teacher Center Program Manager</u>	1, 2, 3
Consultants	1, 2, 3
	*

*Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

APPENDIX B DISCLOSURE CATEGORIES

Category 1

Designated positions assigned to this category must report:

- a. Interests in real property, which are located in whole or in part within the boundaries (and a two mile radius) of any county in which **HTH** operates.
- b. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the acquisition or disposal of real property or are engaged in building construction or design.
- c. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in, the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by **HTH**.

Category 2

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by **HTH**, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra curricular courses.

Category 3

Designated positions assigned to this category must report:

Investments in income, including gifts, loans, and travel payments, from sources which are engaged in the performance of work or services of the type to be utilized by **HTH**, its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.



COST ASSESSMENT APPEALS
2025 OCT 10 AM 8:38

COST CLERK OF THE BOARD
2025 SEP 16 PM 12:14

**BOARD OF TRUSTEES
JUNE 23, 2025 ANNUAL MEETING MINUTES
HIGH TECH HIGH**

Date: June 23, 2025

Time: 11:30 a.m.

Place: The Forum, HTH Graduate School of Education, 2150 Cushing Road, San Diego 92106

Village-based Zoom accessibility:

Conference Room, High Tech High Mesa, 5331 Mt. Alifan Dr. Bldg. 900 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/81813408140?pwd=GELtc7dMPjuACTO5IbhkXB5AsnGBJU.1>

Trustees present: Gary Jacobs, Chairman; Christine McComish, Secretary; 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	
Randolph Ward, Trustee	X
Harrison Oh, Student Trustee	X

Staff Present: Diana Cornejo-Sanchez, 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 11:38 a.m. by Gary Jacobs, Chairman. A roll call of trustees confirmed a quorum.

1.0 BOARD CONSENT ITEMS

1.1 Approve the May 28, 2025, Regular Meeting Minutes

1.2 Approve the Board Meeting Dates for 2025-26

1.1.1-1.2.1 Discussion: Staff members provided the Board an opportunity to review and discuss the Board consent agenda items.

1.1.2-1.2.2 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			
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 provided an annual update on enrollment. Our current attendance is slightly higher than it has been over the past two years. While we haven't yet returned to our pre-pandemic numbers, we are making steady progress. The enrollment projections used for budgeting this year were somewhat aggressive; however, our attendance numbers have generally supported those projections. We have recalibrated the enrollment figures for the upcoming school year, and Bobbi can provide more details on that. For Transitional Kindergarten (TK), we will have one class at the Mesa campus and three at the Point Loma campus. Interest in our TK program continues to grow. At the same time, we continue to see no waitlist for Kindergarten enrollment.
- Director of Community Engagement and Admissions Veronica Grajeda added that we've seen a high percentage of students transition from our TK classes into Kindergarten, which appears to be a strong strategy for stabilizing Kindergarten enrollment. Chrissy wondered if the students enrolling in TK have siblings already in the system. Veronica confirmed that a large number of siblings of current students were added. Gary was also curious if we are running a lottery for TK. Veronica explained that we

have completed the lottery process for TK. Throughout the summer, we will continue monitoring enrollment numbers at each school site. If a school's enrollment falls below its target, we work quickly to add new students. We receive new applications daily and place those students on the waitlist as soon as they apply. Our school sites have taken a more active role in welcoming new students and families. Many families are receiving newsletters and participating in summer events. Some schools are also communicating directly with families during the summer months. In addition, Parent Associations and student ambassadors are assisting by making welcome calls to new families. Most of our schools are in a strong position regarding enrollment. As a proactive measure, we typically over-enroll to account for any changes in family plans. At the Point Loma campus, we currently do not have a waitlist for 9th, 10th, or 11th grade. Isaac added that our waitlist currently includes approximately 3,000 students across all of our schools. Bobbi went on to share that this year, we are taking a closer look at enrollment trends and staffing structures—challenges that are being experienced statewide across California. We're also exploring strategic solutions to support families in accessing our schools. For example, we are considering providing transportation for students enrolled at the Point Loma campus by offering a bus pickup and drop-off at the Mesa campus. Additionally, we are focusing on increasing public awareness of HTH and our programs. Chrissy wondered if the organization we're partnering with is requesting data from you? It would be valuable to see the data driving their recommendations, as well as the analytics behind these strategies. My hope is that through this partnership, they can gather robust data and use it to determine what supports are most needed. Isaac explained that we've had a three-year partnership with the GSE. Our Admissions team has shared information with them about enrollment at Point Loma and the efforts underway to improve those numbers. The GSE then provides feedback based on that data. Lastly, Albert wondered if we considered online reviews. For new families, seeing negative reviews can influence their decision-making. Veronica confirmed that we currently have a small group of parents who serve as ambassadors for the Admissions office. We are working to organize a new group of families who are willing to share their experiences and submit updated, positive reviews to help strengthen our online presence.

- Chief Learning Officer Janie Griswold provided an update on our Local Indicators. Local Indicators are metrics used to assess school performance in areas where state-level data collection is limited. There are five local indicators that we self-report on. She went on to share that we are glad to share that we have met the standard on each of these.
 - Local indicator 1 - Basics: Teachers, Instructional Materials, and Facilities
 - This includes appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean, and functional school facilities.
 - Local Indicator 2 - State Academic Standards
 - These standards report on progress in implementing the

- state academic standards adopted by the State Board of Education.
- Local Indicator 3 - Parental Involvement and Family Engagement
 - Report on parent and family engagement, including how an LEA builds relationships between school staff and families, builds partnerships for student outcomes, and seeks input for decision-making.
- Local Indicator 4 - School climate
 - Provides a measure of perceptions of school safety and connectedness.
- Local Indicator 5 - Access to a Broad Course of Study
 - Report on the extent to which all students have access to and are enrolled in 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 ELECTION

- 4.1 Consideration and Potential Appointment of Diego Harris as HTH Student Board Member
- 4.2 Consideration and Potential Appointment of Hadassah Avila as HTH Student Board Member

4.1.1-4.2.1 Discussion: Staff members provided the Board an opportunity to review and discuss the Board Election agenda items. One of the new student board members, Hadassah Avila, shared that she is an upcoming Senior at HTH and she is very grateful and ready to collaborate with the rest of the board.

4.1.2-4.2.2 Motion: There being no further discussion upon motion duly made by Randolph Ward 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			

5.0 BOARD REPORT AND COMMENTS

5.1 Chairman's Report

5.2 Board Member Comment

Chairman and Board Member comments included the following:

- General Counsel Patrick Frost shared that the HTH and HTEC bargaining teams held our final bargaining session on Friday, June 13th. One of the key outcomes was a three-year agreement. In exchange, teachers requested clarity on what they would receive over the course of the contract. Effective July 1st, we implemented a wage increase, with a larger adjustment for teachers in the middle range of the salary schedule. Additionally, we agreed to provide 100% of the COLA (Cost-of-Living Adjustment) for the following two years. For the first year of the agreement, employee benefits will be fully covered for teachers. Diana expressed a sense of gratitude for having such a different experience this time around during the bargaining process and feeling more like who HTH truly is. Albert also added that something to consider, given the wage increases, is the challenges with the enrollment numbers. He clarified that he is all for what was offered and also wants to make sure that we are being mindful. Bobbi confirmed that this is something they definitely are keeping in mind. We are also looking at SPED needs and subpools to think strategically about how we can make things more cost-effective. However, the priority is looking at the enrollment numbers. HTH teacher, Michael Chin, shared that after having seen what was agreed upon, he feels seen as a 6th-year teacher. Especially having a 4% increase in his salary.
- Chief Executive Officer Diana Cornejo-Sanchez happily shared the names of some folks who have retired from HTH. These folks include: Esteban Vallejo, Rina Vinetz, Brian Russell, and Ray Trinidad. We are happily honoring their time and dedication to HTH with a plaque that they can take home to remember their time with us.
- Student Board Member Harrison Oh expressed gratitude for having the opportunity to have been the first-ever HTH student board member. He thanked the Board for this experience. He went on to share that he will cherish this experience forever. Chrissy also thanked Harrison for his time and commitment to the Board. We didn't really know what to expect and how this would roll out, but you were the perfect student to be the first one. Gary also thanked him and expressed joy for having been able to work with him during this process. Albert wondered if there was anything Harrison would want to adjust to this role. Harrison explained that maintaining training really helped him and he would recommend that this continues.

- Board Trustee Albert Lin thanked the HTH community. He and his family experienced a very serious situation with his son, and during his son's recovery process, he experienced the love from the community. The experience taught him that the school is really a community that will carry you in the highest or lowest moments. Through his injury, his son was able to create a project to make a helmet that will better help protect a person's head against serious accidents.

6.0 PUBLIC HEARING ITEMS

6.1 None.

7.0 CEO CONSENT ITEMS

- 7.1 Approve the 2025-2026 Operations Agreement between San Diego Unified School District and High Tech High
- 7.2 Approve the Instructional Minutes for 2025-26
- 7.3 Approve the Updated High Tech High Athletics Handbook 2025-2026
- 7.4 Approve the 2025-2026 High Tech High Student & Parent Handbook
- 7.5 Approve the Amended Conflict of Interest Code
- 7.6 Approve the Target River Contract for 2025-2026
- 7.7 Approve the 2025-2026 Insurance Policy Renewals
- 7.8 Approve the Expanded Learning Opportunities Program Plans for HTe, HTeX, HTeCV, HTeM, HTeNC, HTM, HTMMA, HTMCV, HTMM, and HTMNC
- 7.9 Approve the Updated Fiscal Guidelines and Procedures
- 7.10 Approve Facilities Use Agreement Between High Tech High and High Tech High Graduate School of Education (GSE)
- 7.11 Approve the Fourth Amended and Restated Services Agreement Between High Tech High and High Tech High Graduate School of Education (GSE)
- 7.12 Ratify the Van Lyons Company Bids for Upgrades to TK restrooms at High Tech Elementary and High Tech Elementary Mesa
- 7.13 Ratify the NatureBridge Yosemite Invoice
- 7.14 Approve HTEats Bids

7.15 Approve the Open Purchase Order of Food Service Vendor Goldstar Foods, Hollandia Dairy, Imperial Dade, Sysco, Mission Linen, and Cozzini Bros.

7.16 Approve the TadHealth Contract

7.1.1-7.16.1 Discussion: Staff members provided the Board an opportunity to review and discuss the Board consent agenda items.

7.1.2-7.16.2 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			

8.0 ACTION ITEMS

8.1 Approve the Resolution Naming High Tech High Media Arts Staircase as The Ray Trinidad Staircase.

8.1.1 Discussion: Staff recommends that the Board approve the Resolution Naming High Tech High Media Arts Staircase as The Ray Trinidad Staircase.

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

8.2 Approve Dean Emeritus Status for Ray Trinidad

8.2.1 Discussion: Staff recommends that the Board approve Dean Emeritus Status for Ray Trinidad. This is part two of item 8.1. Ray shared that during his time at HTH, he has made some amazing colleagues. This is a great honor and a great community. He thanked everyone who was involved in making this

decision, along with the community and staff, for all the wonderful experiences. Randy asked Ray what his plans were now after retiring. Ray explained that he wants to stay busy. He shared his appreciation for the wonderful family he has, which includes a boy I want to spend time with who will be going to college soon. He would also like to get into golf. The best is yet to come. Lastly, he wanted to thank the Founder of HTH, Larry Rosenstock, who brought him to HTH.

