



Regular Meeting of the Board of Directors

Tuesday, June 13, 2017 6:00-9:00 PM

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 - a. Governance Committee Meeting Minutes (Draft) (Informational)
 - b. 2016/17 Navigator Board priorities
6. Strategic Plan Update (sent on 6/6/17)

Mission - Navigator Schools drives phenomenal student achievement by developing top tier teachers and leaders who consistently improve innovative classrooms and schools.

AGENDA

Regular Meeting of the Board of Directors

Tuesday, June 13, 2017 6:00PM

Hollister Prep School

881 Line Street, Hollister, CA

POSTED AT:

Teleconference locations
Gilroy Prep School Office
Hollister Prep School Office
Support Office
Websites

NOTE: Times listed for Agenda Items are estimates only. Actual times may vary substantially dependent on circumstances.

I. Procedural Items

	<u>Item</u>	<u>Objective</u>
A.	6:00 pm Call to Order, Attendance & Opening Remarks <i>Caitrin Wright, Chair</i>	Discussion
B.	6:05 pm Consent Agenda <ol style="list-style-type: none"> 1. May meeting minutes 2. Employment agreements 3. Wellness Plan <i>Caitrin Wright, Chair</i>	Action
C.	6:10 pm Public Comment on items not covered on the regular agenda <i>Caitrin Wright, Chair</i>	Discussion

II. Presentations, Discussion & Action Items

	<u>Item</u>	<u>Objective</u>
D.	6:20 pm CEO report <i>Kevin Sved</i>	Discussion
E.	6:35 pm Finance <ol style="list-style-type: none"> 1. Financial update <i>Bryan Adams</i> 2. Approval of Local Control Accountability Plans (2017-18) <ol style="list-style-type: none"> a. Gilroy Prep School Action b. Hollister Prep School Action <i>Kevin Sved</i> 3. Approval of 2017-2018 Budget <i>Joyce Montgomery, Treasurer</i> 	Discussion/Action Discussion
F.	7:20 pm Navigator Schools Strategic Plan Update <i>Kevin Sved & Andrew Bray</i>	Discussion/Action
G.	8:20 pm Governance <ol style="list-style-type: none"> 1. Board Priorities 2. Board Retreat Update 3. Election of officers for 2017-18 	

III. Close of Meeting

	<u>Item</u>	<u>Objective</u>
H.	8:30 pm Closed Session	Action
I.	9:00 pm Public Employment – CEO Evaluation Adjourn <i>Caitrin Wright, Chair</i>	Action

I. Procedural Items

Item

A. **Call to Order, Attendance and Opening Remarks – Meeting called to order 6:05**

Caitrin Wright, Chair

Attendance: Nora Crivello, JP Anderson, Alicia Gallegos-Fambrini, Caitrin Wright

Teleconference: Joyce Montgomery, John Glover (6:06)

B. **Consent Agenda**

Caitrin Wright, Chair

Consent Agenda amended to reflect just the March 14, 2017 minutes.

1. **March 14, 2017 meeting minutes**

Alicia moved, Nora 2nd, MSC to approve consent agenda.

C. **Public Comment on items not covered on the regular agenda**

Caitrin Wright, Chair

No public comment

II. Presentations, Discussion & Action Items

Item

D. **CEO Report**

Kevin Sved

Kevin presented the CEO report, thanking the Silicon Schools Fund for the Innovation Fellow funding. Nora suggested we share these types of announcements as part of our parent outreach. Alicia suggested we include Navigator's retention rate in our materials/data. Caitrin shared the importance of submitting solid charter renewals as we look to grow. Caitrin suggested June board meeting includes priority setting process for 17/18.

Board members commented on the good first outreach steps but want to see more targeted outreach next year, including hosting information open houses for the operators of the First Five & Head Start preschools.

E. **Finance**

Financial Update

2017/18 Preliminary Budget

Joyce Montgomery, Treasurer & Bryan Adams

Joyce reviewed financial picture/forecast. Board discussed need to include fundraising/philanthropy into budgeting process. Board opinion regarding need for external funding will be incorporated into strategic plan.

Local Control Accountability Plan (LCAP) Update

Kevin Sved

Kevin provided high level overview into LCAP process, including focus on state dashboard.

F. **Governance**

Committee Update

Conflict of Interest Code

Caitrin reviewed conflict of interest code and importance of putting a code into place to comply with the FPPC and authorizing districts. AGF moved to approve proposed conflict of interest code, Nora 2nd

JG – aye

Joyce –abstain

Motion passed.

Retreat Date

Caitrin Wright & Kevin Sved

CW Motion to August 17, 10:00am – 4pm – Navigator Schools Board retreat JP 2nd – Joyce, aye, John aye – Motion passed.

G. **Navigator Schools Strategic Plan**

Update

Proposed Greenlighting Framework

Kevin Sved & Andrew Bray

Andrew Bray provided an update on the Strategic Planning process. Kirsten Carr presented greenlighting framework with board members providing feedback for next steps & questions for considerations. Board and staff shared thoughts on readiness and ability to move forward. Staff, with consultant, Andrew Bray, will present the full plan to the board at the meeting in June.

H. **Facilities Update**

Authorization to Submit Applications for Charter School Facilities Program (Prop 51) *Kevin Sved*

Kevin shared current status of both sites (GPS/high speed rail & HPS/growth of R.O. Hardin & HPS middle school).

As Alpha Public Schools may apply for the same grant funding, John Glover recused himself from the conversation & the vote. Staff will follow up to confirm real vs. perceived conflict of interest for future conversations.

8:32 John Glover left the meeting.

Kevin shared proposed site map of new HPS. Next steps would include a formal proposal to HSD for a use agreement. Caitrin shared her support for applying for the grant, knowing there are other check points along the way. Alicia moved to approve submission of applications for charter school facilities program. Caitrin 2nd. Motion passed unanimously.

III. Close of Meeting

Item

- I. 8:55 pm **Adjourn Meeting**
8:44 meeting adjourned



AT-WILL EMPLOYMENT AGREEMENT
Between
NAVIGATOR SCHOOLS & NAME

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above named employee (“Employee”) and the Governing Board (“Board”) of Navigator Schools (“Navigator”), a California public charter school approved by the Gilroy Unified School District (“District”). The Board desires to hire employees who will assist Navigator in achieving the goals and meeting the requirements of Navigator’s charter. The parties recognize that Navigator is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992. The Board desires to engage the services of the Employee for purposes of assisting Navigator in implementing its purposes, policies, and procedures.

WHEREAS, Navigator and the Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. Navigator has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* Navigator has been duly approved by the District, according to the laws of the State of California.
2. Pursuant to Education Code section 47604, Navigator has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, Navigator is considered a separate legal entity from the District, which granted the charter. The District shall not be liable for any debts and obligations of Navigator, and the employee signing below expressly recognizes that he/she is being employed by Navigator and not the District.
3. Pursuant to Education Code section 47610, Navigator must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.
4. Navigator shall be deemed the exclusive public school employer of the employees at Navigator for purposes of Government Code section 3540.1.

_____ Employee’s Initials



B. EMPLOYMENT TERMS AND CONDITIONS

1. **Duties**

The Employee shall work in the position of [redacted]. The Employee will perform such duties as Navigator may reasonably assign and the Employee will abide by all Navigator policies and procedures as adopted and amended from time to time. The Employee further agrees to abide by the provisions of Navigator’s charter.

A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of Navigator.

2. **Work Schedule**

The work schedule for this position shall be Full Time. Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein. The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with Navigator.

3. **Compensation**

The annual compensation for this position shall be \$ [redacted] per year, to be paid monthly, subject to all regular withholdings, with an effective date of [redacted]. The Employee’s compensation may be prorated depending on whether the Employee remains employed, or in active work status, for the entire year. As an exempt employee, the Employee shall not be eligible to earn overtime.

4. **Employee Benefits**

The Employee shall be entitled to participate in designated employee benefit programs and plans established by Navigator (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be amended and modified by Navigator in its sole discretion.

_____ Employee’s Initials



5. **Performance Evaluation**

The Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually, on or about the anniversary date of employment with Navigator. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate the Employee shall not prevent Navigator from disciplining or dismissing the Employee at-will in accordance with this Agreement.

6. **Employee Rights**

Employment rights and benefits for employment at Navigator shall only be as specified in this Employment Agreement, Navigator's charter, the Charter Schools Act, and Navigator's Employee Handbook, which Navigator may amend and modify from time to time. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of Education. During the term of this Agreement, the Employee shall not acquire or accrue tenure, or any employment rights with Navigator.

7. **Licensure**

The Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

By executing this Agreement, the Employee acknowledges he/she is a child care custodian and is certifying that he/she has knowledge of California Penal Code section 11166 and will comply with its provisions.

_____ Employee's Initials



9. **Fingerprinting/TB Clearance**

Fingerprint clearance for the Employee will be acquired through submitting the Employee’s fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process. The Employee will be required to submit evidence from a licensed physician and/or licensed entity that he/she was found to be free from active tuberculosis. Both clearances need to be in place prior to the first day of service.

10. **Conflicts of Interest**

The Employee understands that, while employed at Navigator, he/she will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with Navigator.

11. **Outside Professional Activities**

Upon obtaining prior written approval of the Chief Executive Officer, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. Navigator shall in no way be responsible for any expenses attendant to the performance of such outside activities.

C. **EMPLOYMENT AT-WILL**

Navigator may terminate this Agreement and the Employee’s employment at any time with or without cause, with or without advance notice, and at Navigator sole and unreviewable discretion. Either party may immediately terminate this Agreement and the Employee’s employment upon written notice to the other party.

The Employee also may be demoted or disciplined and the terms of his/her employment may be altered at any time, with or without cause, at the discretion of Navigator. No one other than the Board of Navigator has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the terms of this Agreement, and any such agreement must be in writing and must be signed by the Board of Navigator and by the affected employee and must specifically state the intention to alter this “at-will” relationship.

_____ Employee’s Initials



In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

D. GENERAL PROVISIONS

1. **Waiver of Breach**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. **Assignment**

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. **Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. **Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with Navigator on the terms specified herein.

_____ Employee's Initials



2. All information I have provided to Navigator related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between Navigator and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Date: _____

Address: _____

Telephone: _____

Navigator Approval:

Date: _____
Principal, Gilroy Prep School

***This Employment Agreement is subject to ratification
and approval by the Governing Board of Navigator Schools.***



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Between
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2. **Work Schedule**

The work schedule for this position shall be [REDACTED] Time. The workdays for the Employee shall be consistent with the applicable calendar of workdays for this position and your daily schedule will be communicated to you by your supervisor. The current year schedule is attached hereto and incorporated by reference herein. The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with Navigator.

