



Navigator Schools

Board Meeting

Date and Time

Wednesday August 22, 2018 at 6:00 PM PDT

Location

Gilroy Prep School, 277 IOOF Avenue, Gilroy, CA 95020

Teleconference Locations

- Gilroy Prep School, 277 IOOF Avenue, Gilroy, CA 95020
- Hollister Prep School, 881 Line Street, Hollister, CA 95023
- 1215 Talbryn Drive, Belmont, CA 94002
- 827 Broadway, Suite 300, Oakland, CA 94607
- 377 South 14th Street, San Jose, CA 95112

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
Opening Items			
A. Record Attendance and Guests		Caitrin Wright	2 m
B. Call the Meeting to Order		Caitrin Wright	3 m
The meeting is called to order with opening remarks.			

	Purpose	Presenter	Time
C. Public Comment on Items not Covered on the Regular Agenda		Caitrin Wright	5 m
D. Approve Minutes from the Board Meeting of June 19, 2018	Approve Minutes	Caitrin Wright	1 m
E. Approve Minutes from the Special Board Meeting, August 14, 2018	Approve Minutes	Caitrin Wright	1 m
F. CEO Update The CEO will provide an update to the Board.		Kevin Sved	8 m
II. Consent Agenda			6:20 PM
A. Approval of 2018-19 Santa Clara COE STRS Agreement The board will consider approving the annual STRS agreement with the Santa Clara County Office of Education.	Vote	Ami Ortiz	2 m
B. Approval of 2018-19 Consolidated Application for Funding The board will consider approving the annual Consolidated Application (ConApp) for federal funding.	Vote	Ami Ortiz	2 m
III. Topical Items			6:24 PM
Governance			
A. Watsonville Prep Charter Petition: Next Steps Staff will present the next steps involved in submitting an appeal to the State Board of Education for the approval of the Watsonville Prep School charter petition.	Discuss	Kevin Sved	30 m
B. Year-End Staff, Parent, and Student Survey Data Staff will present a review of annual survey data for the 2017-18 school year.	Discuss	Kirsten Carr	25 m
C. Approve New Term on the NS Board for John Glover	Vote	Caitrin Wright	5 m

	Purpose	Presenter	Time	
The Board will consider a new two-year term for John Glover that would run through June 2020.				
D.	NS Priorities Update	Discuss	Kevin Sved	5 m
Staff will provide a brief update on the status of 2018-19 goals and priorities.				
E.	Data Dashboard Update	Discuss	Sean Martin	10 m
Staff will provide an update regarding recent dashboard development efforts, including a sample dashboard for the Social Emotional Learning (SEL) priority.				
F.	Confirm Board Meeting Date for September or October	Discuss	Kevin Sved	4 m
The board will consider potential dates for the next NS board meeting.				
IV.	Closing Items			7:43 PM
A.	Adjourn Meeting	Vote	Caitrin Wright	2 m

Coversheet

Approve Minutes from the Board Meeting of June 19, 2018

Section: I. Opening Items
Item: D. Approve Minutes from the Board Meeting of June 19, 2018
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on June 19, 2018

APPROVED



Navigator Schools

Minutes

Board Meeting

Date and Time

Tuesday June 19, 2018 at 6:00 PM

Location

Hollister Prep School, 881 Line Street, Hollister, CA 95023

Teleconference location: Gilroy Prep School, 277 IOOF Avenue, Gilroy, CA 95020

Directors Present

Alicia Gallegos Fambrini, Caitrin Wright, Fiaau Ohmann, JP Anderson, John Flaherty, John Glover, Joyce Montgomery, Nora Crivello

Directors Absent

None

Guests Present

Sean Martin

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

Caitrin Wright called a meeting of the board of directors of Navigator Schools to order on Tuesday Jun 19, 2018 at 6:05 PM.

The meeting was called to order with opening remarks. C. Wright shared the accomplishments and importance of the graduating 8th grade class. She thanked J. Dent and H. Parsons for developing a foundation for new school leaders. K. Sved introduced two new vice principals, Nick Bakich and Lisa Uccello.

C. Approve Minutes

John Glover made a motion to approve minutes from the Board Meeting on 05-15-18 Board Meeting on 05-15-18.

Alicia Gallegos Fambrini seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

John Flaherty	Aye
Caitrin Wright	Aye
JP Anderson	Aye
Alicia Gallegos Fambrini	Aye
Nora Crivello	Aye
Joyce Montgomery	Aye
Fiaau Ohmann	Aye
John Glover	Aye

D. Public Comment on Items not Covered on the Regular Agenda

There were no public comments.

E. Consent Agenda

The board made suggestions concerning the language and reporting procedures related to the two policies.

F. Vote to agree to vote on the approval of each policy presented in the consent agenda separately

Joyce Montgomery made a motion to vote on each of the policies separately.

Nora Crivello seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Nora Crivello	Aye
John Flaherty	Aye
Fiaau Ohmann	Aye
John Glover	Aye
JP Anderson	Aye
Caitrin Wright	Aye
Alicia Gallegos Fambrini	Aye
Joyce Montgomery	Aye

G.

Vote to Approve Anti-Bullying Policy

Joyce Montgomery made a motion to approve the Anti-Bullying Policy.
 Nora Crivello seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

Joyce Montgomery	Aye
Fiaau Ohmann	Aye
John Flaherty	Aye
Alicia Gallegos Fambrini	Aye
Caitrin Wright	Aye
JP Anderson	Aye
John Glover	Aye
Nora Crivello	Aye

H. Vote to Amend Text of Security Cameras & Surveillance Policy

John Flaherty made a motion to amend the policy to read "use and analysis of" instead of "use of".
 John Glover seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

John Flaherty	Aye
Alicia Gallegos Fambrini	Aye
Joyce Montgomery	Aye
John Glover	Aye
Nora Crivello	Aye
Fiaau Ohmann	Aye
Caitrin Wright	Aye
JP Anderson	Aye

I. Vote to Approve Security Cameras & Surveillance Policy

John Flaherty made a motion to approve the Security Cameras & Surveillance Policy.
 John Glover seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

Caitrin Wright	Aye
John Glover	Aye
Nora Crivello	Aye
Alicia Gallegos Fambrini	Aye
Fiaau Ohmann	Aye
Joyce Montgomery	Aye
JP Anderson	Aye
John Flaherty	Aye

II. CEO

A. CEO Report

K. Sved reviewed recent news concerning grant funding, including Walton Family Foundation and Charter School Growth Fund (CSGF). He also presented an update on recent WPS charter petition activities. J. Dent provided a brief, preliminary overview of SBA scores. K. Sved and the board discussed our current and future efforts to provide professional development services to external agencies.

III. Finance

A. Finance Committee Report

The committee chair introduced documents summarizing budget and actual reports.

B. LCAP Approval

Members discussed the process and purpose of the LCAP. K. Sved presented related staff, student, and parent survey results and participation rates. The board discussed LCAP targets and approaches to setting the targets in a practical and effective manner.

A. Ortiz presented information regarding federal reporting of LCAP data. The board added an amendment to the LCAP (survey targets at 75% rather than 80%) and approved the LCAPs for GPS and HPS unanimously.

JP Anderson made a motion to approve the LCAP for GPS and HPS.