8.2.2 Motion: There being no further discussion upon motion duly made by Albert Lin and seconded by Randolph Ward, 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			

8.3 Ratification of Tentative Agreement with High Tech Education Collective (HTEC) - Certificated Unit

8.3.1 Discussion: Staff recommends the Board Ratify the Tentative Agreement with High Tech Education Collective (HTEC) - Certificated Unit. Albert shared that he is very grateful to all the community that were a part of this process to get this completed. Patrick also thanked Gary for taking the time to meet for all the bargaining prep sessions.

8.3.2 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			
Harrison Oh, Student Trustee	X			

8.4 Approve the Re-Election of High Tech High School Board of Trustees

8.4.1 Discussion: Staff recommends the Board Approve the Re-Election of High Tech High School Board of Trustees.

8.4.2 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			
Christine McComish, Secretary	X			
Albert Lin, Trustee	X			
Lida Rafia, Trustee				X
Randolph Ward, Trustee	X			
Harrison Oh, Student Trustee	X			

8.5 Second Reading: High Tech High School Budget Plans FY 2025-26

8.5.1 Discussion: Staff recommends the Board approve the Second Reading: High Tech High School Budget Plans FY 2025-26. Bobbi shared that the Governor is expected to release preliminary budget information in January, which will help inform our direction. The Second Interim report in March will provide another opportunity to assess enrollment and make any necessary adjustments. The 2.3% salary increase rate remains unchanged. The primary differences between the 2024–25 and 2025–26 school years are due to the COLA (Cost-of-Living Adjustment) increase and one-time funding. Additionally, ELOP-related funding is expected to increase at one of our schools. Randy wondered if we are worried about the Federal Funds with the new Administration. Bobbi explained that she does not feel like we're in jeopardy. If we were at the district, she would be worried, but HTH has always found a way to provide that effort. Albert was curious to know if the Board would get the opportunity to see anything related to facilities updates. Bobbi explained that this data is specifically related to the schools. Bobbi went on to share that the HTHNC Athletic Director is restarting their booster club. A parent expressed interest in running it, and with that, the hope is to bring in \$50,000-\$60,000 a year to the Athletics Program in NC, which could help cover coaching and rental fees. Albert also wondered if we are making any facility adjustments based on Athletics. Isaac confirmed that we are painting the gym. Additionally, over \$200,000 was raised last year to support our sports programs. Bobbi added that what keeps our students here is the strength of our community. Also, the legislature has passed the Governor's budget. A few key updates:

- The student-to-teacher ratio for Transitional Kindergarten (TK) has been adjusted to 10:1.
- Beginning January 1, 2025, schools will be able to bill Medi-Cal.
- We are also experiencing a deferral reduction, meaning we will not receive state funds this month.

Albert wondered if student health services could be offset by this Medi-Cal funding. Amy confirmed that it can and can also help cover:

- Special Education services that are not already in place.

- Support for Nonpublic School (NPS) management.

- Additional services or testing materials for students and staff.

Amy went on to explain that “services that are not already in place,” for example, could mean that if we already have an Occupational Therapist (OT) providing services, we cannot use Medi-Cal to fund that existing position. However, if we need to add another OT, Medi-Cal can be used to fund the additional support. The SLP services we do receive quite a bit of it back. We also received about \$300,000 back from school psychs because they are 30% general education. Gary was also interested in knowing, when talking about Nonpublic Schools (NPS), if we are able to do anything in that area. Randy commented that this is an area where, if we really dig into the details, there’s significant potential for funding.

8.5.2 Motion: here being no further discussion upon motion duly made by Randolph Ward 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			

8.6 Approve the 2025-26 Budget for Central Service Teams and Departments

8.6.1 Discussion: Staff recommends the Board approve the 2025-26 Budget for Central Service Teams and Departments.

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

8.7 Approve the Submission of Application for Federal Funds (Consolidated Applications) for 2025-2026

8.7.1 Discussion: Staff recommends the Board approve the Submission of Application for Federal Funds (Consolidated Applications) for 2025-2026.

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

8.8 Approve Increases to Various Unrepresented Frameworks

8.8.1 Discussion: Staff recommends the Board Approve Increases to Various Unrepresented Frameworks.

8.8.2 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			
Harrison Oh, Student Trustee	X			

8.9 Second Reading: Approve the 2025-26 Local Control and Accountability Plans (LCAPs) and Federal Addenda for HTe, HTeX, HTM, HTMMA, HTH, HTHI, HTHMA, and HTH SBC Schools

8.9.1 Discussion: Staff recommends the Board approve the Second Reading: Approve the 2025-26 Local Control and Accountability Plans (LCAPs) and Federal Addenda for HTe, HTeX, HTM, HTMMA, HTH, HTHI, HTHMA, and HTH SBC Schools. Chrissy wondered if we have data on how many families are completing the Youth Truth survey. She mentioned that during Diana's CEO interview, Diana made an important point about meeting families where they are and recognizing that not all families are able to attend LCAP meetings. What is our current strategy for family outreach? Diana explained that this might be a great opportunity to align with the CEI grant work. Albert also wondered if we have received any feedback on the food that was served this year by our HTEats

kitchen, and if there are measures in place to ensure ongoing quality control. Isaac shared that Kelly Verburgh (Director, Food and Nutrition Services) plans to be here at the next board meeting to go over more details on the information received about school food.

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

8.10 Approve the HTH Instructional Continuity Plan (ICP)

8.10.1 Discussion: Staff recommends the Board approve the HTH Instructional Continuity Plan (ICP).

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

8.11 Approve Various Job Classification Changes

8.11.1 Discussion: Staff recommends the Board approve Various Job Classification Changes.

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

Open session was suspended at 1:40 p.m. Closed session convened at 1:48 p.m. and adjourned at 3:41 p.m. Open session re-convened at 3:41 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	X
Harrison Oh, Student Trustee	X

9.0 CLOSED SESSION ITEMS

9.1 No action taken.

10.0 ADJOURNMENT

There being no further business to be brought before the Board, it was the consensus of the Board to adjourn the meeting at 3:41 p.m.

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

RESOLUTION OF THE BOARD OF TRUSTEES
OF HIGH TECH HIGH

CUSD ASSESSMENT APPEALS
2025 OCT 10 AM 9:12

APPOINTING THE OFFICERS OF HIGH TECH HIGH

WHEREAS, the Bylaws of High Tech High, a California nonprofit public benefit corporation (the “Corporation”), provide for the appointment of officers of the Corporation by the Board of Trustees of the Corporation (the “Board”);

WHEREAS, the Board has considered certain individuals to serve as officers of the Corporation and desires to elect officers of the Corporation for the meetings beginning June 23, 2025 and thereafter;

RESOLVED, that the Board hereby appoints the following individuals to serve in the positions set forth opposite their names with all of the rights and responsibilities attendant to such positions subject to the Board’s ultimate direction and control effective June 23, 2025:

Gary Jacobs	Chairman
Christine McComish	Secretary
Diana Cornejo-Sanchez	Chief Executive Officer
Roberta Norris	Chief Financial Officer/Treasurer
Isaac Jones	Chief Operations Officer
Janie Griswold	Chief Learning Officer

BANKING AND CHECK SIGNING AUTHORITY

WHEREAS, the Board desires to determine which of the officers have banking and check signing authority on behalf of the Corporation;

RESOLVED, that the Chairman, the Chief Executive Officer and the Treasurer of the Corporation are authorized to designate as depositories of the Corporation's funds one or more other banks, trust companies, or other financial institutions, and to open, keep, and close general and special accounts in such depositories;

RESOLVED FURTHER, that any officer of the Corporation is authorized to endorse checks, drafts, or other evidences of indebtedness made payable to the Corporation, but only for the purpose of deposit;

RESOLVED FURTHER, that all checks, drafts, and other instruments obligating the Corporation to pay money, including instruments payable to officers or other persons authorized to sign them, shall be signed on the Corporation's behalf by any one (1) of the Chairman of the Board, Secretary, Chief Executive Officer, Treasurer, or Chief Operations Officer, and, to the extent not already a signatory thereto, any one (1) of the Chief Executive Officer, Treasurer, or Chief Operations Officer.

RESOLVED FURTHER, that the authority hereby conferred shall remain in force until revoked by the Board and until written notice of such revocation shall have been received by any of the financial institutions where the Corporation holds accounts; and

RESOLVED FURTHER, that the Secretary is authorized to certify as to the continuing authority of these resolutions, the persons authorized to sign on behalf of the Corporation, and the adoption of the above financial institutions' standard form of resolutions, provided that said form does not vary materially from the terms of the foregoing resolutions.

GENERAL AUTHORIZATION

RESOLVED FURTHER, that any of High Tech High's officers may execute, verify, and file any and all documents, and may take any and all such actions, as are proper and necessary to effectuate the purposes of these resolutions.

Conflict of Interest Code
Supporting Documents for:

Metropolitan Transit System



**Metropolitan
Transit
System**

COSD CLERK OF THE BOARD
2025 OCT 28 AM 11:39

October 27, 2025

Olivia Tabor
Office of the Clerk of the Board of Supervisors
County of San Diego
1600 Pacific Highway, Room 402
San Diego, CA 92101

Dear Ms. Tabor:

Please note that the San Diego Metropolitan Transit System (MTS) amended Conflict of Interest (COI) Code, was approved by the MTS Board of Directors on October 16, 2025 at its regularly scheduled Board of Directors meeting. Please review and forward the amended COI Code to the Board of Supervisors for final approval. If you have any questions, please contact me at Lucia.Mansour@sdmts.com or (619) 557-4515.

Thank you.

Sincerely,

A handwritten signature in dark ink that reads "Lucia Mansour". The signature is fluid and cursive, with the first name "Lucia" being more prominent than the last name "Mansour".

Lucia Mansour
Clerk of the Board

1255 Imperial Avenue, Suite 1000, San Diego, CA 92101-7490 • (619) 231-1466 • sdmts.com

San Diego Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego. MTS is also the For-Hire Vehicle administrator for multiple cities in San Diego County.



SAN DIEGO METROPOLITAN TRANSIT SYSTEM

RESOLUTION NO. 25-12

**Resolution Of The Board Of Directors Of The San Diego Metropolitan
Transit System Adopting An Amended Conflict Of Interest Code Pursuant
To The Political Reform Act Of 1974**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000 et seq. (the "Act"), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the San Diego Metropolitan Transit System ("MTS") and requires all public agencies to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in MTS being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, the Board of Directors adopted a Conflict of Interest Code (the "Code") which was amended on September 12, 2024, in compliance with the Act; and

WHEREAS, subsequent changed circumstances within MTS have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update MTS's Code; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the Board of Directors of, the proposed amended Conflict of Interest Code was provided each designated employee and publicly posted for review at the offices of MTS; and

WHEREAS, a public meeting was held upon the proposed amended Conflict of Interest Code at a regular meeting of the Board of Directors on October 16, 2025, at which all present were given an opportunity to be heard on the proposed amended Conflict of Interest Code.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Board of Directors does hereby adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the General Counsel and available to the public for inspection and copying during regular business hours.

SECTION 2. The said amended Conflict of Interest Code shall be submitted to the Board of Supervisors of the County of San Diego for approval.

SECTION 3. The said amended Conflict of Interest Code shall become effective immediately after the Board of Supervisors approves the proposed amended Code as submitted.

