



Navigator Schools

NS Emergency Board Meeting

Date and Time

Monday March 16, 2020 at 12:00 PM PDT

Location

Due to community health concerns this meeting will be held via teleconference, with one publicly accessible location at the Navigator Schools Support Office, 650 San Benito Street, Suite 230, Hollister CA 95023.

Teleconference Locations

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

Individuals requiring a disability-related accommodation, modification, or auxiliary aid/service, should submit requests to Sean Martin via phone (831-217-4894) or [Email](mailto:smartin@navigatorschools.org) (smartin@navigatorschools.org).

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			12:00 PM
Opening Items			
A. Record Attendance and Guests		Caitrin Wright	2 m
B. Call the Meeting to Order			3 m

	Purpose	Presenter	Time
C. Public Comments		Caitrin Wright	2 m
The agenda provides time for public comments for non-agenda items.			

II. Topical Items **12:07 PM**

A. COVID-19 Update	Discuss	Kevin Sved	30 m
K. Sved will lead a discussion focusing on actions and planning in response to COVID-19.			
B. School Closures: Resolution 2020-06	Vote	Kevin Sved	10 m
Board members will vote on the approval of a resolution authorizing the closure of all Navigator Schools from March 16, 2020, through April 3, 2020 (Resolution 2020-06).			
C. Authorization of Emergency Powers: Resolution 2020-07	Vote	Caitrin Wright	6 m
The NS Board will vote on the approval of Resolution 2020-07: Authorization of Emergency Powers in Response to COVID-19			
D. Resolution 2020-05: Signing Authority	Vote	Caitrin Wright	5 m
Board members will vote on the approval of Resolution 2020-05, granting the Director of Business & Finance authority to sign certain bank documents specified in the resolution.			

III. Closing Items **12:58 PM**

A. Adjourn Meeting	Vote	Caitrin Wright	2 m
Board members will vote on the adjournment of the meeting.			

Coversheet

COVID-19 Update

Section:	II. Topical Items
Item:	A. COVID-19 Update
Purpose:	Discuss
Submitted by:	
Related Material:	Academic Team Update.pdf Communication and Community Resource Plan COVID-19.pdf Student Services Response to COVID-19.pdf Site Office FAQ COVID-19.pdf

Draft Plans as of March 16, 2020 @11am

March 16-20			
Day	Academic Objectives	Student Services	Academic Technology Objectives
Monday	<p>Leadership Strategic Planning</p> <ul style="list-style-type: none"> • Directors will design a roll-out for supporting distance learning. • Academic team will complete initial framework for distance learning. <ul style="list-style-type: none"> ○ K-2 NaviLearning ○ 3-5 NaviLearning ○ 6-8 NaviLearning 	<ul style="list-style-type: none"> • Create clear objective for SSS team in support of distance learning and assign r and rs • Identify compliance issues related to special education and 504s related to distance learning (in Board Memo) • Identify possible barriers some students with disabilities (SWD) may have with distance learning and a high tech solution 	<ul style="list-style-type: none"> • Family technology survey will be sent
Tuesday	<p>Closing Out the Semester</p> <ul style="list-style-type: none"> • Teachers will close down semester grades <p>Design the HIGH-TECH solution</p> <ul style="list-style-type: none"> • Teachers will begin to iterate the distance learning plan and load daily content <p>Design Work Expectations</p> <ul style="list-style-type: none"> • Leaders will design an initial draft for academic staff work expectations and communicate 	<ul style="list-style-type: none"> • SSS leadership (Tina, Reba, Drew, Barbara) meets to discuss objectives to be communicated to site leads and para staff, contractors • Begin with high tech solution-what changes might need to be made • Investigate Google Hangout in lieu of zoom for supporting students for speech, OT, counseling, etc... 	

		<ul style="list-style-type: none"> Identify staff and assign students to staff. Site sss team meetings to discuss expectations for the week ahead for their teams Para staff begins working on low tech solutions for key students and Speech work on lessons for service Speech is a very heavy 'lift' and will need support from DSS 	
Wednesday	<p>Design the HIGH-TECH solution</p> <ul style="list-style-type: none"> Teachers will continue to iterate the distance learning plan and load daily content <p>Planning the LOW-TECH solution</p> <ul style="list-style-type: none"> Select LOW tech apps that do not require internet to be added to the alternate learning ipads Make a list of offline app requests in App Request March 2020 	<ul style="list-style-type: none"> Begin scheduling IEPs (all SWD need to have an IEP) Create drafts of staff schedules Begin modifying curriculum for students Investigate "read to" books for students to use (audio books) Speech cont. creating lesson plans Call to schedule contracted staff/discuss options 	
Thursday	<p>Design the LOW-TECH solution</p> <ul style="list-style-type: none"> Teachers will create a "low-tech" plan for students with no or limited wifi that is as close to the high-tech 	<ul style="list-style-type: none"> Continue schedule and hold IEPs Call each family to discuss the plans and intro staff who will be working mostly with 	<ul style="list-style-type: none"> Load approved apps onto LOW TECH ipads