John Glover seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Nora Crivello	Aye
Caitrin Wright	Aye
Fiaau Ohmann	Aye
JP Anderson	Aye
Alicia Gallegos Fambrini	Aye
John Glover	Aye
Joyce Montgomery	Aye
John Flaherty	Aye

C. 2018-19 Budget Approval

K. Sved thanked A. Ortiz and finance committee members for their work on the budget.

A. Ortiz presented a PowerPoint presentation about the budget. She emphasized connections between the budget and the LCAP process. The board asked clarifying questions, including questions about teacher salary schedules and ranges, average technology cost per student, and budgeting for SPED services in light of expansion.

John Glover made a motion to approve the 2018-19 NS budget.

Nora Crivello seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Nora Crivello	Aye
John Flaherty	Aye
Alicia Gallegos Fambrini	Aye
JP Anderson	Aye
Joyce Montgomery	Aye
Fiaau Ohmann	Aye
John Glover	Aye
Caitrin Wright	Aye

IV. Governance

A. Governance Committee Report

C. Wright reviewed recent committee activities and highlighted the inclusion of committee notes in the meeting packet.

B. 2018-19 Calendar and Board Retreat

K. Sved and the board discussed potential dates for 2018-19 board meeting and retreat dates.

C. Election of Officers

The board re-elected three officers in separate votes. Members subject to re-election abstained during the vote concerning their office. The officers up for re-election were: C. Wright (Board Chair), A. Gallegos Fambrini (Board Secretary), and J. Montgomery (Board Treasurer). The votes for re-election were unanimous in every case.

D. Vote to Re-Elect Board Treasurer

Caitrin Wright made a motion to re-elect J. Montgomery as treasurer of the board. Fiaau Ohmann seconded the motion. The board **VOTED** unanimously to approve the motion.

Roll Call

Caitrin Wright	Aye
John Flaherty	Aye
Fiaau Ohmann	Aye
Alicia Gallegos Fambrini	Aye
John Glover	Aye
JP Anderson	Aye
Joyce Montgomery	Abstain
Nora Crivello	Aye

E. Vote to re-elect Board Secretary

John Glover made a motion to re-elect A. Gallegos Fambrini as secretary of the board.
 Joyce Montgomery seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

Fiaau Ohmann	Aye
Caitrin Wright	Aye
John Glover	Aye
Nora Crivello	Aye
Joyce Montgomery	Aye
JP Anderson	Aye
Alicia Gallegos Fambrini	Abstain
John Flaherty	Aye

F. Vote to Re-Elect Board Chair

Alicia Gallegos Fambrini made a motion to re-elect C. Wright as Board Chair.
 Nora Crivello seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

Joyce Montgomery	Aye
Fiaau Ohmann	Aye
JP Anderson	Aye
John Glover	Aye
Caitrin Wright	Abstain
Nora Crivello	Aye
John Flaherty	Aye
Alicia Gallegos Fambrini	Aye

V. Topical Items

A. 2018-19 Organizational Goals and Priorities

K. Sved presented a proposed list of 2018-19 NS priorities. He explained how the priorities are aligned to the NS mission and essential questions related to the mission. He discussed the order of the priorities. The board engaged in an in-depth and wide-ranging discussion of the priorities. This discussion covered several main themes, including: tracking student and organizational achievement; student and family awareness of NS programs and services; student retention and tracking of related data; alumni communications and college success; distribution of and responsibility for priorities among NS staff; the organizational level of specific priorities and goals; and the scope and scale of the priorities.

B. Watsonville Prep Update

K. Sved shared a poem to introduce this topic. K. Carr reviewed recent WPS charter petition efforts, including communication with and questions from the Santa Cruz County

County Office of Education. Board members suggested strategies to prepare for the upcoming presentation before the SCCOE.

C. Wonderful Prep: Revised Outreach Plan

K. Sved reviewed three main points relating to how this work (providing professional development services to Wonderful Prep) aligns to our mission and how it will help us build capacity to achieve our mission. He explained how previous board feedback about this topic was recognized and incorporated into this revised outreach plan. Board members asked clarifying questions and discussed details of the plan, including proposed activities, roles of related personnel, participants, and NS capacity to meet plan objectives.

Caitrin Wright made a motion to approve the Wonderful Prep Revised Outreach Plan.

John Flaherty seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Alicia Gallegos Fambrini	Aye
Caitrin Wright	Aye
John Glover	Aye
JP Anderson	Aye
Nora Crivello	Aye
John Flaherty	Aye
Joyce Montgomery	No
Fiaau Ohmann	Aye

D. Public Announcement of Reasons for Closed Session

The Board Chair announced the purpose of the closed session (Public Employment: CEO Evaluation).

E. Closed Session, Public Employment: CEO Evaluation

The board met in closed session.

F. Public Report of Action Taken in Closed Session

The Board Chair reported that no action was taken.

G. Possible Board Approval of Resolution Regarding Executive Compensation

The board discussed compensation research, data, and conclusions. The board determined that CEO compensation for 2018-19 will be \$168,777.00. Board members praised K. Sved, CEO, for his high level of performance and expressed deep appreciation for his leadership and accomplishments.

John Glover made a motion to approve the Resolution Regarding Executive Compensation.

Alicia Gallegos Fambrini seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Joyce Montgomery	Aye
John Flaherty	Aye
Caitrin Wright	Aye
Alicia Gallegos Fambrini	Aye
JP Anderson	Aye
Nora Crivello	Aye
Fiaau Ohmann	Aye
John Glover	Aye

VI. Closing Items

A. Adjourn Meeting

John Glover made a motion to adjourn the meeting.

Alicia Gallegos Fambrini seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

John Flaherty	Aye
JP Anderson	Aye
Alicia Gallegos Fambrini	Aye
Nora Crivello	Aye
Caitrin Wright	Aye
Fiaau Ohmann	Aye
Joyce Montgomery	Aye
John Glover	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:31 PM.

Respectfully Submitted,
Sean Martin

Coversheet

Approve Minutes from the Special Board Meeting, August 14, 2018

Section: I. Opening Items
Item: E. Approve Minutes from the Special Board Meeting, August 14, 2018
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on August 14, 2018

APPROVED



Navigator Schools

Minutes

Special Board Meeting

Date and Time

Tuesday August 14, 2018 at 10:30 AM

Location

Navigator Schools Support Office, 650 San Benito Street, Suite 230, Hollister, CA 95023

Teleconference (Zoom) Instructions

- Join from PC, Mac, Linux, iOS or Android: <https://navigatorschools.zoom.us/j/504152360>
- Telephone: +1 646 876 9923 or +1 669 900 6833
- Meeting ID: 504 152 360

Teleconference Locations

- Gilroy Prep School, 277 IOOF Avenue, Gilroy, CA 95020
- Hollister Prep School, 881 Line Street, Hollister, CA 95023
- 827 Broadway, Suite 300, Oakland, CA 94607
- 1171 Homestead Road, Santa Clara, CA 95050
- 83 Great Oaks Boulevard, San Jose, CA 95119
- 16 Arriba Drive, Aromas, CA 95004
- 2805 Bowers Avenue, Santa Clara, 95050

Directors Present

Alicia Gallegos Fambrini (remote), Caitrin Wright (remote), Fiaau Ohmann (remote), JP Anderson (remote), John Flaherty, Nora Crivello

Directors Absent

John Glover, Joyce Montgomery

Guests Present

Jerry Simmons, Sean Martin

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Caitrin Wright called a meeting of the board of directors of Navigator Schools to order on Tuesday Aug 14, 2018 at 10:32 AM.