PASSED, APPROVED AND ADOPTED this 16TH day of October, 2025, by the following vote:

AYES: Downey, Mendoza, Preciado, Bush, Leyba-Gonzalez,
Montgomery Stepp, Dillard, Hall, Elo-Rivera, Whitburn, Goble

NAYS:

ABSTAINING:

Absent: Fernandez, Foster, Vaus, Moreno



Chairperson
San Diego Metropolitan Transit System

Filed by:



Clerk of the Board
San Diego Metropolitan Transit System

Approved as to form:



General Counsel
San Diego Metropolitan Transit System

Resolution 25-12

**CONFLICT OF INTEREST CODE
OF THE
SAN DIEGO METROPOLITAN
TRANSIT SYSTEM**

CONFLICT OF INTEREST CODE

OF THE

SAN DIEGO METROPOLITAN TRANSIT SYSTEM

(Amended ~~September 12, 2024~~ October 16, 2025)

The Political Reform Act, (Government Code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 ~~California~~- Code of Regulations- Section 18730) that contains the terms of a standard model conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations ~~section~~-Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This ~~incorporation page, Regulation 18730~~ regulation and the attached Appendix designating positions and establishing disclosure categories shall constitute the conflict of interest code of the **San Diego Metropolitan Transit System (MTS)**.

All officials and designated positions shall file their statements of economic interests with MTS's **Executive Assistant/Clerk of the Board** as MTS's Filing Officer. The **Executive Assistant/Clerk of the Board** shall make and retain a copy of all statements filed by Members and Alternates of the Board of Directors, Chief Executive Officer and the Chief Financial Officer, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of San Diego. The **Executive Assistant/Clerk of the Board** shall retain the originals of the statements filed by all other designated positions. The **Executive Assistant/Clerk of the Board** will make all retained statements available for public inspection and reproduction during regular business hours (Gov. Code Section 81008).

APPENDIX

CONFLICT OF INTEREST CODE OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM

(Amended ~~September 12, 2024~~ October 16, 2025)

PART “A”

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

MTS Officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3, are NOT subject to MTS’s Code, but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments¹:

Board of Directors and Alternates

Chief Executive Officer

Chief Financial Officer

Deputy Chief Financial Officer

Investment Consultant

¹—Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Administrative Assistant II – Operations	5
Assistant Manager of Facilities	5
Assistant Manager of Field Operations	5
Assistant Superintendent of LRV Maintenance	5
Assistant Superintendent of Wayside Maintenance	5
Associate Transportation Planner	5
Business Systems Analyst (ALL)	5
Buyer	4
Chief Human Resources Officer	5
Chief Information Officer	5
Chief of Staff	1
Chief Operating Officer – Rail	1
Chief Operating Officer – Transit Services	1
Community Engagement Specialist	5
Contract Administrator (ALL)	4
Contract Operations Administrator	5
Controller	1, 2
Creative Design Manager	5
Deputy Director of Transit – Security & Passenger Safety	5
Deputy General Counsel	1, 2

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Director of Capital Projects	1, 2
Director of Contract Services & Passenger Facilities	3, 5
Director of Fare Technology and Operations	5
Director of Financial Planning & Analysis	1, 2
Director of Fleet and Facility Maintenance	5
Director of Human Resources	5
Director of LRV Maintenance	5
Director of Maintenance of Way (MOW)	5
Director of Marketing & Communications	5
Director of Planning & Scheduling	1, 2
Director of Rail Maintenance	5
Director of Rail Transportation	5
Director of Supply Chain & Operations	4
Director of Support Services	5
Director of Transit Security & Passenger Safety	5
Director of Transportation	1
Division Manager of Maintenance (ALL)	5
Environmental Health & Safety Manager	5
Executive Assistant (COO Bus)	5
Facilities Maintenance Supervisor	5
Facilities Supervisor (Bus)	5

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Fare Systems Administrator	5
Financial Analyst (Capital and Grants)	5, 9
Financial Analyst (Operating Budget)	4
Financial Analyst	4
Foreman	5
For-Hire Vehicle Administration Manger	5, 6
General Counsel	1, 2
Grant Analyst	5, 9
Grants Administrator	5, 9
Graphic Designer (ALL)	5
Information Security & Intelligence Engineer	5
Information Security Manager	5
Information Technology Development Manager	5
Information Technology Enterprise Architect (IoT)	5
Information Technology Operations Manager	5
Internal Auditor	4
<u>Learning and Development Manager</u>	<u>5</u>
Liability Claims Supervisor	1, 2
Maintenance of Way (MOW) Contracts and Budget Analyst	5
Manager of Rail Planning and Performance	5, 8
Manager of Benefits & Compensation	5

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Manager of Financial Planning and Analysis	1, 2
Manager of Government Affairs	1
Manager of Human Resources	5
Manager of Inventory Operations	4
Manager of Marketing and Communications	5
Manager of Operations – Transit Security and Passenger Safety	5
Manager of Paratransit & Mini Bus	5
<u>Manager of Planning and Analytics</u>	<u>5</u>
<u>Manager of Planning and Reporting</u>	<u>5</u>
Manager of Procurement	4
Manager of PRONTO and Passenger Support	5
Manager of Real Estate Assets	1, 2
Manager of Risk and Claims	1, 2
Manager of Safety (BUS)	5
Manager of Scheduling	5
Manager of Service Operations	5
Manager of Support Services	2, 3, 5
Manager of Talent Acquisition	5
Manager of Track and Structure	5
Manager of Training (Transportation)	5
Manager of Transportation Communication and Technology	5

LAW OFFICES OF
BEST BEST & KRIEGER LLP

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Multimedia Designer	5
Network Engineer III	5
Network Operations Manager	5
Office Support Coordinator	4
Principal Contract Administrator	4
Procurement Specialist (ALL)	4
Professional Standards Manager	7
Project Administrator	5
Project Engineer	1, 2
Project Manager (ALL)	1, 2
Public Relations Specialist	5
Quality Assurance Supervisor	5
Report Development Analyst	5
Revenue Maintenance Supervisor (ALL)	5
Revenue Operations Manager	5
Right of Way Permit Coordinator	2, 5, 6
Right of Way Permit Manager	2, 5, 6
SAP Software Developer	5
Security System Administrator	5
Senior Contract Operations Administrator	5
Senior Data Warehouse Engineer	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Senior Human Resources Analyst	5
Senior Project Manager (ALL)	1, 2
Senior Transportation Planner	1, 2
Service Desk Supervisor	5
Software Developer	5
Staff Attorney	1, 2
Superintendent of Facilities	5
Superintendent of LRV Maintenance	5
Superintendent of Wayside Maintenance	5
Supervisor of Maintenance Training	5
Supervisor of Paratransit & Mini Bus	5
Supervisor of Passenger Facilities	5
Technical Project Manager	5
Transit Asset Management Program Manager	2, 4, 9
Transit Store Supervisor	5
Worker's Compensation Analyst (ALL)	7
ZEV and Sustainability Manager	5

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

| Consultant and New Positions²

²_____ Individuals serving as a Consultant defined in Regulation 18700.3, or in a new position created since this Code was last amended that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

PART “B”

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which the designated is assigned.³ “Investment” means financial interest in any business entity (including a consulting business, or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of MTS.

Category 1: ~~All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, do business in or own real property within the jurisdiction of MTS. All investments, business positions in business entities and sources of income (including receipt of gifts, loans and travel payments).~~ Real property located within the jurisdiction as well as real property within two miles of the real property used by MTS or the potential site.

Category 2: ~~All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of MTS, including any leasehold, beneficial or ownership interest or option to acquire property. All interests in real property located within the jurisdiction as well as real property within two miles of the real property owned or used by the agency or potential site.~~

Category 3: All investments, ~~and~~ business positions in business entities, and sources of income, ~~(including receipt of gifts, loans and travel payments),~~ that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of MTS.

Category 4: All investments, ~~and~~ business positions in business entities, and sources of income, ~~(including receipt of gifts, loans and travel payments),~~ that provide services ~~(including training or consulting services),~~ products, materials, machinery, vehicles or equipment of ~~a~~ type purchased or leased by MTS.

Category 5: All investments, ~~and~~ business positions in business entities, and sources of income, ~~(including receipt of gifts, loans and travel payments),~~ that provide services ~~(including training or consulting services),~~ products, materials,

³ ——— This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions of the position. (Reg. 18730.1)

machinery, vehicles or equipment of ~~a~~-type purchased or leased by the designated position's department, unit or division.

Category 6: All investments, ~~and~~ business positions in business entities, and sources of income, ~~(including receipt of gifts, loans and travel payments)~~, subject to the regulatory, permit, or licensing authority of the designated position's department, unit or division.

Category 7: All investments, ~~and~~ business positions in business entities, and sources of income, ~~(including receipt of gifts, loans, and travel payments)~~, if such entities or sources have filed claims against MTS in the past 2 years, or have a claim pending before MTS.

Category 8: Disclose investments and business positions in business entities, and sources of income, ~~(including receipt of gifts, loans and travel payments)~~, that are located in, do business in, or own real property within the geographical area of, and within two miles of, the designated position's assigned project area.

Category 9: All investments, ~~and~~ business positions in business entities, and sources of income, including ~~receipt of~~ gifts, loans and travel payments, or income from a nonprofit or other organization, if the source is of the type to receive grants or other monies from or through MTS or its subdivisions.

Conflict of Interest Code
Supporting Documents for:
San Diego Association of
Governments (SANDAG)



September 30, 2025

Clerk of the Board of Supervisors
Attn: Conflict of Interest Code Update
1600 Pacific Highway Rm 402
San Diego, CA 92101

Dear Clerk of the Board of Supervisors:

Subject: SANDAG Conflict of Interest Code Amendment – September 2025

At its September 12, 2025, meeting, the SANDAG Board of Directors approved amendments to our Conflict of Interest (COI) Code. I have attached a copy of the staff report, voting slide, meeting minutes, final COI Code, and redlined COI Code.

This letter is a request to process and approve SANDAG's recent COI Code amendment.

Thank you for your time, and please let me know if you require additional information.

Sincerely,

A handwritten signature in black ink that reads "Michael Garcia". The signature is written in a cursive, flowing style.

MICHAEL GARCIA
Clerk of the Board

MGAR/jmw

Attachments:

1. Board Agenda and Staff Report, September 12, 2025
2. Board Vote Slide, September 12, 2025
3. Board Minutes for September 12, 2025
4. Final COI Code Amended September 2025
5. Red-line COI Code Amended September 2025



COSD CLERK OF THE BOARD
2025 SEP 30 PM3:56

Conflict of Interest Code

The Political Reform Act, Government Code Sections 81000, et seq., requires SANDAG to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendices in which officials, consultants and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of SANDAG.

The persons holding positions listed in the Appendix are designated employees, consultants, or officials. It has been determined that these persons make or participate in the making of decisions that may foreseeably have a material effect on financial interests. Designated persons shall file statements of economic interests with SANDAG when assuming or leaving their position and annually while holding the position. SANDAG will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Statements for all designated employees will be retained by SANDAG and provided to the Code Reviewing Body, the County of San Diego.