	<p>solution in time and rigor</p> <ul style="list-style-type: none"> Final requests for apps in by noon App Request March 2020 	<p>child</p> <ul style="list-style-type: none"> Schedule speech and other support services 	
Friday	<p>Prepare Materials</p> <ul style="list-style-type: none"> Teachers will have week 1 of daily lesson plans created and uploaded to Google Teachers will make any needed copies for the "low-tech" plan for week 1 	<ul style="list-style-type: none"> Simulate Google Meeting with student Follow up phone calls with families to determine readiness and capabilities 	

March 23-27			
Day	Academic Objectives		Academic Technology Objectives
Monday	<p>Logistics</p> <ul style="list-style-type: none"> Ensure all students have access to HIGH or LOW tech learning options Teachers will communicate frequently with families around logistics Teachers will provide tutorial resources as needed for their distance learning 	<p>Begin direct support to students Adjust schedules as needed Adjust activities as needed Check in with LSH-</p>	<ul style="list-style-type: none"> Student Tech Pick Up
Tuesday	Logistics		

Wednesday	<p>Logistics</p> <ul style="list-style-type: none"> • Continue addressing logistical concerns and direct to ITOM as needed <p>Progress Monitoring</p> <ul style="list-style-type: none"> • Teachers will begin progress monitoring of distance learning work <p>Lesson Planning</p> <ul style="list-style-type: none"> • Teachers will plan for week 2 instruction 		
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	<ul style="list-style-type: none">Teachers will complete week 2 instruction		
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Date: March 16, 2020

To: Board of Directors

Submitted By: Kirsten Carr

Subject: Communication plan for COVID-19 and related information

Background

Our students, their families, and our staff are our number one priority in any situation but especially during this time of national importance. Navigator Schools is not only where parents go to for educational services for their students, it is often where they go to receive information on a variety of subjects, including the latest information on COVID-19. Below you will find the activities which have already occurred, plus our plan to ensure families stay informed going forward.

Actions

For the past week, Navigator Schools has been sending COVID-19 updates on a regular basis to keep parents and families informed. These updates were shared via ParentSquare text messages and emails and once the COVID-19 webpage was created, all communications were also posted to the webpage.

To ensure the school closure message was received by all families, it was sent via email, text, robocall, and shared on social media before being placed on the webpage. An additional email was shared with staff to clarify their roles for the duration of the closure. Zoom meetings were held at each site after school on Friday to allow staff an opportunity to ask questions and for the leadership team to provide reassurance during this uncertain time.

During the duration of the school closure period, we will be updating staff and families on current activities, including, but not limited to, food service logistics, technology distribution, and virtual learning resources. The office staff at each site will also have Frequently Asked Questions (FAQ) resources available to share with families. These include Navigator specific questions as well as greater resources available to them in their communities during this time.

Staff has been and will continue to be in constant contact with officials in each of our respective counties and districts to make sure we are sharing the most updated information.

In addition to providing the information our families and staff desperately need during this time, these constant communications will hopefully provide a sense of calm and normalcy as well.

Resources

[COVID-19 webpage](#)



Date: March 14, 2020

To: Board of Directors

Submitted By: Sharon Waller

Subject: COVID-19 and the student services department response

Background

Navigator students who qualify for special education under the Individuals with Disabilities Education Act (IDEA), have specialized services and plans based on their needs. These individualized education plans (IEPs) were created to ensure these students have access to a free appropriate public education (FAPE) in the least restrictive environment (LRE). Students with IEPs have specific rights and protections that must be specifically addressed by the school during this time of school closures.

To help ensure full compliance with the law, our team is relying on the guidance from the following sources: our charter special education local planning area (SELPA), the local county offices of education (COE) and the federal government. A few of these documents are attached for reference.

This memo will provide information to the Board and staff about how the student services department will be meeting the needs of our students with IEPs in the upcoming days.

Actions

Parents of students with IEPs (and some students with 504 Plans which are academic in focus) will be contacted between 3/17/20 and 3/19/20 to let them know that the student services department will be providing services to their children during the school closure. The team plans to use zoom or facetime to provide direct speech, academic, occupational therapy or other specialized services, and to use google classrooms to deliver appropriate academic content to the students. In some cases paper packets will be provided to parents as needed.

Parents of students with IEPs will be provided a copy of their procedural safeguards (parent rights), and a prior written notice (PWN) which identifies a change in the location or type of educational services.