3. **Compensation**

The hourly pay for this position shall be \$ [REDACTED] per hour subject to all regular withholdings, with an effective date of [REDACTED]. As a non-exempt employee, the Employee shall be eligible to earn overtime with prior written approval from his/her supervisor. The employee shall be paid bi-weekly from which the Board shall withhold all statutory and other authorized deductions.

4. **Employee Benefits:**

The Employee shall be entitled to participate in designated employee benefit programs and plans established by Navigator (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be amended and modified by Navigator in its sole discretion.

5. **Performance Evaluation**

The Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually, on or about the anniversary date of employment with Navigator. The frequency of performance evaluation may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate the Employee shall not prevent Navigator from disciplining or dismissing the employee at-will in accordance with this Agreement.

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Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with Navigator.

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Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of Navigator. No one other than the Board of Navigator or designee has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of Navigator or designee and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

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2. All information I have provided to Navigator related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between Navigator and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Date: _____

Address: _____

Telephone: _____

Navigator Approval:

Dated: _____

Principal, Gilroy Prep School

*This Employment Agreement is subject to ratification
and approval by the Governing Board of Navigator Schools.*

GPS			HPS			Support Office		
Instructional Staff			Instructional Staff					
	GPS Teacher	GPS SGI		HPS Teacher	HPS SGI			
Kinder ELA	Stephanie Reese	Lien Roobroeck	Kinder ELA	Nick Bakich	Angela Smith		Chief Executive Officer	Kevin Sved
Kinder Math	Dyane Alcantar	China Nave	Kinder Math	Madelenne Burbank	Elizabeth Manzo		Chief Academic Officer	James Dent
1st ELA	Jen Hiser	Nereida Barron	1st ELA	Selene Sommer	Kaitlyn Large		Director of Student Services	Sharon Waller
1st Math	Kristen LaRussa		1st Math	Katie Peer	Kaitlyn Large		Director of Community Outreach	Kirsten Carr
2nd ELA	Valicity Hudson	Alma Christensen	2nd ELA	James Lotti	Elena Ceja		Director of Human Resources	Melissa Alatorre Alnas
2nd Math	Jessie Hill		2nd Math	Brianna Barnes	Elena Ceja		Director of IT and Operations	Benjamin Moeller
3rd ELA	Leanne May	Ashley Trout	3rd ELA	Amy Guerra	Irum Hanif		Business Analyst	Melynda Tan
3rd Math	Kristy Chaney		3rd Math	Stephanie Villalobos	Irum Hanif		Maintenance and Operations Manager	Fulgence Dulay
4th ELA	Jessica James	Kaylah Rabena	4th ELA	Stacie Mead	TBH	one full time	Student Information Systems Administrator	Javier Medina
4th Math	Brittany Templeton	Cheryl Seaberg	4th Math	Nancy Salazar	TBH		Special Projects Coordinator/Executive Assistant	TBH
5th ELA	Mariah Butron	Greg Lucio	5th ELA	Sam Klauer	Allison Stull		Accounting/Payroll Clerk	TBH
5th Math	Elvia Hernandez		5th Math	Roland Guerrero	Allison Stull		Community Engagement Facilitator	TBH
MS - ELA	Norma Mulchan	Monica Carillo	6th ELA	Ray Glass	Shawna			
MS - ELA	Marie LaRosa	Jesse Coggin	6th Math	Gabby Roldan	Shawna			
MS - Math	Leah Wick	Gregory Sanders						
MS - Math	Diana Price	Sharon Agduyeng (TnT)						
MS - Science	Vanessa Casteneda	TBH						
Principal	James Dent		Principal	Heather				
VP Academics	Crystal Toriumi		VP	Debbie				
VP Culture and Ops	Aimee Hubbard		Academic Dean	Andi Carey				
SPED	Tina Hill - RSP	Sonya Rios (Para)	SPED	Sharon Waller	Jessica Sanchez (RSP TnT)			
		Katie Hagopian (Para)			Nikki Dingman (Para)			
		Alex Heredia (Para)			Lupe Barajas (Para)			
		Heather McPherson (Para)			Gina Felice Muna (Para)			
Teachers in Training	Courtney Allen		Teachers in Training	Crystal Prado	TBH (Para)			
	Celeste Martinez			Carrie Fosdick				
	Kaylah Rabena			Earvin Bose				
	Alex Stewart							
Library/AR	Kristina Minoza		Librarian/AR	Mackenzie Hignel				
PE	Rahmi Abuelhaj		PE	TBH				
	Jacob Molina		Music (Wednesday)	TBH				
Speech	Natalie Ferreira							
Counselor	Eva Jimenez		Speech	Drew Seeley-LSH				
Office Manager	Alex Mijares		Counselor	Eva Jimenez				
Office Assistant	Teresa Silva		Office Manager	Rita Castaneda				
			Office Assistant	Al Gonzalez				
Custodian	Lydia Garcia		Custodian	Juan Rios				
	Juan Garcia							
	Miguel Gutierrez		Yard duty	Vicky Lahey				
Cafeteria	Mariana Esparza			Norma Orozco-Silva				
				Ana Lopez				
Yard duty	Lupe Olmos		Site Tech	Steven Rivera				
	Alicia Panuco							
	Maria Porras							
Site Tech	John Troncoso							

Gilroy Prep Wellness Policy 2017

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Pending Board Approval

Gilroy Prep Wellness Policy 2017 - 2018

Preamble

Gilroy Prep School (hereto referred to as the School) is committed to the optimal development of every student. The School believes students should have the opportunity to achieve personal, academic, developmental, and social success in a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

This policy outlines the School's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the School have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the School in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The School establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

The Wellness Policy in its entirety may be viewed in the School's Main Office. This policy applies to all students and staff in the School.

I. School Wellness Committee

Committee Role and Membership

The School will convene a representative School Wellness Committee (hereto referred to as the SWC) that meets at least three times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, periodic review, and update of this Gilroy Prep School Wellness Policy (heretofore referred as “Wellness Policy”).

The SWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; school health professionals (ex., health education teachers, school health services staff [i.e., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], mental health and social services staff [i.e., school counselors, psychologists, social workers, or psychiatrists]; school administrators (ex., principal, vice principal), school board members; health professionals (ex., dietitians, doctors, nurses, dentists); and the general public. To the extent possible, the SWC will include representatives that reflect the diversity of the community.

Leadership

The Principal or designee(s) will convene the SWC and facilitate development of and updates to the Wellness Policy, and will ensure the school’s compliance with this policy.

Name	Title	Email address	Role
Mariana Esparaza	Food Service Manager	mesparza@navigatorschools.org	SWC Committee Co-Chair
Alex Mijares	Office Manager	amijares@navigatorschools.org	SWC Committee Co-Chair
Ada Perales	Parent	Miemy11@yahoo.com	Committee Member
Toni Whedon	Parent	Toni.whedon@cbnorcal.com	Committee Member

The school has designated School Wellness Policy Coordinator(s), identified in the table above, who will ensure compliance with the Wellness Policy..

II. Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement

Implementation Plan

The School will develop and maintain a plan for implementation to manage and coordinate the execution of this Wellness Policy. The plan delineates roles, responsibilities, actions, and timelines, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. The school will reference the [Healthy Schools Program online tools](#) to complete a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation, and generate an annual progress report.

This Wellness Policy and the progress reports can be found at: <http://www.gilroyprep.org/>

Recordkeeping

The School will retain records to document compliance with the requirements of the Wellness Policy at Gilroy Prep School Main Office located at 277 I O O F Ave, Gilroy, CA 95020 and/or on the Gilroy Prep School website, <http://www.gilroyprep.org/>.

Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit SWC membership from the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of annual policy progress reports for the school; and
- Documentation of the triennial assessment of the policy;
- Documentation demonstrating compliance with public notification requirements, including: (1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and (2) Efforts to actively notify families about the availability of Wellness Policy.

Annual Progress Reports

The School will compile and publish an annual report to share basic information about the Wellness Policy and report on the progress of the school in meeting wellness goals. This annual report will be published around the same time each year in June. This report will include, but is not limited to:

- The website address for the Wellness Policy and/or how the public can receive and access copy of the Wellness Policy;
- A description of the school's progress in meeting wellness policy goals;
- A summary of the school's events or activities related to Wellness Policy implementation;

- The name, position, title, and contact information of the designated School Wellness Policy leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the SWC.

The annual report will be available in English, and translated into Spanish as requested.

The School will actively notify households/families of the availability of the annual report.

The SWC, will establish and monitor goals and objectives for the school's specific and appropriate content-specific components listed in Sections III-V of this policy.

Triennial Progress Assessments

At least once every three years, the School will evaluate compliance with the Wellness Policy to assess the implementation of the policy and include:

- The extent to which the School's Wellness Policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the School's Wellness Policy.

The position/person responsible for managing the triennial assessments contact information is Fulgence Dulay, Maintenance and Operations Manager, (408) 337-5445.

The SWC, in collaboration with the Principal, Vice Principal, and Academic Dean will monitor schools' compliance with this Wellness Policy.

The School will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The SWC will update or modify the Wellness Policy based on the results of the annual progress reports and triennial assessments, and/or as School priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and as new federal or state guidance or standards are issued. **The Wellness Policy will be assessed and updated as indicated at least once every three years, following the initial triennial assessment.**

Community Involvement, Outreach, and Communications

The School is committed to being responsive to community input, which begins with awareness of the Wellness Policy. The School will actively communicate ways in which representatives of SWC and others can participate in the development, implementation, periodic review and update of the Wellness Policy through a variety of means appropriate for the school. The School will also inform parents of the compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The School will use electronic means, such as email or displaying notices on the school's website, as well as non-electronic means, such as newsletters, presentations to parents, or sending hard copy information home to parents, to ensure that all families are actively notified of the content, implementation, and updates to the Wellness Policy, as well as how to get involved and support the policy. The School will ensure that communications are culturally and linguistically appropriate for the community, and accomplished through means similar to ways that the school communicates other important school information with parents.

The School will actively notify the public about the content of or any updates to the Wellness policy annually, at a minimum. The School will also use these mechanisms to inform the community about the availability of annual and triennial reports.