Appendix A
Table 1

Designated Positions	Disclosure Categories (see Appendix B)
Members, alternates, and/or advisory members of the Board of Directors; and/or Policy Advisory Committees; and/or committees and/or working groups making decisions influencing expenditure of public funds	1, 2, 4
Account Executive (I, II, Associate)	3, 4
Accountant (I, II, Associate, Senior)	3, 4
Administrative Analyst (I, II, Associate, Senior)	3, 4
Administrative Office Specialist	3, 4
<u>AI Architect</u>	<u>1, 2, 4</u>
Borders Program Manager	3, 4
Budget Manager	2, 4
Business Analyst (I, II, Associate, Senior, Principal)	3, 4
Business Services Supervisor	2, 4
Business Services Manager	1, 2, 4
Capital Development Project Manager	1, 3, 4
<u>Capital Program Manager</u>	<u>1, 2, 4</u>
<u>Capital Project Manager (Associate I, Associate II, Senior)</u>	<u>1, 2, 4</u>
Chief of Staff	1, 2, 4
Chief Deputy CEO	1, 2, 4
Chief Executive Officer	1, 2, 4
Chief Financial Officer	1, 2, 4
Clerk of the Board (Deputy Clerk)	1, 2, 4
Communications Manager	3, 4
Contracts and Procurement Analyst (I, II, Associate, Senior)	1, 2, 4
Counsel (Legal I, II; Associate Legal; Senior Legal; Deputy General; General)	1, 2, 4
Customer Service Manager	3, 4
Data Scientist (I, II, Associate, Senior, Principal)	3, 4
Deputy CEO, Business Operations	1, 2, 4

Designated Positions	Disclosure Categories (see Appendix B)
Deputy CEO, Planning, Programs, and Projects	1, 2, 4
Deputy Director	1, 2, 4
Deputy Independent Performance Auditor	1, 2, 4
Director (I, II, Senior)	1, 2, 4
Document Processing Specialist III	3, 4
Economic Research Analyst (I, II, Associate, Senior, Principal)	3, 4
Engineer (I, II, Associate, Senior, Principal)	1, 3, 4
Executive Assistant (I, II, Senior)	1, 2, 4
Executive Office Manager	1, 2, 4
Facilities/Maintenance Coordinator	3, 4
Finance Manager	1, 2, 4
Financial Analyst (I, II, Associate)	3, 4
GIS Analyst (I, II, Associate, Senior)	3, 4
Government Relations Analyst (I, II, Associate, Senior)	1, 2, 4
Grants Program Analyst (I, II, Associate, Senior)	1, 2, 4
Grants Program Manager	1, 2, 4
Graphic Designer (I, II, Associate, <u>Senior</u>)	3, 4
Human Resources Analyst (I, II, Associate, Senior, Principal)	3, 4
Human Resources Coordinator	3, 4
Independent Auditor (I, II, Associate, Senior, Principal)	1, 2, 4
Independent Performance Auditor	1, 2, 4
Information Systems Manager	3, 4
Information Systems Analyst (I, II, Associate, Senior)	3, 4
Information Systems Specialist (I, II, III)	3, 4
Landscape Maintenance Supervisor	3, 4
Maintenance and Facilities Supervisor	3, 4
Maintenance Field Technician (Senior)	3, 4
Manager of Business Administration and Operations	1, 2, 4

Designated Positions	Disclosure Categories (see Appendix B)
Manager of Contracts and Procurement Services	1, 2, 4
Manager of Data Science	3, 4
Manager of Financial Programming and Project Control	1, 2, 4
Manager of Governments Relations	1, 2, 4
Manager of Human Resources	1, 2, 4
Manager of Learning and Development	3, 4
Manager of Regional Information Services	3, 4
Manager of Regional Models	3, 4
Manager of Revenue and Project Control	1, 2, 4
Marketing Analyst (I, II, Associate, Senior)	3, 4
Office Services Specialist (II, III)	3, 4
Principal Technology Program Manager	3, 4
Programmer Analyst (I, II, Associate, Senior)	3, 4
Project Coordinator	3, 4
Project Development Program Manager	1, 2, 4
Public Communications Officer (I, II, Associate, Senior)	3, 4
Regional Planner (I, II, Associate, Senior, Principal)	1, 3, 4
Regional Planning Program Manager	1, 3, 4
Research Analyst (I, II, Associate, Senior, Principal)	3, 4
Researcher and Modeler (I, II, Associate, Senior, Principal)	3, 4
<u>Right of Way Agent (Associate, Senior)</u>	<u>1, 2, 4</u>
<u>Senior AI Engineer</u>	<u>1, 2, 4</u>
Senior Budget Program Analyst	2, 4
Senior Financial Programming and Project Control Analyst	1, 2, 4
Software Engineer (I, II, Associate, Senior, Principal)	3, 4
Systems Engineer (I, II, Associate, Senior)	3, 4
Technology Program Analyst (I, II, Associate, Senior)	3, 4
Toll Operations Supervisor	3, 4

Designated Positions	Disclosure Categories (see Appendix B)
TransNet Program Manager	1, 2, 4
<u>UX Designer (Associate, Senior)</u>	<u>3, 4</u>

Pursuant to California Government Code Section 82019, SANDAG consultants who pursuant to a contract with SANDAG, perform the same functions that would otherwise be performed by the persons designated in Table 1 of this document; who manage public investments; who grant agency approval to a contract or to the specifications for such a contract; or who decide whether the policies, standards, or guidelines for SANDAG have been met, also are required to fill out and submit a disclosure of financial interests. Those consultants are required to report in accordance with the disclosure categories shown in Table 2. Consultants will be designated and informed of their obligation to file disclosures whenever any person who, in the opinion of SANDAG, may reasonably be expected to make, participate in making, or in any way attempt to use his/her position as a "consultant" to influence a governmental decision in which the person might reasonably be expected to have a financial interest or perform services that entail the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest.

Table 2

Type of Consultant	Designated Position Title	Disclosure Categories (see Appendix B)
Bond Counsel	Consultant	2, 4
Disclosure Counsel	Consultant	2, 4
Lobbying	Consultant	1, 2, 4
Project Oversight	Consultant	1, 2, 4
Disadvantaged Business Enterprise Advisor	Consultant	2, 4
Labor Compliance Advisor	Consultant	2, 4
Financial Management Advisor	Consultant	1, 2, 4
Auditor	Consultant	1, 2, 4

Public Officials Who Manage Public Investments

The following positions also are listed below because the individuals holding these positions must file under Government Code Section 87200 as they are involved in the investment of public funds. These positions are listed here for informational purposes only:

Table 3

Public Official Description
Members and alternate members of the Board of Directors
Members and alternate members of the Policy Advisory Committees
Members and alternate members of committees or working groups making decisions influencing expenditure of public funds
Executive Director
Chief Deputy Executive Director
General Counsel
Chief Financial Officer
Director of Finance
Financial Management Consultant, Project Managers

Appendix B

When a designated person is required to disclose investment and sources of income, he or she need to disclose investments in business entities and sources of income that do business in SANDAG's jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction in the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction. Persons designated in Appendix A shall disclose their financial interests pursuant to the appropriate disclosure categories described in the table below.

Table 4

Disclosure Category	Description
1	Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by SANDAG.
2	Investments and business positions in business entities, and income, including loans, gifts,* and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by SANDAG.
3	Investments and business positions in business entities, and income, including loans, gifts,* and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the filer is assigned duties.
4	Investments and business positions in business entities, and income, including loans, gifts,* and travel payments, from sources that have filed a claim against SANDAG in the previous two years, or have a claim pending.

* Gifts with a value of less than \$50 aggregate per year are not reportable financial interests at SANDAG

Amended January 2010

Amended March 2012

Amended December 2013

Amended March 2015

Amended January 2016

Amended September 2016

Amended March 2018

Amended July 2019

Amended September 2019

Amended June 2020

Amended August 2022

Amended June 2023

Amended January 2024

Amended July 2024

Amended September 2025



Board of Directors Agenda

Friday, September 12, 2025, 9 a.m. - 1:30 p.m.

SANDAG Board Room

1011 Union Street, First Floor

San Diego, CA 92101

At SANDAG, we strive to make our meetings, events, and documents accessible to all. SANDAG Board of Directors, Policy Advisory Committee, and working group meetings are open to the public in person and/or virtually in accordance with the Ralph M. Brown Act. Many accommodations are automatically available at our public meetings.

Visit [SANDAG.org/meetingassistance](https://sandag.org/meetingassistance) for more information. For a printed version of the information on that web page, contact clerkoftheboard@sandag.org.

Attendees are subject to metal detector screening for weapons prohibited from the meeting per California Penal Code §171b. Review the SANDAG [Public Meeting Screening Policy](https://sandag.org/meetingassistance) and meeting conduct at [SANDAG.org/meetingassistance](https://sandag.org/meetingassistance) before attending. SANDAG offices are transit accessible. Public bike racks are available on the west side of the building.

Participate virtually via [Zoom](https://zoom.us). Webinar ID: 856 4117 8468
Telephone: Dial +1 669 444 9171

Public comments can be made in person or virtually or submitted online. Visit [SANDAG.org/meetingassistance](https://sandag.org/meetingassistance) for instructions.

Agendas and Meeting Materials

Access agendas and materials from the [SANDAG.org/calendar](https://sandag.org/calendar) event page for each meeting. An asterisk (*) next to an agenda item indicates that the Board of Directors also is acting as the San Diego County Regional Transportation Commission for that item. Printed agendas are available for review at the SANDAG Customer Service Center, 1129 La Media Road, San Diego, CA 92154. A limited number of printed agenda materials are provided at Board and committee meetings.

Language and Accessibility Services

Interpretation: Meetings are conducted in English, and simultaneous interpretation is provided in Spanish. Interpretation devices are provided at the meeting. SANDAG will provide simultaneous or consecutive interpretation in another language, including ASL, during public meetings or events upon request. Email languageassistance@sandag.org at least 72 business hours before the meeting or event.

Esta reunión se llevará a cabo en inglés, y se ofrecerá interpretación simultánea en español.

Free Language Assistance | Ayuda gratuita con el idioma | Libreng Tulong sa Wika | Hỗ trợ ngôn ngữ miễn phí | | | | |
Assistència lingüística gratuïta | | Assistance linguistique gratuite | | | |
Bilaashka ah | Безкоштовна мовна допомога | [SANDAG.org/languageassistance](https://sandag.org/languageassistance) | 619.699.1900

Closed captioning: Closed captioning is available via Zoom's Show Captions "CC" icon.

Other accommodations: For other ADA accommodations or alternative formats, contact clerkoftheboard@sandag.org or 619.699.1900 at least 72 business hours before the meeting. For TTY services, dial 711.

Legal Notices

Notice of nondiscrimination: SANDAG complies with Title VI of the Civil Rights Act, ensuring no discrimination based on race, color, or national origin. For complaints or inquiries, contact SANDAG's compliance officer at 619.699.1900, or file with the Federal Transit Administration or Federal Highway Administration. See Discrimination Complaint Procedures in SANDAG Board Policy No. 009.

SANDAG.org/nondiscrimination: SANDAG Notice of Nondiscrimination | Aviso de no discriminación de SANDAG | Abiso sa Hindi Pandiskrimina ng SANDAG | Thông cáo Không phân biệt đối xử của SANDAG | SANDAG | SANDAG: زي ميتلا مدع راعش

Compensation: Per Government Code §54952.3, legislative body members receive the following compensation for simultaneous or serial meetings attended: \$100 for Executive Committee, \$100 for Borders Committee, and \$150 for Board of Directors, pursuant to the SANDAG Bylaws; \$100 for Regional Transportation Commission pursuant to state law.

