



# Navigator Schools

## NS Board Meeting

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### Date and Time

Tuesday February 4, 2020 at 6:00 PM PST

### Location

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

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### Teleconference Locations

- Hollister Prep School, 881 Line Street, Hollister, CA 95020
- Watsonville Prep School, 201 Brewington Avenue, Watsonville, CA 95076

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An archive of board meeting minutes is available for public view at the Navigator Schools Support Office, 650 San Benito Street, Suite 230, Hollister CA 95023.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Caitrin Wright	2 m
<b>B.</b> Call the Meeting to Order			3 m

	Purpose	Presenter	Time
<b>C.</b> Approve Minutes of Prior Board Meeting, December 10, 2019	Approve Minutes	Caitrin Wright	1 m
<b>D.</b> CEO Report K. Sved will present an update on organizational activities and priorities.		K. Sved	7 m
<b>E.</b> Public Comments The agenda provides time for public comments for non-agenda items.		Caitrin Wright	2 m

**II. Topical Items**

**6:15 PM**

<b>A.</b> Prop. 39 District Response, Resolution 2020-01 K. Sved will provide an update on responses of school districts to Proposition 39 requests. The board will vote on the approval of Resolution 2020-01, Proposition 39 Requests of Navigator Schools (GPS, HPS, and WPS).	Vote	Kevin Sved	9 m
<b>B.</b> 407 Main Street Project Update and Next Steps K. Sved will present an update and list next steps for Watsonville Prep School facilities.	Discuss	Kevin Sved	15 m
<b>C.</b> Board Training: Senate Bill 126 W. Strumpfer, from Young, Minney & Corr, LLP, will provide an overview of Senate Bill 126 and related transparency laws for charter schools, including a review of Form 700 and conflict of interest.	FYI	Wayne Strumpfer	45 m
<b>D.</b> Finance Committee Report J. Montgomery will present an update on the latest activities of the NS Finance Committee.	FYI	Joyce Montgomery	3 m
<b>E.</b> Governance Committee Report J. Flaherty will provide an update on recent Governance Committee activities.	FYI	John Flaherty	3 m
<b>F.</b> Board Member Terms Resolution The Board will vote on the approval of Board Resolution 2020-03, Election of John Flaherty and Fiaau Ohmann to Second Terms.	Vote	Caitrin Wright	3 m
<b>G.</b> Academic Success Committee Report	FYI	Caitrin Wright	3 m

	Purpose	Presenter	Time	
C. Wright will provide an update on the inaugural meeting of the Academic Success Committee.				
<b>H.</b>	Board Dashboard Review	Discuss	Sean Martin	10 m
S. Martin will present an updated version of the Board Dashboard.				
<b>I.</b>	Preliminary 2020-21 Budget, Resolution 2020-02	Vote	Ami Ortiz	9 m
A. Ortiz will lead a presentation on the preliminary budget for the next school year, including salary authorizations. The Board will vote on Resolution 2020-02, Authorization of Salaries.				
<b>J.</b>	Local Control and Accountability Plan (LCAP) Process	FYI	Ami Ortiz	5 m
A. Ortiz will review the upcoming LCAP process for Navigator Schools.				
<b>K.</b>	Dissemination Pilot	Discuss	Heather Parsons	30 m
Members will review the current status of the dissemination pilot and discuss dissemination plans for 2020-21.				
<b>L.</b>	Draft 2020-21 Organizational Priorities	Discuss	Kevin Sved	5 m
K. Sved will share an update on organizational priorities for 2020-21.				
<b>M.</b>	Consent Agenda	Vote	Caitrin Wright	3 m
The consent agenda includes: Auditor Selection, Board Meeting Location Resolution, School Accountability Report Card (SARC), and Watsonville Prep School First Interim Report.				
<b>III.</b>	<b>Closed Session</b>			<b>8:38 PM</b>
<b>A.</b>	Public Announcement of Reasons for Closed Session	FYI	Caitrin Wright	1 m
The Board Chair will announce reasons for the closed session to the public.				
<b>B.</b>	Closed Session: Real Property Negotiation, Hollister Prep School	Discuss	Kevin Sved	20 m
The Board will discuss the topic of real property negotiation as undertaken with South Street LLC to acquire vacant land for Hollister Prep School. The board may consider delegating authority to K. Sved to negotiate an option to purchase the property.				
<b>IV.</b>	<b>Return to Open Session</b>			<b>8:59 PM</b>

	Purpose	Presenter	Time
<b>A.</b> Public Report of Actions Taken During Closed Session C. Wright will report actions taken during closed session.	FYI	Caitrin Wright	1 m
<b>V. Closing Items</b>			<b>9:00 PM</b>
<b>A.</b> Adjourn Meeting Board members will vote on the adjournment of the meeting.	Vote	Caitrin Wright	2 m

## Coversheet

### Approve Minutes of Prior Board Meeting, December 10, 2019

**Section:** I. Opening Items  
**Item:** C. Approve Minutes of Prior Board Meeting, December 10, 2019  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for NS Board Meeting on December 10, 2019

APPROVED



## Navigator Schools

### Minutes

#### NS Board Meeting

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**Date and Time**

Tuesday December 10, 2019 at 6:00 PM

**Location**

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

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Teleconference Locations

- Hollister Prep School, 881 Line Street, Hollister, CA 95020
- Watsonville Prep School, 201 Brewington Avenue, Watsonville, CA 95076
- 200 North Ashley Drive, Tampa, FL 33602

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**Directors Present**

Caitrin Wright, Fiaau Ohmann, JP Anderson, Nora Crivello, Victor Paredes-Colonia (remote)

**Directors Absent**

John Flaherty, Joyce Montgomery

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**Directors who left before the meeting adjourned**

Victor Paredes-Colonia

**Guests Present**

James Huegas, Kevin Sved, Sean Martin

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**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 Dec 10, 2019 at 6:06 PM.

C. Wright mentioned her observation of the Navigator Schools model at Hayward Collegiate Charter School.

**C. Approve Minutes of Board Meeting, November 5, 2019**

Nora Crivello made a motion to approve minutes from the NS Board Meeting on 11-05-19.

Fiaau Ohmann seconded the motion.

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

**Roll Call**

Nora Crivello	Aye
Fiaau Ohmann	Aye
Victor Paredes-Colonia	Aye
Caitrin Wright	Aye
JP Anderson	Aye
Joyce Montgomery	Absent
John Flaherty	Absent

**D. Approve Minutes of Special Board Meeting, October 28, 2019**

Nora Crivello made a motion to approve minutes from the NS Special Board Meeting on 10-28-19.

JP Anderson seconded the motion.

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

**Roll Call**

Caitrin Wright	Aye
John Flaherty	Absent
Joyce Montgomery	Absent
Victor Paredes-Colonia	Aye
Fiaau Ohmann	Aye
Nora Crivello	Aye
JP Anderson	Aye

**E. Approve Minutes of Board Meeting, October 8, 2019**

Nora Crivello made a motion to approve minutes from the NS Board Meeting on 10-08-19.

Caitrin Wright seconded the motion.

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

**Roll Call**

JP Anderson	Aye
John Flaherty	Absent
Victor Paredes-Colonia	Aye
Joyce Montgomery	Absent
Nora Crivello	Aye
Caitrin Wright	Aye
Fiaau Ohmann	Aye

**F. CEO Report**

K. Sved described successful reading interventions and thanked related staff. J. Dent praised after-school program leaders. N. Crivello asked a question about grants. C. Wright expressed her appreciation for the thoroughness and thoughtfulness of dissemination materials and the success of intervention programs.

**G. Public Comments**

There were no public comments.

**II. Topical Items**

**A. 2018-19 Audit Approval: Resolution 2019-14**

JP Anderson made a motion to approve the audit.

Fiaau Ohmann seconded the motion.

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

**Roll Call**

JP Anderson	Aye
Joyce Montgomery	Absent
Nora Crivello	Aye
Fiaau Ohmann	Aye
Caitrin Wright	Aye
John Flaherty	Absent
Victor Paredes-Colonia	Aye

A. Ortiz delivered a presentation on the annual independent audit. Topics included the role of the Board, the auditor's role, and key components (including opinions, footnotes, and findings). She reviewed each section of the audit, including the state award section. Board members asked clarifying questions about the findings. Staff provided explanations



and next steps. Board members and staff discussed strategies and timelines for sharing audit information. N. Crivello thanked A. Ortiz for her work on the audit.

**B. Finance Committee Report**

N. Crivello confirmed that there was no recent news to report.

**C. Compensation Consultant Proposal: Resolution 2019-15**

Nora Crivello made a motion to approve Resolution 2019-15.

Fiaau Ohmann seconded the motion.

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

**Roll Call**

JP Anderson	Aye
Fiaau Ohmann	Aye
Caitrin Wright	Abstain
Nora Crivello	Aye
Joyce Montgomery	Absent
John Flaherty	Absent
Victor Paredes-Colonia	Aye

**D. Watsonville Prep Schoolwide Title I Program: Res. 2019-16**

Nora Crivello made a motion to approve the Title I application.

JP Anderson seconded the motion.

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

**Roll Call**

Joyce Montgomery	Absent
John Flaherty	Absent
JP Anderson	Aye
Victor Paredes-Colonia	Aye
Nora Crivello	Aye
Fiaau Ohmann	Aye
Caitrin Wright	Aye

**E. Watsonville Prep Facility Update and Next Steps**

James Hugas from Pacific Charter School Development participated in the discussion of this item as a guest. K. Sved thanked PCSD for waiving fees related to the 407 Main Street project. K. Sved provided an update on recent events concerning the project, including permit applications, letter of intent, the architect's activities, and plumbing, electrical, and civil engineering contracts. J. Hugas discussed tax credits and building codes. K. Sved explained the resolution in depth, including related timelines and potential financing outcomes. C. Wright asked clarifying questions regarding key project decision points and timelines. F. Ohmann described Navigator's positive reputation in the community as a result of the success of WPS.

**F.**

**Delegated Authority to CEO for 407 Main Pre-construction Expenditures:  
Resolution 2019-17**

JP Anderson made a motion to approve Resolution 2019-17.

Fiaau Ohmann seconded the motion.

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

**Roll Call**

Joyce Montgomery	Absent
Caitrin Wright	Aye
Nora Crivello	Aye
John Flaherty	Absent
Victor Paredes-Colonia	Aye
Fiaau Ohmann	Aye
JP Anderson	Aye

**G. Governance Committee Report**

Members did not address this item.

**H. Board Dashboard Review**

The board reviewed the dashboard. Questions emerged regarding state formulae and other strategies for tracking English learner redesignation rates over time. Board members provided feedback and suggestions for dashboard design, including tracking changes over time, highlighting or otherwise emphasizing measures included in the CA School Dashboard, and disaggregating elementary and middle school information.

**I. Protect and Grow Organizational Priority Update**

K. Carr led a presentation with supporting comments from K. Sved, J. Dent, and site leaders. The presentation covered overall school culture; organizational structures and procedures; strategies for maintaining and promoting excellence at existing sites; areas of focus; and growth (expansion).

C. Wright, J.P. Anderson, and N. Crivello asked questions and made suggestions. School principals provided details and explanations of current and future strategies. C. Wright expressed interest in learning more about unified strategies and future updates for the Board.

**J. Federal Grant Application: Resolution 2019-19.**

K. Sved announced that Navigator would not prepare an application for the grant at this time.

**K. Announcement of Reasons for Closed Session**

C. Wright announced reasons for the closed session (real property negotiations and the consideration of delegation of authority to the CEO for pre-construction expenditures).

Victor Paredes-Colonia left.

**L. Closed Session: Real Property Negotiation, HPS**

**M. Closed Session: Delegated Authority to CEO to Execute Lease Agreement: Resolution 2019-18**

**N. Report on Closed Session**

C. Wright reported that Resolution 2019-18 (Delegated Authority to CEO to Execute Lease Agreement) was approved. N. Crivello made the motion to approve the resolution and F. Ohmann seconded. The vote was unanimous (4-0) with V. Paredes Colonia no longer present during closed session. No action was taken on Agenda Item L (Real Property Negotiation, HPS).

Nora Crivello made a motion to approve Resolution 2019-18.

Fiaau Ohmann seconded the motion.

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

**Roll Call**

John Flaherty	Absent
JP Anderson	Aye
Fiaau Ohmann	Aye
Caitrin Wright	Aye
Joyce Montgomery	Absent
Nora Crivello	Aye
Victor Paredes-Colonia	Absent

**III. Closing Items**

**A. Adjourn Meeting**

JP Anderson 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
Victor Paredes-Colonia	Absent
Fiaau Ohmann	Aye
JP Anderson	Aye
John Flaherty	Absent
Nora Crivello	Aye
Joyce Montgomery	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:05 PM.

Respectfully Submitted,

Sean Martin

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### **Documents used during the meeting**

- Intervention Memo 2019\_12.pdf
- Dissemination Memo 2019\_12.pdf
- MTSS Memo 2019\_12.pdf
- BR 2019\_14 Memo BR and Audit.pdf
- Finance Committee Minutes 2019\_12\_04.pdf
- BR 2019\_15 Compensation Memo Proposal and Resolution.pdf
- BR 2019\_16 WPS Title I Plan Memo and Res.pdf
- BR 2019\_17 407 Main Expenses Memo and Resolution.pdf
- Dashboard Memo and Survey Viz 2019\_12.pdf
- Board Dashboard 2019\_12\_10b.pdf
- Protect and Grow Memo 2019\_12.pdf
- BR 2019\_19 Federal Grant Memo and Resolution.pdf

# Coversheet

## CEO Report

**Section:** I. Opening Items  
**Item:** D. CEO Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Protect and Grow Memo February 2020.pdf  
Staff Survey Memo February 2020.pdf  
Intervention Priority Memo February 2020.pdf



Date: 1/23/20

To: Navigator Schools Board of Directors

From: Kirsten Carr

Subject: Protect and Grow Update, Winter 2020

The Navigator Schools' Support Office continues to focus on a strong first year at Watsonville Prep School while also maintaining a clear eye on protecting the success of Gilroy and Hollister Prep Schools.

Although Watsonville Prep School started with a clear understanding setting school culture and dealing with social emotional issues would be the first steps all staff needed to take, it has still shown incredible overall academic growth. MAP scores for students in first and second grade significantly outperform their peers across the country with Kindergarten math scores also outperforming their national peers.

Watsonville Prep School has identified chronic absenteeism as their biggest area of concern at the present time. To address this issue, the leadership team, in conjunction with the Student Services and Engagement and Partnership teams, has implemented the following action steps:

- Monthly perfect attendance ceremonies
- Daily rewards for classes with perfect attendance
- Daily phone calls to any student who is absent
- Home visits to families with high percentages of absences

Gilroy Prep School was named a California Distinguished School with founding teachers, members of the Support Office, and Dr. Flores, Gilroy Unified School District Superintendent, attending the ceremony in Anaheim next month. Transcend Education brought forty educators to the GPS campus early in January to study Navigator's growth mindset and process it takes for

continual improvement. This tour included teachers from traditional and charter public schools as well as both Hollister School District and Pajaro Valley Unified School District. Hollister Prep School also hosted a large group of educators through the Innovate Public Schools Fellows program, which included teachers and administrators from both public charter schools and traditional schools. These tours represent opportunities for further collaboration as well as possible leads for model providing.

Finally, Navigator Schools has received recent positive press with articles in The 74, EdSource, and the Gilroy Dispatch.



Date: 1/23/20

To: Navigator Schools Board of Directors

From: Kirsten Carr

Subject: Staff Survey Updates

In our efforts to strengthen organizational health and increase both staff and student culture, the Navigator Schools' support office continues to conduct full surveys every winter and spring with smaller more targeted surveys every month. The survey questions touch on areas of overall school culture, communication, coaching, compensation, and sustainability. To ensure we are also focusing on the items outlined in our LCAP, those questions are included in the biannual surveys and assigned action steps if needed. Below you will find a breakdown of the areas of biggest glows and those that provide an opportunity for significant growth. Also included are comments which capture the sentiments associated with the various scores.

