



Navigator Schools

NS Board Meeting

Date and Time

Tuesday April 20, 2021 at 6:00 PM PDT

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 Zoom. 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: **994 1500 6203**. The meeting password is: **146047**.

Members of the public attending online who wish to comment during the board meeting will use the online “raise hand” tool in Zoom when the chairperson elicits public comments. Members of the public planning to attend by phone are requested to confirm their intent to comment up to one hour prior to the meeting by calling (831) 217-4894.

Individual comments will be limited to three minutes. If an interpreter is needed, comments will be translated into English and the time limit shall be six minutes. At its discretion, the board may limit the total time allotted to public comments and set new time limits for individual comments. The board reserves the right to mute and remove a participant from the meeting if the participant unreasonably disrupts the meeting.

Requests for disability-related modifications or accommodations to participate in this public meeting should be made forty-eight hours prior to the meeting by calling (831) 217-4894. All efforts will be made for reasonable accommodations. The agenda and public documents will be modified upon request as required by Section 202 of the Americans with Disabilities Act.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
Opening Items			
A. Record Attendance and Guests		John Flaherty	3 m
The chairperson will direct S. Martin to confirm attendance via roll call.			
B. Call the Meeting to Order		John Flaherty	5 m
C. Public Comments		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.			
D. Approve Minutes from Board Meeting: February 2, 2021	Approve Minutes	John Flaherty	1 m
E. Approve Minutes from Board Meeting: March 4, 2021	Approve Minutes	John Flaherty	1 m
F. Approve Minutes from Board Meeting: March 29, 2021	Approve Minutes	John Flaherty	1 m
II. Academics			6:16 PM
A. Academic Success Committee Report	FYI	Ian Connell	3 m
I. Connell will report on recent committee activities.			
B. Expanded In-Person Instruction Update	FYI	Kevin Sved	15 m
K. Sved will provide an update on the expansion of in-person instruction at schools sites. Topics will include school re-opening dates, social-emotional learning, attendance, COVID-19 virus variant information, and planning for 2021-22.			
C. Approval of MAP as an Alternative to the 2020-21 SBAC	Vote	James Dent	5 m
The board will vote on the approval of utilizing the Measure of Academic Progress (MAP) as an end-of-year assessment for English language arts and mathematics in			

	Purpose	Presenter	Time
place of Smarter Balanced (SBAC) as allowed by state guidelines for verified data based on a recent federal waiver.			

III. Governance 6:39 PM

A. Governance Committee Report	FYI	John Flaherty	3 m
---------------------------------------	-----	---------------	-----

J. Flaherty will provide an update on recent committee activities.

B. Development Goals and Strategies	Discuss	John Flaherty	25 m
--	---------	---------------	------

The board will discuss the possible formation of a Development Committee and an advisory group to support development efforts as well as the role of the Navigator Schools Support Corporation.

C. Board Committee Assignments	Discuss	John Flaherty	5 m
---------------------------------------	---------	---------------	-----

The board will discuss the process for determining committee assignments.

D. Scheduling of Special Board Meeting	Discuss	John Flaherty	4 m
---	---------	---------------	-----

Members will schedule a special board meeting to approve the AB 86 Learning Plan.

E. Possible Rescheduling of June 15 Regular Board Meeting	Discuss	John Flaherty	4 m
--	---------	---------------	-----

The board will consider setting a new date for its June 15 regular meeting in light of potential scheduling conflicts.

F. 2021-22 Board Meeting Calendar	Discuss	Kevin Sved	5 m
--	---------	------------	-----

The board will consider its 2021-22 meeting schedule, including a review of key dates for academic events, board goals, financial audits, and required state reports.

IV. Business and Finance 7:25 PM

A. Finance Committee Report	FYI	Victor Paredes-Colonia	3 m
------------------------------------	-----	------------------------	-----

V. Paredes-Colonia will report on the committee's latest activities.

B. 2021-22 Draft LCAP	FYI	Victor Paredes-Colonia	5 m
------------------------------	-----	------------------------	-----

V. Paredes-Colonia will review the current working draft of the 2021-22 Local Control Accountability Plan (LCAP).

C. 2021-22 Preliminary Budget	Vote	Ami Ortiz	10 m
--------------------------------------	------	-----------	------

	Purpose	Presenter	Time	
A. Ortiz will review the preliminary 2021-22 budget, including proposed 2021-22 salary authorizations.				
D.	407 Main Street Update	FYI	Kevin Sved	10 m
K. Sved will provide an update on the 407 Main Street project, including construction events, timelines, and relevant finances.				
V.	Consent Agenda		7:53 PM	
A.	Consent Agenda	Vote	John Flaherty	5 m
The board will vote on the approval of the consent agenda which includes: (1.) California Department of Education Consolidated Application, (2.) IRS Form 990, (3.) California State Teachers' Retirement System Agreement, and the (4.) Navigator Schools Wellness Policy.				
VI.	Closing Items		7:58 PM	
A.	Adjourn Meeting	Vote	John Flaherty	2 m
Board members will vote to adjourn the meeting. The board chair will direct S. Martin to record votes via roll call.				

Coversheet

Approve Minutes from Board Meeting: February 2, 2021

Section: I. Opening Items
Item: D. Approve Minutes from Board Meeting: February 2, 2021
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for NS Board Meeting on February 2, 2021

APPROVED



Navigator Schools

Minutes

NS Board Meeting

Date and Time

Tuesday February 2, 2021 at 6:00 PM

Location

Zoom

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 Zoom. 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: **924 1481 8235**. The meeting password is: **586484**.

Members of the public attending online who wish to comment during the board meeting will use the online "raise hand" tool in Zoom when the chairperson elicits public comments. Members of the public planning to attend by phone are requested to confirm their intent to comment up to one hour prior to the meeting by calling (831) 217-4894.

Individual comments will be limited to three minutes. If an interpreter is needed, comments will be translated into English and the time limit shall be six minutes. At its discretion, the board may limit the total time allotted to public comments and set new time limits for individual comments. The board reserves the right to mute and remove a participant from the meeting if the participant unreasonably disrupts the meeting.

Requests for disability-related modifications or accommodations to participate in this public meeting should be made forty-eight hours prior to the meeting by calling (831) 217-4894. All

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

Directors Present

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

Directors Absent

Ian Connell

Guests Present

Sean Martin (remote)

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 Tuesday Feb 2, 2021 at 6:04 PM.

C. Public Comments

D. Approve Minutes of Special Board Meeting on January 13, 2021

Fiaau Ohmann made a motion to approve the minutes from NS Special Board Meeting on 01-13-21.

Caitrin Wright seconded the motion.

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

Roll Call

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

E. Approve Minutes from Special Board Meeting on January 5, 2021

JP Anderson made a motion to approve the minutes from NS Special Board Meeting on 01-05-21.

Caitrin Wright seconded the motion.

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

Roll Call

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

F. Approve Minutes from Special Board Meeting on December 22, 2020

Victor Paredes-Colonia made a motion to approve the minutes from NS Special Board Meeting on 12-22-20.

JP Anderson seconded the motion.

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

Roll Call

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

G. Approve Minutes from Board Meeting on December 8, 2020

Nora Crivello made a motion to approve the minutes from NS Board Meeting on 12-08-20.

JP Anderson seconded the motion.

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

Roll Call

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

II. Topical Items

A. Finance Committee Update

The committee chair reported that minutes from the most recent meeting are included in the agenda packet. He mentioned that budget particulars will be discussed under agenda item II.B. (Proposed Revision to 2020-21 Budget).

B. Proposed Revision to 2020-21 Budget

A. Ortiz recommended that the board approve a salary increase of 3.0% retroactive to the start of the fiscal year. K. Sved and A. Ortiz described the conditions and motivations supporting the increase. A. Ortiz explained an increase in allocations for 2021 summer school. J. Flaherty thanked K. Sved and A. Ortiz for their successful management of the budget during challenges accompanying COVID-19. D. Noe thanked the board for supporting the increase and shared staff perspectives on its importance.

C. Governance Committee Update

J. Flaherty reported on the positive status of efforts led by C. Wright to recruit three stellar candidates for future membership on the board. He expressed optimism regarding development of the board.

D. Election of Board Member Victor Paredes-Colonia to a Second Term

J. Flaherty and N. Crivello praised and thanked V. Paredes-Colonia for his work on the board. V. Paredes-Colonia expressed his gratitude and shared enthusiasm for the development of 407 Main Street.

Nora Crivello made a motion to to approve Board Resolution 2021-06.

Fiaau Ohmann seconded the motion.

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

Roll Call

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

E. Academic Success Committee Update

C. Wright discussed the value of the committee as a forum to discuss and inform the board of supports for students in the summer and the upcoming school year to counteract potential learning loss due to COVID-19. J. Dent discussed the committee's proactive focus on supporting accelerated learning for all students during the 2021-22 school year.

F. School Accountability Report Card Approval

B. Moeller provided an overview of the School Accountability Report Card, offered thanks to its team of contributors, and offered to respond to questions from the board.

Caitrin Wright made a motion to approve the School Accountability Report Card.
 Fiaau Ohmann seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. COVID-19 Update

K. Sved provided an overview of a developing plan for expansion of in-person learning. He reviewed safety protocols for COVID-19, county infection rate maps, hospitalization and ICU-bed availability, vaccination phases, next steps, and potential timelines. He elicited questions from the board.

H. Recognition of the Service of Caitrin Wright

Board and staff members thanked C. Wright for her support of Navigator Schools over her six years of service as a two-term member of the board. Staff shared memories of her presence at key milestones, valuable advice, expertise, and inspiration she has provided. Speakers included J. Flaherty, S. Waller, K. Sved, N. Crivello, J. Dent, and C. Toriumi. C. Wright shared memories of her service and thanked members of the staff.

III. Closing Items

A. Adjourn Meeting

John Flaherty made a motion to adjourn the meeting in honor of Caitrin Wright.
 Nora Crivello seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

Caitrin Wright	Aye
Fiaau Ohmann	Aye
Ian Connell	Absent
Nora Crivello	Aye
JP Anderson	Aye
Victor Paredes-Colonia	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 7:20 PM.

Respectfully Submitted,

Sean Martin

Coversheet

Approve Minutes from Board Meeting: March 4, 2021

Section: I. Opening Items
Item: E. Approve Minutes from Board Meeting: March 4, 2021
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for NS Special Board Meeting on March 4, 2021

APPROVED



Navigator Schools

Minutes

NS Special Board Meeting

Date and Time

Thursday March 4, 2021 at 5:00 PM

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 Zoom. 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: **960 6868 4338**. The meeting password is: **778106**.

Members of the public attending online who wish to comment during the board meeting will use the online "raise hand" tool in Zoom when the chairperson elicits public comments. Members of the public planning to attend by phone are requested to confirm their intent to comment up to one hour prior to the meeting by calling (831) 217-4894.