1. Call to Order

2. Non-Agenda Public Comments/Member Comments

Members of the public shall have the opportunity to address the Board of Directors on any issue within the jurisdiction of SANDAG that is not on this agenda. Public speakers are limited to three minutes or less per person. Public comments under this agenda item will be limited to eight public speakers. If the number of public comments under this agenda item exceeds eight, additional public comments will be taken at the end of the agenda. Board members and SANDAG staff also may present brief updates and announcements under this agenda item.

3. Consent

3.1 Approval of Meeting Minutes

Michael Garcia, SANDAG

ACTION: APPROVE

The Board of Directors is asked to approve the minutes from its July 25, 2025, meeting.

3.2 Policy Advisory Committee Actions

Francesca Webb, SANDAG

ACTION: APPROVE

The Board of Directors is asked to ratify the actions taken by the Policy Advisory Committees as noted in the report.

3.3 Meetings and Events Attended on Behalf of SANDAG

Francesca Webb, SANDAG

ACTION: INFORMATION

This report provides an update on meetings and events attended by Board members.

3.4 Conflict of Interest Code Updates

Robyn Wapner, SANDAG

ACTION: APPROVE

The Board of Directors is asked to approve the updated SANDAG Conflict of Interest Code.

3.5 Senate Bill 1 State of Good Repair Program: North County Transit District FY 2025-2026 Project List and Claim

Adrian Paniagua, SANDAG

ACTION: ADOPT

The Board of Directors is asked to adopt:

1. Resolution No. 2026-01, authorizing the submittal of the North County Transit District project listing under the FY 2025-2026 Senate Bill 1 (SB 1) State of Good Repair Program; and
2. Resolution No. 2026-02 approving the claim for the FY 2025-2026 SB 1 State of Good Repair Program for the North County Transit District.

3.6 Transportation Development Act Triennial Performance Audits

Brian Lane, SANDAG

ACTION: APPROVE

The Transportation Committee recommends that the Board of Directors authorize the Chief Executive Officer to:

1. Transmit the performance audit report of SANDAG to the Caltrans Director as required;
2. Certify in writing to the Caltrans Director that the performance audit of the transit operators located in the area under its jurisdiction have been completed;
3. Implement the performance audit recommendations pertaining to SANDAG Transportation Development Act activities; and
4. Transmit the other recommendations to the transit operators for implementation.

3.7 FY 2025 Annual Audit and Investigation Recommendation and Corrective Action Plan Report and Dashboard

Courtney Ruby, Independent Performance Auditor; Emilee Mullen, Associate Administrative Analyst

ACTION: INFORMATION

The Board of Directors is provided this report as information.

3.8 FY 2025 Annual Compilation of External Audit Recommendations

Courtney Ruby, Independent Performance Auditor

ACTION: INFORMATION

The Board of Directors is provided this report as information.

3.9 FY 2025 Annual Investigations Report

Courtney Ruby, Independent Performance Auditor

ACTION: INFORMATION

The Board of Directors is provided this report as information.

3.10 Review of Draft Board Agendas

Ariana Galvan, SANDAG

ACTION: APPROVE

The Board of Directors is asked to approve the draft agendas for the September 26, 2025, and October 10, 2025, Board of Directors meetings.

4. Closed Session

4.1 Closed Session: Conference with Legal Counsel Pursuant to Government Code Section 54956.9 (D)(4): Potential Initiation of Litigation (One potential case)

Amberlynn Deaton, Maria Rodriguez Molina, SANDAG

4.2 Closed Session: Conference with Legal Counsel – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (D)(2) (One Potential Case)

Amberlynn Deaton, SANDAG

5. Office of the Independent Performance Auditor FY 2026 Annual Audit Plan

Courtney Ruby, Independent Performance Auditor

ACTION: INFORMATION

The Board of Directors is provided this report as information.

6. Adjournment

The next Board of Directors meeting is scheduled for September 26, 2025, at 9 a.m.



Board of Directors Meeting Minutes

September 12, 2025, 9 a.m.
SANDAG Board Room
1011 Union Street, First Floor
San Diego, CA 92101

Voting Members
Present:

Chair Lesa Heebner (Solana Beach)
Vice Chair Joe LaCava (City of San Diego)
Second Vice Chair John Minto (Santee)
Councilmember Kevin Shin (Carlsbad)
Councilmember Cesar Fernandez (Chula Vista)
Councilmember Carrie Downey (Coronado)
Mayor Terry Gaasterland (Del Mar)
Councilmember Steve Goble (El Cajon)
Mayor Mitch McKay (Imperial Beach)
Mayor Bruce Ehlers (Encinitas)
Vice Mayor Lauren Cazares (La Mesa)
Mayor Alysson Snow (Lemon Grove)
Councilmember Luz Molina (National City)
Mayor Esther Sanchez (Oceanside)
Mayor Rebecca Jones (San Marcos)
Deputy Mayor Katie Melendez (Vista)
Supervisor Paloma Aguirre (County of San Diego)

Voting Members
Absent:

Mayor Dane White (Escondido)
Mayor Steve Vaus (Poway)

Others Present:

Council President Pro Tem Kent Lee (City of San Diego - Seat B)
Supervisor Joel Anderson (County of San Diego - Seat B)
Executive Director Dennis Keck (U.S. Department of Defense)
Gil Cabrera (San Diego County Regional Airport Authority)
Robin Joy Maxson (Association of Planning Groups)
Anna Shepherd (Department of Defense)

[Meeting Video](#)

Board of Directors Minutes September 12, 2025

1. **Call to Order**

Chair Heebner called the meeting to order at 9:03 a.m.

2. **Non-Agenda Public Comments/Member Comments**

Public Comments: Purita Javier, Cesar Javier, Allegedly Audra, Truth, Evelyn Lopez, Blair Beekman, Paul Henkin, Consuelo.

Member Comments: Mayor Jones, Gil Cabrera, Chair Heebner, Supervisor Aguirre, Second Vice Chair Minto.

Chief Executive Officer Mario Orso provided an update on agency activities.

3. **Consent**

Public Comments: Cesar Javier, Truth, Allegedly Audra, Paul Henkin, Consuelo, Blair Beekman.

Motioned by: Mayor Sanchez

Seconded by: Councilmember Molina

to approve Consent Agenda Item Nos. 3.1 - 3.10.

For (16): Chair Heebner, Vice Chair LaCava, Second Vice Chair Minto, Councilmember Shin, Councilmember Fernandez, Councilmember Downey, Mayor Gaasterland, Councilmember Goble, Mayor McKay, Mayor Ehlers, Mayor Snow, Councilmember Molina, Mayor Sanchez, Mayor Jones, Deputy Mayor Melendez, and Supervisor Aguirre

Absent (3): Mayor White, Vice Mayor Cazares, and Mayor Vaus

The motion passed. (16 to 0)

3.1 **Approval of Meeting Minutes**

Approved the July 25, 2025, meeting minutes.

3.2 **Policy Advisory Committee Actions**

Ratified the actions taken by the Policy Advisory Committees as noted in the report.

3.3 **Meetings and Events Attended on Behalf of SANDAG**

This report provided an update on meetings and events attended by the Board members.

3.4 **Conflict of Interest Code Updates**

Approved the updated SANDAG Conflict of Interest Code.

3.5 **Senate Bill 1 State of Good Repair Program: North County Transit District FY 2025-2026 Project List and Claim**

Adopted:

1. Resolution No. 2026-01, authorizing the submittal of the North County Transit District project listing under the FY 2025-2026 Senate Bill 1 (SB 1) State of Good Repair Program; and
2. Resolution No. 2026-02, approving the claim for the FY 2025-2026 SB 1 State of Good Repair Program for the North County Transit District.

3.6 Transportation Development Act Triennial Performance Audits

Authorized the Chief Executive Officer to:

1. Transmit the performance audit report of SANDAG to the Caltrans Director as required;
2. Certify in writing to the Caltrans Director that the performance audit of the transit operators located in the area under its jurisdiction have been completed;
3. Implement the performance audit recommendations pertaining to SANDAG Transportation Development Act activities; and
4. Transmit the other recommendations to the transit operators for implementation.

3.7 FY 2025 Annual Audit and Investigation Recommendation and Corrective Action Plan Report and Dashboard

This report was provided as information.

3.8 FY 2025 Annual Compilation of External Audit Recommendations

This report was provided as information.

3.9 FY 2025 Annual Investigations Report

This report was provided as information.

3.10 Review of Draft Board Agendas

Approved the draft September 26, and October 10, 2025, Board of Directors meeting agendas.

4. Closed Session

Public Comments: Allegedly Audra, Truth, Cesar Javier, Consuelo.

Chair Heebner adjourned the meeting to closed session for Agenda Item Nos. 4.1 and 4.2 at 10:05 a.m.

Chair Heebner resumed the open session at 12:19 p.m.

Board of Directors Minutes September 12, 2025

Board Counsel Alfred Smith reported that counsel received direction from the Board in closed session and there were no reportable actions.

4.1 Closed Session: Conference with Legal Counsel Pursuant to Government Code Section 54956.9 (D)(4): Potential Initiation of Litigation (One potential case)

4.2 Closed Session: Conference with Legal Counsel – Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (D)(2) (One Potential Case)

5. Office of the Independent Performance Auditor FY 2026 Annual Audit Plan

Independent Performance Auditor Courtney Ruby provided a presentation on the FY 2026 Annual Audit Plan.

Public Comments: Truth, Cesar Javier, Consuelo, Blair Beekman, Paul Henkin

6. Adjournment

The next Board of Directors meeting is scheduled for September 26, 2025, at 9 a.m.

Chair Heebner adjourned the meeting at 12:58 p.m.

Conflict of Interest Code
Supporting Documents for:
The Classical Academy



COSD CLERK OF THE BOARD
2025 SEP 30 AM 11:09

September 30, 2025

County of San Diego Board of Supervisors

1600 Pacific Highway, Room 402

San Diego, CA 92101

Attention: Loicia Ware, Board Assistant

Dear Ms. Ware:

Please accept the attached revised Conflict of Interest Code which was approved and adopted by The Classical Academy, Inc. Board on May 30, 2025. I have also attached Minutes from subsequent Board meetings confirming same.

I request the revised Code be submitted to the San Diego County Board of Supervisors for consideration and approval at its next meeting.

Do not hesitate to reach out if you need additional information.

Thank you,

Sejal Majithia, Director of Compliance

760.440.8429

smajithia@classicalacademy.com

REDLINED COPY - ONLY SUBSTANTIVE CHANGES REDLINED

PASSED and ADOPTED by the Governing Board of The Classical Academy, Inc. on the 30th day of May 2025, by the following vote:

Ayes: _____ Noes: _____ Absent: _____ Abstentions: _____ Status: _____



THE CLASSICAL ACADEMY, INCORPORATED.

CONFLICT OF INTEREST CODE

Incorporation by Reference of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730)

I. ADOPTION

~~The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.~~

The Classical Academy, Incorporated hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members and all other designated employees of The Classical Academy, Incorporated ("Charter School"), as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members, who hold positions that involve the making, or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and

incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing official shall make and retain a copy of the Statement and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Executive Director, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to the Board of Directors.

B. Governing Board Member Designated Employees

The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor shall the Corporation enter into any contract or transaction with any other corporation, firm, association, or other entity in which one or more of the Corporation's directors are directors and have a material financial interest).