C. Public Comment on Items not Covered on the Regular Agenda

There were no public comments.

II. Topical Items

A. Approval of Federal Addendum to the LCAP

Aimee Ortiz provided a brief review of the addendum.
John Flaherty made a motion to approve the addendum.
JP Anderson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Fiaau Ohmann	Aye
JP Anderson	Aye
John Flaherty	Aye
John Glover	Absent
Alicia Gallegos Fambrini	Aye
Nora Crivello	Aye
Caitrin Wright	Aye
Joyce Montgomery	Absent

B. Update on Watsonville Prep Charter Petition

Kevin Sved provided an overview of the topic and provided a PowerPoint presentation to guide the conversation. He shared highlights of the SCCOE staff report, the potential MOU and related terms, and proposed conditions of approval for the WPS charter petition. Four areas of concern were reviewed and discussed. Kevin also highlighted three principal NS concerns regarding the conditional approval. He presented a

chronology of the approval process with key dates. Board members offered feedback, perceptions, questions, and suggestions.

III. Closing Items

A. Adjourn Meeting

Alicia Gallegos Fambrini made a motion to adjourn the meeting.

Nora Crivello seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Caitrin Wright	Aye
Alicia Gallegos Fambrini	Aye
John Glover	Absent
Joyce Montgomery	Absent
John Flaherty	Aye
Fiaau Ohmann	Aye
JP Anderson	Aye
Nora Crivello	Aye

Alicia and Caitrin offered thanks to staff members for their continuing efforts in support of the WPS charter petition approval.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:28 AM.

Respectfully Submitted,
Sean Martin

Coversheet

CEO Update

Section: I. Opening Items
Item: F. CEO Update
Purpose: FYI
Submitted by:
Related Material: CEO Update Aug 22, 2018.pdf



Date: August 22, 2018

To: Board of Directors

From: Kevin Sved, CEO

Re: CEO Update

We have had a strong start to the new school year for Gilroy Prep and Hollister Prep. As of day 4, we have 532 out of 540 student seats at GPS filled and 478 out of 480 filled at HPS. As of yesterday we were fully staffed with the exception of a half-time speech therapist. As of today, based on new student enrollment, we also have the need for one additional full-time time student services paraprofessional. Our new principals and leadership teams are in place at both sites. Navi 101 and 201 went smoothly and the school sites, IT and operational systems are working well.

Here is a brief update on priorities shared during the June Board meeting.

1. *Strengthen math program* - Significant planning work has been accomplished, and training was integrated into Navi 201, with a focus on mathematical modeling.
2. *Strengthen Social Emotional Learning (SEL)* - Significant planning work has been accomplished, integrated into Navi 201, and actively implemented at the sites.
3. *Principal and leadership development* - Strong support is being provided to our new principals and leadership teams.
4. *Strengthen volunteer engagement* - We are off to a good start with our parent coffees, but much of this work has not yet been launched.
5. *WPS ready to open* - We received written confirmation of the \$325k donation from the Walton Family Foundation. We will provide a more complete WPS update during the meeting.
6. *Develop and pilot external services to scale impact* - We have positive results from 3-day training at Wonderful Prep, with over 90% satisfaction rates. After preliminary information sharing and a group interview, Navigator was invited to submit a proposal to the New School Venture Fund to develop a plan to become a model provider.
7. *Develop long-term facilities plan for Hollister Prep* - This work has not yet been started.
8. *Meet Support Office 2018-19 fundraising goals* - We contracted with Victor Gomez of Pinnacle Strategy to help with relationship building.
9. *Obtain charter approval or engage in appeals process for School 4* - Aside from a lot of learning on political processes and making our strong charter even stronger, this work has not yet begun.
10. *Continue implementing strong instructional program for all students* - We are off to a strong start after five days of school! Classrooms look great!

Coversheet

Approval of 2018-19 Santa Clara COE STRS Agreement

Section: II. Consent Agenda
Item: A. Approval of 2018-19 Santa Clara COE STRS Agreement
Purpose: Vote
Submitted by:
Related Material: SCCOE STRS Agreement.pdf



Date: August 22, 2018

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: Santa Clara County Office of Education STRS Agreement

Recommendation

It is recommended that the Board approve the Direct Funded Charter School Retirement Reporting Agreement for Fiscal Year 2018-19.

Background

This agreement and the fee of \$2000 are required for all Direct Funded Charter Schools who offer retirement benefits to their employees through the California Teachers Retirement System (CalSTRS) and use the services of the Santa Clara County Office of Education (SCCOE) to process monthly CalSTRS retirement reports. This agreement between the SCCOE and Navigator Schools, Gilroy Prep is a yearly requirement.

Summary

Staff recommends the Board to approve the Direct Funded Charter School Retirement Reporting Agreement for Fiscal Year 2018-19.



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 18-027

Date: April 23, 2018

To: Charter School Administrators

From: Nghia Do, Advisor - DBAS

Re: Direct Funded Charter School Retirement Reporting Agreement
for Fiscal Year 2018-19

Deadline: July 1, 2018

The purpose of this bulletin is to remind all Direct Funded Charter Schools to submit the attached agreement for Charter School Retirement Reporting Services together with the annual fees of \$2,000 for fiscal year 2018-19 before July 1, 2018 if retirement reporting services are requested. Please mail the check and signed agreement to:

**Santa Clara County Office of Education
Attn: District Business & Advisory Services
1290 Ridder Park Drive, MC 252
San Jose, CA 95131-2304**

The agreement and the fees are required for all Direct Funded Charter Schools who offer retirement benefits to their employees through the California State Teachers Retirement System (CalSTRS) and use the services of the SCCOE to process monthly CalSTRS retirement reports.

To participate in the CalSTRS retirement programs, charter schools must meet the following criteria:

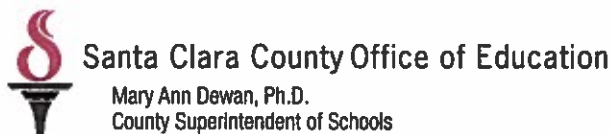
- Be recognized as a public charter school by the California Department of Education
- Elect to participate in CalSTRS and enroll eligible employees as CalSTRS members
- Provide documentation to CalSTRS via a School District or County Office of Education. In accordance with Education Code 47611.3, the School District or County Office of Education may charge the Charter School for the cost of providing reporting services.

If a charter school elects to participate in CalSTRS, the charter school is required to inform all applicants for positions within the charter school, of the retirement system options offered to the employees of the Charter school. If a charter school chooses to make the CalSTRS Retirement Plan available, all employees of the charter school who perform creditable service shall be entitled to have that service covered under that plan. Additionally, once a charter school elects to participate in CalSTRS, all parts of the Teacher's Retirement Law shall apply (Education Code 47611)

Please distribute this memo within your District as deemed appropriate.

County Board of Education: Joseph Di Salvo, Darcie Green, Rosemary Kamei, Kathleen M. King, Grace H. Mah, Claudia Rossi, Anna Song
1290 Ridder Park Drive, San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org

Transforming Education through Leadership, Service, and Advocacy



**SANTA CLARA COUNTY OFFICE OF EDUCATION
AGREEMENT FOR CHARTER SCHOOL RETIREMENT REPORTING SERVICES**

This agreement is entered into this 30 day of July by and between the Santa Clara County Office of Education (SCCOE) and the Galaxy Prep School Charter School (Charter).

