



## Navigator Schools

### NS Board Meeting

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#### Date and Time

Tuesday August 25, 2020 at 6:00 PM PDT

#### Location

Zoom Meeting ID: 988 5314 5190

Zoom Password: 310918

Zoom via Telephone: (669) 900-6833

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This meeting will take place via teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors and employees of Navigator Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this board meeting may do so online at <https://zoom.us/join> or via telephone by calling Zoom phone numbers: (669) 900-6833 or (646) 876-9923. The meeting ID is: **988 5314 5190**. The meeting password is: **310918**.

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accommodations. The agenda and public documents will be modified upon request as required by Section 202 of the Americans with Disabilities Act.

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**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		John Flaherty	3 m
The chairperson will take attendance via roll call.			
<b>B. Call the Meeting to Order</b>		John Flaherty	2 m
<b>C. Public Comments</b>		John Flaherty	5 m
The board will receive public comments regarding non-agenda items, if any, following expectations and time limits reviewed by the chairperson.			
<b>D. Approve Minutes from Previous Meetings</b>	Approve Minutes	John Flaherty	2 m
Members will vote on the approval of minutes from previous board meetings. The minutes are listed as agenda items A-D. The board may approve all of the items in a single vote.			
Approve minutes for Special Board Meeting on July 30, 2020			
<b>E. Minutes for Approval: 07-16-2020</b>	Approve Minutes	John Flaherty	
<b>F. Minutes for Approval: 06-30-2020</b>	Approve Minutes	John Flaherty	
<b>G. Minutes for Approval: 06-16-2020</b>	Approve Minutes	John Flaherty	

	Purpose	Presenter	Time
<b>II. School Year Updates</b>			<b>6:12 PM</b>
<b>A.</b> Start of School Year Update	FYI	Kevin Sved	10 m
K. Sved will provide an update on the launch of the 2020-21 school year.			
<b>B.</b> Reopening Planning Process	Discuss	Kevin Sved	15 m
K. Sved will review considerations, actions, and timelines guiding future modifications of the school model pertaining to COVID-19 guidelines and regulations.			
<b>III. Committee Reports and Related Actions</b>			<b>6:37 PM</b>
<b>A.</b> Governance Committee Report	FYI	John Flaherty	3 m
The committee chair will provide a review of the committee's latest meeting (08-11-20).			
<b>B.</b> Approve Board Member Annual Agreement	Vote	John Flaherty	5 m
The board will review and vote on the approval of a new annual agreement for board members.			
<b>C.</b> Approve 2020-21 Board Goals	Vote	John Flaherty	5 m
Members will vote on the approval of 2020-21 board goals as recommended by the Governance Committee.			
<b>D.</b> Approve Conflict of Interest Policy	Vote	John Flaherty	5 m
The board will vote on the approval of the Navigator Schools Conflict of Interest Policy, for which a 45-day public review period has recently expired.			
<b>E.</b> Finance Committee Report	FYI	Victor Paredes-Colonia	3 m
The committee chair will provide a review of the committee's latest meeting (08-14-20), including organizational finances as of June 30, 2020.			
<b>IV. Topical Items</b>			<b>6:58 PM</b>
<b>A.</b> Learning Continuity and Attendance Plan: Public Hearing	Discuss	Ami Ortiz	10 m
A. Ortiz will lead a public hearing of the Learning Continuity and Attendance Plan, a requirement of the plan's approval and adoption process.			

	Purpose	Presenter	Time
<b>B. Schedule Special Board Meeting</b>	Discuss	John Flaherty	5 m
Members will schedule a day and time for a special board meeting to approve the Learning Continuity Plan. The proposed date is September 17, 2020 (at 2:00 PM).			
<b>C. Spring Survey Results</b>	Discuss	Kirsten Carr	7 m
K. Carr will present a report on family and staff survey results from the spring of 2020, including analysis and next steps.			
<b>D. Watsonville Prep School Facilities</b>	FYI	Kevin Sved	7 m
K. Sved will provide an update on long-term facilities for Watsonville Prep School at 407 Main Street, Watsonville, CA.			
<b>V. Closed Session</b>			<b>7:27 PM</b>
<b>A. Announcement of Reasons for Closed Session</b>	FYI	John Flaherty	2 m
The board chair will announce the reasons for the closed session: (1.) CEO evaluation, and (2.) real property negotiations for 407 Main Street, Watsonville, CA, including the consideration of approving a Letter of Intent to lease the property.			
<b>B. Vote to Enter Closed Session</b>	Vote	John Flaherty	1 m
The board will vote to enter closed session.			
<b>C. Closed Session</b>	Discuss	John Flaherty	20 m
The expected duration of the session is twenty minutes (ten minutes for CEO evaluation and ten minutes for negotiations for real property.)			
<b>D. Vote to Return to Open Session</b>	Vote	John Flaherty	2 m
Members will vote to re-enter open session.			
<b>E. Announcement of Actions Taken During Closed Session</b>	FYI	John Flaherty	1 m
The chair will announce actions taken by the board during closed session (if any).			
<b>VI. Consent Agenda</b>			<b>7:53 PM</b>
<b>A. Approve the Consent Agenda</b>	Vote	John Flaherty	5 m

	Purpose	Presenter	Time
<p>The board will vote on the approval of the consent agenda, including a new Navigator Schools Cash Management Policy and a new line of credit, both of which have been recommended by the Finance Committee.</p>			

<b>VII.</b>	<b>Closing Items</b>		<b>7:58 PM</b>
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<b>A.</b>	Adjourn Meeting	Vote	John Flaherty	2 m
<p>Board members will vote to adjourn the meeting.</p>				

# Coversheet

## Approve Minutes from Previous Meetings

**Section:** I. Opening Items  
**Item:** D. Approve Minutes from Previous Meetings  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on July 30, 2020

APPROVED



## Navigator Schools

### Minutes

#### Special Board Meeting

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**Date and Time**

Thursday July 30, 2020 at 12:00 PM

**Location**

Zoom (teleconference)

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This meeting will take place via teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors and employees of Navigator Schools shall meet via the Zoom meeting platform. Members of the public who wish to access this board meeting may do so online at <https://zoom.us/join> or via telephone by calling Zoom phone numbers: (669) 900-6833 or (646) 876-9923. The meeting ID is: **978 6926 2461**. The meeting password is: **678128**.

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**Directors Present**

Caitrin Wright (remote), Ian Connell (remote), JP Anderson (remote), John Flaherty (remote), Nora Crivello (remote), Victor Paredes-Colonia (remote)

**Directors Absent**

Fiaau Ohmann

**Guests Present**

Kevin Sved (remote), Sean Martin (remote)

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

John Flaherty called a meeting of the board of directors of Navigator Schools to order on Thursday Jul 30, 2020 at 12:02 PM.

**C. Public Comments**

There were no public comments regarding non-agenda items.

**II. Topical Items**

**A. COVID-19 Update**

**B. Adoption of a Full Distance Learning Model**

A member of the public commented on the proposed school model for the upcoming 2020-21 school year.

Nora Crivello made a motion to adopt the full distance learning model.

Caitrin Wright seconded the motion.

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

**Roll Call**

Caitrin Wright	Aye
Nora Crivello	Aye



**Roll Call**

JP Anderson	Aye
Fiaau Ohmann	Absent
Victor Paredes-Colonia	Aye
John Flaherty	Aye
Ian Connell	Aye

**C. Supplemental On-site Learning Plan**

JP Anderson made a motion to approve the development of a supplemental on-site learning plan.

Caitrin Wright seconded the motion.

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

**Roll Call**

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

**D. Metrics and Process for Changing School Models**

**III. Closing Items**

**A. Adjourn Meeting**

Nora Crivello made a motion to to adjourn in honor of Navigator's hardworking faculty and staff.

Ian Connell seconded the motion.

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:56 PM.

Respectfully Submitted,  
Sean Martin

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

- Distance Learning Memo.pdf
- Supplemental On-Site Memo.pdf
- Metrics for Opening On-Site Memo.pdf

# Coversheet

## Minutes for Approval: 07-16-2020

**Section:** I. Opening Items  
**Item:** E. Minutes for Approval: 07-16-2020  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on July 16, 2020

APPROVED



## Navigator Schools

### Minutes

#### Special Board Meeting

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**Date and Time**

Thursday July 16, 2020 at 12:00 PM

**Location**

Via Zoom

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This meeting will take place via teleconference pursuant to Executive Orders N-25-20 and N-29-20.

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#### **Directors Present**

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

#### **Directors Absent**

*None*

#### **Directors who arrived after the meeting opened**

Caitrin Wright, JP Anderson

#### **Guests Present**

Kevin Sved (remote), Sean Martin (remote)

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

John Flaherty called a meeting of the board of directors of Navigator Schools to order on Thursday Jul 16, 2020 at 12:01 PM.

#### **C. Public Comments**

There were no public comments concerning non-agenda items.

### **II. Topical Items**

#### **A. COVID-19 Update**

JP Anderson arrived.

Caitrin Wright arrived.

K. Sved reviewed recent developments related to the COVID-19 at state, county, and district levels. He shared recommendations for the school model in 2020-21, including next steps for staff and Board action. Board members recommended the identification of key metrics to track in order to guide flexible and informed decision-making regarding the model (considering the fluid nature of COVID-19 and pending state requirements).

**B. Adoption of Full Distance Learning Model**

N. Crivello shared a comment about school schedules conveyed to her by a parent. Members asked questions about the proposed full distance learning model. Members emphasized the importance of placing student and staff safety above all other considerations.

**C. Adoption of Supplemental On-site Model**

K. Sved described the possibility of developing a potential, supplemental, on-site component to support the diverse needs of all students, including social-emotional development. Board members expressed interest in and support for developing the concept. Board members highlighted the importance of ensuring equity, following state guidelines, and addressing the needs of teachers and staff as the concept is designed.

**D. Public Charter School Grant Program Budget Revision for Vehicle Purchase**

K. Sved provided an overview of the resolution. Board members asked clarifying questions, and A. Ortiz explained how funds would be allocated for the purchase within the budget.

Ian Connell made a motion to approve the resolution as written.

Nora Crivello seconded the motion.

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

**Roll Call**

Victor Paredes-Colonia	Aye
Nora Crivello	Aye
John Flaherty	Aye
Ian Connell	Aye
JP Anderson	Aye
Caitrin Wright	Aye
Fiaau Ohmann	Aye

**III. Closing Items**

**A. Adjourn Meeting**

Caitrin Wright made a motion to adjourn the meeting.

JP Anderson seconded the motion.

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

**Roll Call**

JP Anderson	Aye
Fiaau Ohmann	Aye
Ian Connell	Aye
Nora Crivello	Aye
Caitrin Wright	Aye

**Roll Call**

John Flaherty            Aye

Victor Paredes-Colonia Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:38 PM.