EXHIBIT A - Designated Positions

Designated Position	Assigned Disclosure Category
Members of the Governing Board	1, 2, 3
Chief Executive Officer	1, 2, 3
Chief Communications Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Chief Human Resources Officer	1, 2, 3
Chief Information Officer	1, 2, 3
Chief Instructional Officer	1, 2, 3
Chief Operations Officer	1, 2, 3
Executive Director of Education Services	1, 2, 3
Director of Administration	1, 2, 3
Director of Compliance	1, 2, 3
Director of Facilities	1, 2, 3
Director of Fiscal Services	1, 2, 3
Director of Safety and Security	1, 2, 3
Director of Student Information	1, 2, 3
Director of Student Support Services	1, 2, 3
Director of Technology	1, 2, 3
Principal	1, 2, 3
Assistant Principal	1, 2, 3
Consultants/New Positions	±

Designated Position	Assigned Disclosure Category
Members of the Governing Board	1, 2
Chief Executive Officer	1, 2
Chief Academic & Innovation Officer	3
Chief Communications Officer	3
Chief Financial Officer	1, 2
Chief Human Resources Officer	3
Chief Information Officer	3
Chief Operations Officer	1, 2
Chief Schools Officer	3
Director of Administration	2
Director of Compliance	2
Director of Facilities	1, 2
Director of Fiscal Services	3
Director of Safety and Security	3
Director of Student Information	3
Director of Student Support Services	3
Director of Technology	3
Principal	3
Assistant Principal	3
Consultants/New Positions	*

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Chief Executive Officer or their designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer or their designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

EXHIBIT B - Disclosure Categories

~~Category 1~~

~~Designated positions assigned to this category must report:~~

- ~~a) Interests in real property that are located in whole or in part within a two-mile radius:~~
 - ~~◆ of any school district that has authorized a The Classical Academy charter school, or~~
 - ~~◆ of any facility utilized by The Classical Academy charter schools, or~~
 - ~~◆ of a proposed site for a The Classical Academy facility.~~
- ~~b) Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) of the type that engage in the purchase or sale of real property or are engaged in building construction or design.~~

CATEGORY 1

Persons in this category shall disclose all interest in real property which is located in whole or in part within two (2) miles of any facility utilized by The Classical Academy, Inc., including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions in, and sources of income (including gifts, loans and travel payments) that are from, business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type utilized by The Classical Academy, Incorporated.

CATEGORY 3

Persons in this category shall disclose all investments and business positions in, and sources of income (including gifts, loans and travel payments) that are from, business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type utilized by the designated position's department.



Public Board of Directors Meeting

The Classical Academy, Inc.

Serving Grades TK-12

Monday, September 8, 2025

3:30 pm – Public Board Meeting

Primary Meeting Location: Coastal Academy: 4096 Calle Platino, Oceanside, with Call in Zoom Option

Join by Zoom: (Audio only): <https://zoom.us/j/94275091388>

Join by Telephone: +1 669 444 9171 US – Meeting ID 942 7509 1388

This location is open to the public and the agenda will be posted at this site.

Please contact board@classicalacademy.com in advance of the meeting to request an opportunity to speak on Zoom. You may also request to speak in person prior to the start of the meeting.

You will be required to provide your name and telephone number.

You may also request reasonable accommodations to participate in the meeting.

BOARD AGENDA

All agenda items apply to The Classical Academy, Classical Academy Middle School, Classical Academy High School, Classical Academy High School Personalized Learning, Classical Academy Vista, Coastal Academy, and Coastal Academy High School. Detailed Board Meeting information is found on the [Board of Directors](#) page of our website.

#	Item	Speaker	Vote Required?
	Open	Session	
1	Open Meeting with the Pledge of Allegiance	Mark Reardon, Board Chair	No
2	Student and School Voice: Student Leader Updates - ASB Middle School Leader, Coastal Academy, TK-8 - ASB High School Leader, Coastal Academy High Principal Updates - Coastal Academy Principal - Coastal Academy High Principal	Student Name: Kailey Whiteside (Coastal Academy) Student Name: Anna Yagubyan (Coastal Academy High) Marcy Cashin, Principal, Coastal Academy, TK-8 Samantha Martinez, Principal, Coastal Academy High	No

3	Public Comment and Written/Oral Correspondence (limited to 4 minutes per person)	Sejal Majithia, Director of Compliance	No
4	Consent Agenda <ul style="list-style-type: none"> - Review and Approval of Past Minutes <ul style="list-style-type: none"> - Meeting of May 30, 2025 - Principal Campus Updates - JumpStart Conference Update - Fraud Prevention Policy - Updated 2025/2026 & 2026/2027 Academic Calendars - Updated 2025/2026 Board of Directors Meeting Calendar with additional Governance Workshop Scheduled for November 20, 2025 - Updated Independent Study Policy for 2025/2026 school year 	Mark Reardon, Board Chair	Yes
5	CEO Update <ul style="list-style-type: none"> - Celebrations and Appreciations - Strategic Plan & Priorities for 2025/2026 - 10 Year Employee Acknowledgement 	Kurtis Indorf, Chief Executive Officer	No
6	Strong Start Update <ul style="list-style-type: none"> - Home Office "Strong Start" - Facility Update 	Javi Dimas, Chief Operating Officer	No
7	Academic Data & Strategy <ul style="list-style-type: none"> - Preliminary 2024-2025 CAASPP/CAST Scores - Data-Driven Instruction at TCA - Insight to Impact 	Brett Williams, Chief Academic & Innovation Officer Danielle Diaz, Assessment and Data / Teacher Induction Coordinator	No
8	CFO Report: <ul style="list-style-type: none"> - Finance Update 	Carmen Coniglio, Chief Financial Officer	Yes
9	Resolution to approve J. Avendano to provide Speech - Language Pathology Services under a Variable Term Waiver	Melissa Morey, Chief Human Resources Officer	Yes
10	Resolution to Approve Coastal Academy Charter Renewal Submission and Designate the CEO as Lead Petitioner	Kurtis Indorf, Chief Executive Officer	Yes

Consent Agenda

- Review and Approval of Past Minutes
 - Meeting of May 30, 2025
- Principal Campus Updates
- JumpStart Conference Update
- Fraud Prevention Policy
- Updated 2025/2026 & 2026/2027 Academic Calendars
- Updated 2025/2026 Board of Directors Meeting Calendar with additional Governance Workshop Scheduled for November 20, 2025
- Updated Independent Study Policy 2025/2026



THE CLASSICAL ACADEMY

BOARD OF DIRECTORS			
Date	May 30, 2025	Call to Order	12 pm
Board Members Present:	Mark Reardon, Mark Donar, and Angie Mosteller		
Board Members Remote	Valerie Jauregui and Carlos Colorado		
Board Member Absent	None		
Speakers Present:	Kurtis Indorf, Danielle Diaz (remote), and Carmen Coniglio		
Note taker:	Sonia Ryan		

May 30, 2025

Roll Call/Meeting Opening

- | | |
|---------------------------------------------------------------|--------------------------------------------------------------|
| <input checked="" type="checkbox"/> Mark Reardon | <input checked="" type="checkbox"/> Angie Mosteller |
| <input checked="" type="checkbox"/> Mark Donar | <input checked="" type="checkbox"/> Carlos Colorado - Remote |
| <input checked="" type="checkbox"/> Valerie Jauregui – Remote | |

Board Member Valerie Jauregui participated in the meeting via teleconference from the publicly posted location at 17007 Jauregui Mountain View, Escondido, CA, 92027. This location was accessible to the public and included on the posted agenda in compliance with the Brown Act. All votes were taken by roll call and all other Brown Act requirements for teleconferencing were met.

Board Member Carlos Colorado participated in the meeting via teleconference from the publicly posted location at One World Trade Center, Suite 1100, Long Beach. This location was accessible to the public and included on the posted agenda in compliance with the Brown Act. All votes were taken by roll call and all other Brown Act requirements for teleconferencing were met.

1. Open Meeting

Mark Reardon, Board President, led the Board Members and audience with the Pledge of Allegiance.

2. Written and Oral Correspondence

Written: None Presented

Oral: None Presented

3: A-F Consent Agenda

A. Review and Approval of Past Minutes



THE CLASSICAL ACADEMY

- Meeting of March 19, 2025

B. Independent Study Policy, SY 2025/26

C. Suspension and Expulsion Policy

D. Conflict of Interest

E. FY 2024-25 Proposition 28: Arts and Music in School (AMS) Annual Report

F. Revised Uniform Complaint Policy

Motion	Moved	Second	Vote	Passed	Denied
Motion to accept items A-F from the Consent Agenda.	Mark D.	Angie	5-0	✓	

☒ Mark Reardon

☒ Mark Donar

☒ Valerie Jauregui - Remote

☒ Angie Mosteller

☒ Carlos Colorado - Remote

New Business

5. LCAP Adoption

Kurtis Indorf, Chief Executive Officer requested that the Board of Directors accept the LCAP Budget and Annual Update, which was presented at the 5/19/25 minutes.

Motion	Moved	Second	Vote	Passed	Denied
To accept the LCAP Budget and Annual Update, which was presented at the 5/19/25 minutes.	Mark R.	Valerie	5-0	✓	

☒ Mark Reardon

☒ Mark Donar

☒ Valerie Jauregui - Remote

☒ Angie Mosteller

☒ Carlos Colorado - Remote

6. CFO Financial Presentation

Carmen Coniglio, Chief Financial Officer, shared a Financial Report, which covered an Attendance Overview, Consolidated Financials for 2024-2025, the Governor's May Revisions, and the FY 2025-2026 Proposed Budget, which included Projected Enrollment, Budget Considerations, SB740 Requirements, and the Budget by Charter School.

Motion	Moved	Second	Vote	Passed	Denied
To accept the Financial Report for 2024-2025.	Mark R.	Mark D.	5-0	✓	



THE CLASSICAL ACADEMY

Motion	Moved	Second	Vote	Passed	Denied
To accept the FY 2025-2026 Proposed Budget.	Mark R.	Mark D.	5-0	✓	

- | | |
|---------------------------------------------------------------|--------------------------------------------------------------|
| <input checked="" type="checkbox"/> Mark Reardon | <input checked="" type="checkbox"/> Angie Mosteller |
| <input checked="" type="checkbox"/> Mark Donar | <input checked="" type="checkbox"/> Carlos Colorado - Remote |
| <input checked="" type="checkbox"/> Valerie Jauregui - Remote | |

Adjournment

Meeting Adjourned at 12:47 pm.

Motion	Moved	Second	Vote	Passed	Denied
To close 5/30/25 BOD Meeting.	Mark R.	Valerie	5-0	✓	

- | | |
|---------------------------------------------------------------|--------------------------------------------------------------|
| <input checked="" type="checkbox"/> Mark Reardon | <input checked="" type="checkbox"/> Angie Mosteller |
| <input checked="" type="checkbox"/> Mark Donar | <input checked="" type="checkbox"/> Carlos Colorado - Remote |
| <input checked="" type="checkbox"/> Valerie Jauregui - Remote | |

Next regularly scheduled meeting is Monday, September 8, 2025, at 3:30 pm, at Coastal Academy High School.