The SCCOE is required to submit to California State Teachers Retirement System (CalSTRS), a uniform retirement data file for all School Districts and Charters within the County.

The Charter School has determined that there is a need to enter into this Agreement with the SCCOE for the services described herein:

It is mutually agreed by the parties as follows:

Services to be provided by the SCCOE

1. The SCCOE agrees to process CalSTRS reporting for the Charter.
2. The SCCOE will serve as the contact agency in working with CalSTRS in resolving problems and answering questions related to reporting and processing of retirement information.
3. The SCCOE will notify the Charter of retirement exceptions and recommendations of possible resolutions.
4. The Charter staff may participate in all workshops offered to School Districts (within Santa Clara County) for ongoing training and other informational meetings related to CalSTRS retirement.
5. The SCCOE will assist the Charter payroll representative in preparing appropriate entries for past reporting period that was not processed prior to the effect date of this agreement.

Responsibilities of the Charter

1. The Charter agrees to provide the required retirement and payroll information necessary for timely completion and transmittal of CalSTRS information.
2. The Charter agrees to provide all payroll/retirement reporting data files and reports by the due dates established by the SCCOE to meet the retirement reporting schedules established by CalSTRS.
3. The Charter shall maintain all payroll records for its employees and furnish the SCCOE a copy upon request.
4. The Charter will designate one of its employees to serve as the contact person between the Charter and the SCCOE for matters related to regular reporting and processing of retirement information.
5. The Charter shall submit to the SCCOE the full amount of the retirement contributions that include both the employer and employee amounts within two business days after the close of each payroll

SCCOE's Fee and Payment Thereof

1. The Charter agrees to pay the SCCOE for the services described under this Agreement as follows:
 - \$2,000 per year to be paid upon signing and submission of this Agreement (On or before July 1st of every year).
 - Processing fee of \$175 for each retirement data file submitted that is not acceptable and has to be replaced and reprocessed. These fees shall be assessed monthly and are payable upon demand.
2. The Charter agrees to reimburse the SCCOE for any penalties and/or other levies assessed by CalSTRS that were caused by acts of the Charter.

Duration of Agreement

The Agreement begins on July 1, 2018 and will need to be renewed each fiscal year beginning July 1 and ending June 30.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

**SANTA CLARA COUNTY OFFICE OF EDUCATION
DISTRICT BUSINESS AND ADVISORY SERVICES**

Galaxy Prep School
CHARTER SCHOOL

Signature: _____

Signature: Kevin Sved

Name: _____

Name: Kevin Sved

Title: _____

Title: CEO

Approved by the Charter Governing Board on

_____ Date

Authorized Person for Submission of Retirement Files to the STRS Connect Portal:

Name: April Ortiz

Title: Director of Business & Finance

E-Mail: aortiz@navigatorschools.org

Phone: 831-217-4881

Coversheet

Approval of 2018-19 Consolidated Application for Funding

Section: II. Consent Agenda
Item: B. Approval of 2018-19 Consolidated Application for Funding
Purpose: Vote
Submitted by:
Related Material: 2018-19 Application for Funding.pdf



Date: August 22, 2018

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: 2018-19 Consolidated Application for Funding

Recommendation

It is recommended that the Board approve the 2018-19 Consolidated Application for Funding for Hollister Prep and Gilroy Prep.

Background

Local Educational Agencies (LEA) use the Consolidated Application and Reporting System (CARS) to electronically apply for, manage, report and provide assurances that the district will comply with the legal requirements related to specific formulas driven by state and/or federal categorical programs.

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Summary

Staff recommends the Board to approve the 2018-19 Application for Funding for both Gilroy Prep and Hollister Prep.

California Department of Education

Consolidated Application

Gilroy Prep (a Navigator School) (43 69484 0123760)

Status: Certified
 Saved by: Kevin Sved
 Date: 7/11/2018 12:48 PM

2018-19 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/22/2018
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Aimee Hubbard
DELAC review date	06/19/2018
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student Support)	Yes

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

California Department of Education

Consolidated Application

Gilroy Prep (a Navigator School) (43 69484 0123760)

Status: Certified
Saved by: Kevin Sved
Date: 7/11/2018 12:48 PM

2018-19 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

ESSA Sec. 1112(b) SACS 4127	
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*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:8/17/2018

R02

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California Department of Education

Consolidated Application

Hollister Prep (35 67470 0127688)

Status: Certified
 Saved by: Kevin Sved
 Date: 7/11/2018 12:49 PM

2018-19 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/22/2018
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Debbie Benitez
DELAC review date	06/19/2018
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title V, Part B Subpart 1 Small, Rural School Achievement Grant	No

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:8/17/2018

R02

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ESSA Sec. 5211 SACS 5810 ATTENTION: If participating, the LEA also needs to apply for the SRSA grant directly through the USED at https://www.grants.gov/ .	
Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation	
Title IV, Part A (Student Support) ESSA Sec. 1112(b) SACS 4127	Yes

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Coversheet

Watsonville Prep Charter Petition: Next Steps

Section: III. Topical Items
Item: A. Watsonville Prep Charter Petition: Next Steps
Purpose: Discuss
Submitted by:
Related Material: WPS Update - 8.22.pdf

Watsonville Prep Update



Activity since Denial at PVUSD

June 4

- Dr. Watkins & Asst. Superintendent (now retired) Mary Ann James toured HPS

June 21

- Navigator submitted appeal to Santa Cruz County Office of Education
- Staff & parents spoke on behalf of the appeal

Between June 21 - July 19

- Staff met with County staff to review process & answer preliminary questions
- Staff met with local business leaders & did outreach to board members

Activity since Denial at PVUSD

July 19 - Public Hearing

- Staff presentation included evidence of need, overview of WPS, data proving closed achievement gap
- Staff & parents spoke on behalf of the appeal (20+), including Rod Kelley teachers, former R.O.Hardin principal, & former Rod Kelley principal
- A bus was provided for parents from Watsonville to Santa Cruz
- Members of the charter review committee and county staff met with Navi staff immediately after board meeting to answer preliminary questions regarding an MOU

Activity since Denial at PVUSD

Between July 19 - August 16

- Parents reached out to board members & staff
- Letters of support were sent by: GUSD supt., former Hollister Supts., Healdsburg Asst. Supt., Wonderful Prep ED, San Benito County Office of Education Supt.
- County staff met with Navigator staff to review questions & clarify concerns
- County staff recommended conditional approval - based on unanimous approval by review committee - with issues of concern addressed in the draft MOU

August 16 -Board Vote

- 12 speakers - parents, staff, Hollister School District Asst. Supt.,
- Board voted 4-3 to uphold PVUSD denial

GLOWS & GROWS

GLOWS:

- Strong petition recognized by county staff
- Coordinated messaging
- Strong parents - strength increased over time
- Strong relationship with county staff
- Frequent check-ins with parent leaders

GROWS:

- Larger number of vocal parents
- Earlier relationship building with board members, finding the message that speaks to each of them, having a stronger board count
- Consistent messaging to lead with our strong data and closing the achievement gap

Next Steps

Timeline to August 2019 opening

- Submit appeal to State Board of Education
 - **October 1** is the deadline for the **January** meeting
 - December 13 Advisory Commission on Charter Schools (ACCS)
 - January 9 & 10 State Board meeting
 - Staff coordinating with CCSA, Innovate, & Promise Academy on parent engagement & motivation
 - Thank you dinner in September for parent leaders
 - Continuing monthly informational meetings
 - Bi-weekly messages & updates on Facebook & Parent Square
 - To coordinate on next steps staff has met with:
 - CCSA
 - YMC
 - Larson PR
 - Staff will be attending September or November State Board meeting for experience and to gain an understanding of the process.