Parents will be invited to an amendment IEP meeting (via phone call or zoom) with the IEP team to determine and document any changes to services which may be necessary for this time period.

Other special education service providers that Navigator contracts with (counseling, occupational therapy, hearing impaired services, vision and mobility services, etc..) will describe to parents how they will provide services to students.

Families will be provided iPads with zoom and Facetime capabilities, as well as a means to access WiFi, if that is necessary.

Student services staff members will review all general education academic content and be prepared to modify or accommodate the materials for individual student needs as per IEPs and 504 Plans.

Student services staff members will have schedules designed to allow them to be in frequent contact with students, parents and caretakers to address any concerns and provide any help that is needed.

All scheduled IEPs will be conducted via zoom or phone.

Any pending full special education assessments will be postponed.

In extreme cases, student services staff members may do home visits to assist with IEP implementation.

When schools reopen, amendment IEP team meetings will be convened to document any new changes to a student's plan, provide a PWN, and to discuss whether compensatory or additional services are required. Compensatory services are additional special education services which may be due to the student if they had not made the expected progress during the school closure time frame.

Final words

The student services department is deeply committed to ensuring that all of our students continue to receive a high quality education during this challenging time, no matter what their educational needs are. We will remain in contact with our SELPA and other agencies to stay abreast of any new recommendations.

Resources

1. [Resources for educators related to students with IEPs](#)
2. [Young, Minney & Corr Legal Guidance](#)
3. [COVID-19 and Special Education](#)

Navigator Schools COVID-19 Frequently Asked Questions & Guidance

As of March 16, 11:05am

1. When will schools reopen?

- a. Gilroy Prep School is closed until April 13 but students will begin virtual learning activities on Monday, March 23.
- b. Hollister Prep School
- c. Watsonville Prep School

2. Where can students pick up breakfast/lunch during the closures?

- a. Gilroy Prep School will be providing curbside pick up services from 10 AM to 1PM
- b. Hollister Prep School will be providing curbside pick up services from 10 AM to 1PM
- c. Watsonville Prep School will be providing curbside pick up services from 10 AM to 1 PM

3. How do my students access the virtual learning resources?

- a. Families will be receiving instructions through ParentSquare by xxx .
- b. Families will be picking up ipads and login/passwords for all student apps [insert when and how]
- c. Students will be following an online learning plan on the following NaviLearning websites. Teachers will be providing daily lessons and videos via this platform.
 - i. [K-2 NaviLearning](#)
 - ii. [3-5 NaviLearning](#)
 - iii. [6-8 NaviLearning](#)

4. We don't have access to the internet at home, can my children still do their work?

- a. Charter will offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a Spectrum broadband subscription and at any service level up to 100 Mbps. **To enroll call 1-844-488-8395.** Installation fees will be waived for new student households.

5. I can't take this much time off of work, what can I do?



County of Santa Clara
Office of Labor Standards Enforcement
and The Fair Workplace Collaborative

COVID-19 Impacts: Workers' Pay

You may be eligible to receive a portion of your wages



1. My hours are reduced because of COVID-19
File an Unemployment Insurance (UI) claim.

2. I can't work because I've been diagnosed or quarantined
File a Disability Insurance (DI) claim.





3. I can't work because I need to take care of someone who has been diagnosed
File a California Paid Family Leave (PFL) claim.

4. Where can I go to get help?
Call the County of Santa Clara Advice Line.
We can help you determine eligibility for these benefits and help you apply for them.



OLSE Advice Line: 1 (866) 870 - 7725
English, Español, Tiếng Việt, 中文, Tagalog, Visayan

www.sccfairworkplace.org
www.edd.ca.gov/about_edd/coronavirus-2019.htm
www.sccphd.org/coronavirus

6. How do we protect ourselves from this virus?

- a. Link to COVID-19 precautions for individuals on website

7. What types of assistance are available for families who don't have access to groceries and needs?

- a. Santa Cruz County - Second Harvest Food Bank is providing groceries at most PVUSD meal pick up sites
- b. Santa Clara County - Second Harvest Food Bank partners with St. Joseph's Family Center

7950 Church Street

Gilroy 95020

Day and Time: 1st, 2nd & 4th Monday, 9:00-4:00

For an Appointment and to confirm times: Call 1-800-984-3663, Monday-Friday, 8:00-5:00pm

- c. San Benito County - [Community Food Bank of San Benito County](#)
 - i. The Marketplace - The Food Bank's Marketplace program offers customers a variety of fresh produce and groceries arranged in a market-style shopping environment. Open Fridays and Saturdays from 9:00 am – noon at 1133 San Felipe Road in Hollister.