III. Nutrition

School Meals

Gilroy Prep School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. School meal programs aim to improve diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

The school participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and Afterschool Snack Program. The school is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The School offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices
- Participation in federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

Staff Qualifications and Professional Development

All school nutrition program staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* ("school campus" and "school day" are defined in the glossary). The School will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

The School is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.healthiergeneration.org/smartsnacks.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the extended school day will meet or exceed the state nutrition guidelines. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus should meet or exceed the state nutrition standards, including through:

1. Celebrations and parties.
2. Classroom snacks brought by parents; and
3. Rewards and incentives.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias.

The School will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

Nutrition Education

The School aims to teach, model, encourage, and support healthy eating by students. The School will provide nutrition education that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products
- Link with school meal programs, cafeteria nutrition promotion activities.

Essential Healthy Eating Topics in Health Education

The School will include in the health education area:

- The relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Eating a variety of healthy foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Importance of water consumption
- Importance of eating breakfast
- Reducing sodium intake

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the extended school day will meet or exceed the state nutrition standards.

III. Physical Activity

Children and adolescents should participate in physical activity every day. A substantial percentage of students' physical activity will be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities and the school is committed to providing these opportunities.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment in any circumstance(s).

To the extent practicable, the School will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The School will conduct necessary inspections and repairs.

Physical Education

The School will provide students with physical education, that is age-appropriate

All students will be provided equal opportunity to participate in physical education classes. The School will make appropriate accommodations to allow for equitable participation for all students.

Active Academics

The School will support classroom teachers incorporating physical activity.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

IV. Other Activities that Promote Student Wellness

The School will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The School will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes. Schools are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by the school curriculum experts.

Glossary:

Extended School Day - time during before and after school activities that includes clubs, intramural sports, dance, etc.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day - midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

Appendix A: School Level Contacts

School	Name	Title	Email Address	Role
GPS	Mariana Esparza	Food Service Manager	mesparza@navigatorschools.org	SWC Committee Co-Chair
GPS	Alex Mijares	Office Manager	amijares@navigatorschools.org	SWC Committee Co-Chair
GPS	Ada Perales	Parent	Miemy11@yahoo.com	Committee chair
GPS	Toni Whedon	Parent	Toni.whedon@cbnorcal.com	Committee chair

The School and Wellness Policy is committed to compliance with the U.S. Department of Agriculture's Anti-Discrimination requirements:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or e-mail at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.



Date: June 9, 2017

To: Board of Directors

From: Kevin Sved, CEO

Re: CEO Update

A) Priority: Build on and codify the existing academic excellence in schools

1. We have three Navigator site leaders and the CEO registered for the Relay School of Education professional leadership series scheduled for the SF Bay area.
2. Several members of the Educational Leadership Team attended the Building Trust in Fast Paced Environments at the CCSA Conference in March providing them with essential tools to improve the organizational health at both sites. GPS immediately put these practices into action through visual reminders of what trust looks like, consistently providing feedback to one another on Navigator values and behavior, and working on creating a true open communication setting. The actions have had immediate benefits with the team working together to address site concerns, plan for the future, and ensure staff buy-in for proposed changes. (See attached 13 WAYS TO BUILD TRUST IN A CHARTER SCHOOL.)
3. Please see attached Director reports.

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

1. Applications for the Charter School Facilities Program were submitted on June 5 for Gilroy Prep School and Hollister Prep School.
2. Please see attached Director reports.

C) Priority: Lead a thoughtful growth initiative

1. CEO and Consultant Andrew Bray had a conference call with the Charter School Growth Fund to review the draft Strategic Plan.
2. An application was submitted to participate in the Achievement First Charter Accelerator Program.
3. The Strategic Plan draft was completed with a comprehensive financial model.
4. Please see attached Director reports.

13 WAYS TO BUILD TRUST IN A CHARTER SCHOOL

1. Be generous in giving credit. Take responsibilities for mistakes.
2. Celebrate mistakes and failures as learning opportunities
3. Nip blame-gaming in the bud!
4. Find the "Right" level of management (macro vs. micro)
5. Include people in the decisions that impact them
6. Create a safe space for employees to air concerns
7. Have an intentional hiring process
8. Integrate team-building activities regularly
9. Celebrate successes (large and small) every day
10. Let go of pretense of power
11. Generate school-wide norms to create ideal atmosphere
12. Under promise and over deliver
13. Clarity of roles and responsibilities/Everyone knows who does what





Date: June 5, 2017

To: Kevin Sved

From: Kirsten Carr

Re: Community Outreach Activities

Update

Below is information on recent activities which directly support the goals and priorities of the Navigator Schools Board of Directors and leadership team.

1. Priority: Build on and codify the existing academic excellence in schools

The Christensen Institute & Project Impact:

Tom Arnett, Senior Research Fellow, Clayton Christensen Institute and members of the Public Impact staff visited HPS in May as part of a research project funded by the Chan Zuckerberg Initiative to study schools that are using innovative approaches to staffing to personalize learning for students. Tom was incredibly impressed by our approach when he visited GPS earlier in the year and thought Navigator would be a perfect inclusion in the project.

2. Priority: Lead a thoughtful growth initiative

Strategic Plan & LCAP outreach:

To share both the strategic plan and the LCAPs for both GPS and HPS as well as to solicit input and feedback, staff presented both to the GPS parent club, at a GPS bilingual parent coffee, the HPS parent club, HPS bilingual parent coffee, and to the staffs of both sites as part of a professional development day. Suggestions from the parents as well as staff were discussed and some then incorporated into the plan.



Date: 6/7/17

To: Kevin Sved, CEO

From: Sharon Waller

Re: Updates for Board Report

A) Priority: Build on and codify the existing academic excellence in schools

1. In a joint project with the IT Director, a website was created to describe the RtI/MTSS process and tools for Navigator Teachers to use. It is currently being tested by the student services staff for feedback before launching it officially with the entire Navi staff in Fall of 2017.
2. Plan to ensure the behavior side of MTSS (all Tiers) has initiatives for 2017 implementations, including Boys and Girls Club and a Parent Resource Fair.

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

1. Student Services staff leads will be regular reporting members of the site Educational Leadership Teams (ELT) to report on specific student services issues that concern the schools.
2. Codifying our attendance and truancy policies and procedures to increase attendance.
3. Hosted a student services retreat: addressed our role in Tier 3 students, our goals for improving our delivery to inclusion students through provision of modified materials, documented training needs for next year and discussed plans to visit exemplary inclusion model (s).
4. Created a 'white paper' description for our student services leaders describing our role in identifying students whose parents suspect dyslexia.

C) Priority: Lead a thoughtful growth initiative

1. With the HR Director, Student Services engaged in recruitment efforts to inspire qualified candidates to seek out Speech Pathology Assistant training so that they can take on these roles in our schools, due to the shortage of Speech Pathologists in our area. One Navi staff member has enrolled in the necessary training so far. In addition, one of our sped paraprofessionals has enrolled in a credentialing program to begin the coursework necessary for a clear Resource Specialist or Education Specialist Credential.
2. Attended SELPA webinar. Received updates on the following: Title IX requirements, Ed Code addition re: dyslexia screening and how term can be interchanged with some Specific Learning Disabilities in reading and/or identified through screening methods. SELPA will provide trainings in the Fall of 2017 and RSP caseload caps to remain at 28 students or a waiver would need to be obtained from our authorizer.
3. Counselor hired as 1.0 to assist both campuses with mental health services for students and in the creation of programs to increase our student's social emotional health and to support families in their search for community resources.



Date: June 9, 2017

To: Kevin Sved, CEO

From: Benjamin Moeller, Director of IT & Operations

Re: Update on IT & Operations

A) Priority: Build on and codify the existing academic excellence in schools

1. This year was the best year for online testing for SBAC for our Navigator School's. Apart of the success was the IT support both sites had. With collaboration with the site leadership team, the Site Techs worked relentlessly every day to make sure devices were charged and ready to go. On average only 2% of school wide devices had technical issues that were able to be resolved within five minutes or less.
2. Classroom daily success not only relies on our teachers and SGIs, but our site techs as well. If technology stops working it could cause a disruption in classroom or even stop the classroom. We pride ourselves on keeping the classrooms technology running every day. Our current customer satisfaction score is 98% and our urgent issue resolve turnaround time is 2 hours or less. Usually, our site techs are able to be in the classroom within 5 minutes or less from a teacher reporting a classroom issue. This speed and superior customer service has a positive effect on our classrooms daily success.

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

1. This year for the first time ever, the school office managers, SIS admin, manager of operations and maintenance, and the director of IT and operations held a standing meeting once week to discuss current and future needs. These meetings enabled the team to work together to solve problems and create solutions around student information, enrollment, attendance, school operations, school maintenance, and school information technology. At the same time the team used a planning tool to plan out from one week to six months ahead. The team concluded their last 16-17 meeting last week and every team member expressed the delight and excitement to continue the team meetings for next school year.
2. In the middle of this year the Operations and IT departments were combined. Two new positions were created, operations and maintenance manager and student information systems admin. The new positions were created to create a stronger focus and accountability on student information systems, along with a more reliable operations and maintenance department. Since, the two departments became one and added the new positions, the school offices have been supported on a regular basis and have been brought into the planning of best practices and procedures. The two schools are now more aligned than ever before. Operations and maintenance are now being conducted in a thoughtful manner and responsibilities are shared with the school sites bringing

alignment between the support office and school sites, allowing for site specific needs to be addressed promptly. The new information technology operations maintenance (ITOM) department and with the new positions, have allowed a new foundation to be built with support from the school sites, enabling collaborative relationships and stronger focus to safe and compliant schools.

3. The director of human resources and director of IT and operations had a seamless experience working together on the Navigator Schools calendars. The office managers, school leadership teams, and directors all gave input on the calendars.
4. For the first time ever, an end of year staff ITOM handbook was created to communicate effectively to staff about end of year and summer procedures and expectations. The director of IT and Operations lead the creation of the handbook and collaborated with the ITOM team, school office managers, and vice principals. All contributors were in support of the handbook. The handbook was presented in person to each schools staff and the handbook was well received. Teachers were pleased with how much consideration was put in to their needs and the accommodations made for them.