Next Steps: Facilities

Five options being explored

- 1) Short and long term space in downtown Watsonville on second floor of former department store
- 2) Vacant dirt lot 1.5 acre lot in central Watsonville, could be viable for short and long-term
- 3) 25,000sf lot with 7,000 sf building in downtown Watsonville. Potential short term option. Adjacent property is available making long term possible.
- 4) Potential available church space for year 1 or year 1-2 option.
- 5) Prop 39. Navigator will submit Prop 39 request in October.

Coversheet

Year-End Staff, Parent, and Student Survey Data

Section: III. Topical Items
Item: B. Year-End Staff, Parent, and Student Survey Data
Purpose: Discuss
Submitted by:
Related Material: 2018 Summer Survey Revised 8-22.pdf



2017/18 Survey
Results
Ending the year
on a high note!



Powered by [boardOnTrack](#)

Survey Basics

- Student (3rd & up)
 - Annual - end of school year

Grade	GPS - 51%	HPS - 92%
3rd		23%
4th	32%	25%
5th	15%	25%
6th	7%	27%
7th	28%	
8th	18%	

Survey Basics

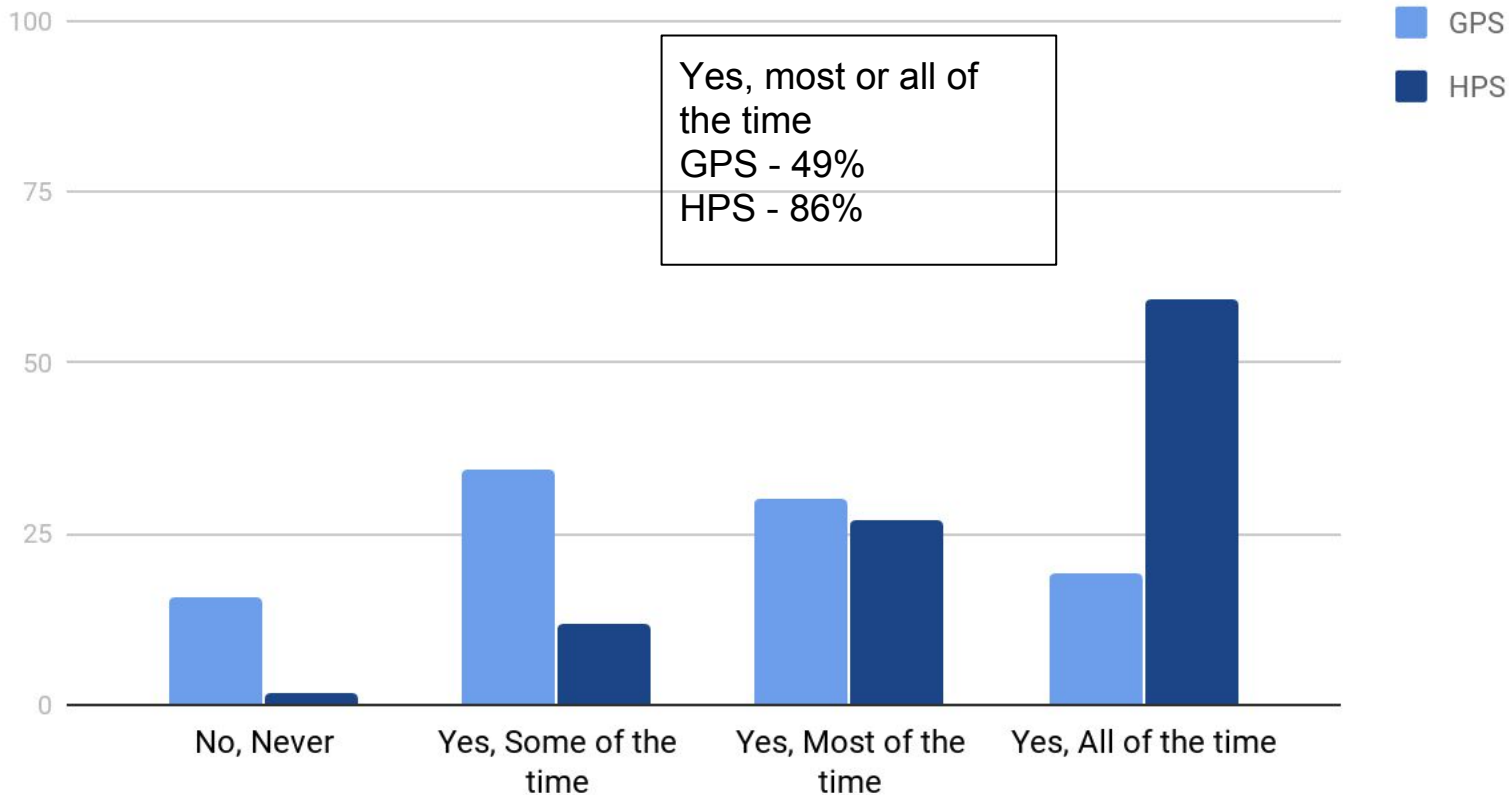
- Family
 - Annual - end of school year
 - GPS - 126 parents
 - HPS - 131 parents

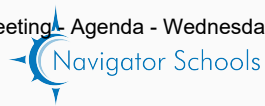
- Staff
 - Two times/year - December/January & May/June
 - GPS - 50%
 - HPS - 66%