Individual comments will be limited to three minutes. If an interpreter is needed, comments will be translated into English and the time limit shall be six minutes. At its discretion, the board may limit the total time allotted to public comments and set new time limits for individual comments. The board reserves the right to mute and remove a participant from the meeting if the participant unreasonably disrupts the meeting.

Requests for disability-related modifications or accommodations to participate in this public meeting should be made forty-eight hours prior to the meeting by calling (831) 217-4894. All

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

Directors Present

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

Victor Paredes-Colonia

Guests Present

Caitrin Wright (remote), Sean Martin (remote)

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 Mar 4, 2021 at 5:06 PM.

C. Public Comments

There were no public comments.

II. Topical Items

A. Planning Expansion of In-person Instruction

Victor Paredes-Colonia arrived at 5:07 PM.

J. Flaherty outlined the purpose and scope of the meeting. He elicited questions and introduced K. Sved. K. Sved presented a slideshow that reviewed the current status and future steps of the educational model at Navigator Schools in light of COVID-19 and related issues. A major focus was ensuring a safe expansion of in-person instruction. K. Carr reviewed progress toward staff vaccinations and activities to ensure stakeholder engagement. K. Sved reviewed current and future health and safety measures for students, staff, and families. J. Dent presented guiding thoughts for a proposed school model to support expansion of in-person instruction at school sites. K. Sved best practices gleaned from other schools and districts.

Board members thanked staff for preparations and key elements of the proposed plan and asked clarifying questions. Questions focused on model enrollment capacity, parent communications, staff availability, and protocols for health and safety.

N. Crivello shared perspectives from parents. Specifically, some parents shared the opinion that a full-day instructional model is preferable to a half-day instructional model due to logistics and child care challenges.

In the role of subject expert, C. Wright provided insights regarding best practices shared by regional educational leaders.

J.P. Anderson and J. Flaherty emphasized the importance of surveys and parent feedback.

B. Approval of Plans to Expand In-person Instruction

J. Flaherty explained the proposed motion and elicited feedback from board members. Nora Crivello made a motion to approve the plan to expand in-person instruction as presented.

John Flaherty seconded the motion.

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

Roll Call

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

C. Confirm Future Special Meeting Dates and Times

The board determined that a special board meeting will be held on March 29, 2021, from 3:00 pm to 4:00 pm.

III. Closing Items

A. Adjourn Meeting

Victor Paredes-Colonia made a motion to adjourn the meeting.

JP Anderson seconded the motion.

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

Roll Call

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

Roll Call

Nora Crivello Aye

Ian Connell Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:05 PM.

Respectfully Submitted,
Sean Martin

Coversheet

Approve Minutes from Board Meeting: March 29, 2021

Section: I. Opening Items
Item: F. Approve Minutes from Board Meeting: March 29, 2021
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for NS Special Board Meeting on March 29, 2021

APPROVED



Navigator Schools

Minutes

NS Special Board Meeting

Date and Time

Monday March 29, 2021 at 3:00 PM

Location

Zoom

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 Zoom. 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: **960 6868 4338**. The meeting password is: **778106**.

Members of the public attending online who wish to comment during the board meeting will use the online "raise hand" tool in Zoom when the chairperson elicits public comments. Members of the public planning to attend by phone are requested to confirm their intent to comment up to one hour prior to the meeting by calling (831) 217-4894.

Individual comments will be limited to three minutes. If an interpreter is needed, comments will be translated into English and the time limit shall be six minutes. At its discretion, the board may limit the total time allotted to public comments and set new time limits for individual comments. The board reserves the right to mute and remove a participant from the meeting if the participant unreasonably disrupts the meeting.

Requests for disability-related modifications or accommodations to participate in this public meeting should be made forty-eight hours prior to the meeting by calling (831) 217-4894. All

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

Directors Present

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

Directors Absent

Fiaau Ohmann

Guests Present

Sean Martin (remote)

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 Monday Mar 29, 2021 at 3:02 PM.

C. Public Comments

There were no public comments.

II. Business and Finance

A. Approval of 2019-20 Audit Report

V. Paredes-Colonia highlighted main elements of the report. He explained its rigorous requirements and praised A. Ortiz for the success of the audit. A Ortiz explained key findings and related terminology. She provided background information on our audit partner, Lili Huang, and thanked her for her support.

Victor Paredes-Colonia made a motion to approve the 2019-20 Audit Report.

Nora Crivello seconded the motion.

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

Roll Call

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

B. Approval of 2020-21 Auditor

A. Ortiz explained the memorandum attached to this item, including auditor selection, auditor responsibilities, and costs.

Victor Paredes-Colonia made a motion to approve the 2020-21 Auditor.

Ian Connell seconded the motion.

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

Roll Call

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

C. Approval of Second Interim Budget Report

A. Ortiz explained the genesis of this report and to whom it will be submitted. She explained key figures contained in the report and next steps.

Nora Crivello made a motion to approve the Second Interim Budget Report.

Ian Connell seconded the motion.

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

Roll Call

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

III. Topical Items

A. Approval of Revised Expansion of In-person Instruction Plan

K. Sved reviewed updates added to the plan that was previously submitted. He reviewed confirmations from families concerning in-person instruction versus distance learning. He presented recent staff survey results and updates to school in-person start dates. Board members asked questions about on-site teaching exemptions, Friday schedules and attendance, modes of instruction, interventions, parent and guardian reactions to communications, and schedules for upcoming parent meetings.

JP Anderson made a motion to approve the Revised Expansion of In-Person Instruction Plan.

Victor Paredes-Colonia seconded the motion.

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

Roll Call

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

B. Approval of Three New Navigator Schools Board Members

J. Flaherty shared a note from C. Wright who could not be in attendance, in which she recommended election of the board member candidates. J. Flaherty highlighted the background, experience, expertise, and unique strengths of each board candidate in detail. He elicited questions from the board. N. Crivello expressed interest in viewing a curriculum vitae for every future board member candidate. I. Connell expressed enthusiasm for all three candidates.

Ian Connell made a motion to elect Chuck Daggs to the NS Board of Directors. JP Anderson seconded the motion.

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

Roll Call

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

Victor Paredes-Colonia made a motion to elect Shara Hegde to the NS Board of Directors.

JP Anderson seconded the motion.

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

Roll Call

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

John Flaherty made a motion to elect Dena Koren to the NS Board of Directors.

Victor Paredes-Colonia seconded the motion.

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

Roll Call

Fiaau Ohmann	Absent
Nora Crivello	Aye
John Flaherty	Aye

Roll Call

Victor Paredes-Colonia Aye
JP Anderson Aye
Ian Connell Aye

IV. Closing Items

A. Adjourn Meeting

J. Flaherty thanked V. Paredes Colonia for the NS Finance Committee's work relating to the audit. He reminded board members to submit an annual Form 700, due April 1, 2021, as required by state law.

Nora Crivello made a motion to adjourn.

JP Anderson seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:46 PM.

Respectfully Submitted,
Sean Martin

Documents used during the meeting

- Governance v03-29.pdf
- FS Draft v03-29.pdf
- Selection of Auditor FY 2020-21.pdf
- WPS 2nd Interim Report and Memo.pdf
- Revised Expanded In-Person Instruction Plan.pdf
- BR 2021_07 Election of Three Board Members.pdf

Coversheet

Academic Success Committee Report

Section: II. Academics
Item: A. Academic Success Committee Report
Purpose: FYI
Submitted by:
Related Material: 2021_03_31_Academic Comm Mtg Minutes.pdf

DRAFT



Navigator Schools

Minutes

Academic Success Committee Meeting

Date and Time

Wednesday March 31, 2021 at 3:30 PM

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

Committee Members Present

I. Connell (remote), J. Anderson (remote)

Committee Members Absent

None

Guests Present

C. Toriumi (remote), J. Dent (remote), S. Martin (remote), S. Waller (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

I. Connell called a meeting of the Academic Success Committee of Navigator Schools to order on Wednesday Mar 31, 2021 at 3:36 PM.

C. Approve Minutes from Prior Meeting

J. Anderson made a motion to approve the minutes from Academic Success Committee Meeting on 01-20-21.

I. Connell seconded the motion.

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

Roll Call

I. Connell Aye

Roll Call

J. Anderson Aye

II. Academic

A. Smarter Balanced (SBAC) vs. Measure of Academic Progress (MAP)

J. Dent reviewed a potential federal, statewide waiver for annual Smarter Balanced Assessments for the current school year. The committee discussed possible roles of NWEA Measure of Academic Progress (and alternate, state-verified assessment). Members asked questions about how MAP results might be used, including in relation to other assessments utilized at Navigator (including blended learning platforms).

B. Friday Intervention Plan

J. Dent explained reasons for modifying an earlier, draft plan for the provision of interventions. He highlighted the three main advantages of the new plan. Members asked clarifying questions.

C. Wellness and SEL

S. Waller reviewed efforts to promote wellness and social-emotional learning (SEL), including multi-tiered supports and individualized supports for behavior, mental health, academics, and restorative practices. Board members asked questions regarding tracking and evaluation strategies currently in place, and the current status of students across the multiple areas listed above. Questions also addressed current attendance rates and the current emotional health of teachers. The committee chair emphasized the urgency and importance of sustaining a multi-layered approach to reviewing data related to these topics.

D. Summer School and Learning Loss

S. Waller provided an overview of summer school plans in light of COVID-19. She reviewed projected enrollment, student-teacher ratios, types of students served, length of sessions, duration of the program, enrichment activities, and expected outcomes. Participants asked questions regarding enrollment percentages and anticipated student acceptance and participation rates.

III. Closing Items

A. Schedule Next Meeting

The committee chose June 9th, 2021, as the date for its next meeting.

B. Adjourn Meeting

J. Anderson made a motion to adjourn the meeting.

I. Connell seconded the motion.

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

Roll Call

I. Connell Aye

J. Anderson Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:27 PM.

Respectfully Submitted,

S. Martin

Coversheet

Expanded In-Person Instruction Update

Section: II. Academics
Item: B. Expanded In-Person Instruction Update
Purpose: FYI
Submitted by:
Related Material: 1 In_Person Instruct and SEL Wellness Beh Memos.pdf
2 Outlook 2021-22 School Year.pdf



Date: April 15, 2021
To: Board of Directors
From: Kevin Sved, CEO
Subject: Expansion of In-Person Instruction

Update on 2020-21 Expansion of In-Person Instruction

On April 13, Watsonville Prep resumed in-person instruction for all students in a hybrid model with excitement and smooth operations. Gilroy Prep and Hollister Prep begin on April 19. The latest updates, including pictures, will be shared during the board meeting. This update focuses on our reopening priority to support behavioral, social-emotional, and mental health needs of students, families and staff. Please see the attached memo from Sharon Waller, Director of Student Services, which addresses this important priority during these times when many school community members are experiencing traumas and challenges.

Preparing for COVID-19 Variants

The UK variant is of most concern at this time. Nonetheless, county health officers are still optimistic that challenges posed by variants will not thwart current reopening plans. As these findings change day to day, we will provide the most recent information during the board meeting.