As one might expect, the strongest scores were in how staff feels about our students and our mission with the following questions receiving 90% or higher in agree or strongly agree:

- My teammates are focused on high academic achievement for all students
- I feel responsible for the students we serve
- I understand and embrace the vision and mission of our organization
- I understand the goals of the organization beyond my school site
- The mission or purpose of my organization makes me feel my job is important
- I am satisfied with the service I receive from the ITOM team

Areas with the biggest areas of growth did not have one specific focus but instead covered a variety of topics including communication, autonomy, and cross-site collaboration. Areas where staff gave below a 70% agree or strongly agree answer included:

- When new initiatives are presented at my school, my colleagues are supportive
- The attitudes of my colleagues are positive



- I trust my teammates across Navigator
- Organizational policies and decisions are communicated well
- The leadership team provides effective coaching to help me improve my instructional practice/teaching
- The leadership team recognizes and rewards good work
- The leadership team is well-organized
- The leadership team deals with problems and conflicts in a fair and constructive manner
- A strong level of trust exists between the Support Office & the sites
- I am satisfied with the service I receive from the Engagement & Partnership team

*What do you most appreciate about your school and/or Navigator?*

- All the support and positivity from management and mostly colleagues, feeling of a caring family
- I appreciate the organization's willingness to gather the opinions of all staff members
- Coaching and teamwork
- The passion of the majority of the staff is evident and I love that. It reminds me of my why
- Good quality of education for all students regardless of their circumstances
- Our mission and what it stands for and for the constant support from the leadership team at the Support Office
- I appreciate I was heard when I asked for more support. The leadership teams responds well when they are communicated to. I also appreciate the effort being done to improve our model in middle school
- I love that everyone is motivated to give these students our all! I also appreciate that there are constant opportunities to grow and become a better teacher. I never feel bad if I am not sure about something. I always receive great support. I love my coworkers, my coach, the school culture, and my students. This school is so innovative and I VERY proud to be a part of it. I would love to be a part of taking this school and serving more parts of California. Let's make one in Salinas!

*Is there anything else important for us to know?*

- Teachers salaries are too low when compared to hours worked
- The culture has shifted on campus and it is obvious teachers are not happy, overworked, and stressed out. I can not pinpoint what it is but morale is down.
- Middle school issues need to be addressed. Staff needs additional training on how to deal with special needs students & students with behavior issues
- Need clarity and consistency across sites

The LCAP for each site includes specific questions on family, student, and staff surveys. The staff survey questions included in the LCAP and the greenlighting dashboard are:

- I am proud to say I work at Navigator where we serve the most underserved students in our community - 89%
- I would recommend employment at Navigator to my friends or family - 80%

Both of these questions received above the 75% goal specified as a LCAP metric.

While the LCAP scores are above the desired metric, there are several other areas of concern recognized by the Support Office and site leadership teams. Action steps already taken and those identified as immediate priorities include, but are not limited to:

- All-staff professional development morning focused on the question “What can be done to improve your work atmosphere at Navigator Schools”.
  - Created 2-3 immediate action steps for the three highest priorities identified by staff
- Monthly Support Office Communication newsletter
  - Each issue includes follow up detailed survey questions on areas of improvement
  - Includes updates on items highlighted by surveys
- Working with sites to revisit staff agreements including weekly huddle focus
- Sharing with staff the compensation study process, including attendance at staff meetings



**Date:** January 31, 2020

**To:** Board of Directors

**Submitted By:** James Dent and Sharon Waller

**Subject:** Intervention Priority

### **Background**

Navigator Schools has a multi-tiered system of supports (MTSS) framework that includes various levels and types of interventions that are implemented at the schools to ensure all students' educational needs are met. The goal of the intervention priority is stated as follows: *50% of students scoring "Standard Nearly Met" (2) or "Standard Not Met" (1) will increase to the next band of performance on the Smarter Balanced Assessment Consortium (SBAC).* This board memo will address the specific Tier Two interventions in reading and mathematics for students in grades two through eight that were identified in September and the Tier Three interventions for reading that were initiated in November.

Tier Two interventions were provided to students who were in need of support in reading fluency, reading comprehension, and mathematics. The programs used were research-based, and they were implemented after school within small, leveled groups that focused on skills. Progress monitoring occurred more frequently than it typically does for Tier One students. Tier Three interventions began in mid-October. The research-based interventions are provided to students who are significantly below the grade level expectations for reading. The interventions occur during the school day in groups of up to three students with one adult.

### **Quarter Two Update**

The Vice Principals of Academics at all sites continued with a strong implementation of after-school interventions that led to the success in Unit 1. Daily walkthroughs continue to occur to ensure that students and staff are supported and that the intervention program continues to be effective.

New in Q2 was the increased support for Tier Three students. At all three sites, small group instruction began for our struggling readers during the school day. Students in grades K-2 who are significantly below grade level are now receiving additional reading support daily in low ratios of no more than three students. The interventions focus on systematic phonics instruction and listening comprehension, an important precursor to reading comprehension. This early age intervention aims to engage struggling readers in success so that students believe they are capable. While a small fraction of students have legitimate reading learning disabilities, the Tier Three reading interventions will help our lowest performing students achieve their potential. It is not a fast process and will require a relentless focus annually for this small group of students.

We also are beginning to plan for our extended school year. This intervention data allows us to identify effective programs and materials, appropriate levels of intensity of instruction (teacher ratio and time), and to personalize the summer instruction more effectively.

Staff looks forward to digging more deeply on intervention data with the Academic Success Committee.

# Coversheet

## Prop. 39 District Response, Resolution 2020-01

<b>Section:</b>	II. Topical Items
<b>Item:</b>	A. Prop. 39 District Response, Resolution 2020-01
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Prop 39 Preliminary Offer and Response.pdf



Date: February 1, 2020

To: Board of Directors

From: Kevin Sved, CEO

Subject: Proposition 39, Preliminary Offers

**Overview**

Gilroy Prep School (GPS), Hollister Prep School (HPS), and Watsonville Prep School (WPS) have operated in school district facilities through Proposition 39. In addition to meeting the eligibility requirements, there are specific dates which must be met for a charter school to preserve its right to district facilities. The first deadline met was November 1, when charter schools must submit facilities request to the school district in which the school is located. Requests submitted by November 1 are summarized in Table 1 below.

Table 1. Navigator Proposition 39 Requests and Changes

School	District	Students	Request Submitted for 202-21 and Description of Changes from 2019-20
GPS	Gilroy USD	540	Current site and classrooms, no changes
HPS	Hollister SD	540	Current site and classrooms, no changes
WPS	Pajaro Valley USD	240	Current Site and classrooms, plus four additional classrooms (two for new 3rd grade, one for special education, one for library / enrichment)

The other critical dates in the Proposition 39 timeline are as follows:

- December 1: District responds if it challenges the charter’s enrollment projections
- January 1: Charter responds to district challenges, if applicable
- February 1: District provides preliminary facilities offer
- March 1: Charter responds to district’s preliminary offer
- April 1: District provides final facilities offer
- May 1: Charter responds to district’s final offer

**GPS and HPS Updates**

On January 30, we received correspondence (attached) from Hollister School District offering the current facilities again Hollister Prep School for 2020-21. This is a positive development as last year’s process required significant negotiation. While Gilroy Unified School District has yet to provide a preliminary offer, the annual process is expected to be smooth as usual with a facilities use agreement provided by the District well before April 1.

### **WPS Update**

Pajaro Valley Unified School District (PVUSD) requested an extension for providing the Preliminary Offer until February 15. Navigator consented to this request. To assist PVUSD in determining the feasibility of Navigator's request to add portable classrooms to the E.A. Hall campus, Navigator provided the attached feasibility report from Watsonville-based Spector Corbett Architects. This report includes plans that demonstrate locations for additional portables to accommodate WPS's growth in 2020-21. Additionally, the feasibility report analyzes the possibility for expanding Watsonville Prep to grades K-5 at the E.A. Hall site on a phased basis. This feasibility study was performed as a potential alternative if the 407 Main Street project is not successful. Cost estimates for expansion at E.A. Hall are in development and should be available the week of February 10.

### **Recommendation**

Navigator will need to respond to the preliminary offers by March 1. The Hollister School District offer is as requested and should be accepted. Since there are no Board meetings planned for March, it is recommended that the Board approve the resolution to delegate authority to the CEO to respond to preliminary Proposition 39 offers made to GPS and WPS. Depending on the nature of the preliminary offer, a special board meeting may need to be called.

#### Attachments:

- Resolution
- Preliminary Offer from Hollister School District
- Feasibility Study for WPS at E.A. Hall

## BOARD RESOLUTION 2020-01

*February 4, 2020*

### Proposition 39 Facilities: Responses to Preliminary Offers for GPS, HPS, and WPS

A RESOLUTION OF THE BOARD OF DIRECTORS of Navigator Schools delegating authority to the CEO to respond to preliminary Proposition 39 School Facilities Offers for GPS, HPS, and WPS:

WHEREAS GPS, HPS, and WPS currently operate in school district facilities provided by the respective school districts in which the schools are located through Proposition 39,

WHEREAS GPS, HPS, and WPS submitted Proposition 39 requests for the 2020-21 school year,

WHEREAS Hollister School District responded affirmatively to the HPS Proposition 39 request,

WHEREAS Gilroy Unified School District is expected to respond affirmatively to the GPS Proposition 39 request,

WHEREAS Pajaro Valley Unified School District requested, and was granted, an extension to provide the preliminary offer to WPS by February 15, and

WHEREAS charter schools must respond to preliminary offers by March 1, 2020,

RESOLVED, the CEO of Navigator Schools is 1) authorized to accept the offer from Hollister School District for HPS and execute a Facilities Use Agreement, 2) authorized to execute the Facilities Use Agreement with Gilroy Unified School District for use of current GPS facilities, and 3) authorized to respond to Pajaro Valley Unified School District's preliminary offer to Watsonville Prep with consultation from legal counsel and Navigator's Board Chair.

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Navigator Schools at its regular meeting held on February 4, 2020 at Gilroy Prep School in Gilroy, California.

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Signature of Board Chair

Caitrin Wright

Navigator Schools, a California Nonprofit Public Benefit Corporation

The Secretary of the Corporation certifies that the above is true and copy of the resolution that was duly adopted at the dated meeting of the board of directors.

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John Flaherty, Secretary

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Date





# HOLLISTER SCHOOL DISTRICT

January 30, 2020

Mr. Kevin Sved  
Navigator Schools  
650 San Benito Street, Suite 230  
Hollister, CA 95023  
kevin.sved@navigatorschools.org

**Re: Hollister Prep School;  
Request For Proposition 39 Facilities for 2020-21 School Year  
District's Preliminary Proposal**

Dear Mr. Sved:


Pursuant to California Code of Regulations, Title 5, Section 11969.9(f), the Hollister School District ("District") provides the following preliminary proposal in response to Hollister Prep School's ("HPS" or "Charter School") request for facilities for the 2020-21 school year pursuant to Education Code Section 47614, commonly referred to as Proposition 39 (the "Request").

### PRELIMINARY PROPOSAL

1. **In-District ADA Projection.** The District accepts HPS's projected in-District ADA for grades K through 8 for the 2020-21 school year of 507.34.
2. **Location.** The District proposes the Charter School continue to operate in the facility at the R.O. Hardin Elementary School ("Site"), located at 881 Line Street, Hollister, CA 95023.
3. **Space and Lease Fees.** The specific space offered at the R.O. Hardin Elementary School ("Site") for the Charter School's use in the 2020-21 school year, including arrangements for shared access and lease fees are unchanged and subject to the terms set forth in the attached "DRAFT Facility Use Agreement ("Agreement")." Pursuant to Section 3 of the Agreement, the District will not charge the Charter School a fee for use of the facilities, except for the actual cost of the District's supervisory oversight of the Charter School, utilities costs, and other costs as described in the Agreement.

Please contact me if you have any questions in this regard.

Sincerely,

  
Diego Ochoa  
Superintendent

Governing Board

Superintendent

District Administrative Office

Robert Bernosky  
Stephen Kain • Jan Grist  
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REPORT DATE: JANUARY 23, 2020

PREPARED FOR:



# ARCHITECTURAL FEASIBILITY STUDY REPORT

## FOR NAVIGATOR SCHOOL CAMPUS AT EA HALL MIDDLE SCHOOL

201 BREWINGTON AVE  
WATSONVILLE  
CA 95076



## Project Information

Project Name: Navigator School – Campus at EA Hall Middle School

Project Address: 201 Brewington Ave Watsonville, CA 95076

APN: 018-541-01

Authorizing Jurisdiction: DSA California

## Project Description

The project consists of expanding Navigator’s Watsonville Prep School facilities on the site of E.A. Hal Middle School. The existing facility consists of seven K-2 portable classrooms and one portable restroom. The proposed project is to expand operations to a K-5 program. This will incorporate the existing facilities and expand onto the adjacent site area for a total of 15 portables (960 sf): 2 for each grade K-5, 1 Admin, 1 library, and 1 Special Education. The expansion will consider a new designated play yard in this area, but if there is not adequate space then there may be the potential to schedule use of the EA Hall existing play yard with PVUSD. Phased development is to be considered.

## Zoning

PF—Public Facilities and N—Institutional Districts

### **14-16.800 Purpose (City of Watsonville Zoning Ordinances)**

The purpose of the Public Facilities (PF) and Institutional (N) Districts is to clearly separate the development standards and Land Use regulations for Public Facilities owned and operated by City or County Government agencies with uses that are available to the general public and other institutional facilities that provide uses that are available to the public but are either privately owned or operated by State and Federal agencies. The Development standards are intended to identify minimum design criteria for each use within the land use categories. The Land Use regulations are intended to outline allowable uses within both the Public Facilities and Institutional zones. While certain uses owned by State or Federal agencies may not be totally under the jurisdiction of City regulatory controls, the City may still make the determination as to where such facilities should be located and administer a site plan review procedure.

**The site does not require any review or permits by the city of Watsonville, as confirmed with the city planning department staff.**

Required Permits and/or Approvals	Yes	No
Construction Permit (DSA)	x	
Use Permit		x
Design Review		x
Coastal Zone		x
Wetlands Permit		x
Airport Influence Area		x
Historical Site Archaeological Sensitivity		x
Environmental Review		x
Flood Zone (Area of minimal Flood Hazard - Zone X)		x
Fire Hazard Area		x
Wildland Area		x
Soils: Not Expansive, Permeable HydroGroup B		

## Parking requirements

The city does not have jurisdiction over the site parking.

Department of Education Parking recommendations:

**2.25 parking space per classroom.**

## CODE ANALYSIS

### Sprinkler requirements

#### **903.2.3 Group E.**

An automatic sprinkler system shall be provided for Group E occupancies as follows:

- For public school campuses: Kindergarten through 12th grade, see Section 903.2.20.

#### **903.2.20 Public school campuses.**

An automatic fire sprinkler system is not required to be provided in the following locations on Kindergarten through 12th grade:

1. A relocatable building that is sited with the intent that it be at the site for less than three years and is sited upon a temporary foundation in a manner that is designed to permit easy removal. Also see CCR, Title 24, Part 1, California Administrative Code, Section 4-314 for definition of relocatable building.
2. Detached buildings designed and used for non-instructional purposes that meet the applicable requirements for that occupancy. Buildings would include but not be limited to:
  - Concession Stand
  - Press Box
  - Restroom Facilities
  - Shade Structure
  - Snack Bar
  - Storage Building
  - Ticket Booth

### Allowable building area per 2019 CBC table 506.2

- Occupancy: E
- Type of construction: VB
- Buildings with a maximum of one story above grade plane equipped throughout with an automatic sprinkler system installed in accordance with Section 903.3.1.1. **Allowable building area: 38,000 sf.**
- Buildings not equipped throughout with an automatic sprinkler system. **Allowable building area: 9,500 sf.**

### Plumbing requirements per 2019 CPC table 422.1

Occupant load factor	Water closet	Urinal	Lavatory	Drinking Fountain
Boys	50	1 per 50	1 per 100	1 per 150
Girls	50	1 per 30	1 per 40	1 per 150
Staff	200	1 unisex restroom is allowed with a total occupant load of 10 or less		
Library	30	Male 1: 1-100 Female 1: 1-25	1: 1-100 Male 1: 1-200 Female 1: 1-100	1: 1-250

1. Fractional number shall be rounded to the next whole number.
2. For each urinal added in excess of the minimum number required, one water closet shall be permitted to be deducted. The number of water closets shall not be reduced to less than 2/3 of the minimum required.
3. The number of required water closets for females shall be not less than the total number of required water closets and urinals for males.