Conflict of Interest Code
Supporting Documents for:
Urban Discovery Academy



COSI ASSESSMENT APPEALS
2025 OCT 8 PM2:45

October 8, 2025

VIA EMAIL TO:
FORM700@SDCOUNTY.CA.GOV

Clerk of the Board
San Diego County Board of Supervisors
ATTN: Conflict of Interest Filings
1600 Pacific Highway, Room 402
San Diego, CA 92101

Re: Amended Conflict of Interest Code for Urban Discovery Academy

Dear Clerk of the Board:

Urban Discovery Academy is a California nonprofit public benefit corporation that operates a public charter school by the same name—Urban Discovery Academy. Our charter school is authorized by the San Diego Unified School District and located wholly within San Diego County. The San Diego County Board of Supervisors (“Board of Supervisors”) serves as the code reviewing body for our Conflict of Interest Code adopted in compliance with the Political Reform Act. On September 3, 2025, the governing board of Urban Discovery Academy tentatively approved an amendment to our Conflict of Interest Code, which we submit for review and approval by the Board of Supervisors. The amended code is provided as Attachment 1 to this letter.

The Board of Supervisors approved our Conflict of Interest Code on November 15, 2022. At that time, the name of our nonprofit corporation was Urban Discovery Schools. On July 16, 2025, our governing board approved changing the name of our nonprofit corporation to Urban Discovery Academy, in order to sync our nonprofit corporation’s name with our school’s name. As part of this approval, our governing board directed the school staff to review and amend governing documents, such as our articles of incorporation and conflict of interest code, and to seek the appropriate filings and approvals to reflect the updated name. A copy of our amended Articles of Incorporation reflecting the name change, and filed with the California Secretary of State on July 21, 2025, is provided as Attachment 2 to this letter.

In accordance with the Political Reform Act, the proposed amendment to our Conflict of Interest Code that reflects the updated nonprofit corporation name was presented to and tentatively approved by our governing board on September 3, 2025. A copy of the agenda and minutes from our September board meeting is provided as



Attachment 3 to this letter. A redline/strikeout version of the code, comparing the 2022 code to the 2025 code, is provided as Attachment 4 to this letter. The primary changes to the code are to reflect the nonprofit corporation's name change from Urban Discovery Schools to Urban Discovery Academy.

In addition, we made two minor updates to the designated positions in the code. The Chief Operations Officer/Chief Executive Officer position is now known as the Superintendent/Chief Executive Officer. The job description and responsibilities for this position have not changed—this was simply a change in the position's title. Also, the Chief Academic Officer position was eliminated and has therefore been deleted from the code. These changes are also reflected in the redline/strikeout version of the code in Attachment 4.

We previously submitted the amended code, along with a biennial review cover sheet, to the Clerk of the Board's office, which is why October 1, 2025 is stamped by the clerk on the code in Attachment 1 to this letter. At the guidance of the Clerk of the Board, we are now submitting our code and attachments with this cover letter as a complete package. We understand this is all you need for the County's review and approval by the Board of Supervisors, but please let me know if you have any questions or need anything else.

Sincerely,

A handwritten signature in black ink that reads "Jenni Owen".

Jenni Owen
Superintendent/Chief Executive Officer
Urban Discovery Academy

Attachment 1 – Amended Conflict of Interest Code
Attachment 2 – Amended Articles of Incorporation
Attachment 3 – Governing Board Agenda and Minutes
Attachment 4 – Redline/Strikeout Comparison of Code

Local Agency Amendment

COSD CLERK OF THE BOARD
2025 OCT 1 AM 5:27

Name of Agency: Urban Discovery Schools

Mailing Address: 840 14th Street

Contact Person: Jenni Owen Phone No. 619-788-4668

Email: jowen@urbansd.com Alternate Email: ceo@urbansd.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

☒ An amendment is required. The following amendments are necessary:

(Check all that apply.)

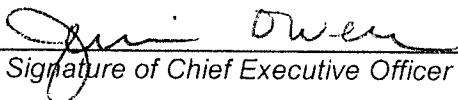
- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (describe) Change the name of the organization from Urban Discovery Schools to Urban Discovery Academy

☐ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

9/3/2025

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors
Attention: Biennial Review
1600 Pacific Highway, Room 402
San Diego, CA 92101**

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

www.fppc.ca.gov
FPPC Advice: advice@fppc.ca.gov (866.275.3772)
Page 1 of 1

**AMENDED AND RESTATED
ARTICLES OF INCORPORATION
OF
URBAN DISCOVERY SCHOOLS**

CUSD ASSESSMENT APPEALS
2025 OCT 8 PM 2:46

The undersigned hereby certify that:

1. They are the president and the secretary, respectively, of Urban Discovery Schools, a California nonprofit public benefit corporation (California Entity No. 2994315).
2. The articles of incorporation of the corporation are amended and restated to read as follows:

ARTICLE I

The name of the corporation is Urban Discovery Academy.

ARTICLE II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purposes of this corporation are:

- i. To oversee, manage, operate, advise, guide, direct, promote, support and hold charters or contracts for one or more public schools in the State of California;
- ii. To exercise all rights and powers conferred by the laws of the State of California upon nonprofit corporations, including, but without limitation thereon, to raise funds, to receive gifts, devises, bequests and contributions, in any form, and to use, apply, invest, and reinvest the principal and/or income therefrom or distribute the same for the above purposes; and
- iii. To engage in any other activity that is incidental to, connected with or in advancement of the foregoing purposes and that is within the definition of charitable and educational for purposes of Section 501(c)(3) of the Internal Revenue Code, provided, the powers of the corporation shall never be inconsistent with the purposes of the corporation stated above or the Constitution of the United States or the State of California.

ARTICLE III

A. This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate in or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

C. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended; or (b) a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, as amended.

ARTICLE IV

A. The property of this corporation is irrevocably dedicated to charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law) and meeting the requirements of Section 214 of the California Revenue and Taxation Code, and no part of the property, assets, profits or net income of this corporation shall ever inure to, or for the benefit of, or be distributed to, any director, officer or other private person.

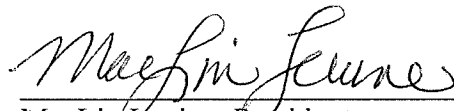
B. Upon the winding-up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of this corporation, the remaining assets shall be distributed to a California organization organized and operated exclusively for charitable and educational purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code, and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, as amended, and which maintains or participates in, or is eligible to maintain or participate in, a governmental plan under Section 414(d) of the Internal Revenue Code, or to a state or political subdivision of a state, or to an agency or instrumentality of a state thereof, or as otherwise allowable under applicable law.

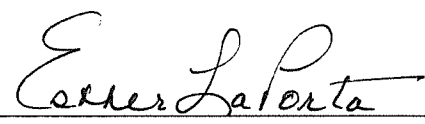
3. The foregoing amended and restated articles of incorporation have been duly approved by the corporation's board of directors.

4. The corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of their own knowledge.

Dated: July 16, 2025


MaeLin Levine, President


Esther LaPorta, Secretary



COSD ASSESSMENT APPEALS
2025 OCT 8 PM2:46

Designed to Make a Difference

Governing Regular Board Meeting Notice

Notice is hereby given that the Urban Discovery Academy, Inc. will hold a Regular Board Meeting as listed below.

Date

Wednesday, September 3rd, 2025

Time

5:30 – 8:00 PM

Location

840 14th St, San Diego, CA, 92101

Call in Location: 1400 Park Blvd., San Diego, CA 92101

Call in Location: 27755 Golden Leaf Place, Escondido CA 92026

Special Needs

If you have special needs because of a disability which makes it difficult for you to participate in the meeting or you require assistance or auxiliary aids to participate in the meeting, please contact **Urban Discovery Academy at 619-788-4668**. Urban Discovery will attempt to accommodate your disability.

Public Input

Public input on specific agenda items will occur when the specific item is called and after there is a motion and second on the item. Any person wishing to speak on non- agenda items can do so during the public comment time on the agenda. Speaking time shall generally be limited to three minutes per-speaker with no more than 15 minutes per-topic. Please submit a "Board Meeting Public Speakers Form" request form prior to the start of the board meeting. The form is available on our website at www.urbansd.com under [Board Agenda and Governance](#) under our quick links. Please submit the form to the email address ceo@urbansd.com.



Regular Board Meeting Agenda

09.03.2025

1. Open Session (5:30 p.m.)

- 1.1. Call to Order & Establishment of Quorum
- 1.2. Approval of Agenda
- 1.3. Public Comment

Public input on specific agenda items: Any person of the public desiring to speak shall be allowed to speak during public comment time on non-agenda items and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board President. Agenda speakers will be limited to three minutes.

2. Consent Agenda (5:35 p.m.)

- 2.1. Approval of Regular Meeting Minutes: July 16, 2025
- 2.2. Contracts and Agreements Entered Since Last Meeting
 - 2.2.1. SDCOE/Aspire Network Agreement
 - 2.2.2. National Federation of Teaching Entrepreneurship
 - 2.2.3. Learning A-Z/Raz Kids Agreement
 - 2.2.4. Go Guardian Agreement

3. Updates (5:35 p.m.)

- 3.1. Budget Review: Joanna Han & Ellen Ogley, Ed Tec
- 3.2. UDA Foundation Updates: Ed Abeyta
- 3.3. Administrative Updates: Jenni Owen
- 3.4. Community Engagement Initiative: Ron Dyste & Lori Martinez

4. Discussion and Informational Items (6:05 p.m.)

- 4.1. Draft SDUSD Site Visit
- 4.2. CYHBI Cohort 5 Fee Schedule Program
- 4.3. Parking
- 4.4. Annual Fundraising Campaign
- 4.5. Recruitment and Enrollment

5. Action Items (6:15 p.m.)

- 5.1. Appoint and Approve Lauren Ramers as General Board Member



Designed to Make a Difference

with a Term through February 2026

- 5.2. Approve 2024-25 Unaudited Actuals
- 5.3. Approve Instructional Minutes (Effective August 11)
- 5.4. Approve Engagement Letter with Nossaman/Chip Eady
- 5.5. Ratify Approval of Proposal from Christian Brothers Mechanical Services (AC Repair)
- 5.6. Approve Agreement with Center Stage Children's Theater
- 5.7. Approve Agreement with Villa Musica
- 5.8. Ratify Approval of Agreement with 90 Mile Consulting Services
- 5.9. Approval of Agreement with Mending Matters
- 5.10. Approve Updated Conflict of Interest Policy
- 5.11. Approve Title IX Policy and Grievance Procedures (July 2025)
- 5.12. Approve Updated Fiscal Policies
- 5.13. Approve Maintenance, Retention, and Destruction of Student Records Policy
- 5.14. Approve Record Retention and Disposal Policy
- 5.15. Approve Agreement with Edgenuity
- 5.16. Approval of the Charter Petition

6. Adjourn to Closed Session (7:20 p.m.)

The Governing Board may hold closed sessions only for purposes identified in law. The Board may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law (Government Code 54956.5, 54957.7, 54962). The purpose of closed session is to discuss confidential matters that are reserved for the Governing Board and their appointed counsel. Agenda items shall contain a brief general description of all closed session items to be discussed. All decisions made in closed session will be disclosed at the conclusion of the session.