Respectfully Submitted,  
Sean Martin

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**Documents used during the meeting**

- COVID-19 Model Update 07\_15\_2020.pdf
- PCSGP Memo and Resolution 2021\_01.pdf

# Coversheet

## Minutes for Approval: 06-30-2020

**Section:** I. Opening Items  
**Item:** F. Minutes for Approval: 06-30-2020  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on June 30, 2020



APPROVED



## Navigator Schools

### Minutes

#### Special Board Meeting

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#### Date and Time

Tuesday June 30, 2020 at 12:00 PM

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**Directors Present**

Caitrin Wright, Fiaau Ohmann, Ian Connell, JP Anderson, John Flaherty, Nora Crivello, Victor Paredes-Colonia

**Directors Absent**

*None*

**Guests Present**

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 Jun 30, 2020 at 12:01 PM.

**C. Public Comments**

There were no public comments.

**II. Topical Items**

**A. CEO Updates**

K. Sved provided updates on the 407 Main Street project and parent feedback regarding the proposed 2020-21 school model. H. Parsons provided closing thoughts on her tenure at Navigator Schools.

**B. 2020-21 Hybrid Model Adoption**

Members of the Board asked clarifying questions and shared opinions. Topics included host district plans, gathering feedback, flexibility, and enrollment.

Caitrin Wright made a motion to approve the adoption of the model plan.

JP Anderson seconded the motion.

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

**Roll Call**

Ian Connell	Aye
JP Anderson	Aye

**Roll Call**

John Flaherty           Aye  
 Victor Paredes-Colonia Aye  
 Fiaau Ohmann           Aye  
 Caitrin Wright           Aye  
 Nora Crivello           Aye

**C. 2020-21 Enrollment Plan Approval**

A. Ortiz provided a brief explanation of the plan.  
 Nora Crivello made a motion to approve the plan.  
 Ian Connell seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

**Roll Call**

JP Anderson           Aye  
 Caitrin Wright           Aye  
 Nora Crivello           Aye  
 Ian Connell           Aye  
 Fiaau Ohmann           Aye  
 John Flaherty           Aye  
 Victor Paredes-Colonia Aye

**D. Elementary and Secondary School Emergency Relief Fund Application**

A. Ortiz explained the application.  
 Caitrin Wright made a motion to approve the application.  
 John Flaherty seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

**Roll Call**

Nora Crivello           Aye  
 JP Anderson           Aye  
 Fiaau Ohmann           Aye  
 Caitrin Wright           Aye  
 Victor Paredes-Colonia Aye  
 Ian Connell           Aye  
 John Flaherty           Aye

**E. CA State Teachers' Retirement System Agreement, Santa Cruz County**

A. Ortiz described the agreement.  
 Caitrin Wright made a motion to approve the agreement.  
 JP Anderson seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

**Roll Call**

Caitrin Wright           Aye  
 Ian Connell           Aye

**Roll Call**

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

**III. Closing Items**

**A. Adjourn Meeting**

Caitrin Wright made a motion to adjourn.

JP Anderson seconded the motion.

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

**Roll Call**

Ian Connell	Aye
Victor Paredes-Colonia	Aye
Caitrin Wright	Aye
Nora Crivello	Aye
JP Anderson	Aye
Fiaau Ohmann	Aye
John Flaherty	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:07 PM.

Respectfully Submitted,  
Sean Martin

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**Documents used during the meeting**

- 2020-21 Hybrid Model Adoption.pdf
- Proposed 2020-21 Enrollment Plan 062620.pdf
- ESSER Fund Application Memo.pdf
- 2020-21 SCCOE STRS Agreement .pdf

# Coversheet

## Minutes for Approval: 06-16-2020

**Section:** I. Opening Items  
**Item:** G. Minutes for Approval: 06-16-2020  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on June 16, 2020

APPROVED



## Navigator Schools

### Minutes

#### Board Meeting

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#### Date and Time

Tuesday June 16, 2020 at 6:00 PM

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**Directors Present**

Caitrin Wright (remote), Ian Connell (remote), JP Anderson (remote), John Flaherty (remote), Nora Crivello (remote), Victor Paredes-Colonia (remote)

**Directors Absent**

Fiaau Ohmann

**Directors who arrived after the meeting opened**

John Flaherty

**Guests Present**

Kevin Sved (remote), Sean Martin (remote)

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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 Jun 16, 2020 at 6:09 PM.

**C. Approve Minutes of Previous Board Meeting**

Nora Crivello made a motion to approve the minutes from NS Board Meeting on 04-28-20.

JP Anderson seconded the motion.

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

**Roll Call**

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

**D. Approve Minutes of Special Board Meeting**

John Flaherty arrived.

JP Anderson made a motion to approve the minutes from NS Special Board Meeting on 05-07-20.

Victor Paredes-Colonia seconded the motion.

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

**Roll Call**

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

**E. Consent Agenda**

Nora Crivello made a motion to approve the consent agenda.

Caitrin Wright seconded the motion.

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

**Roll Call**

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

**F. Public Comments**

There were no public comments.

**II. Committee Items**

**A. Governance Committee Report**

J. Flaherty made a brief report highlighting the elections and renewal of terms included in the agenda.

**B. New Board Member Election**

C. Wright and K. Sved introduced Ian Connell to the board.

Caitrin Wright made a motion to elect Ian Connell to the NS Board of Directors with an amendment for the 2-year term to begin immediately on June 16 as opposed to July 1 as stated in the agenda.

Victor Paredes-Colonia seconded the motion.

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



**Roll Call**

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

**C. Renewal of Board Member Terms**

C. Wright praised J.P. Anderson and N. Crivello for their service to the board.  
 Caitrin Wright made a motion to approve the resolution.  
 John Flaherty seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**D. Election of Board Chair**

C. Wright nominated J. Flaherty for the post of Board Chair.  
 Caitrin Wright made a motion to approve the resolution.  
 JP Anderson seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**E. Election of Board Secretary**

J. Flaherty nominated N. Crivello to the post of Board Secretary. She accepted.  
 Caitrin Wright made a motion to to elect Nora Crivello to a one-year term as Board Secretary.  
 John Flaherty seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**F. Board Meeting Schedule 2020-21**

Caitrin Wright made a motion to approve the calendar.  
 Nora Crivello seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**G. Finance Committee Report**

V. Paredes-Colonia provided an update and thanked K. Sved and A. Ortiz for their support during his first meeting and Finance Committee Chair.

**III. Topical Items**

**A. COVID-19 2019-20 Distance Learning and Operations Report**

A. Ortiz introduced the report, including background on and next steps for the Local Accountability Plan (LCAP). J. Flaherty and N. Crivello asked clarifying questions.  
 Caitrin Wright made a motion to approve the report.  
 Ian Connell seconded the motion.  
 The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**B.**

**2020-21 COVID-19 Task Force Recommendations**

K. Sved introduced the report and highlighted the many people who contributed to it. He described the collaborative effort by which it was made and reviewed its major points for consideration. J. Dent delivered a slide presentation outlining task force recommendations. K. Sved opened the floor to questions. Members asked questions, including potential alignment to county and district responses to COVID-19, opportunities for feedback from families, traffic implications, and support for English language learners. J.P. Anderson praised teachers and staff, including M. Corral for her daily videos.

**C. 2020-21 Budget Approval**

A. Ortiz shared a slide presentation on the topic. She explained the process by which the budget was created and reviewed. She highlighted potential implications of state budget revisions, enrollment, and attendance, and explained major line items and next steps. Members asked clarifying questions and made suggestions concerning the development of long-term projections.

Caitrin Wright made a motion to approve the 2020-21 budget.

JP Anderson seconded the motion.

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

**Roll Call**

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

**D. 2020-21 School Calendars**

Caitrin Wright made a motion to approve all calendars.

Nora Crivello seconded the motion.

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

**Roll Call**

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

**E. Federal Emergency Management Agency Funds**

A. Ortiz explained the purpose of the vote. K. Sved described the application process.

Caitrin Wright made a motion to approve application for FEMA funds.

JP Anderson seconded the motion.

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

**Roll Call**

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

**F. Board Communications**

K. Sved provided a brief review of the materials. C. Wright thanked the staff for its thoughtfully written work.

**IV. Closed Session**

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

C. Wright announced reasons for the closed session: (1.) Chief Executive Officer evaluation and (2.) negotiations concerning real property for school facilities at 407 Main Street, Watsonville, CA.

Caitrin Wright made a motion to enter closed session.

Victor Paredes-Colonia seconded the motion.

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

**Roll Call**

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

**B. Closed Session**

**C. Report of Action Taken During Closed Session**

Caitrin Wright made a motion to return to open session.

JP Anderson seconded the motion.

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

**Roll Call**

Fiaau Ohmann	Absent
Victor Paredes-Colonia	Aye

**Roll Call**

JP Anderson	Aye
Nora Crivello	Aye
Ian Connell	Aye
John Flaherty	Aye
Caitrin Wright	Aye

C Wright announced that no actions were taken during the closed session.

**V. Closing Items**

**A. Adjourn Meeting**

Caitrin Wright made a motion to adjourn.

Ian Connell seconded the motion.

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

**Roll Call**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:16 PM.

Respectfully Submitted,  
Sean Martin

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**Documents used during the meeting**

- 2018 990 Review.pdf
- BR 2020\_12 Election of Ian Connell.pdf
- BR 2020\_11 Third Terms for Two Board Members.pdf
- BR 2020\_13 Resolution Board Chair.pdf
- BR 2020\_14 Resolution Board Secretary.pdf
- Draft Board Meeting Schedule 2020-21.pdf
- COVID-19 Operations Written Report.pdf
- 2. Academic Update Phase III DL.pdf
- 1. Overview of 2020-21 Planning Efforts.pdf
- 3. Stakeholder Engagement Task Force Update.pdf

- 4. HR Task Force Committee Update.pdf
- 2020-21 Draft Budget.pdf
- Draft 2020-21 Navigator Schools Calendar.pdf
- FEMA Application.pdf
- 1. Required Audit Communication.pdf
- 3. Dissemination Update.pdf
- 2. Compensation Study Update June 2020.pdf

# Coversheet

## Governance Committee Report

**Section:** III. Committee Reports and Related Actions  
**Item:** A. Governance Committee Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2020\_08\_11 Gov Comm Minutes Draft.pdf

DRAFT



# Navigator Schools

## Minutes

### Governance Committee Meeting

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**Date and Time**

Tuesday August 11, 2020 at 1:00 PM

**Location**

A remote location via Zoom

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This meeting will be held in compliance with modified Brown Act requirements as outlined in Executive Order [N-25-20](#).

Individuals in need of a disability-related accommodation, modification, or auxiliary aid/service, should direct requests to Sean Martin, Executive Assistant to the CEO. Contact: (831) 217-4894 [smartin@navigatorschools.org](mailto:smartin@navigatorschools.org)

An archive of board meeting agendas and 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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**Committee Members Present**

C. Wright (remote), J. Anderson (remote), J. Flaherty (remote)

**Committee Members Absent**

*None*

**Committee Members Arrived Late**

C. Wright

**Guests Present**

K. Sved (remote), S. Martin (remote)

---

**I. Opening Items****A. Record Attendance and Guests**



**B. Call the Meeting to Order**

J. Flaherty called a meeting of the Governance committee of Navigator Schools to order on Tuesday Aug 11, 2020 @ 1:01 PM at  
A remote location via Zoom

**C. Approve Minutes**

J. Anderson made a motion to approve the minutes from NS Governance Committee on 04-02-20.

J. Flaherty seconded the motion.

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

**Roll Call**

J. Anderson Aye

J. Flaherty Aye

C. Wright Absent

**II. Topical Items**

**A. Board Member Agreement Form**

C. Wright arrived late.

Members discussed the possibility of suggesting expectations for board member financial contributions. Various approaches were explored. The committee chair volunteered to draft potential language for the document to be shared at the next meeting. The committee also discussed reporting requirements on the part of new board members regarding personal conduct and legal issues. K. Sved offered to research the topic.