### Area calculations - Options 1 & 2

Space	Occupancy / Function	Area
<b>Existing</b>		
Classrooms K-2	E / Classroom area	960*6=5,760 sf
Administration	B / Business area	960 sf
Restroom	E / Restrooms	480 sf
Storage	E / Accessory storage area	± 370 sf
<b>Proposed - Phase 1 - 2020-21 year</b>		
Classrooms 3rd grade	E / Classroom area	960*2=1,920 sf
SPED	E / Classroom area / B / Office	480+480=960 sf
<b>Proposed - Phase 2 - 2021-22 year</b>		
Classrooms 4th grade	E / Classroom area	960*2=1,920 sf
Library	A-3 / Reading room	960 sf
Restroom	E / Restrooms	480 sf
<b>Proposed - Phase 3 - 2022-23 year</b>		
Classrooms 5th grade	E / Classroom area	960*2=1,920 sf
Playground	-	794 sf
<b>Total</b>		
Classrooms K-5	E / Classroom area	960*12=11,520 sf
SPED	E / Classroom area	280 sf
		<b>Total 11,800 sf</b>
Library	A-3 / Reading room	960 sf
		<b>Total 960 sf</b>
Administration	B / Business area	960 sf
SPED	B / Business area	680 sf
		<b>Total 1,640 sf</b>
Restrooms	E / Restrooms	480*2=960 sf
Storage	E / Accessory storage area	± 370 sf
Playground	-	794 sf

### Egress calculations for complete build out

Function of Space	Area	Occupant Load Factor	Egress Occupants (Area/Occupant Load Factor)
Classroom area	11,800 sf	20 net	590 egress occupants <ul style="list-style-type: none"> <li>• 48 egress occupants in each classroom</li> <li>• 14 egress occupants in SPED classroom</li> </ul>
Reading room	960 sf	50 net	20 egress occupants
Business area	1,640 sf	150 gross	11 egress occupants
Accessory storage area	± 370 sf	300 gross	2 egress occupants
		<b>Total</b>	<b>623 egress occupants (3 exits required)</b>

#### **1006.2.1 Egress based on occupant load and common path of egress travel distance.**

Two exits or exit access doorways from any space shall be provided where the design occupant load or the common path of egress travel distance exceeds the values listed in Table 1006.2.1. The cumulative occupant load from adjacent rooms, areas or spaces shall be determined in accordance with Section 1004.2.

Occupancy A and E are allowed to have one exit with:

- maximum occupant load of space - 49
- maximum common path of egress travel distance with sprinkler system - 75 feet.

Occupancy B is allowed to have one exit with:

- maximum occupant load of space - 49
- maximum common path of egress travel distance with sprinkler system - 100 feet.

#### **1006.2.1.1 Three or more exits or exit access doorways.**

Three exits or exit access doorways shall be provided from any space with an occupant load of 501 to 1,000. Four exits or exit access doorways shall be provided from any space with an occupant load greater than 1,000.

#### **452.1.3 Fences and gates.**

School grounds may be fenced and gates therein may be equipped with locks, provided that safe dispersal areas based on 3 square feet per occupant are located between the school and the fence. Such required safe dispersal areas shall not be located less than 50 feet from school buildings.

Plumbing calculations - Options 1 & 2

Occupant Load	Water Closet			Urinal	Lavatory			Drinking Fountain
	Unisex	Boys	Girls		Unisex	Boys	Girls	
<b>Existing Plumbing Fixtures</b>								
	1	2	5	3	1	2	2	2

<b>Phase 1</b>								
<b>E occupancy</b>								
(960*8+280)/50=160 OL 80 boys / 80 girls	0	1.6	2.7	0.8	0	2	2	1.1
<b>B occupancyW</b>								
1,640/200=9 OL	1	0	0	0	1	0	0	0
<b>Total</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Required to add</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

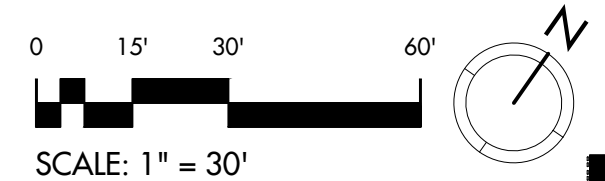
<b>Phase 2</b>								
<b>E occupancy</b>								
(960*10+280)/50=198 OL 99 boys / 99 girls	0	2	3.3	1	0	2.5	2.5	1.3
<b>B occupancy</b>								
1,640/200=9 OL	1	0	0	0	1	0	0	0
<b>A-3 occupancy</b>								
960/30=32 OL 16 boys / 16 girls	0	1	1	1	0	1	1	1
<b>Total (calculated for 230+9 OL and main occupancy)</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>2</b>
<b>Required to add</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>

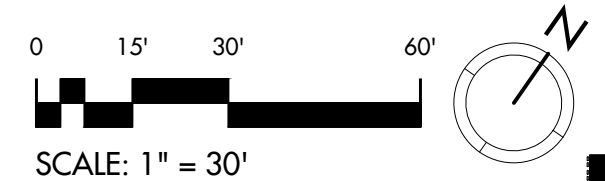
<b>Phase 3</b>								
<b>E occupancy</b>								
(960*12+280)/50=236 OL 118 boys /118 girls	0	2.4	3.9	1.2	0	3	3	1.6
<b>B occupancy</b>								
1,640/200=9 OL	1	0	0	0	1	0	0	0
<b>A-3 occupancy</b>								
960/30=32 OL 16 boys / 16 girls	0	1	1	1	0	1	1	1
<b>Total (calculated for 268+9 OL and main occupancy)</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>2</b>
<b>Required to add</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>











# Coversheet

## 407 Main Street Project Update and Next Steps

**Section:** II. Topical Items  
**Item:** B. 407 Main Street Project Update and Next Steps  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 407 Update.pdf



Date: February 1, 2020

To: Board of Directors

From: Kevin Sved, CEO

Subject: 407 Main Project Update

The project, while experiencing some setbacks described below, is still on track for being completed in time for the start of the 2021-22 school year. While construction costs are higher than anticipated, the owner's willingness to lower lease costs to offset increased debt service enables the project to still be affordable. Additional details will be presented during the Board Meeting.

Since the December Board meeting, the following developments have taken place:

1. A Phase I Environmental Report was conducted and determined that there are no environmental concerns on the 407 Main Street premises.
2. An asbestos study was conducted on the building. Minimal amounts were found in adhesives used on the roof which will have minimal impact during roof replacement.
3. Initial cost estimating was completed with construction cost estimates coming in at \$8m compared to projected \$6m.
4. Pacific Charter School Development is willing to finance the difference in construction costs at a 2.5% interest rate.
5. Proposed lease terms with owner were renegotiated with owner as a result of the projected increased debt service.
6. City of Watsonville determined that Navigator's special use application is incomplete and requires a traffic study as well as an initial study to determine the environmental of the project. It is anticipated that the initial study can be submitted by April 1.
7. Building plans were developed for submission and are on hold until the initial study is submitted.
8. Potential lenders associated with the New Market Tax Credit visited WPS and 407 on January 22 as part of due diligence.

### **Next Steps**

The lenders will continue due diligence. A special board meeting will likely be necessary to provide consider approving a term sheet with the lenders.

# Coversheet

## Board Training: Senate Bill 126

**Section:** II. Topical Items  
**Item:** C. Board Training: Senate Bill 126  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Board Training Memo Transparency Laws.pdf



Date: January 31, 2020

To: Navigator Schools Board

From: Sean Martin

Subject: Board Training: Transparency Laws

Wayne Strumpfer, of Young, Minney & Corr, LLP, will provide the NS Board with training focusing on recent legislation applicable to charter schools, including Senate Bill 126, Form 700, and conflict of interest. This 45-minute training will occur at the NS Board meeting on February 4th, 2020.

Listed below is an outline prepared by S. Martin, Executive Assistant to the CEO and Special Projects Coordinator at Navigator Schools. It includes key points relating to recent legislation, and a review of important compliance issues featured in the Brown Act.

This outline was presented to the NS Governance Committee on January 28, 2020. It is not an element of or an addition to Mr. Strumpfer’s training materials; rather, it is offered as separate resource, and it informed the Governance Committee’s planning of NS Board training.

A. Senate Bill 126

In short, certain transparency and conflict of interest laws apply to charter schools and those who operate them.

Figure 1. SB 126 Summary

	<i>Law</i>	<i>Focus</i>
SB 126	Brown Act	open meetings
	California Public Records Act	open records
	Political Reform Act of 1974	conflict of interest
	Government Code 1090	conflict of interest

B. Brown Act Reminders

1. Agendas must be published 72 hours in advance.
2. Agendas must be placed at the meeting site and at all teleconferencing locations.

3. The public must have free and open access to the locations of posted agendas.
4. The board may only discuss items listed on the agenda.
5. Public speakers shall have an opportunity to comment on non-agenda items.
6. Public speakers shall have an opportunity to comment on each agenda item.

#### C. SB 126 Meeting Locations

For charter schools that operate in more than one county, meetings must be held within the physical boundaries of the county in which the greatest number of pupils enrolled in those charter schools managed by that entity reside.

#### D. Teleconferencing Rules

1. Teleconferencing locations must be listed on the meeting agenda.
2. Teleconferencing locations must comply with the Americans with Disabilities Act.
3. Agendas for regular meetings must be posted at teleconferencing locations 72 hours in advance.
4. The public must have free and open access to view agendas posted at all teleconferencing sites.
5. The public has the right to attend meetings at teleconferencing sites.
6. Charter schools must establish two-way teleconferencing at the location of each school and each resource center (if applicable) in addition to the physical meeting location.
7. The majority of the board members must be physically within the jurisdiction of the charter school.

#### E. New Video Recording Requirement

The governing body of the entity managing the charter schools shall audio record, video record, or both, all the governing board meetings and post the recordings on each charter school's internet website.

#### F. Political Reform Act of 1974 (Form 700)

1. Formal process that requires public comment
2. Identifies who must disclose their financial interests
3. Describes the financial interests those individuals must disclose
4. Must be reviewed by the appropriate code reviewing body - the county board of supervisors where the school is located or where the greatest number of students attending the school reside

#### G. Government Code 1090

1. Prohibits a public official from participating in a contract or purchase in which the official has a financial interest



2. Absolute prohibition on the entire board from entering into the contract or making the purchase
3. Differs from the Political Reform Act in that recusal is not enough

#### H. California Public Records Act

This act focuses on public access to documents. NS staff is prepared to fulfill public information requests per state legislation.

Please contact Sean Martin for more information about transparency laws. Mr. Strumpfer will provide his contact information at the NS Board Meeting. Thank you for participating in this valuable board training,

# Coversheet

## Finance Committee Report

**Section:** II. Topical Items  
**Item:** D. Finance Committee Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Nov 30 2019 Financials.pdf



2019-20 Financial Report Narrative  
January 2020 Board Meeting  
Financials through November 30, 2019

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2019-20 Net Income

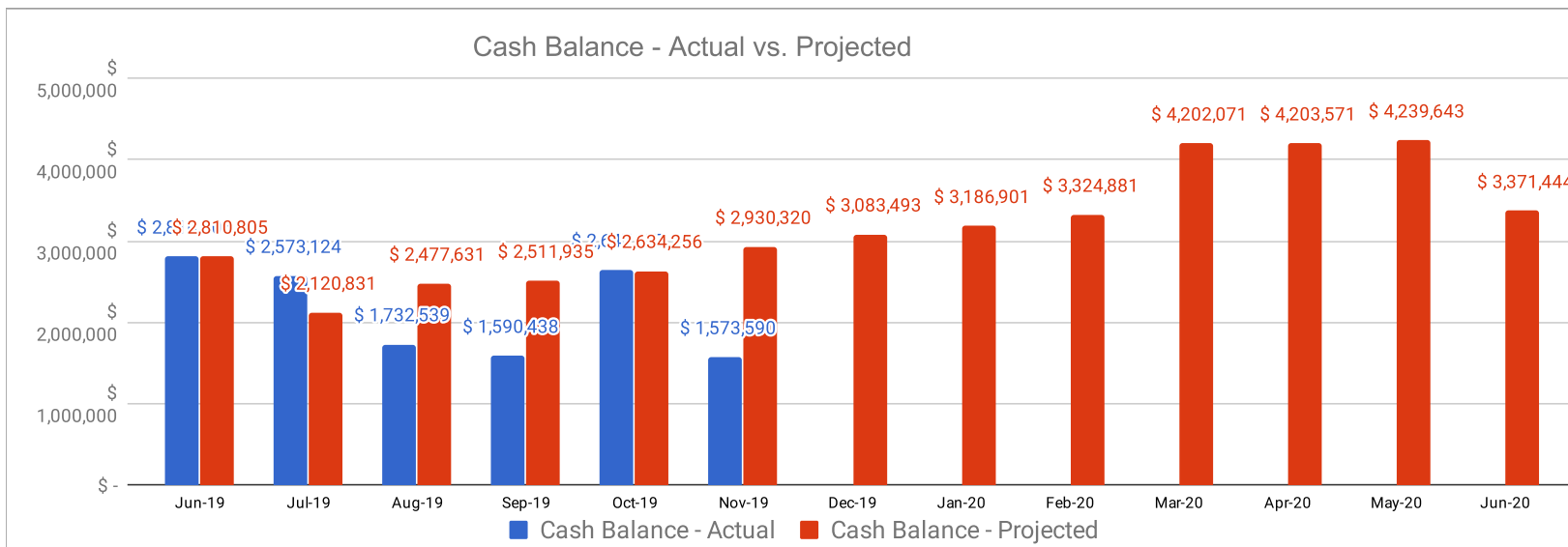
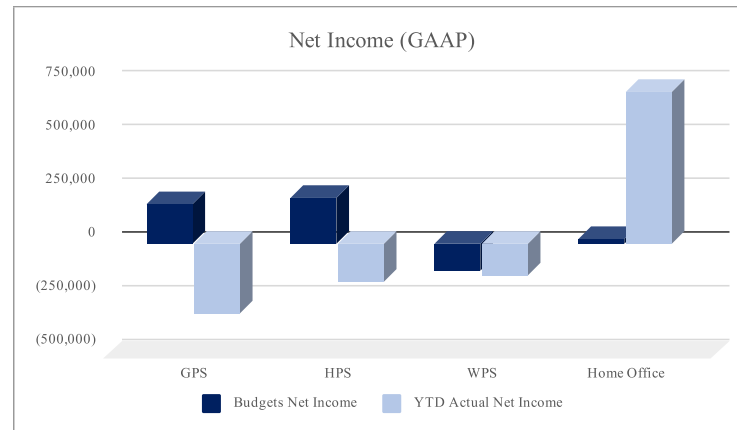
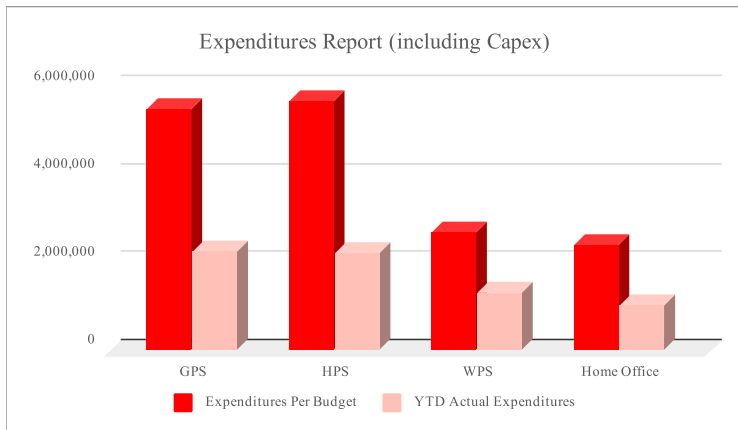
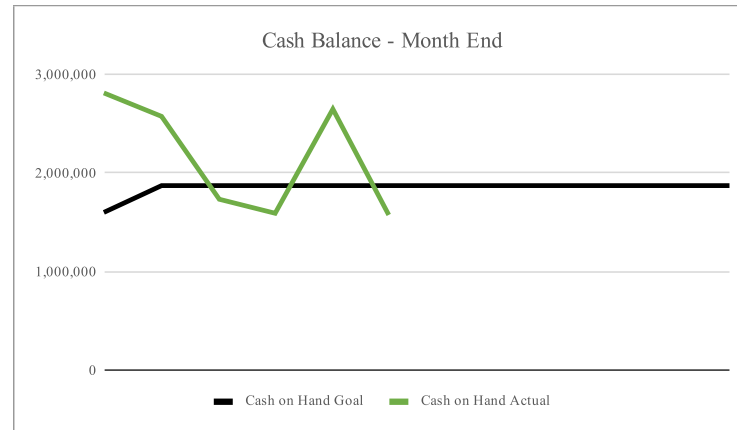
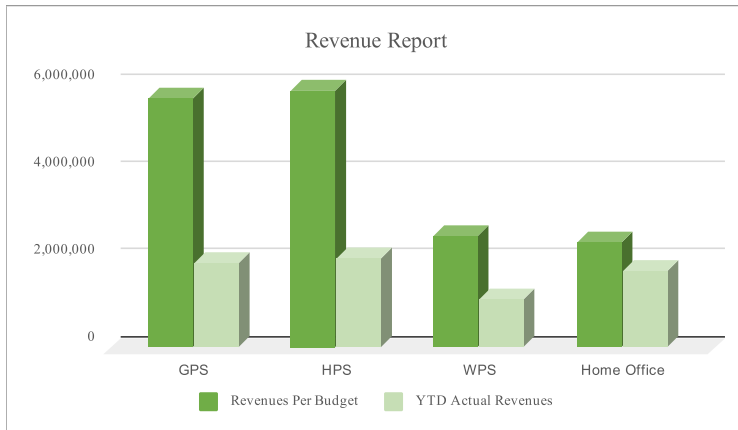
	<u>Current Projection</u>	<u>BOD Approved Budget</u>
CMO	\$415k	\$21k
Gilroy Prep	\$198k	\$190k
Hollister Prep	\$127k	\$221k
Watsonville Prep	<u>-\$136k</u>	<u>-\$122k</u>
Total	\$604k	\$310k