C) Priority: Lead a thoughtful growth initiative

1. Almost six months ago the IT department transformed into the information, technology, operations, and maintenance (ITOM) department. The two technology support technicians were both promoted. One to Student Information Systems Administrator and the other to Operations and Maintenance Manger. Two more Technology Support Technicians were hired. Along, with the transition to the ITOM department, a Food Service employee and custodians joined the department. The department went from having 3 team members to now a total of ten team members. Just this month, the SIS Admin was promoted to IT Admin and one Technology Support Technician was promoted to full time. All of these changes and additions are in line with creating a sustainable and successful ITOM department to better serve the existing school sites and to prepare for more schools down the road. The key members of the ITOM department meet once a week to continue to build ITOM processes and procedures. School leaders meet with various members of the ITOM department at least once week to keep a strong collaborative relationship between the support office and school sites. For next year, The ITOM team looks forward to building even stronger relationships with the school sites to provide the complete solution and provide superior customer service.

Navigator Schools Directors 2017-2018 Calendar

July

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

JULY

4	Independence Day - Legal Holiday
19-31	Required Work Days
24	School Admins & Office Mgr. Return
31	Required Work Day
31	Navi 101 (new staff)

August

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

AUGUST

1 - 18	Required Work Days
1 - 4	Navi 101 (new staff)
7 - 11	Navi 201 (all staff)
14-15	Staff Work Days
16	First Day of School

September

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER

4	Labor Day - Legal Holiday
8	Quarterly Off-Site
11	Staff PD Day - Required Work Day

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

OCTOBER

27	Staff PD Day - Required Work Day
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November

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

NOVEMBER

10	Veterans Day Observed - Legal Holiday
22	Organizational Holiday
23	Thanksgiving - Legal Holiday
24	Organizational Holiday

December

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

DECEMBER

1	Quarterly Off-Site
22	Organizational Holiday
25	Christmas - Legal Holiday
26-27	Organizational Holiday
28-29	Non-Work Days

January

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

JANUARY

1	New Years Day - Legal Holiday
3	Required Work Day
4-5	Staff PD Days - Required Work Days
15	Martin Luther King Jr. Day - Legal Holiday
31	Special Off-Site

February

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

FEBRUARY

1	Special Off-Site
19	Presidents Day - Legal Holiday

March

S	M	T	W	T	F	S
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH

26-29	CCSA
30	CCSA Debrief/Quarterly Off-Site

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

APRIL

May

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

MAY

4	Quarterly Off-Site
28	Memorial Day - Legal Holiday

June

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE

14 - 28	Required Work Days
22	School Admins & Office Mgr. Last Day

	Required Work Day
	Organizational Holiday
	Non-Work Day
	Legal Holiday

M-F Work Days	260
Legal Holiday	9
Required Holiday	2
Organizational Holiday	5
*Scheduled Non-work days	18
Working Days	226

*Up to 8 days of the non-work days can be used on instructional days.





Date: June 2017

To: Kevin Sved, CEO

From: Melissa Alatorre Alnas, Director of Human Resources

Re: Human Resources Update

Below you will find information (categorized by Board Priority) on the projects, activities, and tasks that have been occupying the HR office in recent months:

A) Priority: Build on and codify the existing academic excellence in schools

1. *Talent Recruitment*: Through posting position vacancies (Navigator website, EdJoin, Indeed), attending university job fairs, and employee referral...hiring for sites (2017-18 school year) and Support Office is nearly complete. It is HR's goal to have all school site positions filled by the last day of school.
2. *Performance Improvement Plan, Change in Relationship Site Support*: To ensure that academic excellence in schools continues and improves, HR has supported site leaders in documenting staff performance issues and, when necessary, implementing termination meetings.
3. *Credential and Permit Audit*: HR is currently in the process of implementing a credential audit, to ensure that all instructional staff meet legal requirements.

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

1. *Professional Development Collaboration*: In partnership with fellow organizational leaders, plan 2017-18 (and beyond) professional development in the following areas: leadership development and growth, professional expectations, and wellness.
2. *Navigator Health*: HR consistently supports all levels of Navigator Schools staff to ensure optimum organizational health. Some of the support includes: troubleshooting issues with staff, 'practicing' difficult conversations with leaders as they prepare to meet with staff, and keeping an 'ear to the ground' and inquiring about how HR may support issues that seem to be 'brewing'.
3. *Benefits*: In collaboration with Alliant, HR has examined current organizational needs and reviewed recent staff feedback in order to present strong benefits recommendations to the CEO. Recommendation work is currently in process.
4. *TB Audit*: HR is currently in the process of reviewing all TB expiration dates. Staff with expired or nearly expired TB clearance will be notified to update their TB clearance and turn in paperwork supporting clearance by August 01, 2017.

C) Priority: Lead a thoughtful growth initiative

1. *Recruitment and Hiring Process*: Over the past year, HR has (with input from colleagues) codified a recruitment and hiring process that will ensure consistency in future Navigator talent recruitment and hiring.

2. *Mission & Values Revisit*: In partnership with fellow organizational leaders, HR is in the process of planning and implementing activities to re-visit Navigator Schools current Mission & Values statements. The activities seek input from all stakeholders (students, families, staff, Board) and will result in refined Mission & Values statements that partner with a strong 5-Year Strategic Plan.



Special Projects Coordinator/Executive Assistant

Reports to:

CEO

FLSA Status:

Exempt

WHO WE ARE

Navigator Schools is a network of public charter schools that operates two high performing K-8 schools in the South Bay Area. Navigator is committed to closing the achievement gap through highly effective, student focused teaching methods, and boasts some of the top test scores in California. Navigator operates a growing network of schools, with campuses currently in Gilroy and Hollister.

OUR MISSION

Navigator Schools drives phenomenal student achievement by developing top tier teachers and leaders who consistently improve innovative classrooms and schools.

ROLE SUMMARY

The Special Projects Coordinator/Executive Assistant provides highly responsible work for the CEO, Board of Trustees, and its officers and committees. Work requires the exercise of initiative, independent judgment and advanced administrative skills to a wide range of work situations often involving highly sensitive and confidential information. Work also involves a high level of contact with department heads, Board of Trustees, committees, partners, stakeholders, and the general public. Works under the general supervision of the Chief Executive Officer.

The ideal candidate will work collaboratively with Navigator Schools Chief Executive Officer, Support Office and site staff, hold self to high expectations, and uphold Navigator Schools culture at all times.

Essential Duties & Responsibilities

EXECUTIVE SUPPORT

- Reporting directly to the CEO, the Board & Committee Liaison provides daily executive support in a one-on-one working relationship, including managing the CEO's phone line, coordinating meetings, and performing general administrative tasks ☐
- Composes and prepares correspondence and presentation materials for the CEO ☐
- Assists with monitoring board and committee related tasks that require the CEO's ☐attention ☐



- Acts as a secondary point of contact and source of committee related advice/guidance for senior management ☐
- Supports senior management in preparation for committee and community meetings ☐
- Serves as staff contact and attends Board or community meetings as requested by CEO
- Supports CEO in researching gaps in current Board policy and supporting CEO to work with Board Chair and appropriate committees to develop, review, and adopt needed Board Policies
- Assists CEO in preparing for attending, or coordinating various community/public meetings ☐
- Supports CEO in applying for grants and other fundraising related tasks.
- Performs other duties as assigned by the CEO

BOARD SUPPORT ☐

- Manages online portal / warehouse for Board Materials
- Determines physical and logistical requirements for Board and committee meetings ☐
- Receives incoming Board and committee correspondence, determining proper course of action and prepares replies ☐
- Serves as Assistant Secretary of the Board, maintains corporate and legal files, keeps all official records of Board activities (meeting minutes and agenda packets, resolutions, etc.), including those of board committees, ensures files and records are available both internally and externally as appropriate ☐
- Responds to routine Board and committees requests on various issues and informs committees of Board requests and decisions ☐
- Researches and prepares summaries for Board on various issues; prepares, assembles materials and ensures timely delivery of Board and other meeting materials as time permits ☐
- Works closely with senior management and Board Advisory Committees to collect and analyze information, draft written reports, and prepare presentations for review by the Board ☐

COMMITTEE MANAGEMENT, SUPPORT & OVERSIGHT

- Facilitates scheduling of volunteer committee member vetting processes ☐
- Tracks current committee members' term expirations and manages committee rosters and contact information ☐
- On an ongoing basis, conduct orientations and trainings to new individual committee members, full committees, and board on board-related policies and procedures ☐



- Continually monitors and evaluates the agendas, minutes, operational processes and strategic focus of advisory committees. □
- Periodically attends committee meetings.

GENERAL

- Maintains regular and reliable attendance, abides by established policies and procedures, and, when necessary, attends meetings and responds to requests during evenings and weekends. □
- Performs other duties and responsibilities as assigned. □

WEB SITE SUPPORT □

Through website, adheres to compliance with the Brown Act and the publication of organizational documents, including Board Resolutions, meeting agendas, minutes, time/date/location of meetings, etc. for the Board of Trustees and its committees. □

SUPERVISORY RESPONSIBILITIES

This position supervises Support Office administrative support and may supervise interns and/or temporary or seasonal employees, and volunteers as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. □

EDUCATION & EXPERIENCE

- BA or equivalent plus a minimum of three years of progressively responsible administrative experience and/or training
- Experience working in a charter management organization or other public school environment preferred

SKILLS & ABILITIES

- The ability to communicate clearly and effectively orally and in writing
- Highly proficient in the use of Microsoft Office applications
- Advanced skill in the use of word processing, electronic mail and calendar software applications
- Considerable knowledge of modern office procedures and practices; correct punctuation, spelling, and grammatical usage; filing, indexing, and cross-referencing methods; and types and uses of common office materials and machines



- Skilled in planning and organizing work, setting priorities, managing multiple tasks simultaneously, meeting critical deadlines, following up on assignments, and directing the work of others
- Must be able to work effectively under pressure with frequent interruptions
- Must be able to understand and carry out oral and written instructions; establish and maintain cooperative and effective relationships with those contacted in the course of work
- Exercise excellent customer service skills at all times
- Must possess a valid driver's license and good driving record

PRE-EMPLOYMENT PROCESS

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance.

Working Conditions

ENVIRONMENT

Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions.

PHYSICAL REQUIREMENTS

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and while presenting.

NON-DISCRIMINATION POLICY

Navigator Schools does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.



Community Engagement Facilitator

Reports to:

Director of Community Outreach

FLSA Status:

Exempt

WHO WE ARE

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OUR MISSION

Navigator Schools drives phenomenal student achievement by developing top tier teachers and leaders who consistently improve innovative classrooms and schools.