Planning for 2021-22

The current focus on 2021-22 planning is related to addressing learning loss. Steps being taken in this regard include:

1. Expanding summer school to serve a greater number of students
2. Increasing intervention supports during and after the regular school day
3. Increasing individual and small-group instruction in grades 1-3 by adding a small-group instructor to each grade level

As we look forward to the start of the next school year in August, it seems likely that the state will require full-time, in-person instruction as a requirement for full funding. The attached slides from the CA Department of Public Health detail the rationale for this optimistic outlook. Given the number of parents who chose to continue distance learning, Navigator leadership is exploring possible strategies to provide an independent study option for families not yet ready to return to on-site instruction. Staff will provide a report to the board on this option during its regularly-scheduled meeting on June 15, 2021.



Date: April 15, 2021

To: Board of Directors

From: Sharon Waller, Director of Student Services

Re: Supporting behavioral, social-emotional, and mental health needs of students, families and staff

Background

Since 2010, when the first Navigator School was launched, there has been a strong emphasis on student behavioral expectations and academic achievement. Visitors to our schools often report their observations of students' exemplary classroom behaviors and strong academic skills. When asked how the school teams achieved these outcomes, the answer always included the following practices: consistent procedures and expectations; the promotion of positive school culture, including school spirit wear, songs, chants, and affirmational and inspirational posters; and explicit lessons presented to all students about how to act toward each other.

The procedures and expectations, without NS labeling them at the time, were considered best practices of two nationwide efforts: Positive Behavior Interventions and Supports (PBIS) and the Multi-tiered Systems of Supports (MTSS) framework. Each of these practices, when applied using data and fidelity, help schools to view the instructional model through a lens of equity. This lens of equity seeks to ensure all children receive the support they need to help them succeed in academics, social skills and behavior. *Every Child By Name and Need* is the motto that we have adopted to inspire our actions.

In 2018, NS received a statewide grant to fund an MTSS initiative. Navigator Schools began to follow the broader, research-based MTSS framework, a schoolwide system providing three tiers of support for students in the areas of academics, behavior and social-emotional learning (SEL). These support levels guide a structure of interventions of increasing intensity and personalized focus.

In the NS MTSS system that addresses social skills, behavior, and mental health, specific data is collected and used by various school staff members, including principals, vice principals, coaches, counselors, psychologists, and special education staff. This data is used

to determine the individual needs of students and their families, and the effectiveness of schoolwide and classroom programs related to a positive school culture for students and adults.

The student data collection includes weekly social-emotional student survey results, weekly behavioral data, attendance data, teacher reports, and benchmark Panorama social skills surveys. School sites and the support office administer targeted surveys to staff and families to gauge wellness, identify next steps for adult culture, and better address family needs.

The charts below list the tiered interventions and supports for social-emotional learning, behavior, and mental health. Tier 1 supports are designed for all students, Tier 2 interventions are for those students who need additional support, and Tier 3 interventions are for those students who need the most support.

Table 1. Tier One Social Emotional Learning (SEL), MH (Mental Health), and Behavior Interventions and Supports

SEL	MH and Behavior
Weekly direct instruction lessons using a specific curricula (PATHS and Second Step) to support self awareness, regulation, empathy, and problem-solving	Positive Behavior Intervention and Supports (PBIS) systems in place in classroom and schoolwide
Parent education workshops (Kind and Firm parenting, nutrition, bullying prevention, suicide prevention, online safety)	Positive school and classroom culture expectations
Schoolwide trainings for staff and students on bully prevention, suicide prevention, kindness, trauma-informed practices, Strong Start, etc.	Daily Strong Start routine in all classrooms

Daily Strong Start routine in all classrooms to help with self regulation, interpersonal skills, self-awareness, and self efficacy	Navigator-wide classroom routines and procedures
Regular office hours available to staff for consultation on SEL (and behavior) by Wellness Team	Clearly defined behavioral expectations, rewards, and consequences
Weekly student surveys given to students (reviewed by Wellness Team and teachers); MTSS weekly meetings to review data and identify new tier strategies needed	Weekly review of behavioral data by leadership
Access to weekly enrichment activities (ie. Joyful January, Fabulous February, etc.)	

Table 2. Tier Two (more intensive) SEL, MH, and Behavioral Interventions and Supports

SEL	MH and behavior
Need specific groups (i.e. social skills, building confidence, academic)	Restorative Circles
Gaming clubs	Counselor-led groups to address wellness
Circle of Friends	Collaborating with community agencies for referrals to parenting classes
Various 'lunch bunches' (groups of students meeting with an adult over the course of several weeks to build connections)	Teacher-led boys or girls groups

Collaborating with outside agencies to provide boys/girls groups (ie. Youth Alliance, Joven Noble/Xochilt)	Mentor Club (cross-age mentoring)
	Strength Based Classroom Responsibilities (ie. door greeter to build connections, front of the line to build leadership, etc.)

Table 3. Tier Three SEL, MH and Behavior Interventions and Supports (many strategies cross-over at this most intensive level)

SEL	MH and behavior
1-1 counseling	Restorative projects / community service
Small group counseling (2-3 students)	1-1 counseling
Check In and Check Out System	Check-in/Check-out system
20-minute work-out (strength-based, student support group meeting)	Wraparound support for the family (home visits, family counseling)
Student study team (SST) leading to possible 504 plan or an Individualized Educational Plan (IEP)	Referral to external support network for mental health support
Modified schedule	Behavior plan
Crisis Response Teams (CRT) in place	SST to possible 504 or IEP
	CRT in place

Current Update

The school leadership teams understand that many of our students, staff and families have been deeply affected by the pandemic. There is a common understanding amongst the staff that there will be an increase in mental health issues for students and families, and in some cases, staff members, due to traumas that have occurred as a result of COVID-19. Organizations who have opened up prior to NS have attested to these needs. Because of these heightened concerns, our schools are engaged in a comprehensive re-launch plan that emphasizes safety and positive school culture and then academic objectives. We want to ensure that students re-acclimate and feel successful as we do each August.

To ensure the success of the post-COVID re-launch of schools, all staff have been provided with professional development in areas specific to SEL, behavior and mental health, including trauma-informed educational practices, PBIS, behavior intervention strategies, and use of the Strong Start daily routine.

Some practices in place before COVID-19 are receiving greater emphasis during the hybrid return to school because of their efficacy as Tier One strategies in support of SEL, behavior and mental health. There is an organization-wide expectation that all teachers will use the strategies of PBIS in their classrooms, with an emphasis on safety, routines and procedures. A Strong Start session will be part of the daily class routine.

Students will receive weekly SEL lessons. In the middle school teachers are hosting daily SEL/community meetings to allow for more student to staff connection time. Students in 5th-8th grade will receive a workshop that provides them with resources to support improved mental health and guidance on where to go when they are not feeling mentally strong. Each campus will train and redeploy their crisis response teams to be ready to respond to students in need of urgent and intense mental health or behavioral support. Members of the student services staff will be strategically placed at campuses to provide additional support to teachers or students as needed. The stakeholder engagement team has been and will continue to be responsive to the needs of our families by providing families with resources such as food, clothing, and referrals to outside agencies, including ones that provide housing support.

The entire NS organization is committed to ensuring our students, families and staff are as safe and well as they can be upon returning to a hybrid model. Please reach out to me if you have any suggestions or questions.

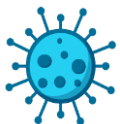
Outlook for the 2021-22 School Year

As of April 14, 2021



Purpose of this Presentation

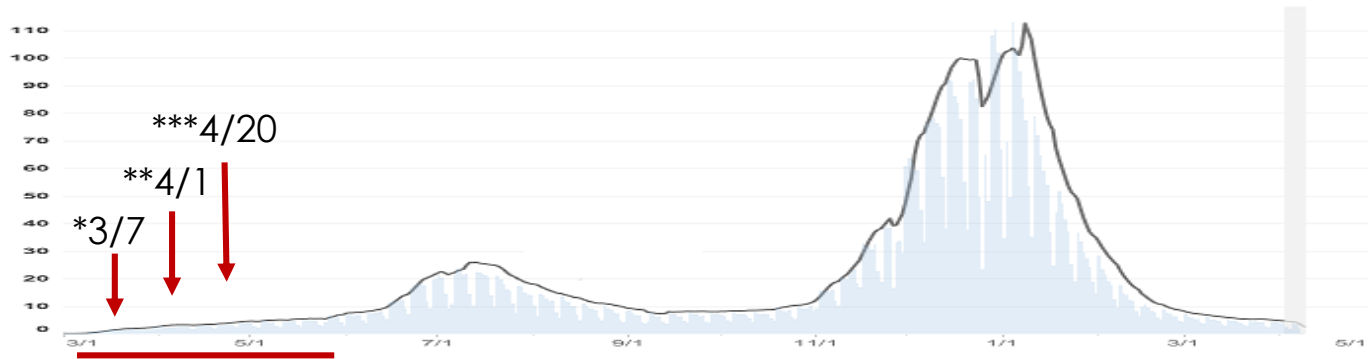
- On April 6, CDPH published [Beyond the Blueprint](#), with the expected outlook across all sectors.
- This presentation is intended to provide a more robust school-specific outlook, in an effort to provide as much transparency and lead-time for planning as possible, including:
 - Historical context on where we have been
 - What we have learned
 - Expected conditions for the next school year
- This presentation includes no directives, guidance, or other policy.



Where We Have Been + What We Learned



March – May 2020: Schools Close In Response to Uncertainty About COVID-19 Risks; Pivot to Distance Learning

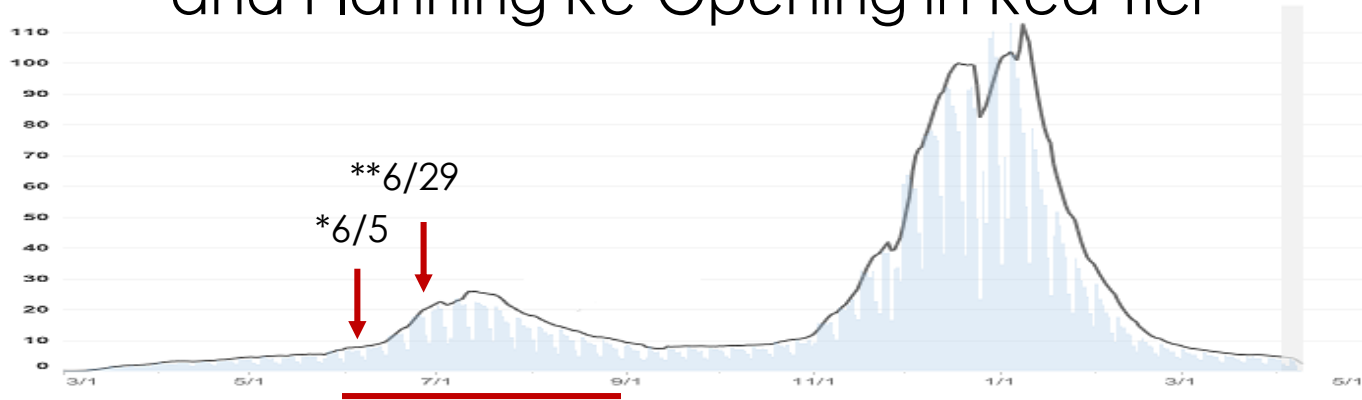


During this Period:

- Assumption that children are vectors for COVID-19 and would exacerbate community transmission.
- Uncertainty about how to protect students and staff.
- Schools pivot as fast as possible to distance learning and supporting families (continued school nutrition, providing computing devices, etc.).
- ***March 7:** Student tests positive for COVID-19, prompting the state's fifth largest school district to announce closure.
- ****April 1:** Governor and State Superintendent finalize labor-management framework for distance learning in partnership with school labor and management groups.
- *****April 20:** Governor, First Partner, and State Superintendent secure over 70,000 computing devices and 100,000 connected mobile hotspots from businesses and philanthropies, and distribute them to schools across the state.