- Charter Management Office (CMO) projected net income variance highlights
  - \$395k favorable variance in fundraising due to fundraising and grant revenue coming in higher than what was budgeted
  
- Gilroy Prep School (GPS) projected net income variance highlights
  - \$48k favorable variance in Local Control Funding Formula (LCFF) revenue due to new Fiscal Crisis Management Assistance Team (FCMAT) being ran
  - \$53k unfavorable variance in fundraising is projected due to the departure of staff responsible for site-based fundraising
  - \$20k favorable variance in services due to operations supplies coming in lower than what was budgeted
  
- Hollister Prep School (HPS) projected net income variance highlights
  - \$15k unfavorable variance in LCFF revenue due to new FCMAT being ran
  - \$53k unfavorable variance in fundraising is projected due to the departure of staff responsible for site-based fundraising
  - \$31k unfavorable variance in salaries due to having more one on one support from Student Services Paraprofessionals, who receive extra pay for each day they work with the children on a one on one basis for medical purposes. There was also a teacher hired with a higher salary than budgeted
  
- Watsonville Prep School (WPS) projected net income variance highlights
  - \$69k unfavorable variance in LCFF revenue due to new FCMAT being ran using current enrollment and Average Daily Attendance (ADA) numbers
  - \$50k favorable in fundraising due to receiving The Calder Foundation grant that was not originally budgeted
  - \$34k unfavorable variance capital outlay due to 407 Main St. expenses not being budgeted

Navigator Schools  
 Consolidated Balance Sheet Comparison  
 November 30, 2019

	<u>11/30/2019</u>	Actual <u>6/30/2019</u>	Actual <u>6/30/2018</u>
Cash	1,573,590	2,810,805	2,981,724
Accounts Receivable	2,539,285	1,230,222	776,899
Prepaid Expense	132,547	110,473	221,301
Fixed Assets, net of depreciation	484,850	443,235	324,446
Other Assets	4,763	0	2,915
<b>Total Assets</b>	<b>4,735,035</b>	<b>4,594,735</b>	<b>4,307,284</b>
Accrued Liabilities	760,122	739,182	845,666
CDE Loan Payable	100,000	0	0
<b>Total Liabilities</b>	<b>860,122</b>	<b>739,182</b>	<b>845,666</b>
Beginning Fund Balance	3,876,548	3,461,617	2,937,269
Net Income	-1,635	393,936	524,348
Ending Fund Balance	3,874,913	3,855,553	3,461,617
<b>Total Liabilities &amp; Fund Balance</b>	<b>4,735,035</b>	<b>4,594,735</b>	<b>4,307,284</b>

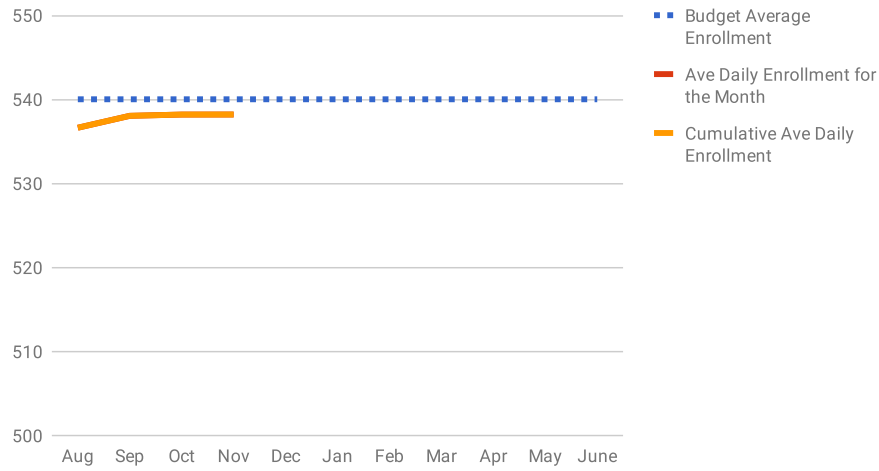
\*please note the current year  
 beginning fund balance differs  
 from end of last year due. I am  
 working with Intacct to correct  
 this.



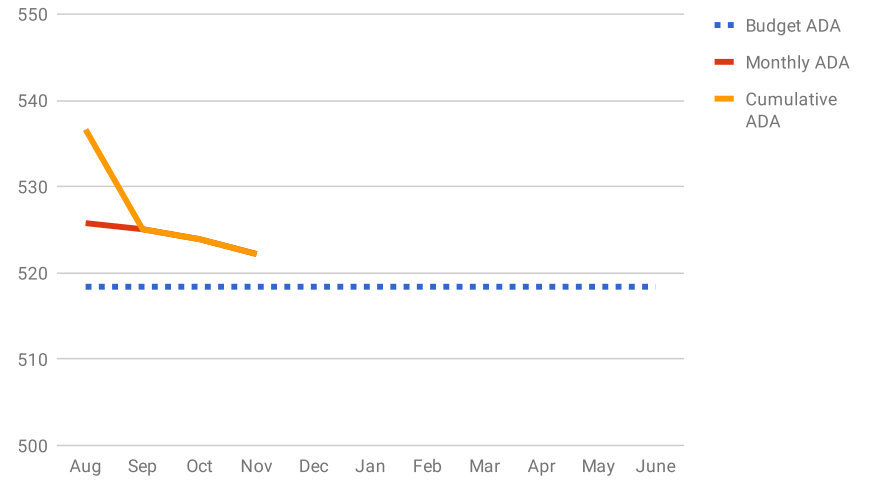
Navigator Schools - 2018-19 Budget vs. Projection

Summary Level	November 30, 2019				GPS				HPS				WPS				CMO			
	Total	TOTAL	Total	Total	GPS	GPS	GPS	GPS	HPS	HPS	HPS	HPS	WPS	WPS	WPS	WPS	CMO	CMO	CMO	CMO
	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20
	BOD Approved	YTD	Projection	Total	BOD Approved	YTD	Projection	Variance	BOD Approved	YTD	Projection	Variance	BOD Approved	YTD	Projection	Variance	BOD Approved	YTD	Projection	Variance
	Budget	Actuals	to Budget	to Budget	Budget	Actuals	to Budget	to Budget	Budget	Actuals	to Budget	to Budget	Budget	Actuals	to Budget	to Budget	Budget	Actuals	to Budget	to Budget
	Enrollment	1252	1248	0	540	539	0		540	541	0		172	168	0					
REVENUE:																				
LCFF Revenue	11,527,937	4,150,268	11,502,442	(25,495)	4,727,826	1,637,439	4,776,039	48,213	5,031,476	1,830,035	5,016,744	(14,732)	1,768,635	682,794	1,709,659	(58,976)	0	0	0	0
Federal Revenue	772,692	111,998	772,692	0	327,356	77,605	327,356	0	246,894	34,393	246,894	0	198,442	0	198,442	0	0	0	0	0
Other State Revenue	978,114	258,682	978,114	0	427,661	141,354	427,661	0	405,140	117,328	405,140	0	145,313	0	145,313	0	0	0	0	0
Donations & Grants	1,153,170	1,358,456	1,489,791	338,991	108,300	2,231	55,000	(53,300)	107,500	26,434	55,000	(52,500)	400,000	400,000	450,000	50,000	535,000	929,791	929,791	394,791
Other Revenue	203,530	102,056	225,615	22,085	110,670	50,708	110,670	0	73,517	15,358	73,517	0	18,428	14,546	18,428	0	915	21,444	23,000	22,085
CMO Management Fees	1,871,856	777,125	1,865,097	(6,759)													1,871,856	777,125	1,865,097	(6,759)
REVENUE	16,504,929	6,758,584	16,833,751	328,822	5,701,813	1,909,337	5,696,726	(5,087)	5,864,527	2,023,548	5,797,295	(67,232)	2,530,818	1,097,340	2,521,842	(8,976)	2,407,771	1,728,360	2,817,888	410,117
EXPENDITURES:																				
Salaries	8,811,933	3,235,594	8,804,740	(7,193)	2,993,603	1,062,230	3,000,120	6,517	2,934,268	1,079,410	2,965,300	31,032	1,237,309	426,543	1,192,567	(44,742)	1,646,753	667,410	1,646,753	0
Benefits & Taxes	2,183,979	926,464	2,183,979	0	749,075	335,988	749,075	0	717,355	319,892	717,355	0	292,689	124,826	292,689	0	424,860	145,758	424,860	0
Books & Supplies	1,210,872	739,244	1,277,091	66,219	335,773	231,599	335,773	0	400,318	161,401	400,318	0	443,185	308,200	493,000	49,815	31,596	38,045	48,000	16,404
Services & Other Operating Expense	2,071,469	1,015,562	2,046,071	(25,398)	642,356	290,046	622,000	(20,356)	770,042	298,723	765,000	(5,042)	375,773	260,066	375,773	0	283,298	166,727	283,298	0
CMO Management Fees	1,865,097	777,125	1,865,097	0	756,452	315,190	756,452	0	805,036	335,430	805,036	0	303,609	126,505	303,609	0				0
Capital Outlay	30,000	66,230	66,230	36,230	15,000	16,396	16,396	1,396	15,000	15,973	15,973	973	0	33,861	33,861	33,861	0	0	0	0
EXPENDITURES	16,173,350	6,760,219	16,243,208	69,858	5,492,259	2,251,449	5,479,816	(12,443)	5,642,019	2,210,829	5,668,982	26,963	2,652,565	1,280,001	2,691,499	38,934	2,386,507	1,017,940	2,402,911	16,404
REVENUE LESS EXPENDITURES	331,579	(1,635)	590,543	258,964	209,554	(342,113)	216,910	7,356	222,508	(187,281)	128,313	(94,195)	(121,747)	(182,661)	(169,657)	(47,910)	21,264	710,420	414,977	393,713
GAAP Adjustments:																				
Revenue Less Expenditures	331,579	(1,635)	590,543	258,964	209,554	(342,113)	216,910	7,356	222,508	(187,281)	128,313	(94,195)	(121,747)	(182,661)	(169,657)	(47,910)	21,264	710,420	414,977	393,713
Add back Capita Outlay to Net income	30,000	66,230	66,230	2,369	15,000	16,396	16,396	1,396	15,000	15,973	15,973	973	0	33,861	33,861	33,861	0	0	0	0
Subtract Depreciation Expense	(52,000)	0	(52,000)	0	(35,000)	0	(35,000)	0	(17,000)	0	(17,000)	0	0	0	0	0	0	0	0	0
Net Income - GAAP Basis 2018-19	309,579	64,595	604,773	295,194	189,554	(325,717)	198,306	8,752	220,508	(171,308)	127,286	(93,222)	(121,747)	(148,800)	(135,796)	(14,049)	21,264	710,420	414,977	393,713
Beginning Net Assets @ 6/30/19	3,855,550	3,855,550	3,855,550		1,861,759	1,861,759	1,861,759		1,787,623	1,787,623	1,787,623		124,997	124,997	124,997		81,171	81,171	81,171	
Net Income - GAAP Basis 2019-20	309,579	64,595	604,773		189,554	(325,717)	198,306		220,508	(171,308)	127,286		(121,747)	(148,800)	(135,796)		21,264	710,420	414,977	
Ending Net Assets @ 6/30/20	4,165,129	3,920,145	4,460,323		2,051,313	1,536,042	2,060,065		2,008,131	1,616,315	1,914,909		3,250	(23,803)	(10,799)		102,435	791,591	496,148	