**B. Review 2019-20 Board Goals**

The committee reviewed the status of the 2019-20 board goals, highlighting notable accomplishments and opportunities for continued focus.

**C. Discuss 2020-21 Board Goals**

Members discussed potential board goals for 2020-21, especially in relation to issues and priorities relating to the COVID-19 pandemic. The committee created a set of draft board goals for 2020-21.

**D. Board Member Recruitment Updates**

Members provided updates regarding recruitment efforts for new board members. They discussed the impact of COVID-19 on these efforts.

**E. Schedule 2020-21 Governance Committee Meetings**

Members scheduled dates for all 2020-21 Governance Committee meetings.

**III. Closing Items**

**A. Adjourn Meeting**

J. Flaherty made a motion to adjourn the meeting.

J. Anderson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:52 PM.

Respectfully Submitted,  
S. Martin

**Documents used during the meeting**

- Board Member Agreement 08\_04\_2020.pdf
- Board Goals 2019\_20.pdf

# Coversheet

## Approve Board Member Annual Agreement

**Section:** III. Committee Reports and Related Actions  
**Item:** B. Approve Board Member Annual Agreement  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Annual Agreement and Memo.pdf



Date: August 18, 2020

To: Navigator Schools Board

From: Sean Martin, Executive Assistant to the CEO / Special Projects Coordinator

Subject: Annual Board Member Agreement Form

As part of an expanded effort to support the onboarding of new board members, a new Annual Board Member Agreement form was shared with the Governance Committee during its most recent meeting on August 11, 2020. This form, to be signed by all board members annually, provides a clear and comprehensive list of expectations. The expectations are presented within a framework of key commitments. These include commitments to stakeholder health and safety, governance, board development, financial management, oversight, active participation, defending high-quality California charter schools, and ethical conduct.

The Annual Board Member Agreement was reviewed by the Governance Committee. It is recommended that the board approve the agreement, including additions or modifications to the text approved by motion, if any, at the regular board meeting on August 25, 2020.



## **BOARD MEMBER AGREEMENT FORM (Draft)**

### **Board Member Commitments**

The objectives of the Navigator Schools Board of Directors are to promote the success of the charter schools it governs and to ensure adherence to the mission and educational philosophy of Navigator Schools. To accomplish these objectives, board members must be willing to attend meetings, follow through on commitments, and participate fully in the decision-making process. Board members are asked to commit to this policy as part of their initial orientation. They will annually review and renew their individual commitments in the following areas.

#### **Commitment to Mission**

Navigator board members promote our shared mission, generating good will for the organization and encouraging support for the efforts of the staff and volunteers.

*Navigator Schools equips students to be learners and leaders in high school, college, and beyond. We develop top-tier teams of educators who continuously improve and innovate schools that deliver phenomenal outcomes for all students, regardless of their circumstances.*

#### **Commitment to Governance**

Board members keep all board deliberations confidential and accept and support final decisions. They encourage and respect the participation and contributions of fellow board members. Once a decision has been made through a collectively defined process, the board speaks with one voice.

Board members agree to act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies. They guard against conflicts of interest and excuse themselves from discussions and votes where a conflict exists.

#### **Commitment to Board Development**

Board members agree to help recruit, mentor, and assist with the orientation of new board members.

#### **Commitment to Financial Management**

The board, in order to remain accountable to donors, the public, and to safeguard Navigator's tax-exempt status, assists in ensuring that proper financial controls are in place. Board members will

- Review revenues and expenses on a quarterly basis
- Participate in the strategic planning and the setting of long-term goals
- Advise and approve Navigator's annual budget (and scheduled budget revisions)
- Review the results of the external audits and recommend actions if needed

### **Commitment to Oversight**

The board ensures that the Chief Executive Officer (CEO) has the moral and professional support needed to further Navigator’s goals. Annually in June, the board will review the Chief Executive Officer’s performance and compensation.

### **Commitment to Improving, Promoting, and Defending California Public Charter Schools**

California charter schools are public, free, accountable, and open to all. They provide families with a voice and a choice to select innovative educational models that best serve the needs of children, young adults, and the community. Board members support and defend high-quality public charter schools in California.

### **Commitment to Active Participation**

Board members agree to

- Participate in six regular board meetings per year
- Attend a majority of special and emergency board meetings
- Attend annual trainings and other professional development approved by the board
- Serve on at least one board committee
- Complete an annual school site visit (when possible based on COVID-19 guidelines)
- Communicate with the Chief Executive Officer on a regular basis via email or phone
- Check the email account provided by Navigator Schools on a weekly basis and respond to Google Calendar invitations to support effective communication and scheduling
- RSVP to all meetings via [Board On Track](#) to ensure prompt public notice of quorums
- Read all board meeting materials prior to board meetings
- Complete annual board self-evaluations, board surveys, and CEO evaluations
- Submit an annual Form 700 prior to the deadline announced by the Board Chair
- Submit a Form 700 within thirty days of leaving the board
- Submit an annual Board Member Agreement Form

### **Commitment to Ethical Conduct and Discourse**

Board members will act in accordance with board bylaws and all state and federal legislation for ethics, fairness, transparency, and open meetings, including the Brown Act.

### **Term of Service**

Board members shall serve two-year terms. Board membership may be renewed for up to three consecutive terms. Board members who do not fulfill obligations listed in the Board Agreement Form may be asked to resign before the completion of their term.

### **Board Member Agreement**

I agree to fulfill the above commitments and expectations and to comply with the governance policies as a member of the Board of Directors of Navigator Schools.

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# Coversheet

## Approve 2020-21 Board Goals

**Section:** III. Committee Reports and Related Actions  
**Item:** C. Approve 2020-21 Board Goals  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2020-21 Proposed Board Goals.pdf

# 2020-21 Board Goals and Measures

Proposed August 2020

- Grow the board to nine and replace departing members; with focus on competencies needed and succession planning for officer roles
  - # of members = 9
  - Education/CEO experience, Finance, facilities
- 
- Operating schools safely and effectively during COVID-19
- 
- Continue to build upon a more comprehensive board orientation and ongoing training approach
- 
- Agree on the board's role in development and external affairs with the launch of the new approach planned for January 2021
  - Expectations of board members' captured and agreed to (ratified by board?)



# Coversheet

## Approve Conflict of Interest Policy

**Section:** III. Committee Reports and Related Actions  
**Item:** D. Approve Conflict of Interest Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Conflict of Interest Memo and Code.pdf



Date: August 18, 2020

To: Navigator Schools Board

From: Sean Martin, Executive Assistant to the CEO / Special Projects Coordinator

Subject: Conflict of Interest Code

State legislation requires the California Fair Political Practices Commission (FPPC) to collect a Statement of Economic Interest (Form 700) from elected officials and public employees. This practice promotes transparency and accountability, ensuring officials do not make decisions for their own financial gain or personal interest. Organizations are required to adopt a Conflict of Interest Code to inform the Form 700 process.

As part of the adoption procedure, Navigator's proposed Conflict of Interest Code was posted for public review for a period of forty-five days. The review period ended on August 14, 2020 without comment. The Code is now cleared for formal approval by the Board of Directors of Navigator Schools. After approval, the Code will be forwarded to relevant county boards of supervisors. This step is required of Navigator Schools due to the fact that the organization manages schools in multiple counties.

As a final step, the Code will be submitted to the FPPC along with Navigator's complete Form 700 packet. The Code identifies staff and board roles for which the submission of Form 700 is required. It also adds specificity to future Form 700 reporting requirements, limiting the scope of interest to the realm of education and the management of schools.

It is recommended that the board vote to approve the Conflict of Interest Code for Navigator Schools.

## NOTICE OF INTENTION TO ADOPT THE CONFLICT OF INTEREST CODE OF NAVIGATOR SCHOOLS

NOTICE IS HEREBY GIVEN that the Navigator Schools pursuant to the authority vested in it by section 87306 of the Government Code proposes to adopt a conflict of interest code. A comment period has been established commencing on July 1, 2020 and closing on August 14, 2020. All inquiries should be directed to the contact listed below.

The Navigator School's proposed conflict of interest code includes employee positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of section 87302 of the Government Code. The code adoption carries out the purposes of the law and no other alternative would do so and be less burdensome to affected persons.

The proposed code adoption can be obtained from the agency's contact. Any interested person may submit written comments relating to the proposed code by submitting them no later than **August 14, 2020**, or at the conclusion of the public hearing, if requested, whichever comes later. At this time, no public hearing is scheduled. A person may request a hearing no later than **July 30, 2020**.

Navigator Schools has determined that the proposed code adoption:

1. Imposes no mandate on local agencies or school districts.
2. Imposes no costs or savings on any state agency.
3. Imposes no costs on any local agency or school district that are required to be reimbursed under Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
4. Will not result in any nondiscretionary costs or savings to local agencies.
5. Will not result in any costs or savings in federal funding to the state.
6. Will not have any potential cost impact on private persons, businesses or small businesses.

All inquiries concerning this proposed code adoption and any communication required by this notice should be directed to: Sean Martin, Executive Assistant to the Chief Executive Officer, (831) 217-4894, [sean.martin@navigatorschools.org](mailto:sean.martin@navigatorschools.org).

## **NAVIGATOR SCHOOLS CONFLICT OF INTEREST CODE**

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

Individuals holding designated positions shall file statements of economic interests with **Navigator Schools** which will make the statements available for public inspection and reproduction (Government Code § 81008). All statements will be retained by **Navigator Schools**.

**APPENDIX A  
DESIGNATED POSITIONS**

<u>Designated Positions</u>	<u>Disclosure Category</u>
Corporate Officers (e.g., President, CFO/Treasurer, Secretary)	1, 2
Chief Executive Officer	1, 2
Chief Academic Officer	2
Principal	1, 2
Director of Human Resources	2
Director of Engagement and Partnerships	2
Director of Information Technology and Operations	3
Director of Student Services	3
Manager of Information Technology	2
Director of Business and Finance	3
Consultants/New Positions	*

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

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

Officials Who Manage Public Investments

It has been determined that the position(s) listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200.

- Members of the Governing Board

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

## **APPENDIX B DISCLOSURE CATEGORIES**

### Category 1

Designated positions assigned to this category must report:

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

### Category 2

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by **Navigator Schools**.

### Category 3

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department.