ROLE SUMMARY

The Navigator Schools Community Engagement Facilitator plays a key role in developing awareness and cultivating Navigator Schools' advocacy in targeted communities of need. This position supports Navigator's strategy to engage and invest in parent/community leadership to ensure Navigator is building a strong base of parents, families, and community members to assist in broadening Navigator's impact. This position works under the direct supervision of the Director of Community Outreach.

The ideal candidate will have the ability to connect and collaborate with families and leaders in communities of interest, will work collaboratively with Navigator Schools Director of Community Outreach, Support Office and site staff, hold self to high expectations, and will uphold Navigator Schools culture at all times.

ESSENTIAL DUTIES

- Develop and manage relationships with a broad base of constituents from communities of interest (including faith-based institutions, public officials, local government agencies, social services agencies, teachers and school leaders) in order to grow support in districts of interest
- Identify, train and develop community leaders in the principles and practices of community organizing in order to build parent leadership capacity in communities of interest
- Implement community organization by coordinating and facilitating cooperative efforts in communities of interest
- Conduct one-on-one visits with parents and community members every week



- Plan and organize parent and/or community meetings every week
- Research opportunities in the community where Navigator can interact with the community of interest (farmers' markets, festivals, sporting events, etc.)
- Participates in weekly update meetings with the Director of Community Outreach
- Plan and coordinate large public forums and meetings, led by parent leaders
- Support the Director of Community Outreach in other outreach efforts such as fundraising and development

GENERAL RESPONSIBILITIES

- Maintains regular and reliable attendance, abides by established policies and procedures, and, when necessary, attends meetings and responds to requests outside of normal work hours ☐
- Performs other duties and responsibilities as assigned ☐

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ☐

EDUCATION & EXPERIENCE

- Minimum 3 years relevant experience
- Experience in a fast-paced, highly analytical, entrepreneurial environment – with ability and desire to help shape a new role and flexibly shift responsibilities over time as the role and department evolve

SKILLS & ABILITIES

- Proficiency in Spanish
- The ability to communicate clearly and effectively orally and in writing
- Demonstrate ability to build strong relationships with diverse stakeholders and communities
- Work experience in underserved communities
- Passion for creating world-class school options for families in underserved communities
- Skilled in planning and organizing work, setting priorities, managing multiple tasks simultaneously, meeting critical deadlines, following up on assignments
- Must be able to work effectively under pressure with frequent interruptions
- Must be able to understand and carry out oral and written instructions; establish and maintain cooperative and effective relationships with those contacted in the



course of work

- Ability to write and speak clearly and persuasively, including speaking in small and large settings
- Highly proficient in the use of word processing, electronic mail and calendar software applications
- Possess a valid driver's license, good driving record, and a reliable, insured vehicle

PRE-EMPLOYMENT PROCESS

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance.

Working Conditions

ENVIRONMENT

Office, field and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions.

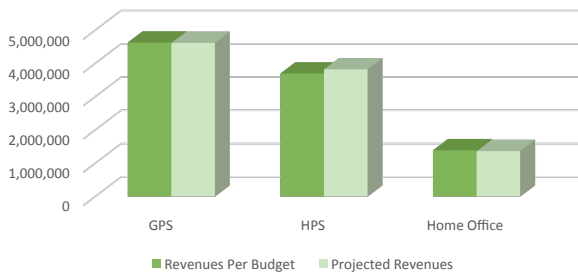
PHYSICAL REQUIREMENTS

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and while presenting.

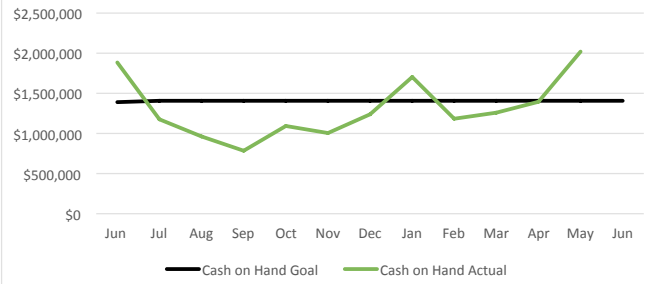
NON-DISCRIMINATION POLICY

Navigator Schools does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

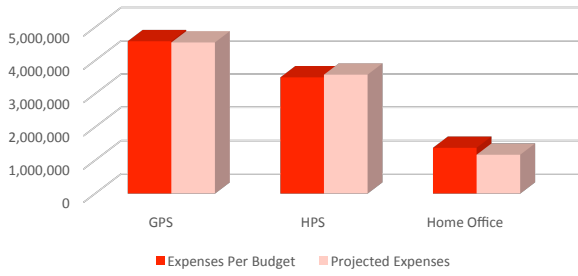
Revenue Report



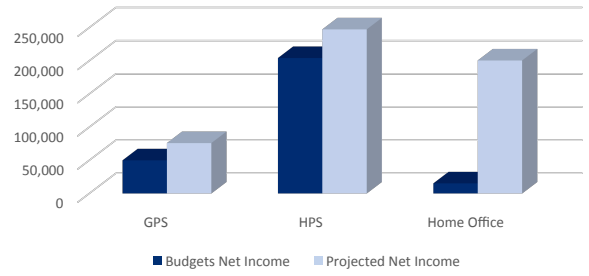
Cash Balance - Month End



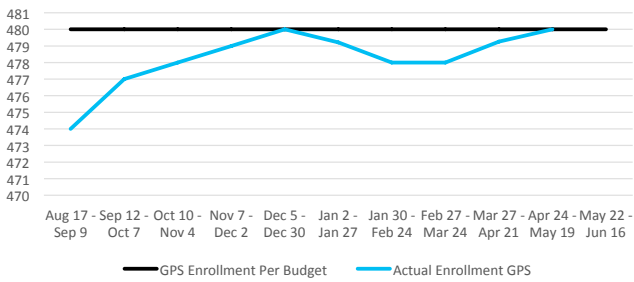
Expense Report



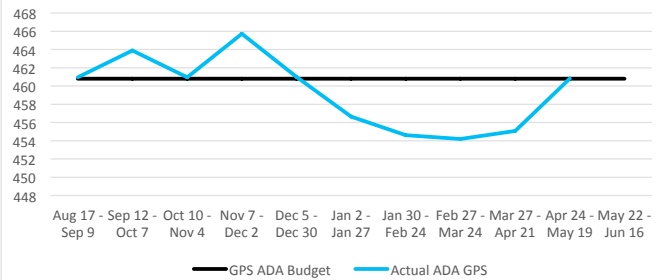
Net Income



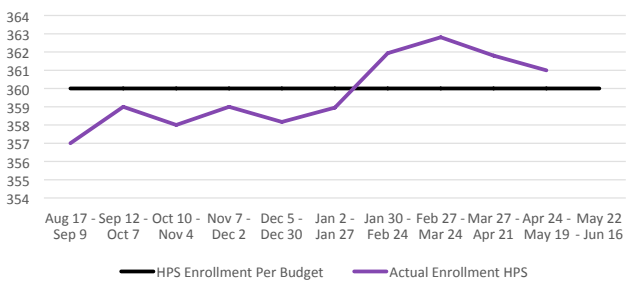
GPS Enrollment by Month



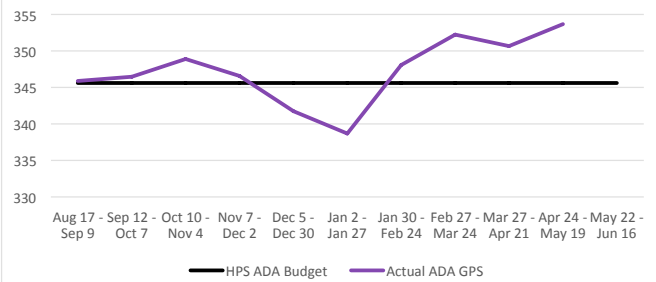
GPS ADA by Month



HPS Enrollment by Month



HPS ADA by Month



Navigator Schools - Financial Data
June 2017

<u>Attendance and Enrollment Data</u>	<u>Total</u>	<u>GPS</u>	<u>HPS</u>
2016-17 ADA - Approved Budget	804.5	458.9	345.6
2016-17 ADA - cumulative through 5/31/17	806.7	459.38	347.3
2016-17 ADA % - cumulative through 5/31/17	96.3%	96.1%	96.5%
2016-17 Enrollment - Approved Budget	838.0	478.0	360.0
2016-17 Opening Day Enrollment	829.0	468.0	361.0
2016-17 Enrollment - cumulative through 5/31/17	838.0	478.2	359.8
2016-17 Enrollment - as of 5/31/17	844.0	480.0	364.0



	<u>Actual</u>	<u>Goal</u>
Cash balance as of 5/31/17	2,021,379	1,341,709
Annual Expenditures (not including CMO Mgmt Fees)	8,050,251	8,050,251
Number of Months Cash on Hand	3.01	2.00

Navigator Schools
Financial Board Report Narrative
June 9, 2017

From: Bryan Adams

2016-17 Net Income

	<u>June Bd Rpt</u>	<u>Orig Bd Rpt</u>	<u>Apr Bd Rpt</u>
CMO	\$201k	\$15k	\$149k
Gilroy Prep	\$76k	\$50k	\$135k
Hollister Prep	\$247k	\$205k	\$256k
Total	\$524k	\$270k	\$540k

- Changes from April Board Report The CMO's increase in net income from the April board is due primarily to a \$85k grant from Silicon Schools. This grant is to fund the salary and benefits of a CMO position of Innovation Fellow in 2017-18. The decrease in net income for the two schools is due primarily to new estimates in the attendance based revenue (new FCMAT calculator available on May 22).
- Variance from Original Budget The current projected net income of \$524k exceeds the original budget by \$254k, and the projected fund balance at 6/30/17 is projected to be about \$3MM. The net income variances from the original budget by entity are as follows:
 - **CMO net income favorable variance of \$186k (\$201k - \$15k)** is a result of the following:
 - \$306k favorable variance in salary & benefits because
 - 1) The Director of Finance left in July and was not replaced.
 - 2) starting in October (when the principal left) James Dent's salary was mostly allocated to GPS as he is now the principal of GPS and only part-time at the CMO.
 - 3) The SPED director's salary has been reallocated directly to the schools.
 - \$85k grant from Silicon Schools to fund a 2017-18 position.
 - \$20k favorable variance for charging HPS's district for training.
 - (\$137k) unfavorable variance in CMO fees, partly due to reducing the CMO management fee from 19.3% to 18% (no effect on total NI), and partly due to a reduction in LCFF revenue which decreases the CMO management fees.
 - (\$75k) unfavorable variance in consulting expense for Abacus consulting, which is functioning as the interim Director of Finance. This partially offsets the savings from the Director of Finance's salary and benefits, resulting in a net favorable variance in total expenses.
 - (\$13k) unfavorable variance in various other expenses.