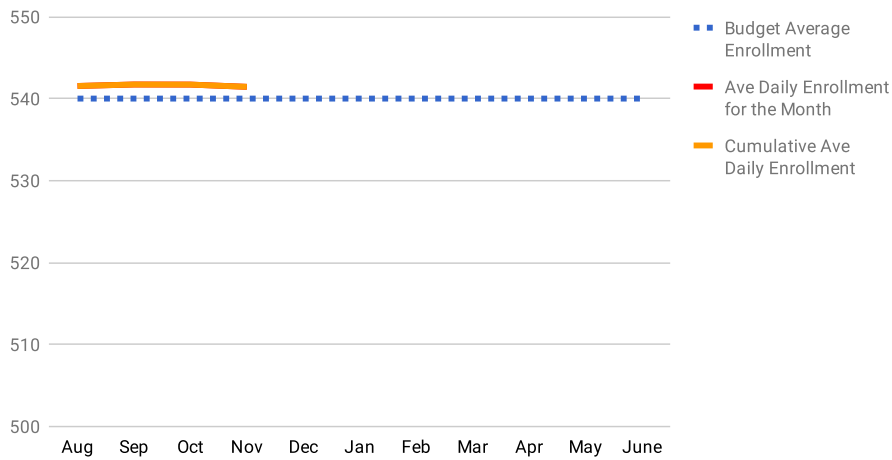
### GPS Enrollment



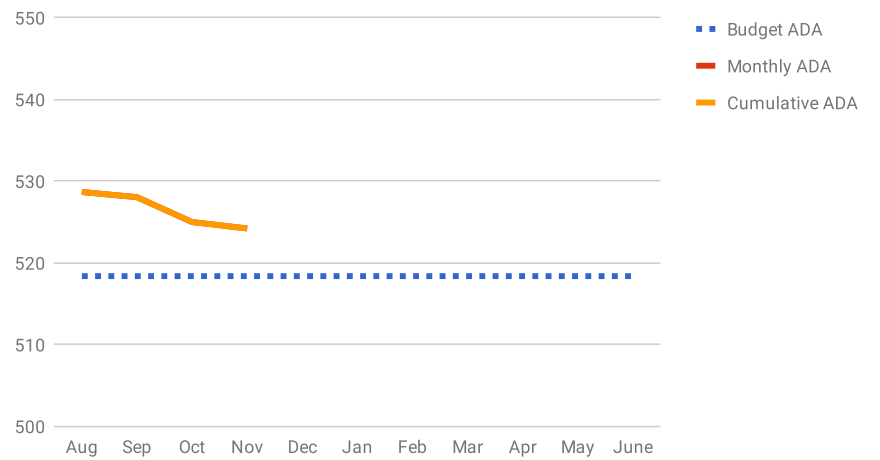
### GPS ADA

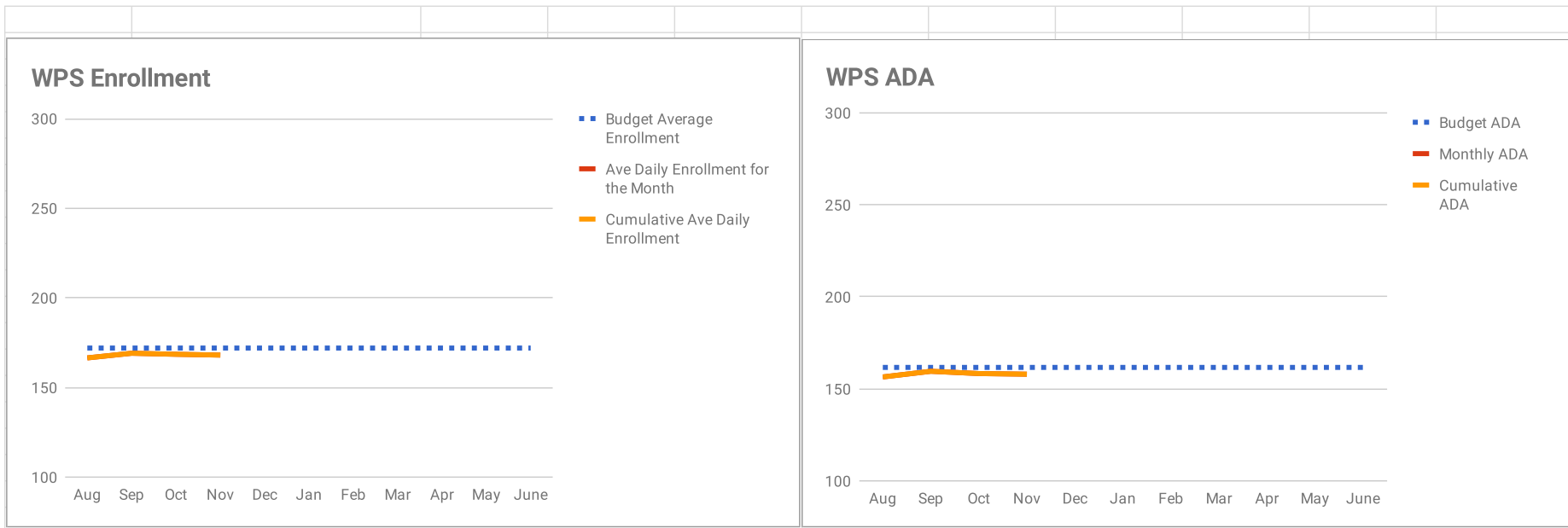


### HPS Enrollment



### HPS ADA







Navigator Schools - Financial Data

<u>Attendance and Enrollment Data</u>	<u>Total</u>	<u>GPS</u>	<u>HPS</u>	<u>WPS</u>
2019-20 ADA - Approved Budget	1198.5	518.4	518.4	161.68
2019-20 ADA thru 11/30/2019	1204.4	522.2	524.2	158
2019-20 ADA %- Approved Budget	95.7%	96.0%	96.0%	94%
2019-20 ADA % thru 11/30/19	96.5%	97.0%	96.8%	94.0%
2019-20 Enrollment - Approved Budget	1252.0	540.0	540.0	172
2019-20 Ave Enrollment thru 11/30/19	1247.7	538.2	541.4	168.071
Enrollment as of 11/30/19	1246.0	539.0	541.0	166

\*Budgeted ADA is at 96%

	<u>Actual</u>
Cash balance as of 11/30/19	1,573,590
Annual Expenditures (not including CMO Mgmt Fees)	14,308,253
Number of Months Cash on Hand	1.32

# Coversheet

## Board Member Terms Resolution

**Section:** II. Topical Items  
**Item:** F. Board Member Terms Resolution  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** BR 2020\_03 Second Terms for Two Board Members.pdf

## BOARD RESOLUTION 2020-03

*February 4, 2020*

### ELECTION OF NS BOARD MEMBERS JOHN FLAHERTY AND FIAAU OHMANN TO SECOND TERMS

A RESOLUTION OF THE BOARD OF DIRECTORS of Navigator Schools regarding a vote to approve second terms for John Flaherty and Fiaau Ohmann:

WHEREAS Navigator Schools will seek to ensure that Board members represent a broad area of expertise and a broad cross-section of the school communities and community-at-large, including financial expertise, community and educational leadership, real estate, law, educational pedagogy, public accountancy, business, and philanthropy,

WHEREAS each director shall hold office for two (2) years and until a successor director has been designated and qualified,

WHEREAS the Governance Committee will identify existing vacancies, or vacancies that are bound to arise due to expiring Board terms,

WHEREAS no Board member shall serve for more than three consecutive terms, or six years,

WHEREAS the full Board will vote to approve new members by majority vote,

WHEREAS the first terms of John Flaherty and Fiaau Ohmann will expire prior to the next regular Navigator Schools Board Meeting on April 28, 2020,

RESOLVED, the Navigator Schools Board by majority vote approves the election of John Flaherty and Fiaau Ohmann to the Navigator Schools Board for second terms, to begin and end according to the dates listed below

- John Flaherty: March 22, 2020 - March 22, 2022
- Fiaau Ohmann: March 21, 2020 - March 21, 2022

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Navigator Schools at its regular meeting held on February 4, 2020 at Gilroy Prep School in Gilroy, California.

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Caitrin Wright

Board Chair, Navigator Schools, a California Nonprofit Public Benefit Corporation

The Secretary of the Corporation certifies that the above is true and copy of the resolution that was duly adopted at the dated meeting of the board of directors.

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John Flaherty, Secretary

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Date

# Coversheet

## Board Dashboard Review

**Section:** II. Topical Items  
**Item:** H. Board Dashboard Review  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Board Dash Memo and Docs Feb 2020.pdf



Date: January 31, 2020

To: Navigator Schools Board

From: Sean Martin

Subject: Board Dashboard

The January 2020 version of the Board Dashboard features design changes, updates of several key data points, and the addition of a new data points.

### **Improved Design**

Main components of the dashboard have been visually separated by the addition of spaces between the sections. Additionally, sections and subsections have been further delineated by alternating shading. Participation rate targets have been set apart from other types of targets with the addition of a dashed underline. Terminology has been simplified or shortened whenever possible to increase white space. Asterisks mark rows containing new or updated information. Row numbering has been reset to match main sections and improve visual navigation.

### **Updated Data**

Important updates through the end of January include NS Staff Survey results, NWEA MAP (nationally-normed reading and math assessments) results, and student engagement measures.

### **New and Improved Data Points**

Per the suggestion of NS Board Member Norma Crivello, SBAC (end-of-year state testing) participation rates for all students have been added to the Board Dashboard (see rows 11 and 17 in the Student Achievement section).

The Instructional Staff Retention rate formula has been redesigned to provide a more accurate month-to-month documentation of attrition and retention. Please note that this is a year-to-date number that will be updated on a monthly basis. The number listed (Human Resources section, row 3) represents the first appearance of the new calculation. This is the retention rate for January 2020 (not a year-to-date rate beginning in August 2019).

### **Under Development or Revision**

The process for collecting the Annual Alumni Cohort Contact rate (Alumni Engagement, row 1) remains under development. Data listed in the MTSS section has not been updated due to revisions (under development) to the tier identification, documentation, and reporting process (see Student Services, rows 1-3).

### **Corrections**

The Student Achievement Section of the previous Board Dashboard included two major errors. Rows 20 and 22 for Gilroy Prep were marked as -6.7 and -2.8 respectively. The correct numbers are 6.7 and 2.8.

### **Conclusion**

Thank you for reviewing the newest edition of the Board Dashboard. Board member feedback is encouraged and appreciated. The dashboard is a team effort, and staff members continue to work together to systematize and refine data collection and reporting procedures. In the future, the dashboard will expand to visualize changes in data over time.

BOARD DATA: January 2020 Green: met target | Orange: did not meet target

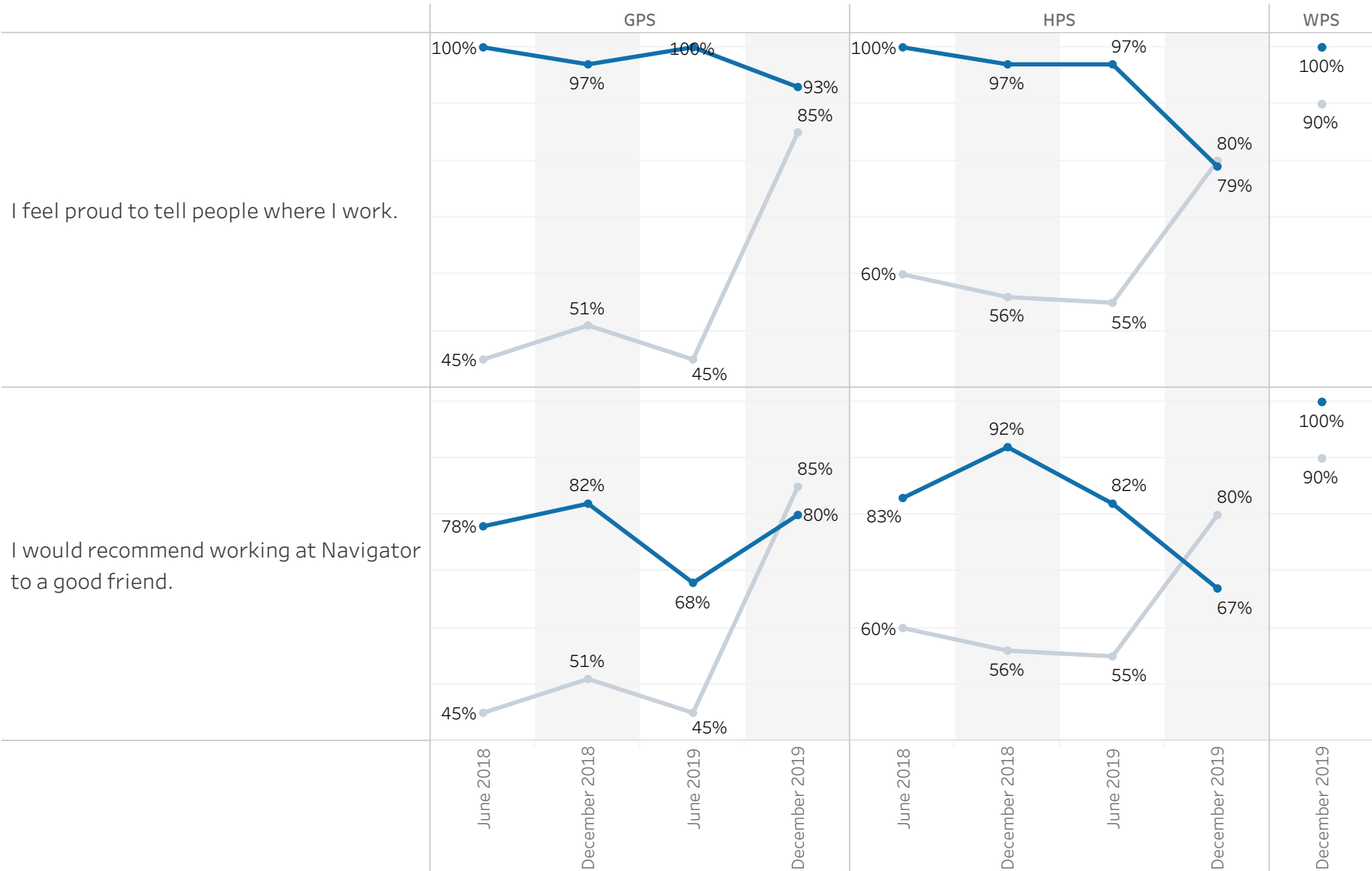
Component	Topic	Cycle	Span	#	Subtopic	Unit	Target	GPS	HPS	WPS	NS	
<b>Alumni Engagement</b>	Alumni	Annual	9+	1	Alumni Cohort Contact Rate	%	TBD			—		
<b>Business and Finance</b>	Budget <b>New</b>	Monthly	K-8	2	Navigator Schools Cash on Hand	Months	2				1.32 *	
<b>Human Resources</b>	Retention <b>New</b>	YTD Jan.	K-8	3	Instructional Staff Retention Rate January	%	95				97.4 *	
<b>Coaching</b>	Coaching Sessions <b>New</b>	YTD	K-8	4	Staff On-track for 20 Annual Sessions	%	80	100	100	100	100 *	
<b>Local Indicators</b>	Parent Survey <i>Spring 2019-20</i>	Annual	K-8	1	Survey Participation Rate	%	70	44	38	—	41	
				2	Satisfied with Academic Results	%	75	92	92	—	92	
				3	Child is Safe and Supported	%	75	82	86	—	84	
	Staff Survey <i>Winter 2019-20</i> <b>New</b>	Biannual	K-8	4	Survey Participation Rate	%	75	85	80	90	85	*
				5	Pride in Place of Work	%	75	93	79	100	91	*
				6	Recommend to a Friend	%	75	80	67	100	82	*
	Student Survey <i>Fall 2019-20</i>	Triannual	3-8	7	Survey Participation Rate	%	95	94	77	—	86	
				8	Caring Adults	%	75	60	63	—	62	
				9	Proud to Belong	%	75	56	67	—	62	
				10	I Feel Safe at School	%	90	65	64	—	65	
<b>Student Achievement</b>	English Learner Progress	Annual	K-8	1	English Learner Progress Rate	%	50	34.5	50.6	—	42.6	
	Six-year EL Redesignation Rate	Annual	6	2	2014 Cohort	%	100	65.4	46.7	—	56.1	
				3	2013 Cohort	%	100	83.3	—	—	83.0	
				4	2012 Cohort	%	100	100.0	—	—	100.0	
	MAP Reading <i>Fall to Winter</i> <b>New</b>	Triannual	K-2	5	K: Observed vs Projected Growth	Pts.	>=0	-0.4	0.5	-1.1	-0.3	*
				6	1: Observed vs Projected Growth	Pts.	>=0	-0.7	-1.6	1.2	-0.4	*
				7	2: Observed vs Projected Growth	Pts.	>=0	-0.6	-0.2	1.8	0.3	*
	MAP Math <i>Fall to Winter</i> <b>New</b>	Triannual	K-2	8	K: Observed vs Projected Growth	Pts.	>=0	0.9	1.5	3.4	1.9	*
				9	1: Observed vs Projected Growth	Pts.	>=0	-0.1	1.6	1.7	1.1	*
				10	2: Observed vs Projected Growth	Pts.	>=0	2.0	-0.5	3.8	1.8	*
	SBAC English Language Arts <i>2018-19</i>	Annual	3-8	11	Participation Rate: All Students	%	98	99.4	99.7	—	99.6	
				12	Achievement Level 3-4: All Students	%	70	80.6	87.2	—	83.9	
				13	DFS Growth: All Students	Pts.	2	-9.8	2.1	—	-3.9	
				14	DFS Growth: English Learner	Pts.	2	-1.2	2	—	0.4	
				15	DFS Growth: Hispanic	Pts.	2	-11.2	1.3	—	-5.0	
				16	DFS Growth: Socioeconomic Dis	Pts.	2	-8.8	1.4	—	-3.7	
SBAC Math <i>2018-19</i>	Annual	3-8	17	Participation Rate: All Students	%	98	99.4	99.7	—	99.6		
			18	Achievement Level 3-4: All Students	%	70	69.4	72.4	—	70.9		
			19	DFS Growth: All Students	Pts.	2	1.5	1.7	—	1.6		
			20	DFS Growth: English Learner	Pts.	2	6.7	0.3	—	3.5		
			21	DFS Growth: Hispanic	Pts.	2	-2.4	-0.4	—	-1.4		
			22	DFS Growth: Socioeconomic Dis	Pts.	2	2.8	-1.1	—	0.9		
<b>Student Engagement</b>	Attendance and Enrollment <b>New</b>	Other	K-8	1	Average Daily Attendance P2 YTD	%	96	97.0	96.8	94.0	95.9 *	
				2	Percent Currently Enrolled	%	100	99.6	100.2	96.5	98.8 *	
	CA School Dashboard	YTD	K-8	3	Chronic Absenteeism <b>New</b>	%	5	5.7	5.6	24.6	8.1 *	
				4	Expulsion Rate <b>New</b>	%	0	0.0	0.0	0.0	0.0 *	
				5	Suspension Rate <b>New</b>	%	1.5	0.37	0.31	0.40	0.36 *	
				6	Special Ed SBAC Particip Rate	%	95	96.6	96.6	—	96.6 *	
<b>Student Services</b>	Multi-tiered Systems of Support <i>Formula under revision (data from 12/10/19)</i>	TBD	K-8	1	Students in Tier 1	%	80-90	63.0	66.0	—	64.5	
				2	Students in Tier 2	%	5-10	26.6	25.0	—	25.8	
				3	Students in Tier 3	%	3-5	10.5	9.0	—	9.8	