June – August 2020: Uncertainty Causes Anxious Start to the School Year; Schools Focus on Quality Distance Learning and Planning Re-Opening in Red Tier

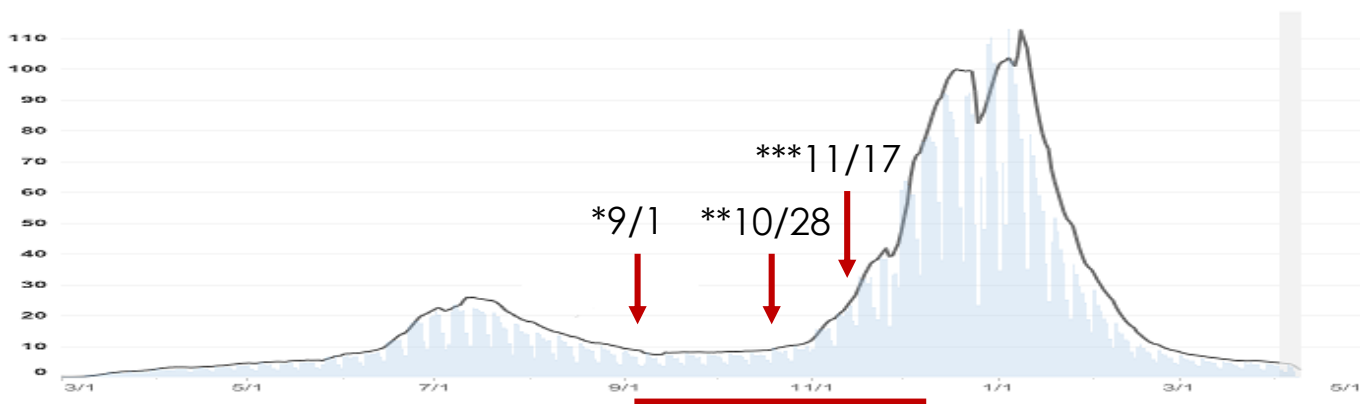


During this Period:

- Understanding and emerging consensus that children are not significant vectors.
- Continuing uncertainty about most effective mitigation layers: “all of the above” approach (e.g., emphasis on symptom checks because of a lack of scientific understanding of prevalence of asymptomatic individuals).
- Schools grapple with two big lifts: (1) quality distance learning and (2) preparing for safe re-openings in Red Tier.
- With counties in Purple Tier, most schools begin the school year in distance learning and follow guidance to provide in-person instruction to targeted student groups (e.g., special education) in cohorts.
- ***June 5:** California becomes one of the first states to issue comprehensive school reopening guidance, including a mask mandate in schools.
- ****June 29:** Legislature and Governor allocate additional \$5.3 billion for schools to respond to COVID-19, including reopening safeguards and distance learning (e.g., bridging the student digital divide). 83% of funds are allocated according to equity metrics (% of low-income students, students with disabilities, etc.). Related legislation (SB 98) also sets requirements for distance learning, mental health, student re-engagement, and in-person instruction.



September – November 2020: Safe Re-Opening Plans Delayed by Winter Surge; Schools Contemplate Remaining Closed for the 2020-21 School Year



During this Period:

- Stronger understanding of effective mitigation layers, including evidence that in-school transmission can be near zero with strong implementation of key precautions (e.g., masks).
- Schools continue improvements to distance learning, but grapple with disengagement and the mental health of students and staff.
- Schools continue providing in-person instruction to targeted student groups in cohorts.
- Schools finalize and begin implementing plans to re-open in Red Tier.
- Looming Winter Surge associated with the holidays leads to caution, then implementation delays, then decisions to remain closed for the entire school year.
- ***September 1:** Governor's Office of Emergency Services completes delivery of PPE at no cost to schools throughout the state.
- ****October 28:** After Governor announces that the State Valencia Branch Laboratory will prioritize COVID-19 testing for schools, HHS publishes Playbook for schools to set up operations.
- *****November 17:** The state's seventh largest school district announced it would remain closed for the entire school year. Many school communities contemplate similar decisions.



December 2020 – March 2021: Strong Public Health Measures to Combat the Surge, Combined with Intensified School Supports, Turns Momentum Back to Reopening



During this Period:

- California experiences a punishing Winter Surge, prompting strong public health measures to combat transmission. At the height of the Surge, the Governor begins a major push for schools to be the first-priority sector to reopen when cases are anticipated to decline in February.
- ***December 3:** Governor institutes Regional Stay-at-Home Order.
- ****December 24:** California becomes first state to apply for Medicaid reimbursement for school COVID-19 testing, approved by the Biden administration on March 3, 2021.
- *****December 30:** Governor outlines Safe Schools for All Plan, including vaccine prioritization for K-12 staff, State Safe Schools Team for oversight and assistance, comprehensive testing, PPE, and transparency.
- **+January 14:** Safe Schools for All Hub is launched as a one-stop shop, providing direct technical assistance to schools and transparency measures for parents.
- **++February 19:** Governor accelerates vaccines for K-12 school staff, leading to most receiving access by early March.
- **+++March 5:** Legislature and Governor allocate additional \$6.6 billion to accelerate re-openings and expand mental health and academic supports.



Expected Conditions for the 2021-22 School Year



Major Differences Between Last and Next School Years

Key Factors:

1. Research & Understanding
2. Oversight & Assistance
3. Comprehensive Testing Program
4. Vaccines
5. Community Transmission



1. Research & Understanding

August 2020	Now	By August 2021
<p>Limited understanding of role of children in COVID-19 transmission</p> <p>Tentative understanding of effective precautions</p> <p>Skepticism that children can wear masks</p>	<p>Understanding and consensus that children are not major vectors</p> <p>Understanding and consensus that in-school transmission can be minimal with key precautions</p> <p>Strong understanding that masks are very effective and experience that children can wear them</p> <p>Aggressive monitoring of variants</p>	<p>Better tailored and targeted precautions</p> <p>Growing evidence of vaccine effectiveness</p> <p>Continued mask-wearing across all ages</p> <p>Robust testing and contact tracing</p> <p>Further heightened focus on variants</p>



2. Oversight & Assistance

August 2020	Now	By August 2021
<p>No data on school reopening status or cases reported in schools</p> <p>Reliance on local health departments</p> <p>State and local health departments stretched to limits, focused on slowing transmission and minimizing deaths</p>	<p>Data on reopening status and transmissions, among other elements, available school by school</p> <p>Cross-agency State Safe Schools Team providing direct oversight and assistance to hundreds of school districts</p> <p>Contact tracing supplemented by routine training of school liaisons and the School Portal for Outbreak Tracking</p>	<p>More refined and granular reporting and transparency</p> <p>Expanded State Team, including regional members covering every county</p> <p>As adult vaccination increases and other sectors pose less risk, schools become primary focus</p>



3. Comprehensive Testing Program

August 2020	Now	By August 2021
<p>Substantial barriers to access, including limited supply chains</p> <p>School-based testing not an option</p>	<p>Nation's most robust school-based testing program, including both PCR and antigen options</p> <p>Nation's leading financial supports, including state and federal funding for testing for low-income students</p>	<p>Between federal and state supports, potential for no-cost testing for schools</p> <p>Expanded capacity to support safe in-person instruction at schools</p>



4. Vaccines

August 2020	Now	By August 2021
<p>Vaccines seemed like a distant hope</p>	<p>School staff were offered vaccines throughout the state by early March</p> <p>40% of Californians have received at least one dose</p> <p>On April 15, all Californians ages 16+ will be eligible for vaccines</p>	<p>With greater supply, accelerated rise in vaccination rates in the four months until August, including all high-risk school community members and households</p> <p>Likely vaccine eligibility of children ages 12-15</p>



5. Community Transmission Rates

August 2020	Now	By August 2021
<p>Many of the most populous counties are in the Purple Tier</p> <p>Expectation of a surge associated with forthcoming holidays</p> <p>Schools focus on having high quality distance learning programs</p>	<p>Nation's lowest positivity rates</p> <p>Lowest positivity rates to date</p> <p>Among nation's lowest case rates</p>	<p>Immunity through past exposure and vaccination will further mitigate community transmission</p>



Expected Conditions and Next Steps

- If current trends and best practices continue, the next school year can begin with offering full in-person instruction to all students (full days, five days per week). Some staff, students, and families may continue to require accommodations.
- State health regulations and guidance will remain operative, but will be revised to reflect changing conditions – including any adjustments to respond to variants – and in consultation with federal, state, and local partners.
- Policy decisions about funding, requirements, authorizations, *etc.* will be enacted by the Legislature and Governor, in consultation with K-12 stakeholders.



Planning for the Future

- Schools can leverage an historic level of state and federal funds, including \$4.6 billion to expand learning opportunities, made available through early action in March.

- The following should be considered as priorities:
 - Summer programming, including in partnership with service providers who can help supplement school staff recovering from the stress of this school year.
 - Planning to offer full in-person instruction to all students to start the next school year.
 - Communicating with and educating families who may be reluctant to return to in-person instruction.
 - Maximizing the amount of instructional time, through an extended school year and/or before/after school.
 - Maximizing the value of instructional time, through expanded mental health services and high-dose academic interventions, such as tutoring.



Coversheet

Approval of MAP as an Alternative to the 2020-21 SBAC

Section: II. Academics
Item: C. Approval of MAP as an Alternative to the 2020-21 SBAC
Purpose: Vote
Submitted by:
Related Material: Alternative Assessment Memo.pdf



Date: 04/15/2021
 To: NS Board
 From: James Dent, Chief Academic Officer
 Subject: Alternative Assessment Memo

Background

(From April 7, 2021 California Department of Education Press Release)

The U.S. Department of Education notified California this week that the state's request for relief from certain federal testing, accountability, and reporting requirements has been granted.

In a letter to State Superintendent Tony Thurmond and State Board President Linda Darling-Hammond, Deputy Assistant Secretary for Policy and Programs Ian Rosenblum said he was "pleased to approve" California's request. "The intent of these accountability waivers is to focus on assessments to provide information to parents, educators, and the public about student performance and to help target resources and supports," Rosenblum wrote. "This is particularly crucial this year, due to the COVID pandemic."