- **Gilroy Prep net income favorable variance of \$26k (\$76k - \$50k)** is a result of the following:
 - \$87k favorable variance for mandated cost reimbursement revenue.
 - \$71k favorable variance in CMO fees as a result of reducing the percentage charged from 19.3% to 18%.
 - \$43k favorable variance in books and classroom supplies.
 - \$42k favorable variance in repairs & maintenance. This is mostly due to a contractor changing to an employee (the salary variance would be even more favorable if this person had not become an employee).
 - \$17k favorable variance for dues and licenses.
 - \$14k favorable variance salaries & benefits after a thorough review of projected hourly wages.
 - (\$115k) unfavorable variance in LCFF funding due to the new FCMAT calculator becoming available from the CDE.
 - (\$67k) unfavorable variance in technology software that was a timing issue for July 2016 expenditures that were received late and were originally budgeted in 2015-16.
 - (\$50k) unfavorable variance in depreciation expense.
 - (\$12k) unfavorable variance in special education contractors expense because the expense of a speech teacher was moved to a contractor (the salary variance would be less favorable if this person had remained an employee).
 - (\$4k) unfavorable variance in various other expenses.
- **Hollister Prep net income favorable variance of \$42k (\$247 - \$205k)** is a result of the following:
 - \$100k favorable variance for a grant from Silicon Schools.
 - \$87k favorable variance for Prop 39 revenue not budgeted. This is offset by Prop 39 capital expenditures (for clean energy facility upgrades) that are being depreciated and not expensed.
 - \$63k favorable variance in CMO fees as a result of reducing the percentage charged from 19.3% to 18%.
 - \$62k favorable variance for mandated cost revenue.
 - \$42k favorable variance in books and classroom supplies.
 - \$23k favorable variance in special education contractors.
 - \$10k favorable variance in parent club donations.
 - (\$173k) unfavorable variance in salaries & benefits due partially to special ed needs. We also allocated most of the SPED director's salary directly to HPS.
 - (\$131k) unfavorable variance in LCFF funding due to the new FCMAT calculator becoming available from the CDE.
 - (\$29k) unfavorable variance in technology software.
 - (\$15k) unfavorable variance in depreciation expense.
 - \$3k favorable variance in various other expenses.

Navigator Schools - 2016-17 Budget Summary

June 2017

Income Statement - Combined <i>CMO/GPS/HPS</i>	2016-17 Projected (Estimate)	2016-17 Original Budget	Variance Favorable (Unfavorable)
Revenue	9,813,930	9,725,917	88,013
Expenses	9,289,969	9,456,335	166,366
Net Income - GAAP basis (audit)	523,961	269,582	254,379
Less Capital Outlay	-262,175	-72,053	-190,122
Revenue less expenses & capital outlay	261,786	197,529	64,257

	<u>2016-17</u>
Beginning Fund Balance	2,469,528
Net Income - GAAP basis (audit)	523,961
Ending Fund Balance	<u><u>2,993,489</u></u>

Revenues/Student *	10,211
Expenses/Student *	9,584
Fund Balance/Student	3,564

* Revenues and Expenses per student do not include CMO Management Fee Revenue/Expense because that is an intercompany charge.

Navigator Schools - 2016-17 Projection & Budget
June 2017

2016-17 Approved Budget v. Projection:

	Total Latest Projection	Total Approved Budget	Variance Favorable (Unfavorable)	GPS Latest Projection	GPS Approved Budget	Variance Favorable (Unfavorable)	HPS Latest Projection	HPS Approved Budget	Variance Favorable (Unfavorable)	CMO Latest Projection	CMO Approved Budget	Variance Favorable (Unfavorable)
REVENUE:												
LCFF Revenue	6,871,665	7,118,383	-246,718	3,754,498	3,869,734	-115,236	3,117,167	3,248,649	-131,482	0	0	0
Federal Revenue	347,253	338,070	9,183	235,954	223,188	12,766	111,299	114,882	-3,583	0	0	0
Other State Revenue	992,184	757,608	234,576	539,161	453,208	85,953	453,022	304,400	148,622	0	0	0
Donations & Grants	226,469	0	226,469	6,000	0	6,000	110,469	0	110,469	110,000	0	110,000
Other Revenue	139,459	138,008	1,451	84,838	85,708	-870	31,921	32,300	-379	22,700	20,000	2,700
CMO Management Fees	1,236,900	1,373,848	-136,948							1,236,900	1,373,848	-136,948
REVENUE	9,813,930	9,725,917	88,013	4,620,451	4,631,838	-11,387	3,823,878	3,700,231	123,647	1,369,600	1,393,848	-24,248
EXPENDITURES:												
Salaries	4,592,549	4,717,763	125,214	2,152,284	2,147,577	-4,707	1,695,331	1,555,996	-139,335	744,934	1,014,190	269,256
Benefits & Taxes	1,098,305	1,119,910	21,605	529,833	548,899	19,066	415,060	381,043	-34,017	153,412	189,968	36,556
Books & Supplies	1,063,830	1,084,065	20,235	625,443	623,043	-2,400	402,087	439,209	37,122	36,300	21,813	-14,487
Services & Other Operating Expense	1,230,767	1,160,749	-70,018	511,065	515,404	4,339	485,290	492,746	7,456	234,412	152,599	-81,813
CMO Management Fees	1,239,718	1,373,848	134,130	675,810	746,859	71,049	563,908	626,989	63,081			
Capital Outlay	262,175	72,053	-190,122	115,323	29,353	-85,970	146,852	42,700	-104,152			0
EXPENDITURES	9,487,344	9,528,388	41,044	4,609,758	4,611,135	1,377	3,708,528	3,538,683	-169,845	1,169,058	1,378,570	209,512
REVENUE LESS EXPENDITURES	326,586	197,529	129,057	10,693	20,703	-10,010	115,351	161,548	-46,197	200,542	15,278	185,264
GAAP Adjustments:												
Revenue Less Expenditures	326,586	197,529	129,057	10,693	20,703	-10,010	115,351	161,548	-46,197	200,542	15,278	185,264
Add back Capital Outlay to Net income	262,175	72,053	190,122	115,323	29,353	85,970	146,852	42,700	104,152	0	0	0
Subtract Depreciation Expense	-64,800	0	-64,800	-50,000	0	-50,000	-14,800	0	-14,800	0	0	0
Net Income - GAAP Basis 2016-17	523,961	269,582	254,379	76,016	50,056	25,960	247,402	204,248	43,154	200,542	15,278	185,264
Beginning Net Assets @ 6/30/16	2,469,528			1,413,692			1,087,023			-31,187		
Net Income - GAAP Basis 2016-17	523,961			76,016			247,402			200,542		
Ending Net Assets @ 6/30/17	<u>2,993,489</u>			<u>1,489,708</u>			<u>1,334,426</u>			<u>169,355</u>		



Date: June 9, 2017

To: Board of Directors

From: Kevin Sved, CEO

Re: Recommendation to Approve 2017-18 Local Control Accountability Plans for Gilroy Prep School and for Hollister Prep School

Recommendation

It is recommended that the Board approve 2017-18 Local Control Accountability Plans for Gilroy Prep School and Hollister Prep School.

Background

The Local Control and Accountability Plan (LCAP) and Annual Update Template documents and communicates local educational agencies' (LEAs) actions and expenditures to support student outcomes and overall performance. The LCAP is a three-year plan, which is reviewed and updated annually, as required. Charter schools may complete the LCAP to align with the term of the charter school's budget, typically one year, which is submitted to the school's authorizer. The LCAP and Annual Update Template must be completed by all LEAs each year.

A new requirement in developing the 2017-18 Local Control Accountability Plan (LCAP) is to address school results as captured in California's new "Dashboard." (<https://www.caschooldashboard.org/>) The site features reports on multiple measures of school success, including test scores, English learner progress and suspension rates. Using a color coding system, the Dashboard makes it easier to see areas of strength (blue or green), areas of challenge (red or orange), and in between (yellow).

The LCAPs that have been developed for Gilroy Prep School and Hollister Prep School include detailed information regarding the schools' performance on the dashboard as well as goals for the next year.

Attached is a budget summary for both of the LCAP for both Gilroy Prep School and Hollister Prep School. Please feel free to let me know if you have any questions.

Attachments:

- Gilroy Prep School Local Control Accountability Plan
- Hollister Prep School Local Control Accountability Plan

		1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies & Materials	5000 Services & Other Operating	Total
Goal 1	Create a Culture of Excellence within the school community (students, staff, and parents) to foster a positive school climate, promote a sense of belonging and nurture social, emotional, and academic growth.						
Action 1	Staff with servant leadership team including Principal, Vice Principal, Academic Dean, and Small Group Instructional Coach to lead development and maintenance of positive school culture.	312,000	51,000	72,844	-	-	435,844
Action 2	Implement positive behavior program, including interventions and supports to promote positive behavior, and help maintain a low suspension rate.	4,000	-	720	5,539	-	10,259
Action 3	Provide a clean and safe environment, with facilities maintained and in good repair	-	54,392	16,046	47,128	159,477	277,043
Action 4	Operate a school office with bilingual staff who provide a welcoming environment and support positive and proactive communication with the school community.	-	89,756	18,194	16,973	1,266	126,189
Action 5	The school leadership will hold regular monthly meetings (parent coffees, Parent Club, middle school planning, etc.) with parents so that parents have input into school decisions.				446		446
Action 6	The school staff will translate flyers, provide translation during meetings, and conduct personalized outreach to parents to encourage participation in school programs for unduplicated students.	See Goal 1, Action 4					
Action 7	The school and support office staff will conduct outreach to parents to encourage participation in school programs for individuals with exceptional needs.	See Goal 1, Actions 4 & 9					
Action 8	Vice Principal serves as administrative point person with school culture, managing student discipline, advising and supporting students, communicating with parents, meeting with teachers and parents, and supporting and coaching instructional staff with effective classroom management strategies	See Goal 1, Action 1					
Action 9	Maintain a safe climate for students on our school grounds and in our parking lot by providing adequate yard duty staff to supervise students before and after school, and during recess and lunch.	-	49,351	10,003	-	-	59,354
Action 10	Utilize the services of the Navigator Schools Support Office to provide charter management and support in governance, strategy, facilities, human resources, technology, finance, communications, academics, reporting, and operations, enabling site leadership to focus on instruction and culture.	-	-	-	-	787,952	787,952