NOTES FOR TARGETS			
Component	Subtopic	Target	Note
<b>Alumni Engagement</b>	Alumni Cohort Contact Rate	TBD	Percent of alumni successfully engaged per year by cohort (annual); pending
	Alumni Cohort HS Graduation Rate	TBD	Percent of alumni who graduate from high school by cohort (annual); NA at this time
<b>Business and Finance</b>	Navigator Schools Cash on Hand	2	Number of months of cash on hand (as of October 31, 2019)
<b>Human Resources</b>	Instructional Staff Retention Rate	75%	Percent of insytructional staff retained (YTD) (commencing January 2020)
<b>Coaching</b>	Staff On-track for 20 Sessions	80%	Percent of staff on-track to complete 20 sessions (YTD)
<b>Local Indicators</b>	Survey Participation Rate	70%	Percent of parents who participated in the survey
	Staff Participation Rate	75%	Percent of staff who participated in the survey
	Student Participation Rate	95%	Percent of students who participated in the survey
	Survey Questions	75%	Percent of respondents who agree or strongly agree
<b>Student Acheivement</b>	English Learner Level Progress Rate	50	Percent of English Learners who maintain level 4 or who rise one level; CA Dash.
	Six-year Redesignation Rate	100%	Percent of students redesignated Fluent English Proficient in six years (K cohorts)
MAP	MAP Growth by Grade Level, K-2	>=0	Observed growth meets or exceeds projected growth (biannual)
SBAC	Participation Rate: All Students	98%	Participation rate for all students (regardless of subgroup) meets or exceeds 98%
	Achievement Level 3-4: All Students	70%	Percent of students who met or exceeded standard (annual)
	DFS Growth: All Students	2	Distance in points from "met standard"; LCAP target is +2 points over previous year
	DFS Growth: English Learner	2	"
	DFS Growth: Hispanic	2	"
	DFS Growth: Socioeconomic Dis	2	" (socioeconomically disadvantaged)
<b>Student Engagement</b>	Average Daily Attendance	96%	Percent based on total site enrollment (recorded monthly; reported twice per year)
	Percent Enrolled	100%	Count of currently enrolled students divided by target enrollment (weekly)
	Chronic Absenteeism	0.5%	Not to exceed .5% (student absent >= 10% of total instructional days)
	Expulsion Rate	0%	Not to exceed 0%
	Suspension Rate	1.5%	Not to exceed 1.5%
<b>Student Services</b>	Special Ed SBAC Participation Rate	95%	95% of Special Ed students are expected to complete testing per CA Dashboard
	Percent of Students in Tier I	80-90%	80-90% of students are expected to be designated Tier I
	Percent of Students in Tier II	5-10%	5-10% of students are expected to be designated Tier II
	Percent of Students in Tier III	3-5%	3-5% of students are expected to be designated Tier III



Staff Biannual

3. Staff Survey (K-8)



■ Percent Who Agree or Strongly Agree  
 ■ Survey Participation Rate

# Coversheet

## Preliminary 2020-21 Budget, Resolution 2020-02

**Section:** II. Topical Items  
**Item:** I. Preliminary 2020-21 Budget, Resolution 2020-02  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Preliminary Budget 2020\_2021.pdf  
Salary Authorization Memo and Resolution.pdf



## 2020-21 Proposed Budget Narrative January 2020

- **CMO Proposed Budget**
  - Donations & Grants total is 500k which includes grants and general fundraising
  - Management fees are as follows:
    - HPS - 16%
    - GPS - 16%
    - WPS - 14%
  - Salaries include a total of 17.25 Full Time Equivalent (FTE) - no change from 2019-20
  - Includes a 3% increase in salaries
  - Includes an additional \$25,000 in potential unforeseen expenses
  
- **GPS Proposed Budget**
  - Using the latest Fiscal Crisis & Management Assistance Team (FCMAT) calculator for Local Control Funding Formula (LCFF) revenue
  - Fundraising total of \$6800 - down from 108,300 in 2019-20
  - GPS will staff a total of 63 FTEs - no change from 2019-20
  - Includes a 3% increase in salaries
  
- **HPS Proposed Budget**
  - Using the latest FCMAT calculator for LCFF revenue
  - Fundraising total of \$7500 - down from 110,670 in 2019-20
  - HPS will staff a total of 60.55 FTEs - no change from 2019-20
  - Includes a 3% increase in salaries
  
- **WPS Proposed Budget**
  - Using the latest FCMAT calculator for LCFF revenue
  - \$200k fundraising from Silicon School Fund and \$125k in general fundraising and grants
  - Adding 60 new students and one grade level
  - WPS will staff a total of 28.9 FTEs compared to 22.7 in 2019-20
    - adding 1 VP of Ops/Culture
    - adding 2 FTE teachers
    - adding 1 FTE Teacher in Training
    - adding 1 FTE Small Group Instructor
    - adding 1 FTE Special Education paraprofessional
    - adding .2 FTE yard duty
  - Includes a 3% increase in salaries

Navigator Schools - 2020-21 Draft Budget

	Total 2020-21		Variance	GPS 2019-20	2020-2021	Variance	HPS 2019-20	2020-2021	Variance	WPS 2019-20	2020-21	Variance	CMO2019-20	2020-2021	Variance
	<u>2019-20</u>	Proposed	from	Proposed	Proposed	from	Proposed	Proposed	from	Proposed	Proposed	from	Proposed	Proposed	from
	<u>Budget</u>	Budget	2019-20	Budget	Budget	2019-20	Budget	Budget	2019-20	Budget	Budget	2019-20	Budget	Budget	2019-20
<i>Enrollment Projection</i>	1252	1320		540	540	0	540	540	0	172	240	68			
<b>REVENUE:</b>															
LCFF Revenue	11,527,937	12,477,886	949,949	4,727,826	4,835,516	107,690	5,031,476	5,094,971	63,495	1,768,635	2,547,399	778,764	0	0	0
Federal Revenue	772,692	903,357	130,665	327,356	333,703	6,347	246,894	201,120	-45,774	198,442	368,533	170,091	0	0	0
Other State Revenue	978,114	1,024,405	46,291	427,661	427,306	-355	405,140	404,037	-1,103	145,313	193,062	47,749	0	0	0
Donations & Grants	1,150,800	839,300	-311,500	108,300	6,800	-101,500	107,500	7,500	-100,000	400,000	325,000	-75,000	535,000	500,000	-35,000
Other Revenue	203,530	222,566	19,036	110,670	107,307	-3,363	73,517	73,517	0	18,428	18,742	314	915	23,000	22,085
CMO Management Fees	1,871,856	1,945,514	73,658						0				1,871,856	1,945,514	73,658
<b>REVENUE</b>	<b>16,504,929</b>	<b>17,413,027</b>	<b>908,098</b>	<b>5,701,813</b>	<b>5,710,632</b>	<b>8,819</b>	<b>5,864,527</b>	<b>5,781,146</b>	<b>-83,381</b>	<b>2,530,818</b>	<b>3,452,736</b>	<b>921,918</b>	<b>2,407,771</b>	<b>2,468,514</b>	<b>60,743</b>
<b>EXPENDITURES:</b>															
Salaries	8,811,933	9,453,149	641,216	2,993,603	3,083,411	89,808	2,934,268	3,022,296	88,028	1,237,309	1,651,286	413,977	1,646,753	1,696,156	49,403
Benefits & Taxes	2,183,979	2,437,005	253,026	749,075	781,347	32,272	717,355	749,171	31,816	292,689	458,981	166,292	424,860	447,506	22,646
Books & Supplies	1,210,872	1,046,439	-164,433	335,773	326,773	-9,000	400,318	278,001	-122,317	443,185	409,665	-33,520	31,596	32,000	404
Services & Other Operating Expense	2,071,469	2,054,618	-16,851	642,356	638,535	-3,821	770,042	770,693	651	375,773	362,881	-12,892	283,298	282,508	-790
CMO Management Fees	1,865,097	1,945,514	80,417	756,452	773,683	17,231	805,036	815,195	10,159	303,609	356,636	53,027	0	0	0
Capital Outlay	30,000	0	-30,000	15,000	0	-15,000	15,000	0	-15,000	0	0	0	0	0	0
<b>EXPENDITURES</b>	<b>16,173,350</b>	<b>16,936,724</b>	<b>763,374</b>	<b>5,492,259</b>	<b>5,603,750</b>	<b>111,491</b>	<b>5,642,019</b>	<b>5,635,356</b>	<b>-6,663</b>	<b>2,652,565.00</b>	<b>3,239,448.85</b>	<b>586,884</b>	<b>2,386,507</b>	<b>2,458,170</b>	<b>71,663</b>
<b>REVENUE LESS EXPENDITURES</b>	<b>331,579</b>	<b>476,303</b>	<b>144,724</b>	<b>209,554</b>	<b>106,882</b>	<b>-102,672</b>	<b>222,508</b>	<b>145,790</b>	<b>-76,718</b>	<b>-121,747</b>	<b>213,287</b>	<b>335,034</b>	<b>21,264</b>	<b>10,344</b>	<b>-10,920</b>
<b>GAAP Adjustments:</b>															
Revenue Less Expenditures	331,579	476,303	144,724	209,554	106,882	-102,672	222,508	145,790	-76,718	-121,747	213,287	335,034	21,264	10,344	-10,920
Add back Capita Outlay to Net income	30,000	0	-30,000	15,000	0	-15,000	15,000	0	-15,000	0	0	0	0	0	0
Subtract Depreciation Expense	-52,000	0	52,000	-35,000	-35,000	0	-17,000	-17,000	0	0	0	0	0	0	0
<b>Net Income - GAAP Basis 2019-20</b>	<b>309,579</b>	<b>476,303</b>	<b>166,724</b>	<b>189,554</b>	<b>71,882</b>	<b>-117,672</b>	<b>220,508</b>	<b>128,790</b>	<b>-91,718</b>	<b>-121,747</b>	<b>213,287</b>	<b>335,034</b>	<b>21,264</b>	<b>10,344</b>	<b>-10,920</b>
<b>Beginning Fund Balance</b>	<u>4,665,323</u>			<u>2,240,065</u>			<u>1,939,909</u>			<u>-10,799</u>			<u>496,148</u>		
<b>Ending Fund Balance</b>	<u>4,665,323</u>	<u>5,141,626</u>		<u>2,240,065</u>	<u>2,311,947</u>		<u>1,939,909.0</u>	<u>2,068,699</u>		<u>-10,799</u>	<u>202,488</u>		<u>496,148</u>	<u>506,492</u>	



Date: February 1, 2020

To: Board of Directors

From: Kevin Sved, CEO

Subject: Salary Authorizations for 2020-21

Staff seeks compensation direction to retain and recruit site-based staff for 2020-21. A preliminary 2020-21 budget was developed to demonstrate the organization's ability to provide salary increases that average 3%. Board authorization is requested at this time because the next regular board meeting is not until April 28th. In order to support staff retention, the goal is to provide return offers for certificated staff in early April. A subsequent board action may be requested based on the findings and recommendations of the compensation study underway.

**Recommendation**

It is recommended that the Board authorize the CEO to offer returning employees salary increases for 2020-21 based on an average 3% increase in salaries from 2019-20.

Attachments:

-Resolution

## BOARD RESOLUTION 2020-02

*February 4, 2020*

### Salary Authorization for 2020-21

A RESOLUTION OF THE BOARD OF DIRECTORS of Navigator Schools authorizing the CEO to provide salary increases up to 3% for 2020-21:

WHEREAS a preliminary 2020-21 budget was developed to demonstrate the organization's ability to provide a 3% salary increase,

WHEREAS return offers for the following year are generally provided to teachers in early April and the next Board Meeting is not until April 28, and

WHEREAS staff retention is a high priority for Navigator Schools,

RESOLVED, the CEO of Navigator Schools is authorized to provide salary increases up to 3% .

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Navigator Schools at its regular meeting held on February 4, 2020 at Gilroy Prep School in Gilroy, California.

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Signature of Board Chair  
Caitrin Wright  
Navigator Schools, a California Nonprofit Public Benefit Corporation

The Secretary of the Corporation certifies that the above is true and copy of the resolution that was duly adopted at the dated meeting of the board of directors.

---

John Flaherty, Secretary

---

Date

# Coversheet

## Dissemination Pilot

**Section:** II. Topical Items  
**Item:** K. Dissemination Pilot  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Dissemination Memo February 2020.pdf



Date: February 1, 2020

To: Navigator Schools Board of Directors

From: Heather Parsons, Director of Curriculum & Instruction

Subject: Dissemination Update

### **Objectives**

- 1) The Board will receive grant updates.
- 2) The Board will be briefed on work with our current partner schools.
- 3) The Board will be briefed on next steps for dissemination.
- 4) The Board will be provided questions to consider as we look to 2020-21, the second year of the board-approved two-year dissemination pilot

### **Grant Update**

Navigator has applied and received a grant from the Charles and Helen Schwab Foundation to continue to increase our impact through dissemination. The grant award of \$250,000 is for a one-year period beginning November 1, 2019. Continued funding from Schwab and New School Venture Fund is likely if outcomes from the dissemination efforts are positive and the number of schools served is expanded in 2020-21. Funding received for dissemination efforts in 2019-20 have allowed Navigator to pay for salaries that are benefiting our partner schools as well as Navigator's in many ways, including improved materials and coaching.

### **Current Partnership Work**

We continue to work with:

- Cerra Vista (Hollister)
- Gem Prep Nampa (Idaho)
- Healdsburg Unified School District
  - Healdsburg Charter
  - Healdsburg Elementary

Heather Parsons and Dissemination Associate Norma Knox continue to meet weekly with the schools' respective leadership teams to develop their leaders around the Core 3 Objectives. The team has designed a tool for collecting observational data for the Core 3 Elements that helps principals visualize this data so that they can better support their staff with coaching, professional development, and how the principals spends their time. These new tools are now being used at Navigator, one of many advances that have supported our own schools thanks to our dissemination efforts. Tables 1 and 2 are examples of how heat-maps can create a clear



pathway for leaders and principal managers to responsively adjust their weekly calendars and workshop sessions.