In February, the State Board of Education voted to seek a waiver that would give schools the means to account for the impact of the COVID-19 pandemic in their ability to assess students. The Board's action was in response to [federal guidance](#) allowing states to seek flexibility given that most students have yet to return to in-person instruction either part- or full-time.

The state also discussed its plan to give schools permission to report data from standards-aligned interim or diagnostic tests they have been using where it is not viable to administer the state summative assessments due to the impact of the COVID-19 pandemic.

Unlike last year, the U.S. Department of Education did not invite states to apply for blanket waivers that would allow states to opt-out of annual testing altogether, citing the role testing data plays in supporting students.

As granted, California's waiver:

- *Decouples state assessments from federal accountability requirements, as applicable. Instead, any data collected will be used to inform local educators, parents, and the public and align resources to student supports.*
- *Waives federal penalties for student testing participation rates of less than 95 percent on the state's Smarter Balanced English language arts and math.*

Recommendation

After consultation with the Academic Success Committee, it is recommended the Board approve the staff's recommendation to use the Measures of Academic Progress (MAP) assessment which is published by the Northwest Evaluation Association and administered to millions of students annually. Additionally, Staff will implement the California Science Test or an alternate approved science test for grades 5 and 8 as required.

Rationale

Navigator students, like students across the nation, have experienced learning loss due to the pandemic. We feel it is critical to maximize learning time this spring and for a variety of reasons listed below, we feel using MAP will be significantly more efficient and useful this year while providing us more timely information on student needs.

1. MAP can typically be administered in four days and data is provided immediately, allowing us to adjust instruction this spring, prepare for summer school, and organize student learning groups for classroom instruction in the fall..
2. SBAC takes up to eight days in most grades and eleven days in the science testing grades (5th and 8th) and data can take weeks to months to receive in a meaningful format.
3. We intended to administer MAP this spring as an interim assessment to support the annual, summative SBAC. Using MAP instead of SBAC will conserve instructional hours and resources.
4. This plan is similar to what Gilroy Unified and Pajaro Valley are planning to do. We are still in the process of finding out what Hollister School District intends to do.
5. Site leadership teams unanimously support using MAP this spring.
6. Administering a single assessment in spring will reduce potential student anxiety surrounding testing and disruptions of normal schedules.

It should be noted that Navigator strongly believes in the SBAC as an effective and valuable assessment of college readiness when it comes to academic skills. We look forward to (hopefully) having a full year of instruction next year and administering the SBAC again then. For more information on the MAP test, visit [this blog](#) provided by NWEA.

Coversheet

Governance Committee Report

Section: III. Governance
Item: A. Governance Committee Report
Purpose: FYI
Submitted by:
Related Material: 2021_04_08 Gov Comm Mtg Minutes.pdf

DRAFT



Navigator Schools

Minutes

Governance Committee Meeting

Date and Time

Thursday April 8, 2021 at 2:00 PM

Location

Zoom

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

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.

Committee Members Present

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

Committee Members Absent

None

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 Thursday Apr 8, 2021 at 2:02 PM.

C. Approve Minutes

J. Anderson made a motion to approve the minutes from Governance Committee Meeting on 01-21-21.

J. Flaherty seconded the motion.

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

Roll Call

J. Anderson Aye

J. Flaherty Aye

II. Topical Items

A. Onboarding Update

K. Sved reported on his recent meetings with new board members to support their onboarding to the board. He reviewed materials provided to the new members.

B. Consideration of Adding a Development Committee

The committee discussed strategies for obtaining board feedback on the topic, legal considerations and consultation, and the prior history of such a committee, if any, at Navigator Schools. K. Sved reported feedback from an advisor on legal matters and related guidelines. Members discussed the scope and purpose of the committee, potential overlap and interrelationships with other committees, and parent communications with the board. The committee discussed interests, expertise, and roles of board members, current and new, related to development efforts.

C. Consideration of Adding a Board of Advisors

In part, the discussion of this item was merged into the discussion of the preceding agenda item. In addition, the committee discussed details of committee roles, structures, meeting frequencies, and relationship to the Navigator Schools Support Corporation Board. Members discussed advisory roles and consultants. The chair expressed interest in inviting a potential consultant candidate to the next meeting of the Governance Committee.

D. Review Committee Assignments

K. Sved explained the process by which resolutions were written regarding board committee assignments in the past. J. Flaherty and K. Sved discussed additional strategies and timelines for engaging the board in the committee assignment process.

E. Review of Bylaws and Timelines for Potential Modification

K. Sved explained potential reasons for considering changes to the board bylaws and the implications of such changes, specifically relating to school charters. Board members requested that research of recent COVID-19 virus variants, above all the UK Variant, be performed by staff and that the results of the study be presented to the board at its next meeting.

III. Closing Items

A. Adjourn Meeting

J. Anderson made a motion to adjourn the meeting.

J. Flaherty seconded the motion.

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

Roll Call

J. Flaherty Aye

J. Anderson Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:52 PM.

Respectfully Submitted,
S. Martin

Coversheet

Development Goals and Strategies

Section: III. Governance
Item: B. Development Goals and Strategies
Purpose: Discuss
Submitted by:
Related Material: Development Committee Memo.pdf



Date: April 15, 2021
To: Board of Directors
From: Kevin Sved, CEO
Subject: Structures to Support Development Efforts

Strengthening Navigator's development capacity is essential to sustain current operations; enhance programming to better serve our students, families, and communities; and expand to serve a greater number of students and families. Creating structures for board engagement and expanding the volunteer effort can play instrumental roles in a successful long-range development plan. The Governance Committee proposed this agenda item to engage the full board in discussing these needs and possible strategies. Sample descriptions of a board development committee and an advisory council are attached. A description of the affiliated Navigator Schools Support Corporation is also attached as this entity and its board can also be integrated components of a successful development structure.

Development Committee

General Purpose

The Development Committee is commissioned by and responsible to the board of trustees to assume the primary responsibility for raising non-grant funds to support the organization's mission. This committee ensures that the organization has sufficient funding to support the growth and expansion of the organization is critical to long term sustainability.

Appointments and Composition

Appointments of the chair and members of the Development Committee shall be made annually by the chair of the board with the advice and consent of the board in accordance with the bylaws.

The chair of this committee shall be a member of the Board of Trustees.

Members of this committee shall be members of the board of trustees, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

The Development Committee has the following primary functions within the organization:

- Develop annual and multi-year fundraising plans that will generate the funds needed to meet the non-public and non-grant fundraising goal.
- Coordinate the implementation of the fundraising plan with fundraising efforts by senior staff, parents, and other volunteers.
- Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the sub-committees.
- Develop a plan for involving all board members in the non-grant resource development activities of the organization.
- Arrange for board training on development issues, as needed.
- Create specific, measurable, board-level goals for the year as part of the full board planning process.
- Report to the board of trustees at its regular meetings in a manner determined by the board.
- Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the board of trustees

Navigator Advisory Council (or other title like Board of Advisors)

draft: 4/15/21

Purpose

This advisory group will be composed of highly-respected individuals whose affiliation will enhance Navigator's reputation and reach to support long-term sustainability and deepen impact. The expertise of these advisors will contribute to the organization's continuous improvement efforts.

Key Responsibilities

- 1) Provide counsel to the CEO and Board of Navigator Schools (NS)
- 2) In collaboration with the CEO and the NS Board, advise on fulfilling the mission of NPS including supporting the long-term sustainability of the organization
- 3) Assist in bringing financial resources to NS
- 4) Serve as outreach for NS in the larger context of public education and beyond

NAC Members:

- Will serve a one year term
- Attend two meetings per year (virtual or in person)
- Actively participate in the functioning of the council
- Be available for individual consultations to the CEO and the NS Board
- Will be nominated by the CEO and approved by the NS Board

Navigator Advisory Council is not a committee created by the NS Board. It is not under the Brown Act, however, the interactions between NAC and the NS Board will follow all Brown Act requirements.

Navigator Schools Support Corporation

The Navigator Schools Support Corporation (NSSC) was created in December 2020 as an affiliated 501c3 with the immediate need to facilitate the 407 Main Street facility deal. Since there are many advantages to separating privately raised funds from those received through public sources, NSSC could play an important role in raising private funds to support the Navigator Schools' mission. Staff would like to collaborate with the Board and NSSC Board to explore how to best utilize the NSSC to support fundraising as well as possibly operating non-core programming like dissemination. Our founding NSSC Board is composed of:

- Annie Millar, retired Executive Director of Ceiba Public Schools;
- John Glover, CEO of Alpha Public Schools (and former Navigator Board Member); and
- Patrick Walsh, charter advocate and former regional director of CCSA.

The terms of these founding board members runs through June 30, 2021. While the roles of the initial board members were primarily focused on the founding organizational documents and approving aspects of the 407 Main Street facilities deal, roles in 2021-22 and beyond could be shaped to be more directly related to supporting organizational development efforts. NSSC membership is approved by the Navigator Schools Board of Directors.

Coversheet

Board Committee Assignments

Section: III. Governance
Item: C. Board Committee Assignments
Purpose: Discuss
Submitted by:
Related Material: Board Committee Members.pdf



Updated: April 15, 2021

NS Board: Committee Membership List

Academic Success Committee

- JP Anderson
- Ian Connell *Committee Chair*

CEO Support and Evaluation Committee

- Pending

Finance Committee

- Nora Crivello
- Victor Paredes-Colonia *Committee Chair*

Governance Committee

- JP Anderson
- John Flaherty *Committee Chair*

Coversheet

2021-22 Board Meeting Calendar

Section:	III. Governance
Item:	F. 2021-22 Board Meeting Calendar
Purpose:	Discuss
Submitted by:	
Related Material:	Board Schedule 2021-2022 Draft.pdf

2021-22 NS Board Meeting Schedule (Proposed)

Regular board meetings are held from 6:00 pm to 9:00 pm unless otherwise noted.