		1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies & Materials	5000 Services & Other Operating	Total
Goal 2	All students will receive Data-Driven Instruction in Common Core State Standards (CCSS), Next Generation Science Standards (NGSS) and other California State Standards (ELD, Social Studies) from highly appropriately credentialed teachers and staff.						
Action 1	Appropriately assigned, trained, and credentialed Teachers will provide high quality instruction to all students using data driven strategies.	863,128	-	254,278	-	-	1,117,406
Action 2	Teachers in Training will support teacher release time for coaching and professional development and serve as substitute teachers to maintain instructional continuity and help prevent lost learning time.	236,850	-	69,776	-	-	306,626
Action 3	Small Group Instructors (SGIs) will lead small group instruction to target academic skill development at appropriate instructional level based on data.	-	246,767	50,020	-	-	296,787
Action 4	Purchase and utilize standards aligned instructional materials so that all students have access to appropriate curriculum in English Language Arts, Mathematics, Social Science, and Science.	-	-	-	123,299	-	123,299
Action 5	Provide all students regular physical education instruction based on Physical Education Content Standards	-	56,077	11,367	7,567	-	75,011
Action 6	Academic Dean will support teachers to utilize student data to guide instruction through professional development, coaching, and providing necessary supports, strategies and reports on a regular basis.	-	-	-	-	-	-
Action 7	Enhance and modify curriculum and instruction to ensure English Learners have access to CCSS and ELD Standards	10,337	3,562	3,336	-	-	17,235
Action 8	Administration and teachers will plan curriculum and assessments based on Common Core State Standards and utilize daily check for understandings, weekly assessments, midyear interim and annual summative assessments to drive instruction.	See Goal 1, action 1; Goal 2, Action 1					
Action 9	Hire Curriculum & Data Specialist at to support curriculum documentation and improved use of data at the school site.	See Goal 1, Action 9					
Goal 3	Provide consistent coaching to all staff to support continuous improvement.						
Action 1	Site leadership will provide weekly coaching to all teachers and small group instructors, and principal will provide weekly coaching to site leadership.	See Goal 1, Action 1					
Action 2	Support Office personnel will provide weekly coaching to site staff: CEO will coach Principal, Director of IT and Operations will coach Site Technology Assistant, Director of Student Services will coach Resource Teacher.	See Goal 1, Action 9					

		1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies & Materials	5000 Services & Other Operating	Total
Action 3	Teachers, Small Group Instructors, and leadership team spends 30-60 minutes in a coaching session each week.	See G1, A1; G2, A1, A2, A3					
Goal 4	Ensure equitable access to curriculum, programs, and pathways for student success through a multi-tiered system of supports.						
Action 1	Provide an inclusive instructional setting for all students with appropriate "push-in" support provided by paraprofessionals with supervision and support from the resource teacher and Director of Student Services. (\$290,231 total, Sped -\$232,205)	21,982	24,400	11,644			58,026
Action 2	Provide necessary specialist support for all identified needs, including speech and language, occupational therapy, counseling, and assessment. (\$138,581 total, Sped-\$75,199)	-	21,600	3,186	-	38,596	63,382
Action 3	Provide a Counselor at at 60% FTE (GPS) & 40% FTE (HPS) to provide individual and small group support to students and families on a targeted needs basis.	See Goal 4, Action 2					
Action 4	Provide regular intervention support for students who are not achieving at grade level.	See Goal 2, Action 2					
Action 5	Provide summer school for students who are not achieving at grade level.	Title I Funded (\$29,106)					
Action 6	Provide food service program that serves free and reduced-price breakfast and lunch for eligible students so that all students have equitable opportunity to be well-nourished during school. (\$120,897 nutrition funding)	-	21,572	4,373	38,543	-	64,488
Goal 5	Use cutting edge instructional technology to encourage student engagement, increase staff effectiveness to improve student learning, and prepare students for the future.						
Action 1	Provide high quality tech support to the school site by having well-trained and supported full-time technical support personnel.	-	43,680	8,854	-	-	52,534
Action 2	Effectively utilize Illuminate for student assessment and reporting.	-	-	-	-	7,912	7,912
Action 3	Maintain a 1:1 I-Pad ratio for all students.	-	-	-	12,468	-	12,468
Action 4	To support staff effectiveness and efficiency, provide staff with up to date technology, including replacing outdated technology.	-	-	-	74,190	-	74,190

		1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies & Materials	5000 Services & Other Operating	Total
Action 5	Maintain high speed internet wireless network with sufficient bandwidth.	-	-	-	1,122	7,634	8,756
	TOTAL	1,448,297	662,157	534,641	327,275	1,002,837	3,975,207

		1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies & Materials	5000 Services & Other Operating	Total
Goal 1	Create a Culture of Excellence within the school community (students, staff, and parents) to foster a positive school climate, promote a sense of belonging and nurture social, emotional, and academic growth.						
Action 1	Staff with servant leadership team including Principal, Vice Principal, Academic Dean, and Small Group Instructional Coach to lead development and maintenance of positive school culture.	281,715	18,000	60,752	-	-	360,467
Action 2	Implement positive behavior program, including interventions and supports to promote positive behavior, and help maintain a low suspension rate.	-	-	-	3,418	2,500	5,918
Action 3	Provide a clean and safe environment, with facilities maintained and in good repair	-	18,250	4,380	23,848	148,310	194,788
Action 4	Operate a school office with bilingual staff who provide a welcoming environment and support positive and proactive communication with the school community.	-	89,338	18,109	11,587	1,044	120,078
Action 5	The school leadership will hold regular monthly meetings (parent coffees, Parent Club, middle school planning, etc.) with parents so that parents have input into school decisions.				603		603
Action 6	The school staff will translate flyers, provide translation during meetings, and conduct personalized outreach to parents to encourage participation in school programs for unduplicated students.	See Goal 1, Action 4					
Action 7	The school and support office staff will conduct outreach to parents to encourage participation in school programs for individuals with exceptional needs.	See Goal 1, Actions 4 & 9					
Action 8	Vice Principal serves as administrative point person with school culture, managing student discipline, advising and supporting students, communicating with parents, meeting with teachers and parents, and supporting and coaching instructional staff with effective classroom management strategies	See Goal 1, Action 1					
Action 9	Maintain a safe climate for students on our school grounds and in our parking lot by providing adequate yard duty staff to supervise students before and after school, and during recess and lunch.	-	24,723	5,011	-	-	29,734
Action 10	Utilize the services of the Navigator Schools Support Office to provide charter management and support in governance, strategy, facilities, human resources, technology, finance, communications, academics, reporting, and operations, enabling site leadership to focus on instruction and culture.	-	-	-	-	661,990	661,990

		1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies & Materials	5000 Services & Other Operating	Total
Goal 2	All students will receive Data-Driven Instruction in Common Core State Standards (CCSS), Next Generation Science Standards (NGSS) and other California State Standards (ELD, Social Studies) from highly appropriately credentialed teachers and staff.						
Action 1	Appropriately assigned, trained, and credentialed Teachers will provide high quality instruction to all students using data driven strategies.	727,400	-	226,665	-	-	954,065
Action 2	Teachers in Training will support teacher release time for coaching and professional development and serve as substitute teachers to maintain instructional continuity and help prevent lost learning time.	198,610	-	58,511	-	-	257,121
Action 3	Small Group Instructors (SGIs) will lead small group instruction to target academic skill development at appropriate instructional level based on data.	-	264,069	53,527	-	-	317,596
Action 4	Purchase and utilize standards aligned instructional materials so that all students have access to appropriate curriculum in English Language Arts, Mathematics, Social Science, and Science.	-	-	-	87,861	-	87,861
Action 5	Provide all students regular physical education instruction based on Physical Education Content Standards	-	26,800	4,459	5,495	-	36,754
Action 6	Academic Dean will support teachers to utilize student data to guide instruction through professional development, coaching, and providing necessary supports, strategies and reports on a regular basis.	-	-	-	-	-	-
Action 7	Enhance and modify curriculum and instruction to ensure English Learners have access to CCSS and ELD Standards. (An additional \$17,735 Title III)	10,337	3,562	3,336	500	-	17,735
Action 8	Administration and teachers will plan curriculum and assessments based on Common Core State Standards and utilize daily check for understandings, weekly assessments, midyear interim and annual summative assessments to drive instruction.	See Goal 1, action 1; Goal 2, Action 1					
Action 9	Hire Curriculum & Data Specialist at to support curriculum documentation and improved use of data at the school site.	See Goal 1, Action 9					
Goal 3	Provide consistent coaching to all staff to support continuous improvement.						
Action 1	Site leadership will provide weekly coaching to all teachers and small group instructors, and principal will provide weekly coaching to site leadership.	See Goal 1, Action 1					
Action 2	Support Office personnel will provide weekly coaching to site staff: CEO will coach Principal, Director of IT and Operations will coach Site Technology Assistant, Director of Student Services will coach Resource Teacher.	See Goal 1, Action 9					