**NAVIGATOR SCHOOLS  
WRITTEN EXPLANATION OF REASONS FOR DESIGNATIONS AND  
DISCLOSURE RESPONSIBILITIES**

Pursuant to the California Fair Political Practices Commission Regulation 18750 (2 CCR §18750) Navigator Schools provides this written explanation of the reasons for designation and disclosure responsibilities:

**Designation**

The positions of Members of the Board of Directors, Corporate Officers (e.g., President, CFO/Treasurer, Secretary), Chief Executive Officer, Chief Academic Officer, Principal, Director of Human Resources, Director of Engagement and Partnerships, Director of Information Technology and Operations, Director of Student Services, Manager of Information Technology, Director of Business and Finance, and Consultants have been designated as those positions subject to the provisions of the Conflict of Interest Code in that those positions are the only positions having any substantial responsibility relative to the decision-making process or policy of Navigator Schools.

**Disclosure Responsibilities**

The categories relative to the types of interests that must be disclosed are based upon the types of financial interests within the boundaries of Navigator Schools and/or interests that may foreseeably be affected by any decision made or participated in by Navigator Schools.

Chief Executive Officer	1, 2
Chief Academic Officer	2
Principal	1, 2
Director of Human Resources	2
Director of Engagement and Partnerships	2
Director of Information Technology and Operations	3
Director of Student Services	3
Manager of Information Technology	2
Director of Business and Finance	3
Consultants/New Positions	

# Coversheet

## Finance Committee Report

**Section:** III. Committee Reports and Related Actions  
**Item:** E. Finance Committee Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2020\_08\_14 Fin Comm Minutes Draft.pdf  
Financials June 30 2020.pdf



DRAFT



# Navigator Schools

## Minutes

### Finance Committee

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**Date and Time**

Friday August 14, 2020 at 9:00 AM

**Location**

Zoom

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This meeting will be held in compliance with modified Brown Act requirements as outlined in Executive Order [N-25-20](#). An archive of board meeting minutes is available for public view at the Navigator Schools, 650 San Benito Street, Suite 230, Hollister CA 95023.

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**Committee Members Present**

N. Crivello (remote), V. Paredes-Colonia (remote)

**Committee Members Absent**

C. Wright

**Guests Present**

A. Ortiz (remote), K. Sved (remote), Rosa Segura, S. Martin (remote)

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

V. Paredes-Colonia called a meeting of the Finance committee of Navigator Schools to order on Friday Aug 14, 2020 @ 9:02 AM at Zoom

**C. Approve Minutes from Prior Meeting**

N. Crivello made a motion to approve the minutes from NS Finance Committee on 06-02-20.

V. Paredes-Colonia seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

N. Crivello	Aye
V. Paredes-Colonia	Aye
C. Wright	Absent

## II. Business and Finance

### A. 2019-20 Financials as of June 30, 2020

A. Ortiz presented the financials. Committee members asked clarifying questions about the information and related funding programs, strategies, and legislation that have emerged as a result of COVID-19. Members thanked the presenter for a job well-done.

### B. Line of Credit Term Sheet

A. Ortiz highlighted the advantages of the terms offered by the bank under consideration. The committee discussed previous lines of credit and the rationale for establishing a new line of credit.

### C. Cash Management Policy

A. Ortiz explained the need to develop the policy. Members asked questions regarding the insurance and protection of funds. The committee recommended that the line of credit (agenda item B) and this policy be placed on the consent agenda for approval by the NS Board.

### D. Learning Continuity and Attendance Plan

A. Ortiz explained the genesis of the plan and the process for its approval, including a timeline for next steps by the board. The committee suggested September 17th, 2020, as a date for a special board meeting to approve the plan after the completion of a required public hearing on August 25, 2020.

## III. Other Business

### A. Watsonville Prep School Facilities

K. Sved reviewed timelines and expected dates for key steps in the development process for the 407 Main Street project, including those relating to city planning, entitlements, construction plans, and building construction. He described next steps for financing and a Letter of Intent. Members asked questions regarding finance negotiations and regional facilities research.

### B. Schedule Finance Committee Meetings for 2020-21

The committee scheduled all Finance Committee meetings for the remainder of the 2020-21 school year.

## IV. Closing Items

### A. Adjourn Meeting

V. Paredes-Colonia made a motion to adjourn the meeting.  
N. Crivello seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

N. Crivello	Aye
V. Paredes-Colonia	Aye
C. Wright	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:04 AM.

Respectfully Submitted,  
S. Martin

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**Documents used during the meeting**

- Financials 06\_30\_2020.pdf
- NS Term Sheet Draft.pdf
- Cash Management Policy for Navigator Schools.pdf
- Board and Comm Mtg Dates 2020\_21.pdf



2019-20 Financial Report Narrative  
 August 25, 2020 Board Meeting  
 Financials through June 30, 2020

<b>NET INCOME GAAP Basis</b>		
	<u>Current Projection</u>	<u>BOD Approved Budget</u>
Organizational Totals	\$904k	\$327k
Gilroy Prep	\$142k	\$190k
Hollister Prep	\$213k	\$221k
Watsonville Prep	\$13k	-\$122k
CMO	\$536k	\$21k

- Organizational Total
  - Overall, Navigator Schools projects net income of \$904k after GAAP adjustments of \$310k, an increase of \$578k over projections. This is a result of conservative budgeting, effective fiscal controls, and successful fundraising efforts.
  - Revenue exceeded projections by \$317k
  - Expenditures project to be lower than budgeted by \$10k.
  
- Gilroy Prep School (GPS) projected net income variance highlights
  - \$49k unfavorable variance in Local Control Funding Formula (LCFF) revenue due to LCFF revenue coming in lower than what was budgeted (Budget was based on the Fiscal Crisis and Management Assistance Team’s (FCMAT) calculator as published in May 2019.)
  - \$40k unfavorable variance in other revenue due to school closure and food service sales and spirit wear sales have ceased
  - \$104k unfavorable variance in fundraising is projected due to the departure of staff responsible for site-based fundraising
  - \$89k favorable variance in Federal funding due to reimbursements from child nutrition fund coming in higher due to closure and handing out food to all students
  - \$158k unfavorable variance in Books & Supplies due to additional technology needed and food service expenses coming in higher due to closure and handing out meals to all students (this is somewhat offset by the higher Federal revenue)
  - \$93k favorable variance in services due to school closure and operations have ceased for the remainder of the year
  - \$116k favorable variance in salaries and benefits due to vacancies not being filled and stipend budget not depleted
  
- Hollister Prep School (HPS) projected net income variance highlights



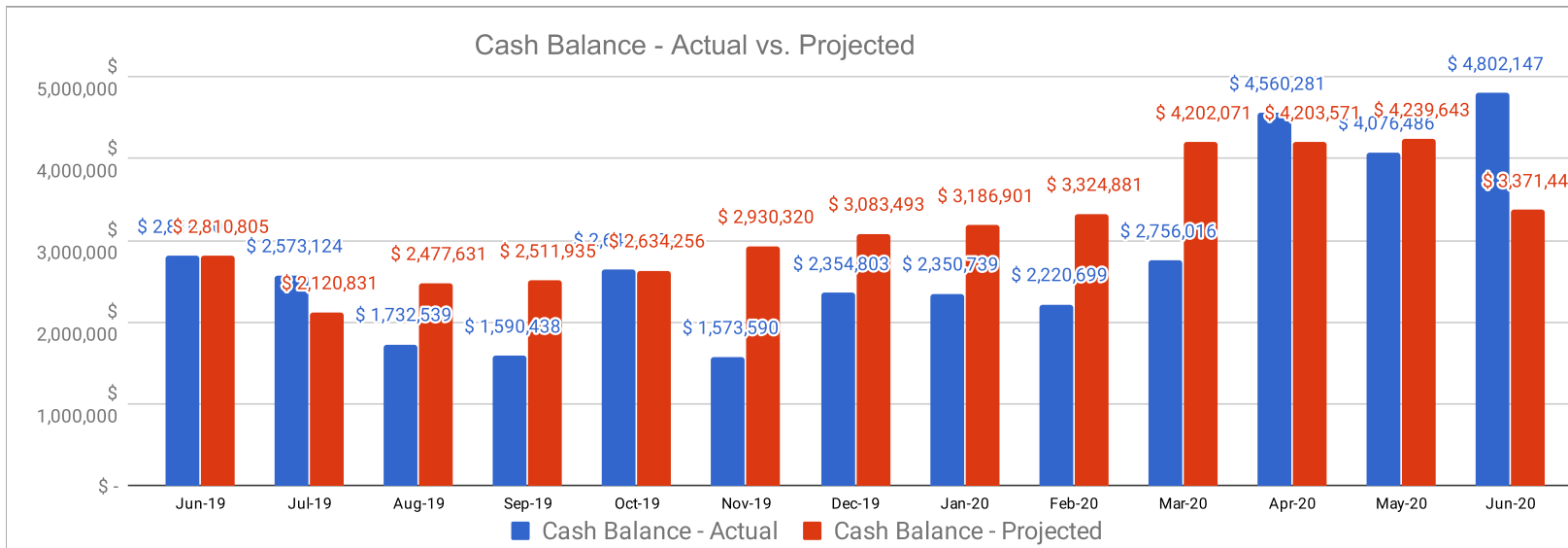
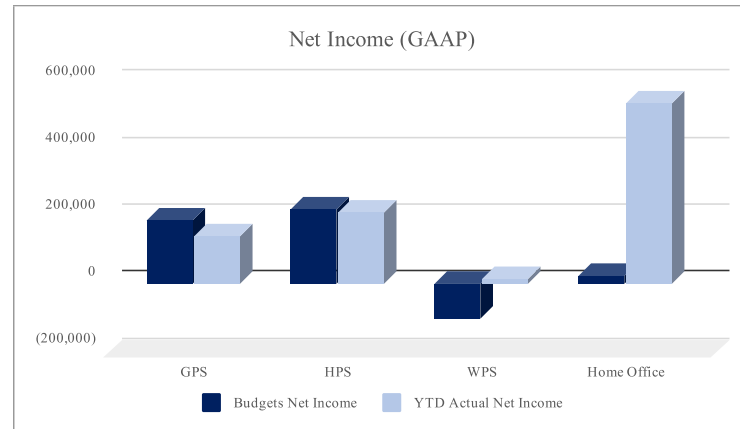
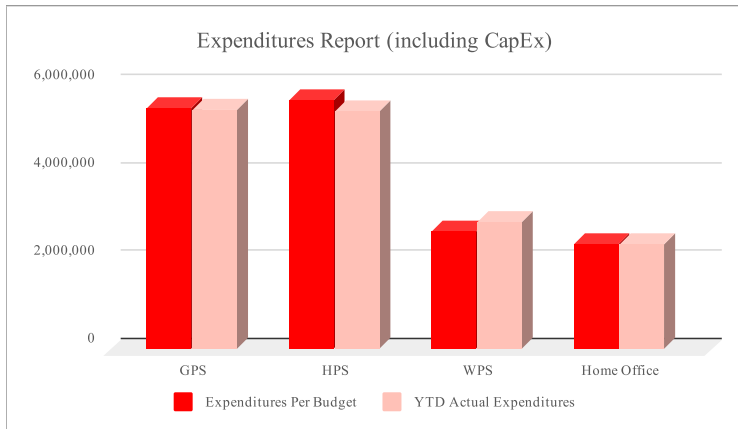
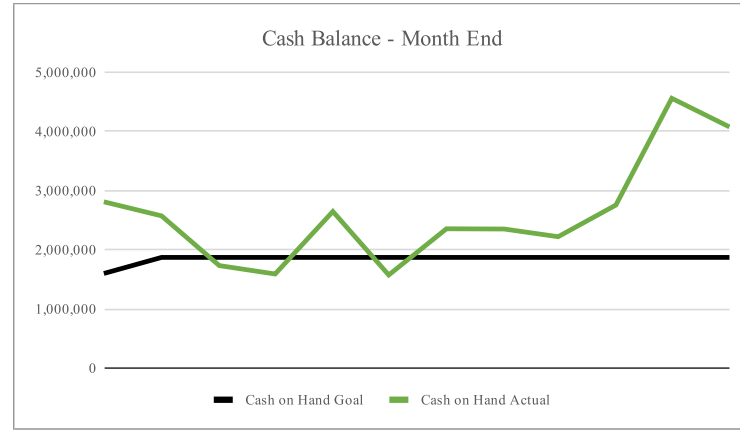
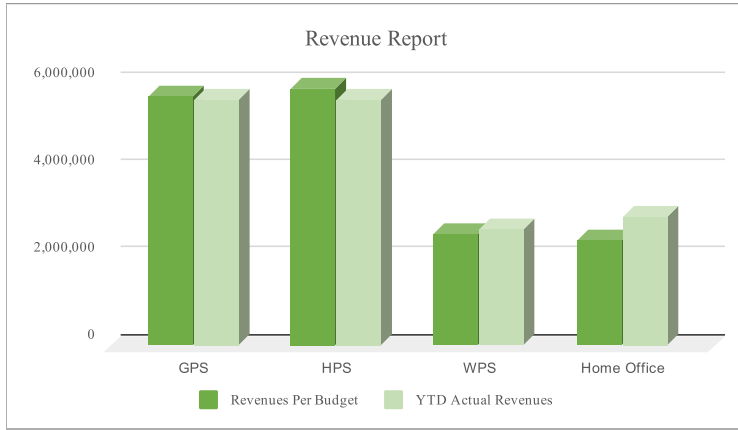
- \$55k unfavorable variance in LCFF revenue due to LCFF revenue coming in lower than what was budgeted (Budget was based on the FCMAT calculator as published in May 2019.)
  - \$92k unfavorable variance in fundraising is projected due to the departure of staff responsible for site-based fundraising
  - \$35k unfavorable variance in other revenue due to school closure and food service sales and spirit wear sales have ceased
  - \$70k favorable variance in services due to school closure and operations have ceased for the remainder of the year
  - \$114k favorable variance in books & supplies due to technology and operation supply expenses being lower than budgeted
- Watsonville Prep School (WPS) projected net income variance highlights
    - \$178k favorable variance in fundraising
    - \$49k unfavorable variance in benefits due to health & welfare benefits coming in higher than what was budgeted for
    - \$40k unfavorable variance in books and supplies due to additional non-classroom equipment and furniture needed for the site and additional instructional materials needed
    - \$267k (\$300k Board approved) has been added to capital outlay for the 407 project
- Charter Management Office (CMO) projected net income variance highlights
    - \$495k favorable variance in fundraising due to fundraising and grant revenue coming in higher than what was budgeted as staff only budgeted secured and highly probable sources
    - \$150k favorable variance in salaries and benefits due to not filling vacant position
    - \$110k unfavorable variance in services which includes additional hotspots, and internet for families and staff due to school closure and additional operations supplies needed due to closure (there will be Federal funding to help backfill these expenses), this includes \$30k for Edgility Consulting for the Compensation Study
    - \$50K unfavorable variance due to additional technology needed due to distance learning