Table 1 : Teacher Support Heat-Map

		UNIT 1																		
School NAME		GK T1	GK T2	G1 T1	G1 T2	G2 T1	G2 T2	G3 T1	G3 T2	G4 T1	G4 T2	G5 T1	G5 T2	G6 T1	G6 T2	G7 T1	G7 T2	G8 T1	G8 T2	Averages
Culture	ROUTINES & PROCEDURES are in place and reinforced with no wasted time	1	4	2	3	3	4	3	3	4	2	2	1	3	3	3	2	2	3	2.67
	There is MUTUAL RESPECT between students and teachers that includes clear expectations of behavior and work ethic from all parties	2	4	3	3	3	3	3	4	3	2	2	2	3	3	3	3	2	3	2.83
	There is a high level of active student ENGAGEMENT	2	3	2	3	2	4	3	3	3	2	2	2	3	2	3	3	2	3	2.61
	SEL, DIVERSITY & INCLUSION is evident in all classrooms and organizational initiatives are being implemented effectively	2	3	2	3	3	4	3	3	3	3	3	2	3	2	3	3	2	3	2.78
Rigor	Teachers have clearly completed INTELLECTUAL PREPARATION as evidenced through their IP assets and instructional planning	2	3	2	3	2	3	3	3	1	2	3	1	3	2	3	3	2	3	2.44
	Students do the HEAVY LIFTING at all times, with ample student discussion, while teachers facilitate learning with targeted questions	1	3	2	2	3	3	3	3	2	2	2	1	2	2	3	2	2	2	2.22
	Students can DEMONSTRATE & DEFEND their claims using RACE, CASE, thinking maps and prove/disprove	1	3	1	3	3	2	3	3	1	2	4	1	3	1	3	2	2	2	2.22
	PERSONALIZED INSTRUCTION is occurring in small, leveled groups and lessons are focused on power standards	2	3	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2.11
Data	Teacher employs a SHORT-CYCLE ASSESSMENT PLAN (daily and weekly) to monitor learning	2	4	2	2	2	3	3	3	2	2	3	2	3	2	3	2	1	2	2.39
	Teachers are COLLECTING DATA throughout the day	2	4	2	2	2	3	2	2	2	2	2	1	2	2	2	1	1	2	2.00
	Teachers are ANALYZING DATA and making the necessary plans to intervene	2	3	2	2	2	3	2	2	2	2	2	2	2	2	2	2	1	2	2.06
	Teachers are RESPONDING TO DATA in the moment, as well as planning future interventions and instruction	1	3	2	2	2	2	2	2	2	1	2	2	2	1	2	1	1	2	1.78
Intervention time is meeting the criteria of excellence as outlined in the VOE		N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Averages																				2.34

4	Exemplary Modeling Support for Others
3	Proficient or Little Support Needed
2	Beginning or Still Needing Support
1	Not Yet Implementing or Area of Support Focus
	Not Yet Introduced

Table 2 : Leader Support Heat-Map

LEADERSHIP DEVELOPMENT OBJECTIVES	Leader 1	Leader 2	Leader 3
Leader calendars reflect an instructional priority and are change to meet the development needs of the staff	1	1	1
Leaders are doing classroom walkthroughs and visiting every classroom weekly	3	3	3
Leaders are building a common language/best practices by regularly training and coaching Teach Like a Champion techniques	3	3	3
Leaders are regularly delivering PD based on school needs	2	2	2
Leaders are observing classrooms regularly and live coaching	2	2	1
Leaders are coaching intellectual preparation weekly (Pilot classrooms for partners)	1	3	1
Leaders are coaching data analysis meetings with teachers weekly (Pilot Classrooms for Partners)	1	1	1
Leaders are looking at schoolwide data to help inform next steps in professional development, coaching and model iterations	2	2	2
Leaders are ensuring there is a schoolwide and classroom intervention programs and that they are impactful	1	1	1
Leaders are celebrating school culture and data wins with the staff weekly	4	4	4
Leaders are maintaining a positive staff culture through creating staff agreements, accountable communication, empowering problem solvers	3	3	3

**Next Steps**

The following actions are planned to further dissemination efforts:

1. The dissemination team will continue to work with current partners to ensure the most effective rate of implementation for each school’s situation. We will support their teams through one or more weekly professional development sessions per partner.
2. We are working on dissemination strategy for the 2020-2021 academic year and will be looking for board input.
3. We will update the budget with detailed revenue and cost projections and develop a multi-year growth plan.

4. Kirsten and Heather will continue to map demand, assess current partners' willingness to increase spending to meet costs, and develop a strategic marketing plan to attract new partnerships.
5. We will continue to create a talent plan for model-provider leadership and execution responsibilities.
6. We will continue to evaluate obstacles that our partners are encountering so that we can iterate the dissemination scope & sequence for both public charter and traditional public school partners.

### **Partnership Development for 2020-21**

In addition to working to maintain current partners, we have been in communication with the following schools for possible 2020-21 collaboration:

- Hayward Collegiate (Hayward)
- Yu-Ming Charter School (Oakland)
- Wonderful Prep School (2) (Delano)
- Grimmway Schools (2) (Bakersfield)
- Rod Kelley (Gilroy)

Additionally, one school district inquired about a potential partnership in which we provide coaching, support and training to the district's principal manager, as opposed to supporting the principal directly. This approach has interesting benefits as it could increase capacity at a more senior level in the organization which could strengthen sustainability of Navigator model implementation while also potentially increasing the number of principals and students impacted. Analyzing this potential new approach is one of the questions we would like the board to discuss.

### **Key questions to consider:**

1. For 2020-21, should we remain at current number of partners or expand to as many as eight?
2. How has model providing strengthened or weakened Navigator?
3. Should we expand our services to include principal managers?

We look forward to continuing to update the Board as we pilot the dissemination work this year and beyond.

# Coversheet

## Consent Agenda

**Section:** II. Topical Items  
**Item:** M. Consent Agenda  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** BR 2020\_04 Meeting Location Memo and Resolution.pdf  
Auditor Selection Memo.pdf  
SARC Memo 2019\_2020.pdf  
WPS Flrst Interim Report and Memo.pdf



Date: January 31, 2020

To: Navigator Schools Board

From: Sean Martin

Subject: Board Meeting Location Resolution Memo

### **Background**

Recent state legislation (Senate Bill 126) has placed a specific requirement on the location of board meetings for charter schools (single-school charters as well as charter school management organizations that operate multiple schools). The new legislation is in effect as of January 1, 2020.

For charter schools that operate in more than one county, board meetings must be held within the physical boundaries of the county in which the greatest number of pupils enrolled in those charter schools managed by that entity reside. In January 2020, prior to the first NS Board Meeting to take place under Senate Bill 126, Navigator staff researched enrollment data for Gilroy Prep School, Hollister Prep School, and Watsonville Prep School. Consequently, staff determined that the greatest number of Navigator students reside in Santa Clara County. Based on this research, Navigator Schools Board Meetings will be held in Santa Clara County at Gilroy Prep School, until new enrollment figures are collected and reported to the State of California in early October, 2020, for the 2020-2021 school year.

### **Recommendation**

NS staff recommend the approval of Board Resolution 2020-04, Board Meeting Location, to establish a clear, compliant, and proactive determination that Gilroy Prep School will be the site for all NS Board Meetings from January 1, 2020 through September 30, 2020.

## **BOARD RESOLUTION 2020-04**

*February 4, 2020*

### **LOCATION OF BOARD MEETINGS**

A RESOLUTION OF THE BOARD OF DIRECTORS of Navigator Schools regarding the determination of NS Board Meeting location:

WHEREAS Senate Bill 126 has placed a specific requirement on the location of board meetings for charter schools (single-school charters as well as charter school management organizations that operate multiple schools),

WHEREAS the new legislation is in effect as of January 1, 2020,

WHEREAS, according to the law, in the case of charter schools that operate in more than one county, board meetings must be held within the physical boundaries of the county in which the greatest number of pupils enrolled in those charter schools managed by that entity reside, and

WHEREAS, in January 2020 staff determined that the greatest number of Navigator students reside in Santa Clara County,

RESOLVED, Navigator Schools Board Meetings will be held in Santa Clara County at Gilroy Prep School, until new enrollment figures are collected and reported to the State of California in early October, 2020, for the 2020-2021 school year.

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Navigator Schools at its regular meeting held on February 4, 2020 at Gilroy Prep School in Gilroy, California.

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Caitrin Wright  
Board Chair  
Navigator Schools, a California Nonprofit Public Benefit Corporation

The Secretary of the Corporation certifies that the above is true and copy of the resolution that was duly adopted at the dated meeting of the board of directors.

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John Flaherty, Secretary

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Date



Date: February 4, 2020

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: Selection of Auditors for the Fiscal Year 2019-20

**Recommendation**

It is recommended the Board approve, as part of the consent agenda, that Lily Huang from CliftonLarsonAllen be responsible for the performance of the audit for the fiscal year 2019-20.

**Background**

In accordance with Education Code (EC) Section 41020, the governing board of each school district provide an audit of the books and accounts of the school district. In the event the governing board of a school district has not provided for an audit by April 1, the County Office of Education, having jurisdiction over the district, shall provide for the audit.

**Summary**

It is recommended the Board approve, as part of the consent agenda, that Lily Huang from CliftonLarsonAllen be responsible for the performance of the audit for the fiscal year 2019-20.



Date: 01/27/2020

To: NS Board

From: Benjamin Moeller

Subject: School Accountability Report Card

### Background

Once per year, public schools in California are responsible for submitting a School Accountability Report Card (SARC). The SARC is due February 1st. It provides information to the community to allow public comparison of schools for student achievement, environment, resources and demographics. I coordinated with school and support office staff of Gilroy Prep, Hollister Prep, and Watsonville Prep to collect, verify, and report required information. The SARC for all 3 sites may be found here: <https://www.sarconline.org/>

### Recommendation

It is recommended that the Board approve the SARCs for Gilroy Prep, Hollister Prep, and Watsonville Prep.



Date: February 4, 2020

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: Approval of WPS's First Interim Report

**Recommendation**

It is recommended the Board approve, as part of the consent agenda, Watsonville Prep School's First Interim Report, as required by the California Department of Education (CDE).

**Background**

Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31.

While WPS's charter does not require us to have Board's approval of the interim reports, our authorizer has requested that we do obtain our Board's approval.

**Summary**

It is recommended the Board approve, as part of the consent agenda, Watsonville Prep School's First Interim Report, as required by the California Department of Education (CDE).



**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
First Interim Report Certification**

Charter School Name: Watsonville Prep School  
(continued) \_\_\_\_\_  
CDS #: 44 77248 0138909  
Charter Approving Entity: SBE  
County: Santa Cruz  
Charter #: 2032  
Fiscal Year: 2019/20

To the entity that approved the charter school:  
(   x   ) 2019/20 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Charter School Official  
(Original signature required)

Print Name: Kevin Sved Title: CEO

To the County Superintendent of Schools:  
(   x   ) 2019/20 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

For additional information on the First Interim Report, please contact

For Approving Entity:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Phone  
\_\_\_\_\_  
E-mail

For Charter School:

Kevin Sved  
Name  
\_\_\_\_\_  
CEO  
Title  
650-490-6040  
Phone  
ksved@navigatorschools.org  
E-mail

This report has been verified for mathematical accuracy by the County Superintendent of Schools, pursuant to *Education Code* Section 47604.33.

\_\_\_\_\_  
District Advisor

\_\_\_\_\_  
Date



CHARTER SCHOOL  
 INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
 First Interim Report - Detail

Charter School Name: Watsonville Prep School  
 (continued)  
 CDS #: 44 77248 0138909  
 Charter Approving Entity: SBE  
 County: Santa Cruz  
 Charter #: 2032  
 Fiscal Year: 2019/20

This charter school uses the following basis of accounting:

- Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
 **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A6-B8)</b>		(48,037.00)	-	(48,037.00)	72,224.67	(79,721.67)	(7,497.00)	7,008.00	-	7,008.00
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			-			-			-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-	-	-	-	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(48,037.00)	-	(48,037.00)	72,224.67	(79,721.67)	(7,497.00)	7,008.00	-	7,008.00
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791			-			-			-
b. Adjustments to Beginning Balance	9793, 9795	133,536.00		133,536.00	124,997.00		124,997.00	124,997.00		124,997.00
c. Adjusted Beginning Balance		133,536.00	-	133,536.00	124,997.00	-	124,997.00	124,997.00	-	124,997.00
2. Ending Fund Balance, June 30 (E + F.1.c.)		85,499.00	-	85,499.00	197,221.67	(79,721.67)	117,500.00	132,005.00	-	132,005.00
Components of Ending Fund Balance :										
a. Nonspendable										
Revolving Cash (equals object 9130)	9711			-			-			-
Stores (equals object 9320)	9712			-			-			-
Prepaid Expenditures (equals object 9330)	9713			-			-			-
All Others	9719			-			-			-
b. Restricted	9740			-			-			-
c. Committed										
Stabilization Arrangements	9750			-			-			-
Other Commitments	9760			-			-			-
d. Assigned										
Other Assignments	9780			-			-			-
e. Unassigned/Unappropriated										
Reserve for Economic Uncertainties	9799			-			-	131,598.20		131,598.20
Unassigned/Unappropriated Amount	9790			-	197,221.67	(79,721.67)	117,500.00	406.80		406.80

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
First Interim Report - Summary**

Charter School Name: Watsonville Prep School  
 (continued)  
 CDS #: 44 77248 0138909  
 Charter Approving Entity: SBE  
 County: Santa Cruz  
 Charter #: 2032  
 Fiscal Year: 2019/20