- 6.1. Section § 54956.8(d): Conference with MaeLin Levine, Board President, acting real property negotiator
 - 6.1.1. 840 14th Street, San Diego, CA 92101
 - 6.1.2. 1400 Park Blvd., San Diego, CA 92101
 - 6.1.3. 865 13th Street, San Diego, CA 92101

7. Report Out of Closed Session on Any Action Taken



8. **Adjournment (7:30)**
9. **The Next Regular Board Meeting is October 15th, 2025, 5:30 pm, in the Conference Room at 840 14th Street, San Diego CA 92101.**



CUSD ASSESSMENT APPEALS
2025 OCT 8 PM2:46

Regular Board Meeting Minutes

Date

Wednesday, September 3, 2025

Time

5:30 p.m.

Location

This meeting was held in person at 840 14th Street, San Diego, CA 92101 in the Conference Room, with conference call from 1400 Park Blvd.

Call in Locations:

1400 Park Blvd., San Diego, CA 92101

1. Open Session (5:30 p.m.)

1.1. Call to Order & Establishment of Quorum

Board Members in Attendance:

Dr. Ed Abeyta; Dr. Ann Hart; Esther LaPorta; MaeLin Levine; Lauren Ramers

Board Members Not in Attendance: Ron Miriello

Staff in Attendance: Dr. Jenni Owen; Lori Martinez, Ron Dyste

Others in Attendance: Emilio Pack, Consultant

1.2. Approval of Agenda

Motion: Ann Hart made a motion to approve the board agenda.

Second: Esther LaPorta seconded the motion.

Member	Aye	Nay	Abstain	Absent
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Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X

1.3. Public Comment

No public comment provided.

2. Consent Agenda (5:30 p.m.)

- 2.1. Approval of Regular Meeting Minutes: July 15, 2025
- 2.2. Contracts and Agreements Entered Since Last Meeting
 - 2.2.1. SDCOE/Aspire Network Agreement
 - 2.2.2. National Federation of Teaching Entrepreneurship
 - 2.2.3. Learning A-Z/Raz Kids Agreement
 - 2.2.4. Go Guardian Agreement

Motion: Ann Hart motioned to approve the consent agenda, items #2.1, 2.2, 2.3, 2.4.

Second: Ed Abeyta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X

3. Updates (5:31 p.m.)

- 3.1. Budget Review: Joanna Han & Ellen Ogley, Ed Tec

No action to report.

3.2. UDA Foundation Updates: Ed Abeyta

No action to report.

3.3. Administrative Updates: Jenni Owen

No action to report.

3.4. Community Engagement Initiative: Lori Martinez & Ron Dyste

No action to report.

4. Discussion and Informational Items (5:51 p.m.)

4.1. Draft SDUSD Site Visit

No action to report.

4.2. CYHBI Cohort 5 Fee Schedule Program

No action to report.

4.3. Parking

No action to report.

4.4. Annual Fundraising Campaign

No action to report.

5. Action Items (6:05 p.m.)

5.1. Appoint and Approve Lauren Ramers as General Board Member
with a Term through February 2026

Motion: Ann Hart made a motion to appoint and approve Lauren Ramers as
General Board Member.

Second: Esther LaPorta seconded the motion.

Member	Aye	Nay	Abstain	Absent
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Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X

5.2. Approve 2024-25 Unaudited Actuals

Motion: Ed Abeyta made a motion to approve the 2024-25 Unaudited Actuals.

Second: Ann Hart seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.3. Approve Instructional Minutes (Effective August 11)

Motion: Ann Hart made a motion to approve the Instructional Minutes (Effective August 11).

Second: Esther LaPorta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			

Miriello				X
Ramers	X			

5.4. Approve Engagement Letter with Nossaman/Chip Eady

Motion: Esther LaPorta made a motion to Approve Engagement Letter with Nossaman/Chip Eady

Second: Ann Hart seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.5. Ratify Approval of Proposal from Christian Brothers Mechanical Services (AC Repair)

Motion: Ann Hart made a motion to ratify the approval of the proposal from Christian Mechanical Services (AC Repair).

Second: Ed Abeyta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X

Ramers	X			
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5.6. Approve Agreement with Center Stage Children's Theater

Motion: Ann Hart made a motion to approve the Agreement with Center Stage Children's Theater.

Second: Esther LaPorta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.7. Approve Agreement with Villa Musica

Motion: Ann Hart made a motion to

Second: Ed Abeyta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.8. Ratify Approval of Agreement with 90 Mile Consulting Services

Motion: Esther LaPorta made a motion to ratify the approval of Agreement with 90 Mile Consulting Services.

Second: Ann Hart seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.9. Approval of Agreement with Mending Matters

Motion: Ann Hart made a motion to Approve the Agreement with Mending Matters.

Second: Ed Abeyta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.10. Approve Updated Conflict of Interest Policy

Motion: Ed Abeyta made a motion to Approve the Updated Conflict of Interest Policy.

Second: Ann Hart seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.11. Approve Title IX Policy and Grievance Procedures (July 2025)

Motion: Ann Hart made a motion to approve the Title IX Policy and Grievance Procedures (July 2025).

Second: ED Abeyta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.12. Approve Updated Fiscal Policies

Motion: Esther LaPorta made a motion to approve the Updated Fiscal Policies.

Second: Ann Hart seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			

Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.13. Approve Maintenance, Retention, and Destruction of Student Records Policy

Motion: Ann Hart made a motion to approve the Maintenance, Retention, and Destruction of Student Records Policy.

Second: Esther LaPorta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.14. Approve Record Retention and Disposal Policy

Motion: Ann Hart made a motion to approve the Record Retention and Disposal Policy.

Second: Ed Abeyta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			

LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.15. Approve Agreement with Edgenuity

Motion: Ed Abeyta made a motion to approve the Agreement with Edgenuity.

Second: Ann Hart seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

5.16. Approval of the Charter Petition

Item Tabled

6. Adjourn to Closed Session (6:37 p.m.)

6.1. Section § 54956.8(d): Conference with MaeLin Levine, Board President, acting real property negotiator

6.1.1. 840 14th Street, San Diego, CA 92101

6.1.2. 1400 Park Blvd., San Diego, CA 92101

6.1.3. 865 13th Street, San Diego, CA 92101

7. Return to Open Session and Readout of Closed Session Items (7:16 p.m.)

7.1. Report on any reportable action from Closed Session.

No action to report.

6. Adjournment (7:21 p.m.)

Motion: Ann Hart made a motion to adjourn the meeting.

Second: Esther LaPorta seconded the motion.

Member	Aye	Nay	Abstain	Absent
Abeyta	X			
Hart	X			
LaPorta	X			
Levine	X			
Miriello				X
Ramers	X			

The Next Board Meeting is a Regular Board Meeting and is scheduled for October 15, 2025 at 5:30 p.m. in person at 840 14th Street, San Diego CA 92101.



COSD ASSESSMENT APPEALS
2025 OCT 8 PM2:46

CONFLICT OF INTEREST CODE OF URBAN DISCOVERY ACADEMY

1. Standard Code of FFPC

The Political Reform Act of 1974 (Government Code 81000 et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. As a local government agency, Urban Discovery ~~Schools Academy~~ is therefore required to adopt such a code. The Fair Political Practices Commission ("FFPC") has adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a model conflict of interest code, which can be incorporated by reference as an agency's code. After public notice and hearing, the regulation may be amended by the FFPC to confirm to amendments in the Political Reform Act.

2. Adoption of Standard Code of FFPC

The terms of 2 Cal. Code of Regs. 18730 and any future amendments to it duly adopted by the FFPC are hereby adopted and incorporated herein by reference. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of Urban Discovery ~~Schools Academy~~. This code shall take effect when approved by the Board of Supervisors for the County of San Diego, and shall thereupon supersede any and all prior codes adopted by Urban Discovery ~~Schools Academy~~.

3. Filing of Statements of Economic Interest

Pursuant to Section 4 of the model code set forth in 2 Cal. Code of Regs. 18730(b), designated employees set forth in the Appendix shall file statements of economic interests (Form 700) with the Secretary of Urban Discovery ~~Schools Academy~~. Upon receipt of the statements of the members of the Board of Trustees, the Secretary shall make and retain copies and forward the originals of these statements to the Clerk of the Board of Supervisors for the County of San Diego. Statements for all other designated employees shall be retained by the Secretary.

APPROVED AND ADOPTED by the Board of Trustees of Urban Discovery ~~Schools Academy~~ on the 26th day of March, 2009.

AMENDED by the Board of Trustees of Urban Discovery ~~Schools Academy~~ on the 17th day of August, 2016.

AMENDED by the Board of Trustees of Urban Discovery ~~Schools Academy~~ on the 19th day of September, 2018.

AMENDED by the Board of Trustees of Urban Discovery ~~Schools Academy~~ on the 21st day of October, 2020.

AMENDED by the Board of Trustees of Urban Discovery ~~Schools Academy~~ on the 20th day of July, 2022.

~~AMENDED by the Board of Trustees of Urban Discovery Academy on the~~
~~day of August, 2025.~~

President, Urban Discovery ~~Schools Academy~~

ATTEST:

Secretary, Urban Discovery ~~Schools Academy~~

APPENDIX TO CONFLICT OF INTEREST CODE OF URBAN DISCOVERY ~~Schools~~ Academy

Preamble

Any person designated in Section I. of this Appendix who is unsure of any right or obligation arising under this code may request a formal opinion or letter of advice from the FPPC or an opinion from Urban Discovery ~~Schools' Academy's~~ legal counsel. (Gov. Code 83114; 2 Cal. Code of Regs. 18730(b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code 83114(a).)

Opinions rendered by legal counsel to Urban Discovery ~~Schools~~ Academy do not provide any statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to, consider a requesting party's reliance on such legal counsel's opinion as evidence of good faith. In addition, Urban Discovery ~~Schools~~ Academy may consider whether such reliance should constitute a mitigating factor to any disciplinary action that Urban Discovery ~~Schools~~ Academy may bring against the requesting party under Gov. Code 91003.5.

I. Designated Positions

<u>Designated Employees</u>	<u>Categories Disclosed</u>
Members of the Board of Trustees	1, 2
Chief Operations Officer <u>Superintendent</u> /Chief Executive Officer	1, 2
Chief Academic Officer	1, 2
Principals	3
President	1, 2
Secretary	1, 2
Treasurer	1, 2
Consultants ¹	1, 2

¹With respect to consultants, the President may determine in writing that a particular consultant, although a "designated employee" is hired to perform a range of duties that is limited in scope and thus is not required to comply with the written disclosure requirements described in these categories. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The President's determination is a public record and shall be retained for public inspection by Urban Discovery ~~Schools~~ Academy in the same manner as this Conflict of Interest Code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

II. Disclosure Categories

Category 1

Designated positions assigned to this category must report:

All interests in real property which are located in whole or in part within two (2) miles of any facility utilized by an Urban Discovery ~~Schools Academy~~ charter school, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property. Persons are not required to disclose property used primarily as their residence.

Category 2

Designated positions assigned to this category must report:

All investments and business positions in business entities or sources of income (including gifts, loans, and travel payments) that are from business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent, or distribute school supplies, books, materials, school furnishings, or equipment, of the type utilized by Urban Discovery ~~Schools Academy~~.

Category 3

Designated positions assigned to this category must report:

All investments and business positions in business entities or sources of income (including gifts, loans, and travel payments) that are from business entities engaged in the performance of work or services, or sources that manufacture, sell, repair, rent, or distribute school supplies, books, materials, school furnishings, or equipment, of the type utilized by the designated position's department. For the purpose of this category, the department of a Principal is his or her entire school.