Coversheet

School Closures: Resolution 2020-06

Section:	II. Topical Items
Item:	B. School Closures: Resolution 2020-06
Purpose:	Vote
Submitted by:	
Related Material:	BR 2020_06 School Closures.pdf

BOARD RESOLUTION 2020-06

March 16, 2020

Authorization of School Closures in Response to COVID-19

A RESOLUTION OF THE BOARD OF DIRECTORS of Navigator Schools regarding the authorization of school closures:

WHEREAS the Navigator Schools Board of Directors is committed to protecting and promoting the health and well-being of students, families, staff, and communities,

WHEREAS the Navigator Schools Board of Directors supports local, state, and national efforts to respond rapidly and effectively to the COVID-19 pandemic,

WHEREAS challenges inherent to an unprecedented public health crisis continue to evolve as a result of the COVID-19 pandemic,

RESOLVED, the Navigator Schools Board of Directors authorizes the closure of Navigator Schools (Gilroy Prep School, Hollister Prep School, and Watsonville Prep School) from March 16, 2020, through April 3, 2020.

The officers of this corporation are authorized to perform the acts to carry out this resolution. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Navigator Schools at the emergency meeting held on March 16 at Navigator Schools Support Office, Hollister, California.

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 Navigator Schools Board of Directors.

John Flaherty, Secretary

Date

Coversheet

Authorization of Emergency Powers: Resolution 2020-07

Section:	II. Topical Items
Item:	C. Authorization of Emergency Powers: Resolution 2020-07
Purpose:	Vote
Submitted by:	
Related Material:	BR 2020_07 Emergency Powers.pdf

BOARD RESOLUTION 2020-07

March 16, 2020

Authorization of Emergency Powers in Response to COVID-19

A RESOLUTION OF THE BOARD OF DIRECTORS of Navigator Schools regarding the authorization of emergency powers:

WHEREAS the Navigator Schools Board of Directors is dedicated to ensuring the health and well-being, of its students, families, and staff,

WHEREAS the Navigator Schools Board of Directors is committed to providing effective educational programs and services to the students, families, and communities it serves,

WHEREAS challenges inherent to an unprecedented public health crisis continue to evolve as a result of the COVID-19 pandemic,

RESOLVED, the Navigator Schools Board of Directors authorizes the CEO and/or his designee(s) to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at the network sites, including, but not limited to

1. the relocation of students and staff,
2. provision of daily student transportation,
3. provision of alternative educational program options,
4. provision of leave of absence to employees with pay due to quarantine or recently returning from Level 3 countries or sick from COVID-19 or illnesses with similar symptoms (e.g., cough, fever, shortness of breath), or co-habitants of any individuals without any impact to their benefit time,
5. directing staff to serve as disaster service workers,
6. and/or make alterations, repairs or improvements to school property.

In addition, the Navigator Schools board of Directors authorizes the CEO and/or his designee(s) to enter into any and all contracts necessary, without advertising or inviting bids, and for any dollar amount necessary to respond to the emergency conditions at the network sites, including, but not limited to

1. the relocation of students and staff;
2. continued instruction of students;
3. maintenance of food supplies, instructional materials, operational support supplies, equipment in support of virtual learning, daily student transportation;
4. and provision of additional personnel such as nurses.

The officers of this corporation are authorized to perform the acts to carry out this resolution. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Navigator Schools at the emergency meeting held on March 16 at Navigator Schools Support Office, Hollister, California.

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 March 16 meeting of the Navigator Schools Board of Directors.

John Flaherty, Secretary

Date

Coversheet

Resolution 2020-05: Signing Authority

Section:	II. Topical Items
Item:	D. Resolution 2020-05: Signing Authority
Purpose:	Vote
Submitted by:	
Related Material:	BR 2020_06 Signing Authority.pdf

BOARD RESOLUTION 2020-05

March 16, 2020

Mechanics Bank Signing Authority

A RESOLUTION OF THE BOARD OF DIRECTORS of Navigator Schools regarding check signing authority:

WHEREAS, the Board of Directors of Navigator Schools (a California Nonprofit Public Benefit Corporation) has established certain checking account; and

WHEREAS, the Corporation has in effect a policy on who may authorize withdrawals or sign checks written from Mechanics Bank;

NOW, THEREFORE BE IT RESOLVED THAT:

Board of Directors of the Navigator Schools hereby authorizes Ami Ortiz, Director of Business & Finance of Navigator Schools, to be a secondary signer on checks on the bank account of the Corporation in amounts over \$10,000, execute documents prepared by Mechanics Bank to affect the signature authorization, and take other actions necessary to conduct the financial business of the Corporation consistent with adopted policies;

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Navigator Schools at the emergency meeting held on March 16, 2020 at the Navigator Schools Support Office in Hollister, California.

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.

John Flaherty, Secretary

Date