Student Survey Results



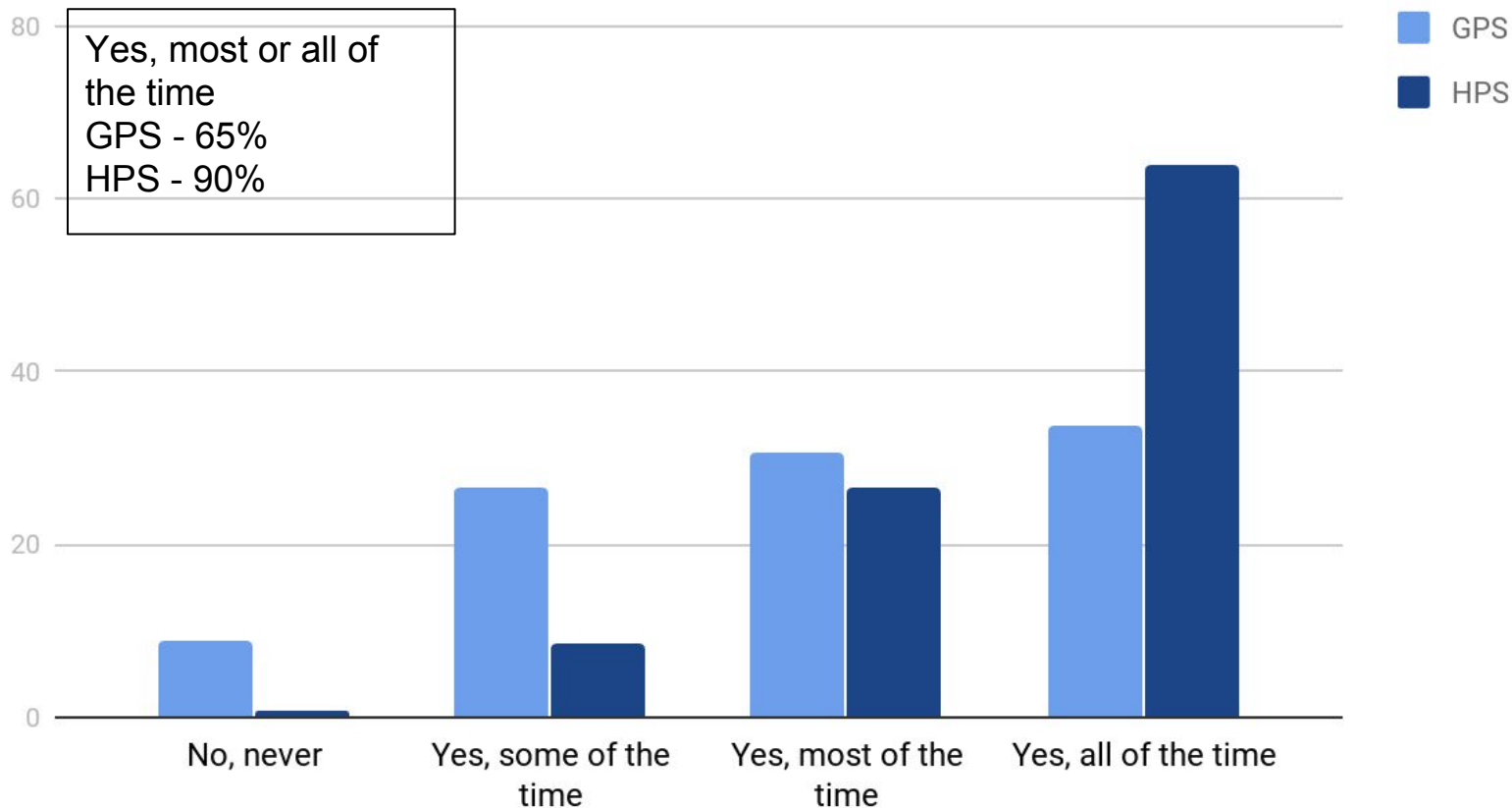
Do You Feel Proud to Belong to Your School





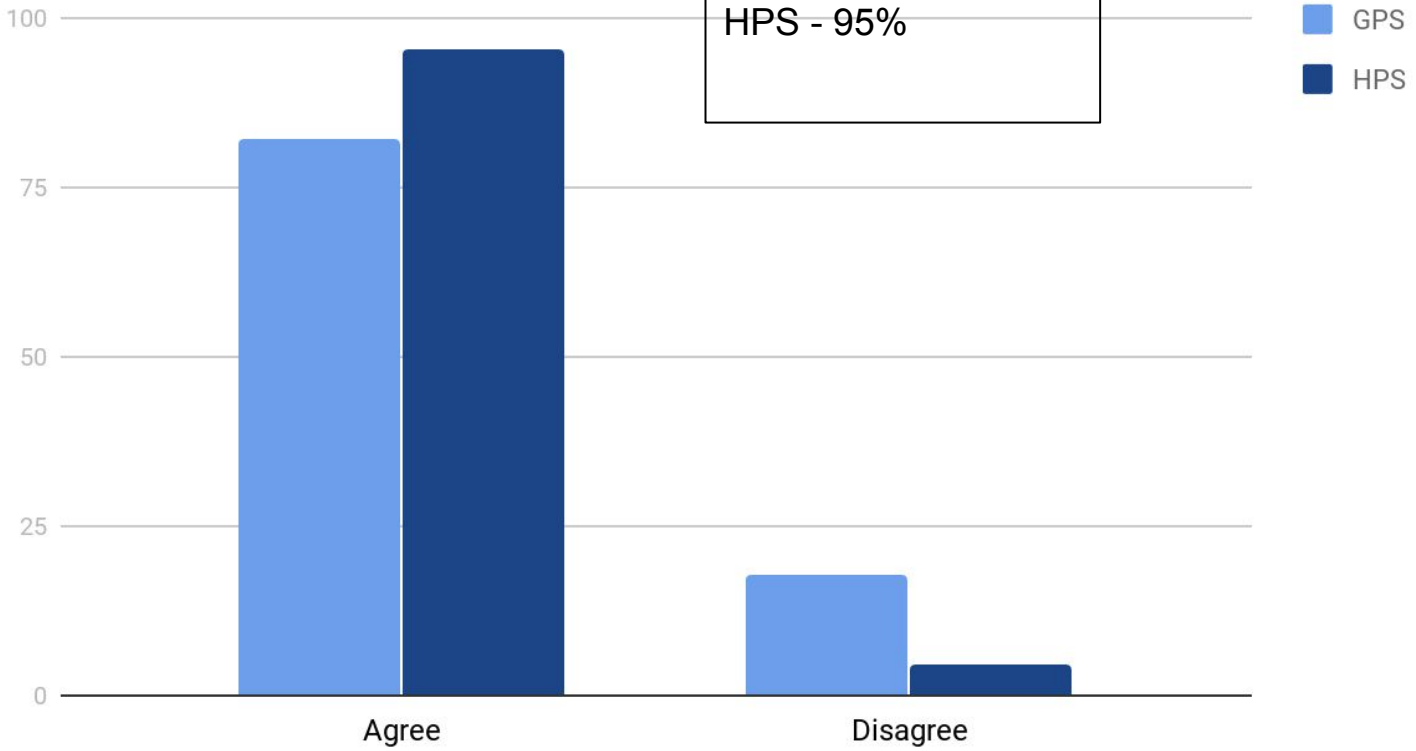
- “If I go to school here I will be able to get a career.”
- “I feel proud because this school has a different method of teaching not just like another schools and the teachers here connect with the students unlike other teachers who may just talk to the students.”
- “I feel proud to belong to this school because I know that as long as i’m at this school then I will be fully prepared for when highschool comes along.”
- “Yes, I do feel proud because it makes me feel important.”
- “I do feel proud because this school has good teaching, good teachers and they care about us so much.”

Do the teachers and the other adults at school care about you?



I feel safe at school

Agree -
GPS - 82%
HPS - 95%





What 3 words best describe a Navigator student?

GPS

- Optimistic
- Proud
- Determined
- Engaged
- Shows integrity
- Responsible
- Thoughtful

HPS

- Maximum effort
- Confident
- Respectful
- Influential
- Intelligent
- Courageous
- Bucket-fillers



Next Steps

Student surveys to be managed collaboratively between sites, MTSS coordinator, & Support Office to ensure we are getting the information needed