<i>Date</i>	<i>Activity/Agenda Items</i>
August 24	<ul style="list-style-type: none"> ● School opening news ● Board goals ● Spring 2021 MAP scores
October 12	<ul style="list-style-type: none"> ● Facilities: Prop 39 requests (Due to Districts Nov. 1) ● Unaudited actuals as of June 30, 2021 ● Fall 2021 MAP scores
December 14	<ul style="list-style-type: none"> ● 2020-21 audit approval ● Strategic planning and 2022-23 priorities
February 8	<ul style="list-style-type: none"> ● Facilities: Prop. 39 Responses (due to districts Mar. 1) ● Preliminary 2022-23 budget presentation, salary authorizations ● School Accountability Report Card
April 19	<ul style="list-style-type: none"> ● 2022-23 school calendar approval ● LCAP and 2020-21 preliminary budget update ● Wellness Policy 2020-21
June 14	<ul style="list-style-type: none"> ● Election of officers ● End of year staff and parent survey results ● LCAP approval ● 2022-23 budget approval ● CEO evaluation (closed session)

Coversheet

Finance Committee Report

Section: IV. Business and Finance
Item: A. Finance Committee Report
Purpose: FYI
Submitted by:
Related Material: March_31_2021_Financials.pdf
2021_04_08 Fin Comm Mtg Minutes.pdf



2020-21 Budget Narrative
 March 31, 2021
 Board of Directors Meeting

2020-21 Net Income (GAAP)

	Revised Budget Net Income (GAAP)	Projected Net Income (GAAP)
Charter Management Organization (CMO)	224K	213K
Gilroy Prep School (GPS)	552K	566K
Hollister Prep School (HPS)	500K	519K
Watsonville Prep School (WPS)	336K	352K
Total	1.6M	1.65M

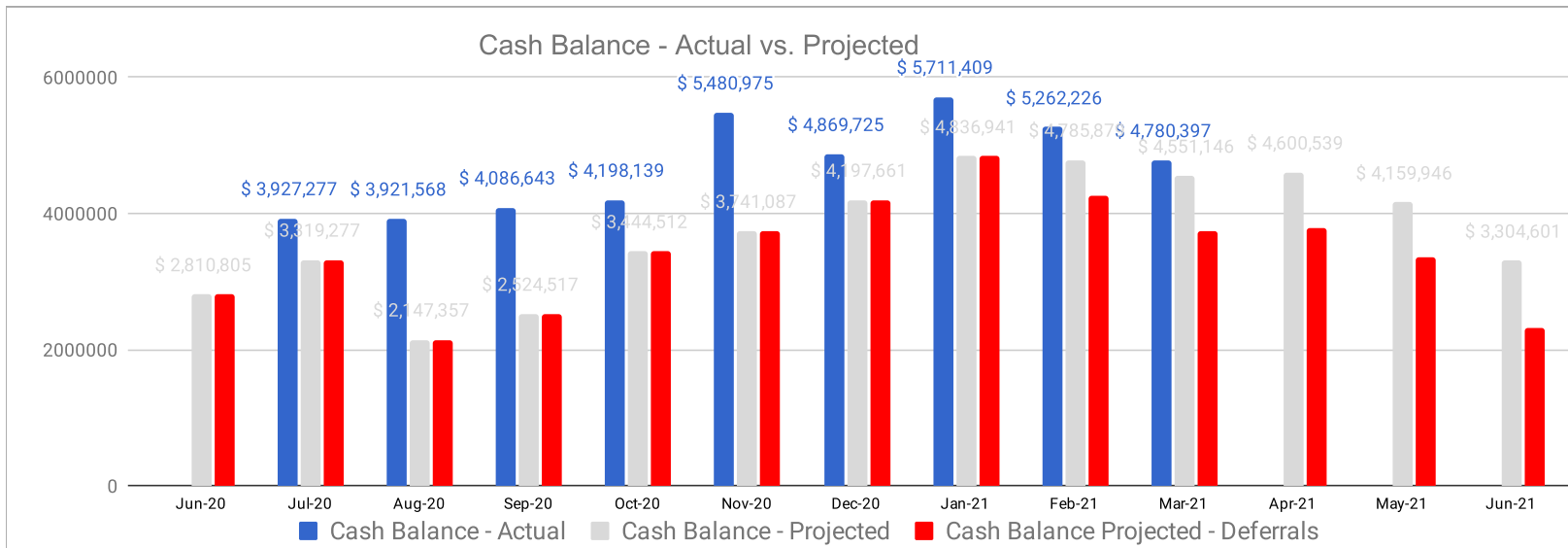
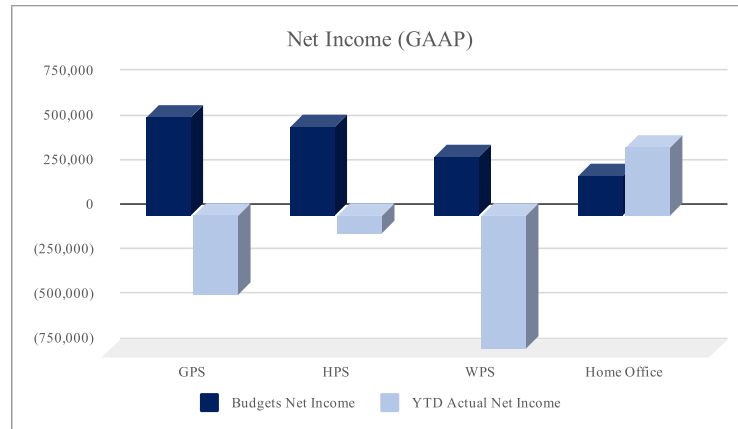
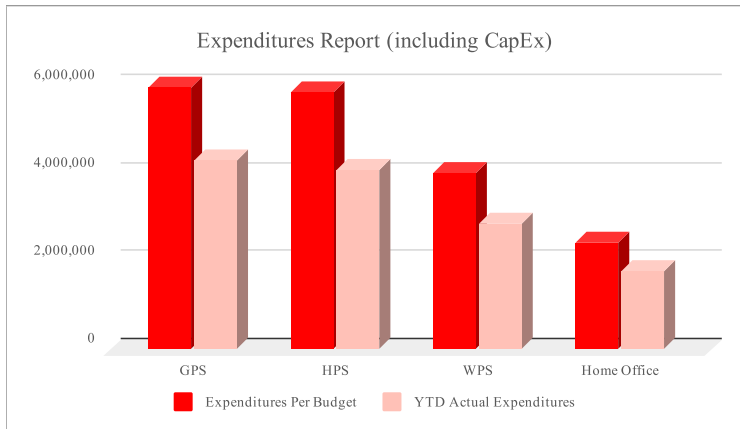
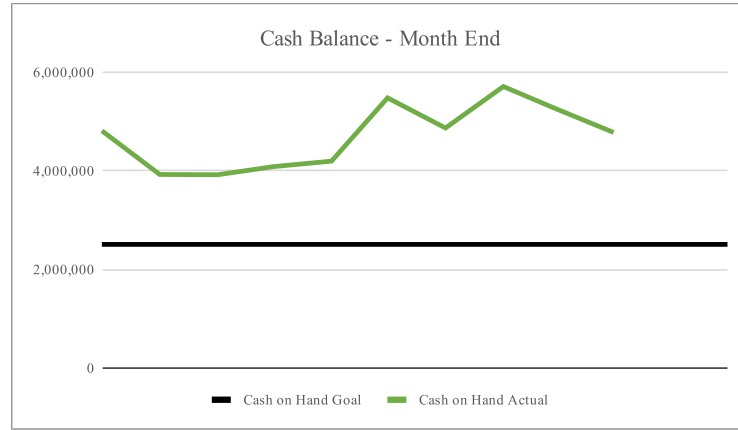
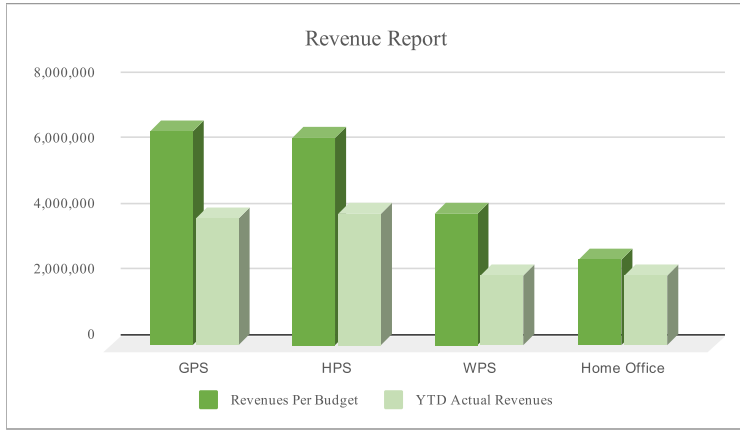
- Charter Management Organization (CMO)
 - \$11k unfavorable variance in books & supplies due to technology needing to be replaced and additional operations supplies due to COVID
- Gilroy Prep School (GPS)
 - \$20k favorable variance in other revenue due to reclassifying account codes entered incorrectly
- Hollister Prep School (HPS)
 - \$19k favorable variance in other revenue due to reclassifying account codes entered incorrectly
- Watsonville Prep School (WPS)
 - \$16k favorable variance in other revenue due to reclassifying account codes entered incorrectly

Navigator Schools
 Consolidated Balance Sheet Comparison
 March 31, 2021

	<u>3/31/2021</u>
Cash	4,780,397
Accounts Receivable	788,147
Prepaid Expense	24,513
Fixed Assets, net of depreciation	706,186
Other Assets	4,763
Total Assets	6,304,006
Accrued Liabilities	375,505
Loans Payable	2,193,770
Total Liabilities	2,569,275
Beginning Fund Balance	4,596,213
Net Income	-861,482
Ending Fund Balance	3,734,731
Total Liabilities & Fund Balance	6,304,006

****Loans Payable**

Watsonville Prep School	\$197,915	California Department of Education
Watsonville Prep School	\$230,855	Pacific Charter School Development
CMO	\$1,765,000	Payroll Protection Program