		1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies & Materials	5000 Services & Other Operating	Total
Action 3	Teachers, Small Group Instructors, and leadership team spends 30-60 minutes in a coaching session each week.	See G1, A1; G2, A1, A2, A3					
Goal 4	Ensure equitable access to curriculum, programs, and pathways for student success through a multi-tiered system of supports.						
Action 1	Provide an inclusive instructional setting for all students with appropriate "push-in" support provided by paraprofessionals with supervision and support from the resource teacher and Director of Student Services. (\$257,702 total, Sped -\$206,162)	18,700	22,725	10,115			51,540
Action 2	Provide necessary specialist support for all identified needs, including speech and language, occupational therapy, counseling, and assessment. (\$129,947 total, Sped-\$30,702)	-	20,580	5,968		64,415	90,963
Action 3	Provide a Counselor at at 60% FTE (GPS) & 40% FTE (HPS) to provide individual and small group support to students and families on a targeted needs basis.	See Goal 4, Action 2					
Action 4	Provide regular intervention support for students who are not achieving at grade level.	See Goal 2, Action 2					
Action 5	Provide summer school for students who are not achieving at grade level.	Title I Funded (\$26,154)					
Action 6	Provide food service program that serves free and reduced-price breakfast and lunch for eligible students so that all students have equitable opportunity to be well-nourished during school. (Contract w/ Hollister School District)	-	-	-	-	61,203	61,203
Goal 5	Use cutting edge instructional technology to encourage student engagement, increase staff effectiveness to improve student learning, and prepare students for the future.						
Action 1	Provide high quality tech support to the school site by having well-trained and supported full-time technical support personnel.	-	44,290	8,978	-	-	53,268
Action 2	Effectively utilize Illuminate for student assessment and reporting.	-	-	-	-	5,884	5,884
Action 3	Maintain a 1:1 I-Pad ratio for all students.	-	-	-	1,200	-	1,200
Action 4	To support staff effectiveness and efficiency, provide staff with up to date technology, including replacing outdated technology.	-	-	-	40,574	-	40,574

		1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies & Materials	5000 Services & Other Operating	Total
Action 5	Maintain high speed internet wireless network with sufficient bandwidth.	-	-	-	3,368	7,634	11,002
	TOTAL	1,236,762	532,337	459,811	178,454	952,980	3,360,345

2017-18 Preliminary Budget

CMO	\$42k
Gilroy Prep	\$294k
Hollister Prep	\$235k
Total	\$571k

- The total net income of \$571k reflects the following general assumptions:
 - Fundraising goal of \$157k as follows: \$130k for the CMO, \$10k for HPS, and \$17k for GPS.
 - Enrollment will increase from roughly 840 in 2016-17 to 960 in 2017-18 due to the addition of one grade at each campus. Hollister Prep is increasing from 360 to 420 students (16.67% increase), and Gilroy Prep is increasing from 480 to 540 students (12.50% increase).
 - New teachers added to the schools in proportion to the increase in enrollment.
 - CMO fees as a % of LCFF revenue remains at 18% in 2017-18.
 - A salary increase of 4% for school employees (both teacher and administrative), and 3% for all CMO employees. These are average increases, and will be applied to each employee based on merit. These percentage increases do not include raises due to promotions.
 - 5.5 new positions at the CMO with combined salaries of \$386,500 for the following:
 - Data Analyst/Curriculum Specialist
 - Special Projects Coordinator/Exec Assistant
 - Accounting & Payroll Clerk
 - Community Organizer
 - .5 FTE for an IT Admin (Part Time to Full Time)
 - Innovation Fellow - funded by Silicon Schools in 16-17.
 - Benefits will increase by a slightly higher percent than salaries because of two factors:
 - STRS contribution rate increasing from 12.58% in 2016-17 to 14.43% in 2017-18.
 - Health insurance inflation is estimated at 8%.
 - Additional state mandated cost reimbursement revenue is omitted for now, until we receive word that this funding will exist next year. If this funding is renewed, revenue for the two schools would increase by a combined amount of roughly \$80k.
 - Other revenue and expense is for the most part projected to increase by the percentage increase in enrollment.

Navigator Schools - 2017-18 Budget
June 2017

2017-18 Budget:	Total Preliminary Budget	Change from 2016-17 est.	% Change from 2016-17 est.	GPS Preliminary Budget	Change from 2016-17 est.	% Change from 2016-17 est.	HPS Preliminary Budget	Change from 2016-17 est.	% Change from 2016-17 est.	CMO Preliminary Budget	Change from 2016-17 est.	% Change from 2016-17 est.
<i>Enrollment Projection</i>	960	120	14.29%	540	60	12.50%	420	60	16.67%			
REVENUE:												
LCFF Revenue	8,055,232	1,183,567	16.6%	4,377,511	623,013	16.1%	3,677,721	560,554	17.3%	0	0	
Federal Revenue	403,203	55,950	16.5%	270,757	34,803	15.6%	132,446	21,147	18.4%	0	0	
Other State Revenue	771,475	-220,709	-29.1%	441,906	-97,255	-21.5%	329,569	-123,453	-40.6%	0	0	
Donations & Grants	156,885	-69,584		16,885	10,885		10,000	-100,469		130,000	20,000	
Other Revenue	154,631	15,172	11.0%	104,744	19,906	23.2%	49,887	17,966	55.6%	0	-22,700	-113.5%
CMO Management Fees	1,449,942	213,042	15.5%							1,449,942	213,042	15.5%
REVENUE	10,991,368	1,177,438	12.1%	5,211,803	591,352	12.8%	4,199,623	375,745	10.2%	1,579,942	210,342	15.1%
EXPENDITURES:												
Salaries	5,166,066	573,517	12.2%	2,301,008	148,724	6.9%	1,831,375	136,044	8.7%	1,033,683	288,749	28.5%
Benefits & Taxes	1,368,284	269,979	24.1%	639,244	109,411	19.9%	529,291	114,231	30.0%	199,749	46,337	24.4%
Books & Supplies	829,728	-234,102	-21.6%	485,740	-139,703	-22.4%	290,216	-111,871	-25.5%	53,772	17,472	80.1%
Services & Other Operating Expense	1,380,571	149,804	12.9%	553,777	42,712	8.3%	576,515	91,225	18.5%	250,279	15,867	10.4%
CMO Management Fees	1,449,942	210,224	15.3%	787,952	112,142	15.0%	661,990	98,082	15.6%			
Contingency Expenses	150,000	0	0.0%	100,000	0	0.0%	50,000	0	0.0%	0	0	0.0%
Capital Outlay	157,550	-18,664	-25.9%	101,025	71,663	244.1%	56,525	-90,327	-211.5%	0	0	
EXPENDITURES	10,502,141	950,758	10.0%	4,968,746	344,949	7.5%	3,995,912	237,384	6.7%	1,537,483	368,425	26.7%
REVENUE LESS EXPENDITURES	489,227	226,680	114.8%	243,057	246,403	1190.2%	203,711	138,360	85.6%	42,459	-158,083	-1034.7%
GAAP Adjustments:												
Revenue Less Expenditures	489,227			243,057			203,711			42,459		
Add back Capita Outlay to Net income	157,550			101,025			56,525			0		
Subtract Depreciation Expense	-75,800			-50,362			-25,438			0		
Net Income - GAAP Basis 2017-18	<u>570,977</u>			<u>293,720</u>			<u>234,798</u>			<u>42,459</u>		
Beginning Net Assets @ 6/30/17 (latest projections)	2,993,489			1,489,708			1,334,426			169,355		
Net Income - GAAP Basis 2017-18	570,977			293,720			234,798			42,459		
Ending Net Assets @ 6/30/18	<u>3,564,466</u>			<u>1,783,428</u>			<u>1,569,224</u>			<u>211,814</u>		

Navigator Schools - 2017-18 Budget Comparison to 2016-17
June 2017

Income Statement - Combined <i>CMO/GPS/HPS</i>	2017-18 Preliminary Budget	2016-17 Projected
Revenue	10,991,368	9,813,930
Expenses	10,420,391	9,289,969
Net Income - GAAP basis (audit)	570,977	523,961
Less Capital Outlay	-157,550	-262,175
Revenue less expenses & capital outlay	413,427	261,786

	<u>2017-18</u>	<u>2016-17</u>
Beginning Fund Balance	2,993,489	2,469,528
Net Income - GAAP basis (audit)	570,977	523,961
Ending Fund Balance	3,564,466	2,993,489

Revenues/Student *	9,939	10,211
Expenses/Student *	9,344	9,584
Fund Balance/Student at Year End	3,713	3,564

* Revenues and Expenses per student do not include CMO Management Fee Revenue/Expense because that is an intercompany charge.

Minutes

Governance Committee

June 6, 2017 2:00-3:00pm

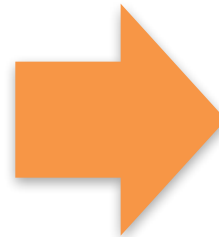
Time	Item
2:00	<p>A. Opening/Objectives Public Comment on items not covered on the agenda – 2:04 pm JP, Alicia, Caitrin Kevin & Kirsten</p>
2:05	<p>B. Board priorities 2017-18 Board priorities will most likely be impacted by the growth plan so it makes sense to wait until approval on the growth plan to approve board priorities.</p> <p>What are the appropriate levers for the board to focus actions/priorities on: - How does the board help to support and hold the team accountable for the goals? - - Other levers: active committees, policy development, volunteer recruitment, board member engagement, leaders in current and future communities, board’s role in helping to tell the Navi story, facilities</p>
2:25	<p>C. Board Composition Recruitment – Kevin gave an update on Al Crites – possible future board member – touring sites Friday 6/9. After the visit, Caitrin will follow up with Al & Kevin separately regarding next steps. If we want to continue forward, members of governance committee will interview Al. Officers 2017-18 – Caitrin will follow up with Joyce & Alicia regarding current/future positions</p>
2:35	<p>D. Retreat agenda Mission discussion Aligned with strategic plan Enrollment & Recruitment</p> <p>Potential objectives of the retreat: - Connection & trust amongst group - CEO/Board check-in - Dig into deeper strategic issues</p> <p>Alicia, JP, & Caitrin will help guide the agenda. Kirsten will send location research to Caitrin. Andrew will be in attendance as a thought for a possible facilitator. Need to explore budget available to support location and external facilitator</p>
3:00	<p>G. Adjourn Meeting – 3:00</p>

2016-17 Navigator Priorities

June 2016

2016-17 Priorities

- Build on and codify the existing academic excellence in schools
- Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture
- Lead a thoughtful growth initiative



Navigator Calls to Action

1. All Navigator Schools achieve at the top 10% in the state on SBAC with no achievement gap.
2. Navigator Schools delivers an exceptional instructional coaching model and leadership development program.
3. Navigator Schools is a leading innovator in the field of blended learning.
4. Navigator Schools operates five successful schools by 2018 proving its scalability.

Questions to consider: Navigator Board's goals for 2016.17 school year

- What are the board's objectives for the 2016.17 school year? How do they support the organizational priorities and CEO priorities?
- What is the work the board wants to and can accomplish this year? Where does the board want to be a year from now?
- What committees should the board focus on in 2016.17 to deliver on these objectives and work? *(review Navigator Schools: Committee Information for the 2015.16 committees)*