Navigator Schools  
 Consolidated Balance Sheet Comparison  
 June 30, 2020

	<u>6/30/2020</u>	Actual <u>6/30/2019</u>	Actual <u>6/30/2018</u>
Cash	4,802,147	2,810,805	2,981,724
Accounts Receivable	2,032,529	1,230,222	776,899
Prepaid Expense	127,237	110,473	221,301
Fixed Assets, net of depreciation	483,305	443,235	324,446
Other Assets	4,763	0	2,915
<b>Total Assets</b>	<b>7,449,981</b>	<b>4,594,735</b>	<b>4,307,284</b>
Accrued Liabilities	846,367	739,182	845,666
Loans Payable	2,089,975	0	0
<b>Total Liabilities</b>	<b>2,936,342</b>	<b>739,182</b>	<b>845,666</b>
Beginning Fund Balance	3,855,412	3,461,617	2,937,269
Net Income	658,228	393,936	524,348
Ending Fund Balance	4,513,639	3,855,553	3,461,617
<b>Total Liabilities &amp; Fund Balance</b>	<b>7,449,981</b>	<b>4,594,735</b>	<b>4,307,284</b>

**\*\*Loans Payable**

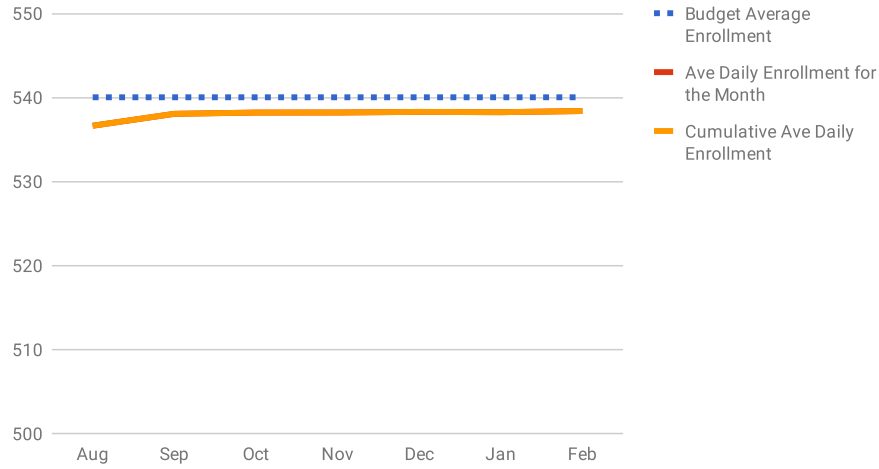
Watsonville Prep School	\$250,000	California Department of Education
Watsonville Prep School	\$74,975	Pacific Charter School Development
CMO	\$1,765,000	Payroll Protection Program