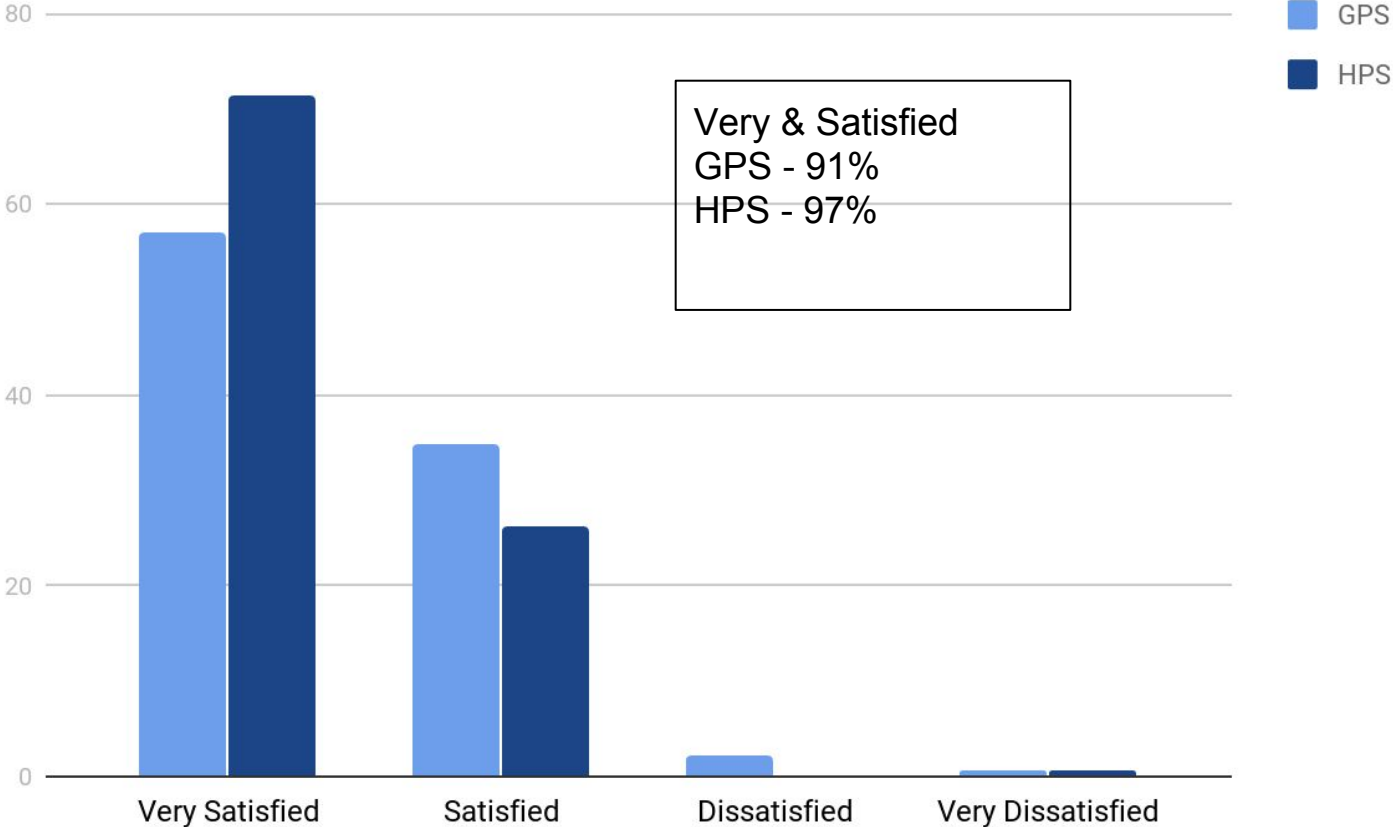
PBIS teams created to work in conjunction with the MTSS coordinator to create safe spaces for students

Training yard duty staff to use the Toolbox strategies to alleviate playground issues



Parent Survey Results



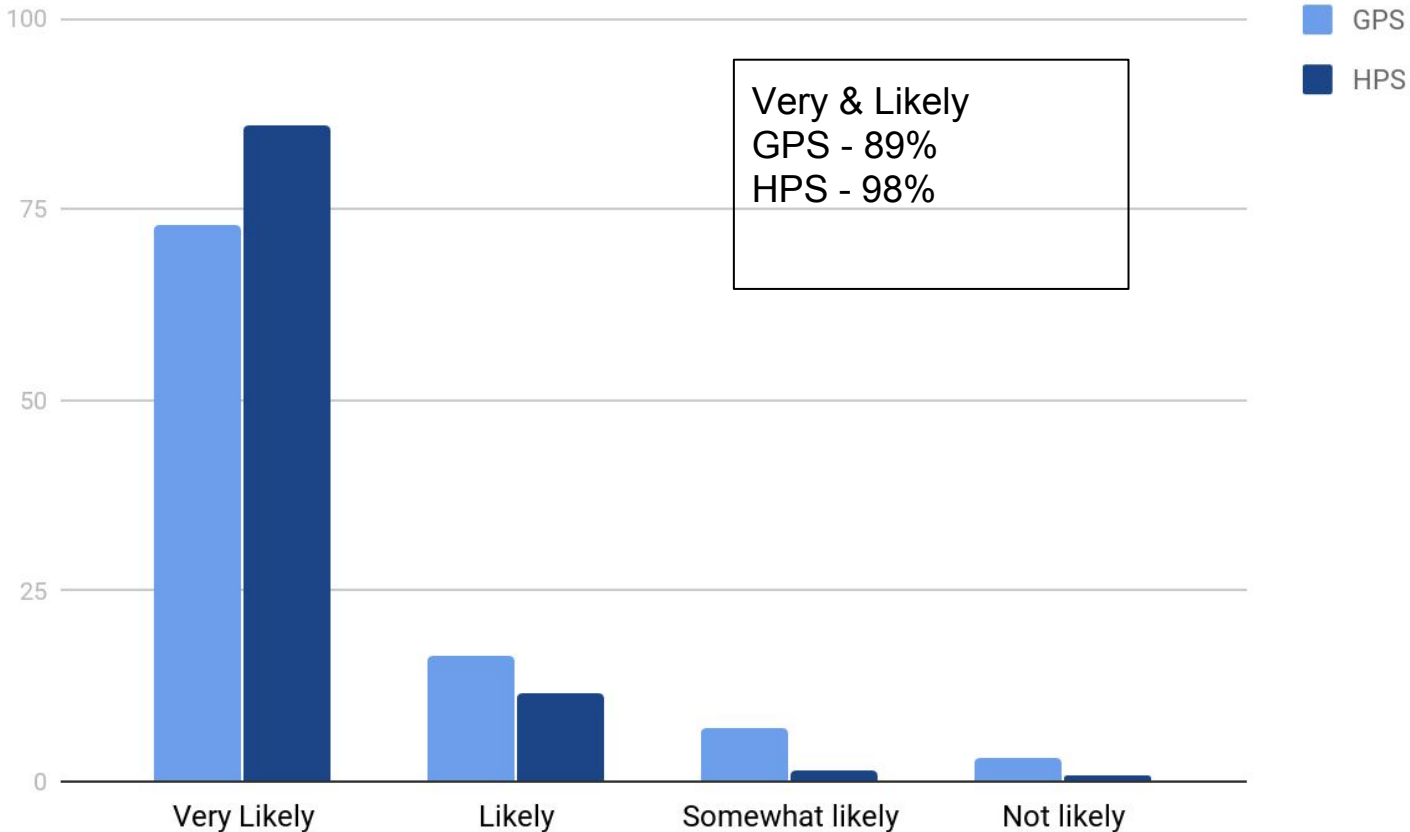


I feel my child is safe and supported on campus:

GPS - 84% agree

HPS - 90% agree







What do you consider to be the biggest strengths of the school

GPS

- Teaching staff
- Academic focus
- Seeking alternative ways to learning
- Equal academics for all
- Team environment
- Its biggest strength is its community
- Technology

HPS

- Work in groups
- Make learning fun
- Everyone makes you feel safe
- Having overall top scores
- Technology
- Independent learning
- The school team worries about us



What do you think are the biggest challenges at the school?