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	1st Interim vs. Adopted Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>A. REVENUES</b>						
<b>1. LCFF/Revenue Limit Sources</b>						
State Aid - Current Year	8011	1,158,131.00	674,334.00	1,061,359.00	(96,772.00)	-8.36%
Education Protection Account State Aid - Current Year	8012	33,840.00	-	32,336.00	(1,504.00)	-4.44%
Charter Schools Gen. Purpose Entitlement - State Aid	8015	-	-	-	-	-
State Aid - Prior Years	8019	-	-	-	-	-
Tax Relief Subventions	8020-8039	-	-	-	-	-
County and District Taxes	8040-8079	-	-	-	-	-
Miscellaneous Funds	8080-8089	-	-	-	-	-
LCFF/Revenue Limit Transfers:						
PERS Reduction Transfer	8092	-	-	-	-	-
Charter Schools Funding in lieu of Property Taxes	8096	674,940.00	-	674,940.00	-	0.00%
Other LCFF/Revenue Limit Transfers	8091, 8097	-	-	-	-	-
Total, LCFF/Revenue Limit Sources		1,866,911.00	674,334.00	1,768,635.00	(98,276.00)	-5.26%
<b>2. Federal Revenues</b>						
No Child Left Behind (Include ARRA)	8290	95,598.00	-	153,752.00	58,154.00	60.83%
Special Education - Federal	8181, 8182	-	-	-	-	-
Child Nutrition - Federal	8220	102,844.00	-	102,844.00	-	0.00%
Other Federal Revenues (Include ARRA)	8110, 8260-8299	-	-	-	-	-
Total, Federal Revenues		198,442.00	-	256,596.00	58,154.00	29.31%
<b>3. Other State Revenues</b>						
Charter Schools Categorical Block Grant	N/A thru 14/15	-	-	-	-	-
Special Education - State	StateRevSE	97,628.00	-	97,628.00	-	0.00%
All Other State Revenues	StateRevAO	47,685.00	-	47,685.00	-	0.00%
Total, Other State Revenues		145,313.00	-	145,313.00	-	0.00%
<b>4. Other Local Revenues</b>						
All Other Local Revenues	LocalRevAO	356,428.00	312,927.00	468,428.00	112,000.00	31.42%
Total, Local Revenues		356,428.00	312,927.00	468,428.00	112,000.00	31.42%
<b>5. TOTAL REVENUES</b>		<b>2,567,094.00</b>	<b>987,261.00</b>	<b>2,638,972.00</b>	<b>71,878.00</b>	<b>2.80%</b>
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Certificated Teachers' Salaries	1100	486,435.00	120,810.00	486,434.00	(1.00)	0.00%
Certificated Pupil Support Salaries	1200	61,332.00	15,771.00	61,332.00	-	0.00%
Certificated Supervisors' and Administrators' Salaries	1300	303,179.00	71,125.00	303,179.00	-	0.00%
Other Certificated Salaries	1900	20,000.00	-	20,000.00	-	0.00%
Total, Certificated Salaries		870,946.00	207,706.00	870,945.00	(1.00)	0.00%
<b>2. Non-certificated Salaries</b>						
Non-certificated Instructional Aides' Salaries	2100	166,773.00	58,450.00	195,140.00	28,367.00	17.01%
Non-certificated Support Salaries	2200	-	-	-	-	-
Non-certificated Supervisors' and Administrators' Sal.	2300	-	-	-	-	-
Clerical and Office Salaries	2400	63,960.00	18,071.00	63,960.00	-	0.00%
Other Non-certificated Salaries	2900	107,264.00	37,595.00	107,264.00	-	0.00%
Total, Non-certificated Salaries		337,997.00	114,116.00	366,364.00	28,367.00	8.39%
<b>3. Employee Benefits</b>						
STRS	3101-3102	137,991.00	33,147.00	121,799.00	(16,192.00)	-11.73%
PERS	3201-3202	-	-	-	-	-
OASDI / Medicare / Alternative	3301-3302	31,195.00	11,286.00	37,570.00	6,375.00	20.44%
Health and Welfare Benefits	3401-3402	126,214.00	32,228.00	116,214.00	(10,000.00)	-7.92%
Unemployment Insurance	3501-3502	4,998.00	3,079.00	4,998.00	-	0.00%
Workers' Compensation Insurance	3601-3602	12,108.00	850.00	12,108.00	-	0.00%
OPEB, Allocated	3701-3702	-	-	-	-	-
OPEB, Active Employees	3751-3752	-	-	-	-	-
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	-
Other Employee Benefits	3901-3902	-	-	-	-	-
Total, Employee Benefits		312,506.00	80,590.00	292,689.00	(19,817.00)	-6.34%
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	9,000.00	12,309.00	15,500.00	6,500.00	72.22%
Books and Other Reference Materials	4200	22,000.00	4,347.00	22,000.00	-	0.00%
Materials and Supplies	4300	39,340.00	43,626.00	54,570.00	15,230.00	38.71%
Noncapitalized Equipment	4400	233,940.00	202,266.00	220,940.00	(13,000.00)	-5.56%
Food	4700	134,175.00	29,869.00	134,175.00	-	0.00%
Total, Books and Supplies		438,455.00	292,417.00	447,185.00	8,730.00	1.99%
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	-	-	-	-	-
Travel and Conferences	5200	19,669.00	11,900.00	21,340.00	1,671.00	8.50%
Dues and Memberships	5300	2,231.00	1,177.00	2,231.00	-	0.00%
Insurance	5400	12,374.00	4,405.00	12,374.00	-	0.00%
Operations and Housekeeping Services	5500	30,397.00	2,660.00	30,397.00	-	0.00%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	33,781.00	15,677.00	28,781.00	(5,000.00)	-14.80%
Professional/Consulting Services and Operating Expend.	5800	524,752.00	253,497.00	547,636.00	22,884.00	4.36%
Communications	5900	32,023.00	1,752.00	12,022.00	(20,001.00)	-62.46%
Total, Services and Other Operating Expenditures		655,227.00	291,068.00	654,781.00	(446.00)	-0.07%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
First Interim Report - Summary**

Charter School Name: Watsonville Prep School  
 (continued)  
 CDS #: 44 77248 0138909  
 Charter Approving Entity: SBE  
 County: Santa Cruz  
 Charter #: 2032  
 Fiscal Year: 2019/20

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	1st Interim vs. Adopted Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)</b>						
Land and Land Improvements	6100-6170	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-
Equipment	6400	-	-	-	-	-
Equipment Replacement	6500	-	8,861.00	-	-	-
Depreciation Expense (for accrual basis only)	6900	-	-	-	-	-
Total, Capital Outlay		-	8,861.00	-	-	-
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	-	-	-	-	-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-
All Other Transfers	7281-7299	-	-	-	-	-
Debt Service:						
Interest	7438	-	-	-	-	-
Principal (for modified accrual basis only)	7439	-	-	-	-	-
Total, Other Outgo		-	-	-	-	-
<b>8. TOTAL EXPENDITURES</b>		2,615,131.00	994,758.00	2,631,964.00	16,833.00	0.64%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		(48,037.00)	(7,497.00)	7,008.00	55,045.00	-114.59%
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(48,037.00)	(7,497.00)	7,008.00	55,045.00	-114.59%
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	-	-	-	-	-
b. Adjustments to Beginning Balance	9793, 9795	133,536.00	124,997.00	124,997.00	(8,539.00)	-6.39%
c. Adjusted Beginning Balance		133,536.00	124,997.00	124,997.00		
2. Ending Fund Balance, June 30 (E + F.1.c.)		85,499.00	117,500.00	132,005.00		
Components of Ending Fund Balance :						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	-	-	-	-	-
Stores (equals object 9320)	9712	-	-	-	-	-
Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	-
All Others	9719	-	-	-	-	-
b. Restricted	9740	-	-	-	-	-
c. Committed						
Stabilization Arrangements	9750	-	-	-	-	-
Other Commitments	9760	-	-	-	-	-
d. Assigned						
Other Assignments	9780	-	-	-	-	-
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	-	-	131,598.20	131,598.20	New
Unassigned/Unappropriated Amount	9790	85,499.00	117,500.00	406.80	(85,092.20)	-99.52%

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
First Interim Report - MYP**

Charter School Name: Watsonville Prep School  
(continued)  
CDS #: 44 77248 0138909  
Charter Approving Entity: SBE  
County: Santa Cruz  
Charter #: 2032  
Fiscal Year: 2019/20

This charter school uses the following basis of accounting:

- Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
 **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	FY 2019/20			Totals for 2020/21	Totals for 2021/22
		Unrestricted	Restricted	Total		
<b>A. REVENUES</b>						
<b>1. LCFF/Revenue Limit Sources</b>						
State Aid - Current Year	8011	1,061,359.00	0.00	1,061,359.00	1,572,434.00	1,964,003.00
Education Protection Account State Aid - Current Year	8012	32,336.00	0.00	32,336.00	45,600.00	56,940.00
Charter Schools Gen. Purpose Entitlement - State Aid	8015	0.00	0.00	0.00		
State Aid - Prior Years	8019	0.00	0.00	0.00		
Tax Relief Subventions	8020-8039	0.00	0.00	0.00		
County and District Taxes	8040-8079	0.00	0.00	0.00		
Miscellaneous Funds	8080-8089	0.00	0.00	0.00		
<b>LCFF/Revenue Limit Transfers:</b>						
PERS Reduction Transfer	8092	0.00	0.00	0.00		
Charter Schools Funding in lieu of Property Taxes	8096	674,940.00	0.00	674,940.00	926,918.00	1,193,406.00
Other LCFF/Revenue Limit Transfers	8091, 8097	0.00	0.00	0.00		
<b>Total, LCFF/Revenue Limit Sources</b>		<b>1,768,635.00</b>	<b>0.00</b>	<b>1,768,635.00</b>	<b>2,544,952.00</b>	<b>3,214,349.00</b>
<b>2. Federal Revenues</b>						
No Child Left Behind	8290	0.00	153,752.00	153,752.00	140,014.00	176,649.00
Special Education - Federal	8181, 8182	0.00	0.00	0.00	21,500.00	30,000.00
Child Nutrition - Federal	8220	0.00	102,844.00	102,844.00	139,868.00	179,280.00
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00	0.00	0.00
<b>Total, Federal Revenues</b>		<b>0.00</b>	<b>256,596.00</b>	<b>256,596.00</b>	<b>301,382.00</b>	<b>385,929.00</b>
<b>3. Other State Revenues</b>						
Charter Schools Categorical Block Grant	N/A thru 14/15					
Special Education - State	StateRevSE	0.00	97,628.00	97,628.00	132,775.00	170,189.00
All Other State Revenues	StateRevAO	40,409.00	7,276.00	47,685.00	285,887.00	360,232.00
<b>Total, Other State Revenues</b>		<b>40,409.00</b>	<b>104,904.00</b>	<b>145,313.00</b>	<b>418,662.00</b>	<b>530,421.00</b>
<b>4. Other Local Revenues</b>						
All Other Local Revenues	LocalRevAO	468,428.00	0.00	468,428.00	344,942.00	250,205.00
<b>Total, Local Revenues</b>		<b>468,428.00</b>	<b>0.00</b>	<b>468,428.00</b>	<b>344,942.00</b>	<b>250,205.00</b>
<b>5. TOTAL REVENUES</b>		<b>2,277,472.00</b>	<b>361,500.00</b>	<b>2,638,972.00</b>	<b>3,609,938.00</b>	<b>4,380,904.00</b>
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Certificated Teachers' Salaries	1100	309,534.00	176,900.00	486,434.00	645,932.00	836,103.00
Certificated Pupil Support Salaries	1200	61,332.00	0.00	61,332.00	81,694.00	102,700.00
Certificated Supervisors' and Administrators' Salaries	1300	303,179.00	0.00	303,179.00	297,855.00	306,791.00
Other Certificated Salaries	1900	20,000.00	0.00	20,000.00	0.00	0.00
<b>Total, Certificated Salaries</b>		<b>694,045.00</b>	<b>176,900.00</b>	<b>870,945.00</b>	<b>1,025,481.00</b>	<b>1,245,594.00</b>
<b>2. Non-certificated Salaries</b>						
Non-certificated Instructional Aides' Salaries	2100	195,140.00	0.00	195,140.00	367,495.00	440,921.00
Non-certificated Support Salaries	2200	0.00	0.00	0.00	0.00	0.00
Non-certificated Supervisors' and Administrators' Sal.	2300	0.00	0.00	0.00	10,965.00	11,184.00
Clerical and Office Salaries	2400	63,960.00	0.00	63,960.00	64,720.00	66,014.00
Other Non-certificated Salaries	2900	107,264.00	0.00	107,264.00	173,625.00	188,401.00
<b>Total, Non-certificated Salaries</b>		<b>366,364.00</b>	<b>0.00</b>	<b>366,364.00</b>	<b>616,805.00</b>	<b>706,520.00</b>

Description	Object Code	FY 2019/20			Totals for 2020/21	Totals for 2021/22
		Unrestricted	Restricted	Total		
<b>3. Employee Benefits</b>						
STRS	3101-3102	91,549.10	30,249.90	121,799.00	168,752.00	213,518.00
PERS	3201-3202	0.00	0.00	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	32,263.00	5,307.00	37,570.00	67,063.00	78,405.00
Health and Welfare Benefits	3401-3402	93,220.80	22,993.20	116,214.00	196,929.00	247,407.00
Unemployment Insurance	3501-3502	3,229.00	1,769.00	4,998.00	7,378.00	8,806.00
Workers' Compensation Insurance	3601-3602	10,162.10	1,945.90	12,108.00	19,010.00	22,493.00
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00
PERS Reduction (for revenue limit funded schools)	3801-3802	0.00	0.00	0.00	0.00	0.00
Other Employee Benefits	3901-3902	0.00	0.00	0.00	0.00	0.00
<b>Total, Employee Benefits</b>		<b>230,424.00</b>	<b>62,265.00</b>	<b>292,689.00</b>	<b>459,132.00</b>	<b>570,629.00</b>
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	13,175.00	2,325.00	15,500.00	2,000.00	6,242.00
Books and Other Reference Materials	4200	18,700.00	3,300.00	22,000.00	2,000.00	11,548.00
Materials and Supplies	4300	23,260.00	31,310.00	54,570.00	39,412.00	54,663.00
Noncapitalized Equipment	4400	220,940.00	0.00	220,940.00	20,312.00	62,986.00
Food	4700	134,175.00	0.00	134,175.00	177,037.00	226,909.00
<b>Total, Books and Supplies</b>		<b>410,250.00</b>	<b>36,935.00</b>	<b>447,185.00</b>	<b>240,761.00</b>	<b>362,348.00</b>
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	0.00	0.00	0.00		
Travel and Conferences	5200	15,940.00	5,400.00	21,340.00	20,094.00	21,596.00
Dues and Memberships	5300	2,231.00	0.00	2,231.00	5,300.00	6,500.00
Insurance	5400	12,374.00	0.00	12,374.00	12,621.00	12,874.00

**CHARTER SCHOOL  
MULTI-YEAR PROJECTION - ALTERNATIVE FORM  
First Interim Report - MYP**

**Charter School Name:** Watsonville Prep School  
 (continued)  
**CDS #:** 44 77248 0138909  
**Charter Approving Entity:** SBE  
**County:** Santa Cruz  
**Charter #:** 2032  
**Fiscal Year:** 2019/20

Operations and Housekeeping Services	5500	30,397.00	0.00	30,397.00	87,952.00	96,186.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	28,781.00	0.00	28,781.00	540,727.00	721,948.00
Professional/Consulting Services and Operating Expend.	5800	467,636.00	80,000.00	547,636.00	480,329.00	603,778.00
Communications	5900	12,022.00	0.00	12,022.00	20,589.00	20,995.00
Total, Services and Other Operating Expenditures		569,381.00	85,400.00	654,781.00	1,167,612.00	1,483,877.00
<b>6. Capital Outlay (Obj. 6100-6170, 6200-6500 for mod. accr. basis only)</b>						
Land and Land Improvements	6100-6170	0.00	0.00	0.00		
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00		
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00		
Equipment	6400	0.00	0.00	0.00		
Equipment Replacement	6500	0.00	0.00	0.00		
Depreciation Expense (for accrual basis only)	6900	0.00	0.00	0.00	0.00	0.00
Total, Capital Outlay		0.00	0.00	0.00	0.00	0.00
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	0.00	0.00	0.00		
Transfers of Pass-through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00		
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	0.00	0.00	0.00		
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00		
All Other Transfers	7280-7299	0.00	0.00	0.00		
Debt Service:						
Interest	7438	0.00	0.00	0.00	609.00	475.00
Principal (for modified accrual basis only)	7439	0.00	0.00	0.00		
Total, Other Outgo		0.00	0.00	0.00	609.00	475.00
<b>8. TOTAL EXPENDITURES</b>		2,270,464.00	361,500.00	2,631,964.00	3,510,400.00	4,369,443.00
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		7,008.00	0.00	7,008.00	99,538.00	11,461.00

Description	Object Code	FY 2019/20			Totals for 2020/21	Totals for 2021/22
		Unrestricted	Restricted	Total		
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	0.00	0.00	0.00		
2. Less: Other Uses	7630-7699	0.00	0.00	0.00		
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00		
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	0.00	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		7,008.00	0.00	7,008.00	99,538.00	11,461.00
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	0.00	0.00	0.00	132,005.00	231,543.00
b. Adjustments to Beginning Balance	9793, 9795	124,997.00	0.00	124,997.00		
c. Adjusted Beginning Balance		124,997.00	0.00	124,997.00	132,005.00	231,543.00
2. Ending Fund Balance, June 30 (E + F.1.c.)		132,005.00	0.00	132,005.00	231,543.00	243,004.00
Components of Ending Fund Balance:						
a. Nonspendable						
Revolving Cash (equals object 9130)	9711	0.00	0.00	0.00		
Stores (equals object 9320)	9712	0.00	0.00	0.00		
Prepaid Expenditures (equals object 9330)	9713	0.00	0.00	0.00		
All Others	9719	0.00	0.00	0.00		
b. Restricted	9740	0.00	0.00	0.00		
c. Committed						
Stabilization Arrangements	9750	0.00	0.00	0.00		
Other Commitments	9760	0.00	0.00	0.00		
d. Assigned						
Other Assignments	9780	0.00	0.00	0.00		
e. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789	131,598.20	0.00	131,598.20	175,520.00	218,472.15
Unassigned/Unappropriated Amount	9790	406.80	0.00	406.80	56,023.00	24,531.85