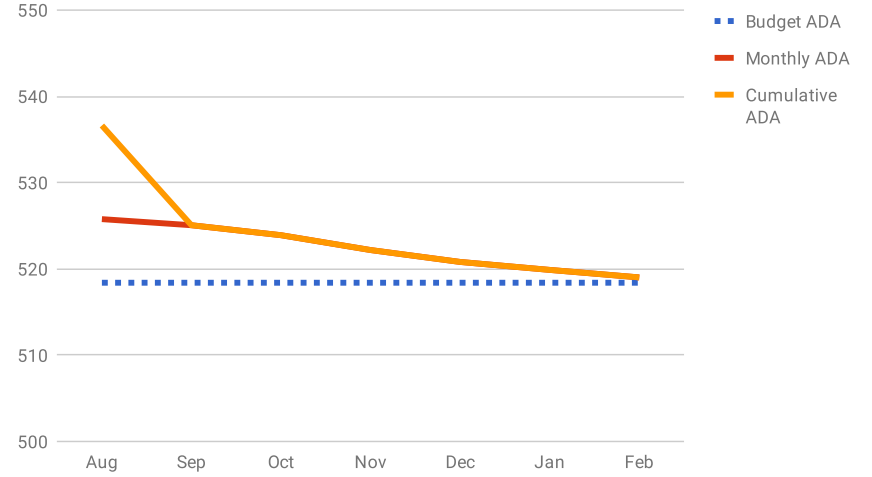




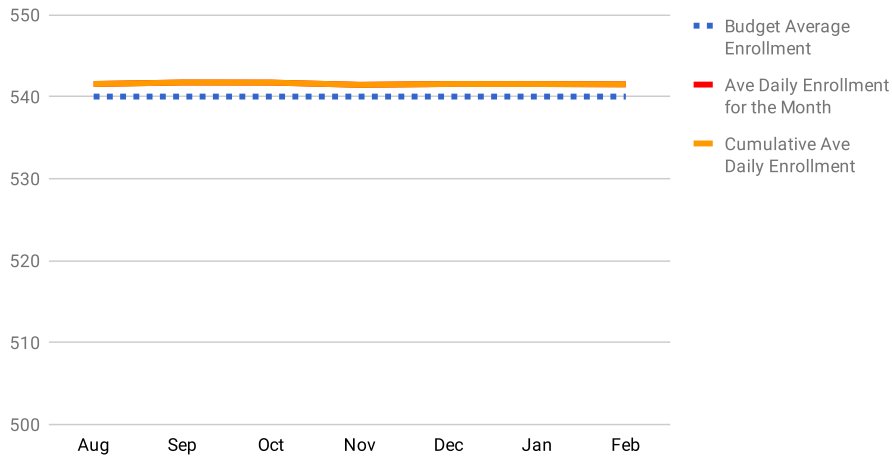
### GPS Enrollment



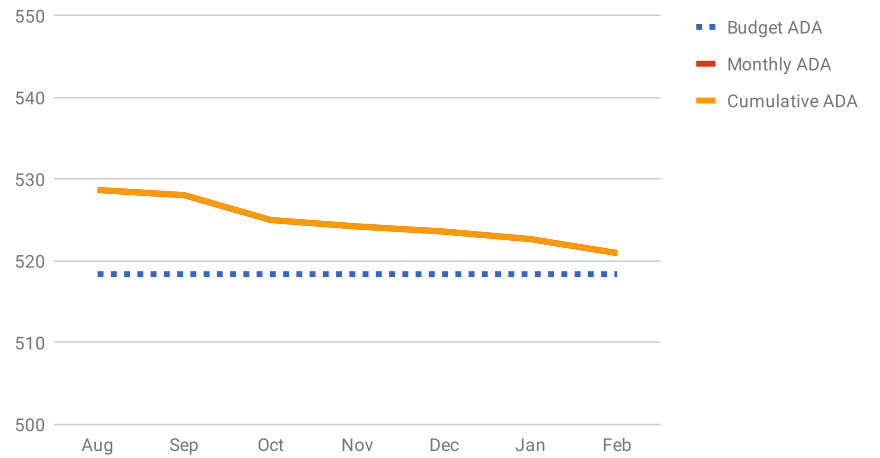
### GPS ADA

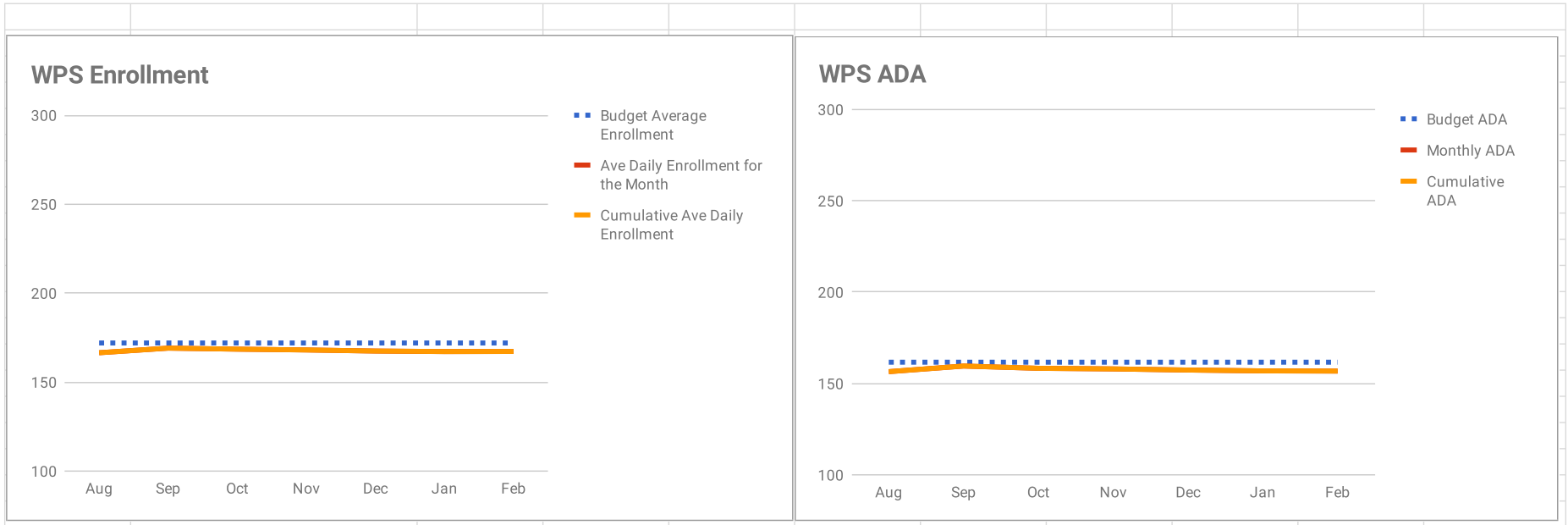


### HPS Enrollment



### HPS ADA





Navigator Schools - Financial Data

\*Feb 29, 2020 was the P-2 ADA for the year

<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 2/29/2020	1196.8	519.0	521.0	156.82
2019-20 ADA %- Approved Budget	95.7%	96.0%	96.0%	94%
2019-20 ADA % thru 2/29/2020	96.0%	96.4%	96.2%	93.8%
2019-20 Enrollment - Approved Budget	1252.0	540.0	540.0	172
2019-20 Ave Enrollment thru 2/29/2020	1247.0	538.4	541.4	167.24
Enrollment as of 2/29/2020	1248.0	539.0	541.0	168

\*Budgeted ADA is at 96%



	<u>Actual</u>
Cash balance as of 06/30/2020	4,802,147
Projected Annual Expenditures (not including CMO Mgmt Fees)	14,298,687
Number of Months Cash on Hand	4.03

# Coversheet

## Learning Continuity and Attendance Plan: Public Hearing

**Section:** IV. Topical Items  
**Item:** A. Learning Continuity and Attendance Plan: Public Hearing  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Learning Continuity Memo and Plan.pdf



Date: August 18, 2020  
To: Navigator Schools Board  
From: Ami Ortiz, Director of Business & Finance  
Subject: Learning Continuity and Attendance Plan (Learning Continuity Plan)

The Learning Continuity Plan (LCP) is a key part of the overall budget package for K-12 schools. It addresses funding stability while providing information at the local educational agency (LEA) level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020–21 school year.

The LCP balances the needs of all stakeholders, including educators, parents, students and community members, while streamlining engagement and condensing several pre-existing plans. It replaces the Local Control and Accountability Plan (LCAP) for the 2020–21 school year.

An adoption date of September 30, 2020, allows for communication of decisions that will guide how instruction will occur during the 2020–21 school year. This includes in-person instruction and distance learning. The adoption process provides critical opportunities for stakeholder engagement.

The Learning Continuity Plan Template memorializes the planning process already underway for the 2020–21 school year. It includes descriptions of the following: addressing gaps in learning; conducting meaningful stakeholder engagement; maintaining transparency; addressing the needs of unduplicated pupils, students with unique needs, and students experiencing homelessness; providing access to necessary devices and connectivity for distance learning; providing resources and supports to address student and staff mental health and social emotional well-being; and continuing to provide school meals for students.

Board action is not required at this time. After stakeholder input has been incorporated, the LCP will be brought back to the board for approval.

California Department of Education, July 2020

# Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Gilroy Prep School	Ami Ortiz, Director of Business & Finance	Ami.ortiz@navigatorschools.org/831-217-4881

## General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

Navigator Schools operates three different schools in three different counties, all with high numbers of positive COVID-19 cases, adding complexities to an already incredibly complex and difficult situation. As shared through communication from our families, numerous students are experiencing parents suffering from unemployment and food insecurity. Navigator faced challenges as we tried to meet the educational needs of our students, especially our most vulnerable. Staff worked with families to ensure all students had access to technology and connectivity, dropped off supplies at students' homes, provided support as families navigating the unemployment system, and worked extra hours to meet the one on one needs of every student. The state budget impacted Navigator staff salaries causing staff members to work longer hours with no increase. The pandemic-dictated distance learning platform has added extra pressure to students, staff, and parents which has impacted organizational health at all levels.

## Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

Navigator began having constant conversations with our staff, families, and host/authorizing districts on March 13, 2020 and those have included: weekly emails from the CMO, weekly Zoom all staff meetings, staff and family town hall meetings (in English & Spanish), hot spot deliveries for families without internet, multiple surveys gathering input on the various proposed models, weekly all staff Zoom meetings, personalized calls to families who needed additional assistance, creation of a Navigator parent Facebook group, and constant communication with office staff at each site.

The Navigator Schools' Board of Directors reviewed staff reports including staff and family input prior to voting on a model to start the 2020/21 school year. As the health climate/situation changed we resurveyed stakeholders to inform the board as they made final decisions.

[A description of the options provided for remote participation in public meetings and public hearings.]

All board meetings and town halls were held via Zoom with both computer and phone access. Families could provide public comment during the meetings or share their thoughts via email to board members and/or staff.

[A summary of the feedback provided by specific stakeholder groups.]

Since March 13th, the day we closed schools, we surveyed families four times and staff three times with multiple zoom polls during the weekly staff meetings. Families shared they felt supported by Navigator during the closures and shared their thoughts regarding the assignments the students were completing. Families shared concerns regarding Zoom schedules and staff responded by ensuring students had access to packets and staff support. Staff & families were also surveyed about possibly returning to school (earlier in the summer). At that time 80% of parents preferred a hybrid model with 20% of parents stating they would continue with complete distance learning. Families and staff were asked to give an opinion on 2 days/week and ½ days 4 days a week, and then given the option to choose between morning and afternoon sessions. Families and staff shared their number one concern about returning to in-person instruction was safety. Staff was asked about wanting to teach in their classrooms (via Zoom), their concerns about returning to school, their need for childcare, their suggestions for a distance learning solution, and other concerns.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

The decision to start in a distance learning format, amount of screen time, the level of parent involvement needed for success, the daily schedule, the need for socialization activities, and the metrics used for success during distance learning were all aspects of the program which were impacted by stakeholder input.

## Continuity of Learning

### In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

The School is prepared to offer an extended day, in-person learning opportunity for those students who have experienced, or who may have significant learning losses due to the school closure. To ensure proper safety precautions, once the County Health Department or local authorizer permits, the School will open classrooms to allow for small groups of students to meet with instructional staff for tutoring on specific academic skills and standards.

### Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Students who may benefit from in person instruction are identified through beginning of the year assessments that include the following assessments: NWEA MAP, reading fluency measures, and math fluency measures. Meetings are arranged with the child’s parent/guardian to discuss the instructional support, answer any questions and obtain permission.	[\$ 0.00]	[Y/N]
Student goals are established and shared with students and parents/guardians.	[\$ 0.00]	[Y/N]
Staff are recruited who are interested in providing additional in person learning support to students and budget allocations are made.		
Staff are provided the materials and training necessary to initiate the program.		

Description	Total Funds	Contributing
Safety protocols are established, trained on, and implemented by the staff and students.		
Progress monitoring data is analyzed monthly at the site leadership data meeting to ensure that students are making adequate progress.		

## Distance Learning Program

### Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA’s plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Our Distance Learning program covers the state content standards with the intention that all students will reach mastery of the grade level standards. The School has developed a daily schedule that is rigorous and expects high levels of performance, similar to an in-person program. The core curriculum being used by the teachers is the same as the materials they would be using in-person. We continue to use the same assessment program that we’ve used during the normal school year. There are daily formative assessments that guide the instruction of the daily intervention time, and there are summative assessments that measure mastery of the standards in a cumulative manner.

### Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

All Navigator students will be given a tablet for use at home during distance learning. Any Navigator student that does not have WiFi at home will be given a hot spot for internet access. All Navigator students will have access to an IT troubleshooting system that is offered via online, email, the phone, and through Zoom to be able receive technical support if they have any technical difficulties.

### Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

All students will participate daily for 270 minutes. This time is broken down by 135 minutes in a synchronous environment and 135 minutes in an instructor supported asynchronous session. Daily teachers will track participation and students will earn up to 20 points of credit daily based on effort, classwork and being present for the day.

Navigator uses a variety of formative and summative assessments that will continue to be used during distance learning. Each day and addition to the participation grade, teachers will assign a second score based on a daily formative assessment based on the days teaching. Below are additional tools used to measure student progress:



**Formative:**

1. Socratic CFU
2. Do Now
3. Illuminate Quiz
4. Math and ELA exit tickets

**Summative:**

1. Navigator created common core assessment
2. NWEA MAP

Students will receive participation grades daily for all STEM and Humanities sections.

## **Distance Learning Professional Development**

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Navigator staff have participated in one week of distance learning training. In addition, there will be an additional ten hours of training during the first week of school. Each staff member has been assigned a coach who will be observed for at least thirty minutes per week and will participate in a feedback session weekly.

Here is the [PD schedule](#) that all staff attended the week before school began. All topics were geared toward distance learning:

1. PBIS
2. Trauma-informed practices
3. Data driven instruction
4. Introduction to the Navigator Middle School
5. Grade Span Day in the Life Trainings for Distance Learning: K-2, 3-5, 6-8
6. Launching Distance Learning
7. SST Meetings

**Specific Technology Trainings:**

1. Navi Tech Overview
2. Zoom like a Champion
3. Zearn Math
4. Eureka Math
5. NewsELA
6. ST Math
7. Infinite Campus

## **Staff Roles and Responsibilities**

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

All Navigator Schools employees will continue in their current roles. In addition to on-going roles and responsibilities, all employees were presented with a job description addendum conveying the following expectations during distance and hybrid learning:

1. Adhere to assigned schedule (in-person, hybrid, and/or virtual)
2. Be prepared to work a full work week, depending on full or part time status
3. Be prepared to fulfill duties outside of your normal job responsibilities
4. Have video on and stay actively engaged for all Zoom meetings

Within the addendum notification, employees also received information regarding the fact that all employees are currently reporting to work differently, and roles will be temporarily modified in one way or another. Specific information regarding what will be expected of employees are conveyed and supported by supervisors or school principals. Depending on the additional or changed duties during distance and hybrid learning, employees will receive on-going coaching and training to ensure success in the temporary responsibilities.

## Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

The School’s distance learning (DL) program has been designed to include support for students with unique learning needs. The DL program includes daily leveled, small groups in English language arts, and mathematics. These groups are configured to meet individual student needs that may include the following: language scaffolding, and front-loading of vocabulary instruction, as in designated english language development, specialized instructional accommodations and/or modifications to help students access the curriculum, and additional, specially trained staff to assist students as needed during direct instruction by the teacher. The DL program allows for all appropriate special education support, as per the student’s IEPs, to be provided to students. Examples of the support include speech therapy, both group and individual, occupational therapy, both group and individual, specialized academic instruction, behavior support, and vision and hearing services and support among others. The DL program provides students with unique learning needs access to leveled, adaptive educational software, with clearly defined goals and outcomes communicated to students and families. During the day, there is time allocated for teachers to work with very small groups of students either re-teaching a skill or standard, or offering more practice opportunities for students. There is also an extended day schedule for those students who need additional, specific instruction to meet or exceed the grade level expectations. This past year, the School also offered an extended school year, an additional four weeks of supplementary instruction, for those students who had unique learning needs. This will continue to be offered for the 2020/2021 school year.

The DL program has assigned additional staff to support families who may need additional school or community resources to help them in times of need. The homeless liaison has and will continue to ensure that all students who are experiencing homelessness, are migrant or who are foster youth, will receive the support they need to be successful.

The School’s data dashboard is used strategically at the weekly leadership data meetings to monitor the progress of students with unique learning needs, and adjust the program of the students so that they will be successful.

## Actions Related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Student goals are established and shared with students and parents/guardians	[\$ 0.00]	[Y/N]

Description	Total Funds	Contributing
Staff are recruited who are interested in providing additional in person learning support to students and budget allocations are made	[\$ 0.00]	[Y/N]
Staff are provided the materials and training necessary to initiate the program		
Safety protocols are established, trained on, and implemented by the staff and students		
Progress monitoring data is analyzed monthly at the site leadership data meeting to ensure that students are making adequate progress		

## Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

Student learning loss will be addressed using academic instructional strategies that promote rigorous learning. These strategies include ensuring all students have access to grade level content and standards presented by highly effective, well-prepared teachers. Data-informed instruction guided by the use of frequent common assessments will allow teachers to individualize interventions and support for students. Additional instructional time, a very effective strategy to address learning loss, is allocated in the weekly schedule to allow for teachers (and additional staff) to meet with very small groups of students to target specific skill or content gaps using research-based programs and strategies in the areas of English language arts, English language development and mathematics.

Assessments used to determine learning status include NWEA MAP, CBM fluency, BPST, math facts fluency, and weekly, formative standards based quizzes. To assess English learner language levels, the ELPAC will be used in conjunction with the assessments previously listed.

### Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

Student learning loss will be addressed using a variety of academic instructional strategies that promote rigorous learning. These strategies include ensuring all students have access to grade level content and standards presented by highly effective, well-prepared teachers. Data-informed instruction guided by the use of frequent common assessments will allow teachers to individualize interventions and support for students depending on their specific needs. Additional instructional time, a very effective strategy to address learning loss, is allocated in the weekly schedule to allow for teachers (and additional staff) to meet with very small groups of students to target specific skill or content gaps using research-based programs and strategies in the areas of English language arts, English language development and mathematics. These groups will be designed to meet the needs of pupils with unique learning needs through collaboration and planning with key academic site staff who are knowledgeable about the student. For example, to support the students with exceptional needs, collaboration between the student services department and the intervention teacher is crucial. An understanding of the student’s abilities, current IEP goals, and learning needs will lead to a more effective intervention for the student. For students who are English language learners, it is important to

understand their language level and skill gaps before beginning an intervention. Students who are homeless may require additional help to acquire necessary materials, a quiet place to study and learn, and maybe even access to food, as part of their intervention support. Each student will be evaluated according to their unique learning need, and assigned the supports individually to them.

### Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The effectiveness of the services or supports provided to address learning loss will be measured using the following assessments: NWEA MAP, CBM fluency, BPST, math fluency, and weekly standards quizzes.

### Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
One hour of direction instruction daily for on grade level students and thirty minutes additional daily instruction for those students who are below grade level.	[\$ 0.00]	[Y/N]
Set weekly blended learning goals that includes additional for those students not meeting goals	[\$ 0.00]	[Y/N]
Implement daily community meetings to address social emotional and academic development		
Provide students with at-home learning trackers to help them set, measure, and achieve goals		
Assign staff to do daily check-ins with students and/or families		
Schools will hold daily data meetings to analyze academic progress, and address specific student learning needs		
Implement weekly enrichment activities and/or clubs to promote student engagement and participation		

# Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

The LEA will monitor and support mental health and social and emotional well-being of pupils through the following ways:

Each school site has appropriate staff assigned to ensure that all students have access to appropriate mental health supports in a tiered support system, i.e. a licensed counselor and an educational psychologist. The LEA has a multi-tiered system of support (MTSS) coordinator who ensures that the social, emotional, and behavioral needs of the students are addressed beginning with a school wide approach to teaching of skills and prevention using positive behavior interventions and supports (PBIS) systems. In addition, the MTSS coordinator ensures that there are interventions in place for students in need of more specialized help with social skills and behavior.

To understand the skills of the students better, all students take a social emotional learning (SEL) survey at least three times a year to identify schoolwide, classroom-based or individual student trends that may need to be addressed. Students are also assigned short, weekly wellness surveys so that any help needed in the area of social or emotional skills can be provided immediately. The MTSS coordinator facilitates bimonthly data meetings with school leadership, and counseling staff to review the student survey data, behavioral reports, teacher notes, and helps to create tiered plans to support any students in need. These tiered interventions are reviewed at least every month to determine the student progress towards the standard, and the efficacy of the intervention.

The staff received professional development on the following topics designed to improve mental health and social and emotional well-being of pupils and staff:

- Trauma Informed Instructional practices
- Suicide Prevention strategies
- Positive Behavioral Interventions and Supports (PBIS), both classroom-based and schoolwide
- How to implement Social Emotional learning (SEL) in the classroom using PATHS or Second Step curriculum
- How to implement Restorative Justice Practices in the classroom and schoolwide
- How to include Mindfulness exercises in the classroom

The students received the following training and resources to support their mental health and social and emotional well-being:

- Schoolwide and classroom-based PBIS to promote positive classroom and schoolwide culture
- Suicide prevention training
- Safe media use training
- Bully prevention strategies
- Weekly SEL lessons to teach SEL skills
- Daily community meeting time to practice the SEL and restorative practices
- Access to the site-based counselor or psychologist on an as needed basis
- Weekly well-being surveys provided to students (which may lead to additional, individualized support)
- Small social skills groups led by instructional staff to provide more intense support

- Groups or Individual counseling support as determined through a student study team (SST) recommendation

Individual behavior support plans provided to students, as determined through an SST, a 504 Plan, or an IEP

## Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

The strongest area of focus during the planning process for the launch of the 2020-21 distance learning has been ensuring all students stay actively engaged in their daily learning. Navigator has created the rally cry of “All hands on deck are needed to Navigate success” which includes staff members (CEO, yard duties, directors, food service staff, student services, ...) calling students and families when they are not engaged in daily learning. Engagement staff is working with student services to ensure families who speak Spanish have Spanish speaking staff available for all conversations. Families have been provided with connectivity, iPads, and additional social services to limit the negative impacts of COVID.

## School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

Navigator students will be able to pick up meals once a week on Mondays at their school site. The meals will include 5 days of breakfast and 5 days of lunch.

## Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
[The section of the Learning Continuity Plan related to the action described; may put N/A if the action does not apply to one specific section]	Daily data meetings between the School leaders and teachers to ensure that academic goals are being met by the students	[\$ 0.00]	[Y/N]

	Additional staff designated and trained to support tiered interventions in ELA and mathematics	[\$ 0.00]	[Y/N]
	Adoption of NWEA MAP testing in Kindergarten through Eighth grade to provide summative and progress monitoring data about student achievement		
	Daily staff huddles will continue at the School to ensure staff wellness, communicate goals and celebrate achievements		
	Tier 2 and Tier 3 response teams for home visits for any extreme needs		
	Creating childcare options for staff to ensure teachers can instruct		
	All non-instructional staff assigned to make phone calls home for students that are absent to find out why		
	Provided instructional staff desktop and laptops so that Zoom was more effective		

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, and Low-Income students
14.37%	\$590,535

### Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

The needs of our students in the various subgroups (foster, English learners, and students from low-income families) were highlighted in all of our re-opening subcommittees with specific attention given to how are families accessed distance learning, whether or not they needed housing assistance, help with applying for unemployment, whether or not a bilingual staff member was needed to meet with the families. We held each town hall in English and Spanish, provided phone in options, and called our family members who hadn't been in contact.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

For school districts with an unduplicated pupil percentage of 55% or more, and for charter schools and county offices of education: Describe how these services are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities.

Since unduplicated students compose 56% of Gilroy Prep's student body, Gilroy Prep has developed its programs and services in a manner in which they are principally directed to and effective in meeting its goals for unduplicated pupils. This is evidenced by the high student performance of unduplicated students. EL students and Socioeconomically disadvantaged students are scoring in the same band as all students.



# Coversheet

## Spring Survey Results

**Section:** IV. Topical Items  
**Item:** C. Spring Survey Results  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Organizational Health Update.pdf



Date: August 18, 2020

To: Navigator Schools Board of Directors

From: Kirsten Carr

Subject: Organizational Health Update

### Information

In addition to ensuring our students receive a high quality Navigator education, Navigator is continuing to focus on overall student, family, and staff wellness, especially during this time. We know every member of the extended Navigator family has been experiencing some level of stress through this period of pandemic and, not only do we want to know and understand their pressures, we want to be able to provide support when possible.