GPS

- Parking
- Maintaining trajectory
- Pick up and drop off
- Too much focus on test scores
- Frequent schedule changes
- Student behavior
- More enrichment

HPS

- Parking
- Providing strong middle school
- Location/size
- More enrichment classes
- Consistency in communication tools

Staff Survey Results





Shout Out - Shout Out to the staff for:

GPS

- I feel proud to tell people where I work - **100%**
- I know, believe in and am invested in our mission - **100%**
- Someone at Navigator encourages my development - **96%**

HPS

- I feel proud to tell people where I work - **94%**
- I know, believe in and am invested in our mission - **97%**
- Someone at Navigator encourages my development - **91%**



Grows for 2018-19:

GPS

- I receive formal weekly coaching & feedback - **64%**
- I would recommend working at Navigator to a good friend - **78%**
- I feel the support office is a partner in ensuring the success of Navigator - **66%**

HPS

- I would recommend working at Navigator to a good friend - **83%**
- I receive formal weekly coaching & feedback - **79%**
- I have the right resources & equipment to do my job - **76%**



Staff answers to “What are Navigator’s biggest areas of growth?”

GPS

- Communication
- Student behavior support
- Middle school model
- Strengthening our social emotional curriculum

HPS

- Middle school model and SEL
- Ensuring all employees are mission driven
- Continuing success as we grow
- More coaching for new teachers



Action Steps

1. Provide opportunities for parents to give more frequent feedback
2. Utilize coaching tracker & review at ELT to ensure we are meeting our goals and providing staff with support
3. Changed the coaching caseload of VP of Culture & Operations to reflect the student services needs of that role
4. Create rubrics for success with staff input
- what is needed, how to meet needs








Coversheet

NS Priorities Update

Section:	III. Topical Items
Item:	D. NS Priorities Update
Purpose:	Discuss
Submitted by:	
Related Material:	Ten Priorities 2018-19.pdf

Mission-Aligned Organizational Priorities, Strategies, and Leaders (From June 2018 NS Board Meeting)

	#	Priority	Strategy	Measures of Success	Leader
	1	Strengthen math program	<ul style="list-style-type: none"> a. Maximize mathematical modeling b. Build fluency c. Strengthen math intervention 	<ul style="list-style-type: none"> i. Navigator students will achieve 80% proficiency in 2019 on SBAC ii. Math teachers will report a significant increased capacity to instruct math effectively iii. Students requiring intensive after school intervention will decrease by 25% annually iv. Math scores increase by 5% on average as measured by DF3 v. 90% of students in grades 1-8 will meet annual fluency goals vi. Math teachers will report an increased capacity to instruct and measure math fluency on BOY and EOY survey vii. Students requiring intensive after school intervention will decrease by 25% annually (August to August) viii. 75% of students in after school intervention will have improved feelings/impressions of their mathematical abilities based on pre-post survey 	Heather
	2	Strengthen Social Emotional Learning (SEL) integration	<ul style="list-style-type: none"> a. Integrate Toolbox and PATH into instructional lessons for weekly community meetings b. Implement PBIS at GPS and HPS c. Leaders model CASEL competencies during staff activities 	<ul style="list-style-type: none"> i. 100% of elementary teachers implementing Community Meetings using Toolbox/PATH Integrated Lessons weekly ii. Teachers receive monthly community meeting coaching iii. 100% of PBIS Teams Priority List completed by end of year iv. Decrease in office referrals for behavior by 25% by April of 2019 v. Increase in positive student responses on the culture survey 	Sharon
	3	Principal development	<ul style="list-style-type: none"> a. Enhance data cycle to inform data-driven-instruction b. Strengthen weekly coaching 	<ul style="list-style-type: none"> i. By December, seventy-five percent of all teachers achieve mastery level of DDI based on DDI cycle VOE rubric ii. Classes average 75% on standards-based quizzes iii. SBAC achievement is at 90% in ELA and 80% in math in 2018-19 	James
	4	Strengthen volunteer engagement	<ul style="list-style-type: none"> a. Board and Committee development b. Increase parent engagement 	<ul style="list-style-type: none"> i. Board and committee outcomes will be developed in collaboration with NS Board ii. Increase parent participation in school committees and LCAP development processes by 10% 	Caitrin Kevin Kirsten
	5	WPS ready to open	<ul style="list-style-type: none"> a. Organize parents, lobby, and get votes b. Maintain connection to WPS parents and continue outreach efforts c. Continue to fundraise for WPS d. Procure facilities 	<ul style="list-style-type: none"> i. Secure charter approval ii. Fully-enrolled iii. Fully-funded iv. Suitable facilities procured for first two years of operation 	Kirsten Kevin Andi

	6	Develop and pilot external services to scale impact	<ul style="list-style-type: none"> a. Develop three-year strategic plan to provide external support b. Pilot support to Wonderful Prep Academy (WPA) c. Create Navi University website 	<ul style="list-style-type: none"> i. Three-year external support plan is completed ii. WPA sees growth in 2018-19 math scores (MAP, SBAC) iii. 80% of WPA staff agree or strongly agree that the WPA coaching is significantly improving their instructional practices on annual staff survey iv. 80% of WPA instructional leadership agree or strongly that Navigator support has significantly increased instructional capacity of WPA staff v. 90% of NS instructional leadership report that Navi University (NU) website is supporting their own development as well as the instructional staff that they support on annual survey vi. 90% of NS instructional staff report that the NU website is supporting their own development 	James Kevin Heather
	7	Develop long-term facilities plan for Hollister Prep	<ul style="list-style-type: none"> a. Create detail project plan with NS Board facilities subcommittee b. Develop and implement architect selection process c. Collaborate with HSD 	<ul style="list-style-type: none"> i. By June 1, 2019, a long-term in-lieu of Prop 39 deal will be agreed upon between Navigator and Hollister School District for HPS to be located in new buildings on the existing HPS footprint ii. Preliminary building plans with cost estimates and a financial plan will be prepared for NS Board consideration by June 1 	Kevin
	8	Meet Support Office 2018-19 fundraising goals	<ul style="list-style-type: none"> a. Hire development consultant b. Identify and cultivate major donors c. Develop and submit grant proposals 	<ul style="list-style-type: none"> i. Development consultant is hired by August 1, 2018 ii. 75% of fundraising goal is reached by February 1, 2019 iii. 100% of fundraising goal is reached by April 1, 2019 	Kevin Kirsten
	9	Obtain charter approval or engage in appeals process for School 4	<ul style="list-style-type: none"> a. Organize and implement community outreach effort in Salinas b. Engage political processes in Salinas and Monterey County Office of Ed. c. Conduct facility research 	<ul style="list-style-type: none"> i. NS Board greenlight Salinas market development in Sept 2018 ii. NS Board greenlight charter submission in Dec 2018 iii. Salinas Prep charter submitted by Jan 2019 	Kirsten Kevin
	10	Continue implementing strong instructional program for all students	<ul style="list-style-type: none"> a. Create a culture of excellence b. Promote data-driven instruction c. Provide weekly coaching and feedback for all staff d. Provide Multi-tiered Systems of Support (MTSS) for all students e. Utilize technology to enhance learning 	<ul style="list-style-type: none"> i. Distance-from-3 SBAC results increase by 3 points on average (Math) and 2 points on average (ELA) ii. 96% or better student attendance rate iii. 85% or better teacher retention rate iv. 85% of staff surveys indicate satisfaction v. 85% of parent surveys indicate satisfaction 	Crystal Debbie

July 17, 2018