Navigator Schools - 2020-2021 Budget vs. Projection

	March 31, 2021				GPS				HPS				WPS			CMO				
	Total	TOTAL	Total	Total	GPS	GPS	GPS	GPS	HPS	HPS	HPS	HPS	WPS	WPS	WPS	WPS	CMO	CMO	CMO	CMO
	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21	2020-21
	BOD Approved YTD				BOD Approved YTD				BOD Approved YTD				BOD Approved YTD			BOD Approved YTD				
	Budget	Actuals	Projection	to Budget	Budget	Actuals	Projection	to Budget	Budget	Actuals	Projection	to Budget	Budget	Actuals	Projection	to Budget	Budget	Actuals	Projection	to Budget
Enrollment	1358	1292	1080		565	538	540		565	537	540		228	217	225					
REVENUE:																				
LCFF Revenue	11,994,140	7,132,368	11,994,140	0	4,725,123	2,788,384	4,725,123	0	4,907,676	3,258,065	4,907,676	0	2,361,341	1,085,919	2,361,341	0	0	0	0	0
Federal Revenue	3,118,314	1,627,636	3,118,314	0	1,124,870	642,582	1,124,870	0	913,600	397,979	913,600	0	1,079,844	587,075	1,079,844	0	0	0	0	0
Other State Revenue	1,368,819	846,428	1,368,819	0	642,538	414,874	642,538	0	508,169	312,469	508,169	0	218,112	119,085	218,112	0	0	0	0	0
Donations & Grants	1,265,000	1,182,239	1,257,000	(6,802)	8,802	401	2000	(6,802)	5,000	0	5,000	0	350,000	303,394	350,000	0	900,000	878,444	900,000	0
Other Revenue	60,500	97,909	117,500	57,000	10,000	30,906	31,000	21,000	7,500	26,746	27,000	19,500	0	16,410	16,500	16,500	43,000	23,847	43,000	0
CMO Management Fees	1,679,180	1,243,563	1,679,180	0													1,679,180	1,243,563	1,679,180	0
REVENUE	19,484,755	12,130,143	19,534,953	50,198	6,511,333	3,877,147	6,525,531	14,198	6,341,945	3,995,259	6,361,445	19,500	4,009,297	2,111,883	4,025,797	16,500	2,622,180	2,145,854	2,622,180	0
EXPENDITURES:																				
Salaries	9,561,101	6,640,978	9,561,101	0	3,126,997	2,182,830	3,126,997	0	3,128,756	2,172,152	3,128,756	0	1,732,355	1,144,105	1,732,355	0	1,572,993	1,141,891	1,572,993	0
Benefits & Taxes	2,421,145	1,771,046	2,421,145	0	767,965	592,623	767,965	0	771,502	572,285	771,502	0	443,967	335,892	443,967	0	437,711	270,246	437,711	0
Books & Supplies	1,868,729	1,400,616	1,879,829	11,100	750,816	582,480	750,816	0	425,001	261,682	425,001	0	659,012	512,491	659,012	0	33,900	43,963	45,000	11,100
Services & Other Operating Expense	2,273,243	1,585,206	2,273,243	0	616,434	406,182	616,434	0	812,673	558,982	812,673	0	490,704	319,571	490,704	0	353,432	300,471	353,432	0
CMO Management Fees	1,679,180	1,243,563	1,679,180	0	661,517	493,382	661,517	0	687,075	508,187	687,075	0	330,588	241,994	330,588	0				0
Capital Outlay	343,472	329,122	354,726	11,254	13,820	25,074	25,074	11,254	0	0	0	0	329,652	304,048	329,652	0	0	0	0	0
EXPENDITURES	18,146,870	12,970,531	18,169,224	22,354	5,937,549	4,282,571	5,948,803	11,254	5,825,007	4,073,288	5,825,007	0	3,986,278	2,858,101	3,986,278	0	2,398,036	1,756,571	2,409,136	11,100
REVENUE LESS EXPENDITURES	1,337,885	(840,389)	1,365,729	27,844	573,784	(405,425)	576,728	2,944	516,938	(78,029)	536,438	19,500	23,019	(746,218)	39,519	16,500	224,144	389,283	213,044	(11,100)
GAAP Adjustments:																				
Revenue Less Expenditures	1,337,885	(840,389)	1,365,729	27,844	573,784	(405,425)	576,728	2,944	516,938	(78,029)	536,438	19,500	23,019	(746,218)	39,519	16,500	224,144	389,283	213,044	(11,100)
Add back Capita Outlay to Net income	343,472	21,629	354,726	319,277	13,820	0	25,074	11,254	0	0	0	0	329,652	21,629	329,652	308,023	0	0	0	0
Subtract Depreciation Expense	(69,000)	(69,000)	(69,000)	0	(35,000)	(35,000)	(35,000)	0	(17,000)	(17,000)	(17,000)	0	(17,000)	(17,000)	(17,000)	0	0	0	0	0
Net Income - GAAP Basis 2018-19	1,612,357	(887,760)	1,651,455	39,098	552,604	(440,425)	566,802	14,198	499,938	(95,029)	519,438	19,500	335,671	(741,589)	352,171	16,500	224,144	389,283	213,044	(11,100)
Beginning Net Assets @ 6/30/20	4,517,847	4,517,847	4,517,847		1,875,287	1,875,287	1,875,287		1,957,165	1,957,165	1,957,165		68,423	68,423	68,423		616,972	616,972	616,972	
Net Income - GAAP Basis 2020-21	1,612,357	(887,760)	1,651,455		552,604	(440,425)	566,802		499,938	(95,029)	519,438		335,671	(741,589)	352,171		224,144	389,283	213,044	
Ending Net Assets @ 6/30/21	6,130,204	3,630,088	6,169,302		2,427,891	1,434,863	2,442,089		2,457,103	1,862,136	2,476,603		404,094	(673,166)	420,594		841,116	1,006,255	830,016	

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>
2020-21 ADA - Approved Budget	1250.8	518.4	518.4	214
2020-21 ADA thru 3/15/21	1259.3	523.4	526.6	209.36
2020-21 ADA %- Approved Budget	95.6%	96.0%	96.0%	94%
2020-21 ADA % thru 3/15/21	97.3%	97.2%	97.9%	95.6%
2020-21 Enrollment - Approved Budget	1308.0	540.0	540.0	228
2020-21 Ave Enrollment thru 3/15/21	1294.9	538.2	537.8	219
Enrollment as of 3/15/21	1299.0	539.0	539.0	221



	<u>Actual</u>
Cash balance as of 03/31/21	4,780,397
Projected Annual Expenditures (not including CMO Mgmt Fees)	16,490,044
Number of Months Cash on Hand	3.48

DRAFT



Navigator Schools

Minutes

Finance Committee Meeting

Date and Time

Thursday April 8, 2021 at 9:00 AM

Location

Remote via Zoom

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.

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

Committee Members Present

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

Committee Members Absent

None

Guests Present

A. Ortiz (remote), Dena Koren (remote), K. Sved (remote), S. Martin (remote)

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 Thursday Apr 8, 2021 at 9:03 AM.

C. Approve Minutes from Prior Special Meeting

N. Crivello made a motion to approve the minutes from Special Finance Committee Meeting on 03-25-21.

V. Paredes-Colonia seconded the motion.

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

Roll Call

V. Paredes-Colonia Aye

N. Crivello Aye

D. Approve Minutes from Previous Regular Meeting

N. Crivello made a motion to approve the minutes from Finance Committee Meeting on 01-21-21.

V. Paredes-Colonia seconded the motion.

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

II. Business and Finance

A. Financials Through March 31, 2021

A. Ortiz reviewed financial projections and revenues. She clarified the definition of "cash on hand." In addition, she explained elements of the Payroll Protection Program and related timelines.

B. 2021-22 LCAP Update

A. Ortiz described the plan and why Navigator did not have to submit one last year. The committee discussed staffing and potential funding sources for staff-related expenditures. Members asked clarifying questions.

C. 2021-22 Budget Development Process

A. Ortiz explained the budget development process, including timelines and next steps for the board. She reviewed budget assumptions, and K. Sved provided additional details regarding cost of living adjustments, benefits, and potential salary increases.

D. Consolidated Application for Funding

A. Ortiz reviewed what the application includes and the scope of related funding sources. There were no questions from committee members.

E. 2021-22 SCCOE CalSTRS Agreement

A. Ortiz provided a concise explanation of the agreement.

F. Update on 407 Main Street Project

K. Sved reviewed project schedules and lead times, including associated costs, offsets, savings, and contract incentives. He discussed modifications to components of the building and presented a slide presentation that captured construction progress. Members asked questions and expressed an interest in an upcoming tour of the site.

III. Closing Items

A. Adjourn Meeting

N. Crivello made a motion to adjourn the meeting.

V. Paredes-Colonia seconded the motion.

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

Roll Call

V. Paredes-Colonia Aye

N. Crivello Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,
S. Martin

Documents used during the meeting

- March 31 2021 Financials.pdf
- 2021-22 LCAP Update.pdf
- 2021-22 Budget Process.pdf
- 2021-22 Consolidated App Funding Memo.pdf
- 2021-22 SCCOE STRS Agreement.pdf

Coversheet

2021-22 Draft LCAP

Section: IV. Business and Finance
Item: B. 2021-22 Draft LCAP
Purpose: FYI
Submitted by:
Related Material: 2021-22 LCAP Update.pdf



Date: April 1, 2021

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: 2021-22 LCAP Update

Background

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

A requirement in developing the 2021-22 LCAP is to address school results as captured in the California School Dashboard. (<https://www.caschooldashboard.org/>) The site features reports on multiple measures of school success, including test scores, English learner progress, and suspension rates. Using a color-coded system, the Dashboard makes it easier to see areas of strength (blue or green), areas of challenge (red or orange), and areas in between (yellow).

Summary

We began the LCAP process in February 2021 and it is currently in progress. Stakeholder input is a requirement of the LCAP. We have been collecting stakeholder input through parent coffees, staff surveys, student surveys, staff meetings, School Site Council and the Leadership Team. We have received valuable input from stakeholders and will be considering all input as we continue to develop the LCAP. It is important that we also get input from the Board of Directors. Attached you will find a summary of our Goals and Actions for the 2021-22 LCAP.

The LCAP goals are below and align to Navigator's five compass points:

1. Create a culture of excellence within the school community to foster a positive school climate, promote a sense of belonging and nurture social, emotional, and academic growth.
2. All students will receive data-driven instruction in Common Core State Standards (CCSS), Next Generation Science Standards (NGSS) and other CA State Standards.
3. Provide weekly coaching and feedback to all staff to support continuous improvement for teaching and student learning.
4. Ensure equitable access to curriculum, programs, and pathways for student success.
5. Use cutting edge instructional technology to encourage student engagement, increase staff effectiveness to improve student learning, and prepare students for the future.

Please review the summary document and feel free to send me any input or questions you may have.

Site	Goal 1	Create a Culture of Excellence within the school community (students, staff, and parents) to foster a positive school climate, promote a sense of belonging and nurture social, emotional, and academic growth.
GPS/HPS/WPS	Action 1	Staff School with servant leadership team to lead development and maintenance of positive school culture and operate a school office with bilingual staff who provide a welcoming environment and support positive and proactive communication with the school community with communications in both English and Spanish.
GPS/HPS/WPS	Action 2	School will hire a 0.5 FTE counselor to provide expanded counseling and wellness support for students, staff, and families as a result of the pandemic and related challenges.
GPS/HPS/WPS	Action 3	School will purchase curriculum, provide professional development and implement restorative justice practices throughout the school. We will also purchase Panorama, a student climate survey tool, to track the effectiveness of the implementation of restorative justice.
GPS/HPS/WPS	Action 4	Provide a clean and safe environment, with facilities maintained and in good repair. Maintain a safe climate for students on our school grounds and in our parking lot by providing adequate yard duty staff to supervise students before and after school, and during recess and lunch.
GPS/HPS/WPS	Action 5	Utilize the services of the Navigator Schools Support Office to provide charter management and support in governance, strategy, facilities, human resources, technology, finance, communications, academics, reporting, and operations, enabling site leadership to focus on instruction and culture.
WPS	Action 6	Watsonville Prep will hire a 0.5 FTE community outreach facilitator to connect WPS families with community resources and support student recruitment efforts.
	Goal 2	All students will receive Data-Driven Instruction in Common Core State Standards (CCSS), Next Generation Science Standards (NGSS) and other California State Standards (ELD, Social Studies) from highly appropriately credentialed teachers and staff.
GPS/HPS/WPS	Action 1	Appropriately assigned, trained, and credentialed Teachers will provide high quality instruction to all students using data driven strategies.
GPS/HPS/WPS	Action 2	Teachers in Training will support teacher release time for coaching and professional development and serve as substitute teachers to maintain instructional continuity and help prevent lost learning time.
GPS/HPS/WPS	Action 3	Small Group Instructors (SGIs) will lead small group instruction to target academic skill development at appropriate instructional level based on data.