Navigator has conducted the traditional end of year surveys for students, staff, and families as well as sending out shorter, targeted surveys. Since the beginning of the COVID pandemic, Navigator has conducted four family surveys and four formal staff surveys. In addition to the responses to the questions dictated by our LCAP goals, listed below are sentiments shared through these surveys:

1) Families:

a) LCAP

- i) I feel my child is safe and supported at school - 87% strongly agree/agree
- ii) How likely are you to recommend Navigator Schools to other families - 96% very likely/likely

b) COVID support surveys (2019-20 school year)

- i) How supported do you feel by your child's school 86% very supported/supported
- ii) Families laid off or furloughed due to COVID - 17%

2) Staff:

a) LCAP

- i) I am proud to say I work at Navigator Schools - 99% strongly agree/agree
- ii) I would recommend working at Navigator to family or friends - 91% strongly agree/agree

b) COVID support surveys (2019-20 school year)

- i) After two months of distance learning, what is your stress level:
  - (1) High stress - 7%
  - (2) Stressed but managing - 40%
  - (3) I'm a little tense but I've got this - 46%
  - (4) Cool as a cucumber - 6%

- ii) Do you think we have created a solid educationally beneficial balance of synchronous and asynchronous learning:
  - (1) Yes! Let's take our online learning on the online road - 29%
  - (2) We are learning to drive but not ready to leave the parking lot - 71%
  - (3) No! We can't even get out of park - 0%

Navigator made a commitment of transparency and support to staff and families and both groups of stakeholders shared this contributed to their high levels of satisfaction. Brief surveys will be sent to both families and staff after the first week of school to gauge level of satisfaction, ability for children to engage, and areas of concern.

In addition to the formal surveys, Navigator held several parent town halls, informational meetings, and a distance learning orientation to provide families with an opportunity to ask questions, seek clarification, and understand the proposed distance learning models and eventual implementation. A family Facebook group serves as a conduit of information from family to family as well as a source of helpful hints and information. Engagement staff is continuing to work with families who need assistance with connectivity and/or community resource support.

Staff communication and engagement were additional areas of focus with weekly staff meetings during the school year with informal Zoom polls, break-out room conversations, opportunities to provide feedback, and socialization activities. Ensuring staff feels supported, included, and equipped to handle the inevitable changes necessitated by this pandemic, Navigator will continue with monthly all staff meetings, directors are attending daily staff huddles, and frequent short check-in surveys throughout the period of distance learning.

# Coversheet

## Watsonville Prep School Facilities

**Section:** IV. Topical Items  
**Item:** D. Watsonville Prep School Facilities  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** WPS Facilities Memo.pdf



Date: August 18, 2020  
To: Navigator Schools Board  
From: Kevin Sved  
Subject: Watsonville Prep School Facilities Update

The 407 Main Street Project continues to progress in spite of the many challenges accompanying daily life during the COVID-19 pandemic. Due to our shared attention and diligence at the onset of the project, we are on a path for permitting and potential approval at the city level. With this in mind, an update on the project was shared with the Finance Committee at its most recent meeting on August 14, 2020. This memo summarizes the current status of the project, highlights important considerations, and lists key next steps for board action. These items are presented with additional details in a slide deck titled “407 Main Street Update” included as an attachment in the August 25 NS Board Meeting agenda.

### **City Planning**

The Special Use Permit is on target for review by the Planning Commission in October. The submission of construction plans is scheduled for August. The best-case timeline for city approval is November, 2020.

### **Important Considerations**

The following items must be thoroughly vetted as the project moves forward.

1. Budget, revenue, and enrollment projections are realistic and sound.
2. Operating costs remain appropriately conservative.
3. A viable path for financing is secured.
4. Key risks remain acceptable even when considering worse-case scenarios.

### **Upcoming Decisions**

Key next steps include board approval of a new Letter of Intent (LOI) with the owner. Further information regarding the advisability of a new the LOI will be presented during closed session. In addition, mobilizing community support in preparation for the Planning Commission meeting will be an important activity. Other next steps involve securing financing, executing a lease agreement (with contingencies), soliciting bids for the project post-approval, and developing a construction contract with a Guaranteed Maximum Price (GMP).

These issues will be presented and explained to the entire Navigator community in greater detail on August 25, 2020, during the open session of the board meeting. Additional financial information regarding property negotiations will be discussed during the closed session.

# Coversheet

## Approve the Consent Agenda

**Section:** VI. Consent Agenda  
**Item:** A. Approve the Consent Agenda  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Consent Agenda Docs and Memos 08-25-2020.pdf



Date: August 18, 2020  
To: Navigator Schools Board  
From: Ami Ortiz, Director of Business & Finance  
Subject: Cash Management Policy

### **Background**

While Navigator was going through the due diligence process of gathering information for a line of credit, it came to light that we do not currently have a Cash Management Policy. A Cash Management Policy will establish sound management practices to ensure efficient utilization of cash in a manner consistent with the overall financial goals of Navigator Schools.

The purpose of the Cash Management Policy is to provide written guidelines regarding the management of the organization's deposit accounts. The policy is also established to ensure appropriate asset levels are maintained, remain accessible, and retain liquidity to be used for the organization's expenses and initiatives.

### **Recommendation**

It is recommended that the Board approve a Cash Management Policy for Navigator Schools.

## **Cash Management Policy for Navigator Schools**

### **Board Responsibility**

- Protect all assets of the charter school and organization
- Insure sufficient funds for organizational operations and sustainability
- Manage unrestricted surplus funds to the best advantage for organization and charter schools
- Maintain fidelity to donor cash investment restrictions
- Set policy for asset allocation

### **Asset Allocation Priority**

1. Liquidity
2. Capital Preservation
3. Return on investment

### **Operating Capital Account:**

Operating capital will be maintained in a demand deposit account (DDA) with a bank that provides FDIC insurance. Bank balances in excess of operating capital will be transferred to an investment account. Bank balances below operating capital ceiling balances will require a transfer in from the investment account. Balances will be monitored weekly and transfers will occur as needed.

### **Operating capital is defined as:**

- expected disbursements in the coming seven days (i.e AP, payroll or other)
- plus/minus net of outstanding checks and deposits
- plus a cushion of 2x FDIC insurance (\$500K).

Transfers will be made by the Director of Finance and monitored by the CEO.

### **Investment Account:**

The investment account will be established with a brokerage firm separate and not affiliated with the same organization that provides demand deposit account services, that offers SIPC and Excess insurance for invested funds. Funds transferred to the investment account will be invested based on the following list of approved investments:

- Government security backed mutual funds (SPAXX or fund with similar liquidity and investment portfolio)



Funds in this account will be invested based on forecasted liquidity needs, any philanthropic requirements, and the best interest of the organization.

- Investment in money market funds will cover two months of operating expenses
- Excess of that will be laddered out into treasury bills (4week and 13week positions).

Investments will be monitored weekly to account for any funds transferred in/out of this account. Longer term investment strategies will be analyzed and presented at a future date.

	<b>Location</b>	<b>Ceiling Amount</b>	<b>Review</b>
<b>Operating Capital</b>	Demand Deposit Account	Based on operating capital definition	Weekly
<b>Investment Account</b>	Brokerage Account	Funds above operating capital	As needed
<b>Liquidity Investments</b>	SPAXX or government backed money market fund	3 months budgeted non-school/philanthropic expenses, including payroll	Weekly



Date: August 18, 2020  
To: Navigator Schools Board  
From: Ami Ortiz, Director of Business & Finance  
Subject: Line of Credit Request

### **Background**

The state budget will hold Local Control Funding Formula (LCFF) levels to the 2019-20 levels with a 0% cost-of-living adjustment (COLA). This is different from the original plan to cut revenues by 7.9%. The caveat to this is that, instead, we will be faced with large deferrals in our state revenues, at times reaching up to 9 months.

This has the potential to create cash flow issues for Navigator. While we set a goal to always have at least two months cash on hand, which we have been exceeding, these deferrals may still strain our ability to maintain a healthy cash flow.

Due to the uncertainty of the deferrals, it was recommended to us that we look into obtaining a line of credit as a safety net. Navigator has been researching lines of credit and has met with three vendors. Out of the three options, we feel Umpqua Bank best fits our financial needs.

### **Recommendation**

It is recommended that the Board approve Navigator Schools to move forward with obtaining a line of credit through Umpqua Bank.

**Vanessa Ryan**

SVP/ Corporate Relationship Manager

Tel: 916.724-1214

Email: vanessaryan@umpquabank.com



## Navigator Schools – ‘draft’

Umpqua Bank (“Umpqua”) would like to express its interest in underwriting and obtaining credit approval for the following loan (the “Credit Facility”) for the Navigator Schools (the “Navigator”) on the terms and conditions outlined below.

**Preface:** Umpqua’s expression of interest in underwriting and obtaining credit approval for the Credit Facility is for discussion purposes only and does not constitute a commitment from Umpqua. Any commitment to lend that we might make is subject to the fulfillment of a number of conditions that include, but are not limited to, our normal credit approval process, an in-depth investigation of the purpose of the purpose of the loan, the Agency, and collateral the results of which are deemed satisfactory to Umpqua in our sole discretion.

**Confidentiality:** Except as required by law, neither this expression of interest nor its contents will be disclosed publicly or privately except to those individuals who are your officers, employees or advisors who have a need to know as a result of being involved in the proposed financing. The foregoing confidentiality provisions shall not apply to the disclosure of the federal income tax structure or treatment of the proposed financing.

Loan Amount:	\$4,000,000 <i>(as requested)</i>
Loan Purpose:	Cash flow for operations
Structure/Security:	Intercept of LCFF funds
Term:	1-yr term, maturity estimated October 2021, with the ability to extend to another year term
Maximum Advance:	Not to exceed 50% of LCFF funds, as verified by the CDE website
Interest Rate:	Indicative taxable rate, Prime + 1.00% - 4.250%, as of 8/4/2020 Floor 4.00%
Loan Fee:	\$0.00 – waived, due to the current banking relationship with Umpqua Bank <i>(typical loan fee is 0.25% of total loan amount)</i>
Financial Covenants:	30 – consecutive days out of
Repayment Terms:	Interest only, Principle and Interest due at maturity
Relationship Discount:	The above rates include a relationship discount that assumes the ‘Navigator Schools’ will maintain its current deposit relationship with Umpqua Bank. <i>(utilizing the ICS product to insure the deposit balances)</i>
COI Fees:	Documents to be prepared/reviewed by bank counsel – Rudy Salo, Nixon Peabody LLP. Legal fees and expenses of Nixon Peabody, LLP shall not exceed <b>\$10,000.</b>
Reporting:	Annual Audited Financials Annual Approved Budget P1 & P2 verification of LCFF

**Vanessa Ryan**

SVP/ Corporate Relationship Manager

Tel: 916.724-1214

Email: vanessaryan@umpquabank.com



**UMPQUA**  
**B · A · N · K**

**Additional Conditions**

Periodic financial and collateral reporting by the Agency, as well as representations and warranties of the Agency regarding its status and ability to repay and related matters and covenants and conditions that are appropriate for a Credit Facility of the scope and nature proposed herein will be determined as part of Umpqua Bank’s normal underwriting and approval process. The proposed facility will be subject to a default rate equal to the proposed interest rate + 3.0%.

*PDFs of all executed and other documents listed on the Closing Index shall be provided to the Bank no later than 24 hours before the time of the requested wire; provided, that if any documents can only be signed after receipt of the wire those documents shall be provided immediately after receipt of the wire.*

Sincerely,

Vanessa Ryan  
SVP, Sr. Corporate Relationship Manager  
Charter School Specialist

Please pursue underwriting and approval of a commitment for the described Credit Facility.

**Borrower**

**By:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_