GPS/HPS/WPS	Action 4	Enhance and modify curriculum and instruction to ensure English Learners have access to CCSS and ELD Standards. This enhancement will be improved professional development and support for instructional staff, and increased planning time to incorporate ELD standards into integrated instructional time.
GPS/HPS	Action 5	Purchase non-fiction and fiction books to create classroom libraries in middle school classrooms and provide students with independent reading materials.
GPS/HPS/WPS	Action 6	Purchase and utilize standards aligned instructional materials so that all students have access to appropriate curriculum in English Language Arts, Mathematics, Social Science, and Science.
GPS/HPS/WPS	Action 7	Gilroy Prep School will continue to implement standards bases physical education and instruction in grades K-8.
GPS/HPS/WPS	Action 8	Hire an additional SGI for first, second and third grades to provide increased individual student and small group support to mitigate learning loss from the pandemic.
	Goal 3	Provide weekly coaching and feedback to all staff to support continuous improvement for teaching and student learning.
GPS/HPS/WPS	Action 1	Site leadership will provide weekly coaching to all teachers, teachers in training and small group instructors, and principal will provide weekly coaching to site leadership.
GPS/HPS/WPS	Action 2	Support Office personnel will provide weekly coaching to site staff: CAO will coach Principal, Director of IT and Operations will coach Site Technology Assistant, Director of Student Services will coach Resource Teacher.
	Goal 4	Ensure equitable access to curriculum, programs, and pathways for student success through a multi-tiered system of supports.
GPS/HPS/WPS	Action 1	Provide an inclusive instructional setting for all students with appropriate "push-in" support provided by paraprofessionals with supervision and support from the resource teacher and Director of Student Services.
GPS/HPS/WPS	Action 2	Maintain a school site Psychologist at 1 FTE (split between sites) to provide regular intervention support for students who are not achieving at grade level and/or demonstrates needs in behavior or social skills. They will also provide intervention for tier 2 and tier 3 students.
GPS/HPS/WPS	Action 3	Provide summer school for students who are not achieving at grade level.
GPS/HPS/WPS	Action 4	Provide food service program that serves free and reduced-price breakfast and lunch for eligible students so that all students have equitable opportunity to be well-nourished during school.

GPS/HPS/WPS	Action 5	Provide necessary specialist support for all identified needs, including speech and language, occupational therapy, counseling, and assessment.
GPS/HPS/WPS	Action 6	Hire additional staff (need to define how many, for what hours etc.) for extended day tier 2 intervention to mitigate learning loss associated with the pandemic.
GPS/HPS/WPS	Action 7	Purchase materials and curriculum implement programs supporting diversity, equity and inclusion, hiring consultants to support planning and training as needed.
	Goal 5	Use cutting edge instructional technology to encourage student engagement, increase staff effectiveness to improve student learning, and prepare students for the future.
GPS/HPS/WPS	Action 1	Provide high quality tech support to the school site by having well-trained and supported full-time technical support personnel.
GPS/HPS/WPS	Action 2	Effectively utilize Illuminate for student assessment and reporting. Utilize Tableau software to enhance data reports.
GPS/HPS/WPS	Action 3	Maintain a 1:1 I-Pad ratio for all students.
GPS/HPS/WPS	Action 4	To support staff effectiveness and efficiency, provide staff with up to date technology, including replacing outdated technology.
GPS/HPS/WPS	Action 5	Maintain high speed internet wireless network with sufficient bandwidth.

Coversheet

2021-22 Preliminary Budget

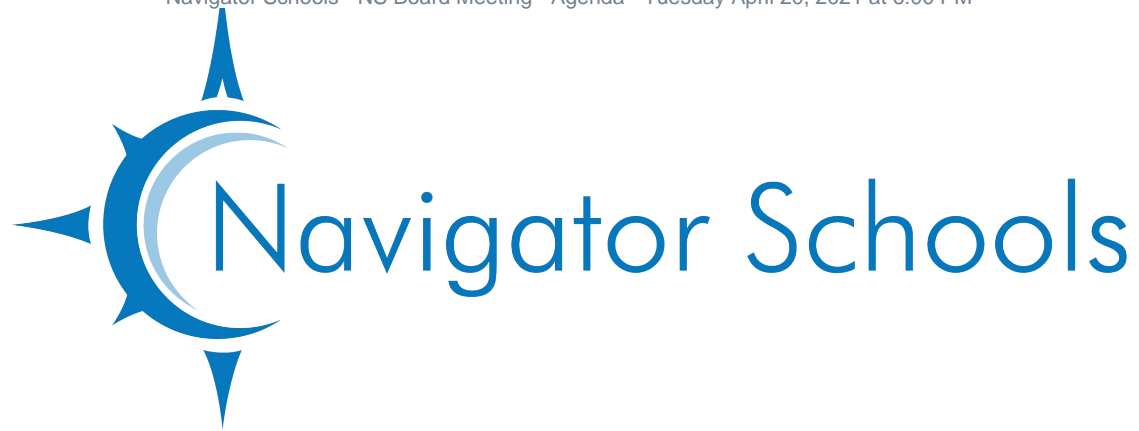
Section: IV. Business and Finance
Item: C. 2021-22 Preliminary Budget
Purpose: Vote
Submitted by:
Related Material: Salary Increase Auth Memo and Budget Info.pdf



Date: April 15, 2021
To: Board of Directors
From: Kevin Sved, CEO
Subject: 2021-22 Salary Cost of Living Adjustment of 3%

While the final adoption of the 2021-22 Local Control Accountability Plan (LCAP) and budget is scheduled for board consideration for the June 2021 meeting, it is necessary for the board to consider authorization of salary increases prior to that so that offer letters may be issued. Timeliness of this process plays an important role in achieving high staff retention rates. Staff is recommending a 3% Cost of Living Adjustment (COLA) based primarily on a projected state revenue COLA of 3.81%. The following pages highlight key factors in the budget development process, and presents a preliminary 2021-22 budget that demonstrates the financial strength of the organization and the feasibility of providing a 3% COLA increase for 2021-22. The attached preliminary budget development work was discussed with the Finance Committee on April 8th.

It is recommended that the board authorize staff to implement a 3% COLA increase.



2021-22 Budget Process

April 15, 2021

Budget Process

- ❖ Began budget planning in January 2020
- ❖ Directors and Chiefs meet weekly
- ❖ Will meet with all three site Principals
- ❖ Collaborating with two Charter finance groups
 - Charter School Growth Fund - CFO group
 - CBO group led by Joyce Montgomery
- ❖ April/May stakeholder input on LCAP
- ❖ April Board meeting consider 3% salary increase
- ❖ May - Governor's Revise is released and budget is adjusted as needed
- ❖ June Board meeting approve the 2021-22 LCAP and budget

2021-22 Budget Assumptions

LCFF Revenue includes a 3.81% Cost of Living Adjustment (COLA)

	<i>GPS K-8</i>	<i>HPS K-8</i>	<i>WPS TK-3</i>
Enrollment/ADA	540 / 518	540 / 518	325 / 305
LCFF Revenue per ADA	\$9,571	\$9,906	\$11,329
2020-21 Unduplicated Pupil %	55.58%	59.78%	91.67%
2020-21 Free/Reduced Lunch (FRL)	263	283	191
English Language Learners (EL)	151	185	134

ESSER III Funding

The Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA Act)
 Elementary and Secondary School Relief (ESSER II) Fund

Gilroy Prep School	\$302,688
Hollister Prep School	\$315,077
Watsonville Prep School	\$222,843

The American Rescue Plan Act, passed on March 11, 2021, provided \$122.7 billion in supplemental ESSER funding, known as the ESSER III fund.

Gilroy Prep School	Approx. \$700,000
Hollister Prep School	Approx. \$720,000
Watsonville Prep School	Approx. \$500,000

2021-22 Expenditure Overview

	GPS	HPS	WPS	CMO
Salaries & Benefits	\$4,258,577	\$4,263,026	\$3,118,109	\$2,074,755
Technology (hardware)	\$243,000	\$169,100	\$60,000	\$48,500
Special Education Consultants	\$55,000	\$190,000	\$90,000	0



Projected Fund Balance

	GPS	HPS	WPS	CMO
Projected 6/30/21	\$2,527,089	\$2,444,848	\$548,467	\$1,055,175
Projected 6/30/22	\$3,042,995	\$2,930,311	\$815,537	\$1,269,212

2021-22 Preliminary Budget

April 15, 2021

	Total 2021-22 Prelim Budget	TOTAL 2020-21 Budget	2021-22 Variance	GPS 2021-22 Prelim Budget	GPS 2020-21 Budget	2021-22 Variance	HPS 2021-22 Prelim Budget	HPS 2020-21 Budget	2021-22 Variance	WPS 2021-22 Prelim Budget	WPS 2020-21 Budget	2021-22 Variance 2020-21Budget	CMO 2021-22 Prelim Budget	CMO 2020-21 Budget	2021-22 Variance
REVENUE:															
LCFF Revenue	13,557,819	11,994,140	1,563,679	4,961,575	4,725,123	236,452	5,135,210	4,907,676	227,534	3,461,034	2,361,341	1,099,693	0	0	0
Federal Revenue	3,720,415	3,118,314	602,101	1,420,334	1,124,870	295,464	1,290,481	913,600	376,881	1,009,600	1,079,844	(70,244)	0	0	0
Other State Revenue	1,533,012	1,368,819	164,193	482,190	642,538	(160,348)	469,722	508,169	(38,447)	581,100	218,112	362,988	0	0	0
Donations & Grants	756,729	1,263,802	(548,302)	7500	8,802	(1,302)	7,500	5,000	2,500	200,500	350,000	(149,500)	500,000	900,000	(400,000)
Other Revenue	110,929	60,500	50,429	48,729	10,000	38,729	20,000	7,500	12,500	15,200	0	15,200	27,000	43,000	(16,000)
CMO Management Fees	2,185,438	1,679,180	506,258										2,185,438	1,679,180	506,258
REVENUE	21,823,113	19,484,755	2,338,358	6,920,328	6,511,333	408,995	6,922,913	6,341,945	580,968	5,267,434	4,009,297	1,258,137	2,712,438	2,622,180	90,258
EXPENDITURES:															
Salaries	11,017,370	9,561,101	(1,456,269)	3,460,807	3,126,997	(333,810)	3,462,618	3,128,756	(333,862)	2,476,746	1,732,355	(744,391)	1,617,199	1,572,993	(44,206)
Benefits & Taxes	2,697,097	2,421,145	(275,952)	797,770	767,965	(29,805)	800,408	771,502	(28,906)	641,363	443,967	(197,396)	457,556	437,711	(19,845)
Books & Supplies	1,203,740	1,868,729	664,989	534,750	750,816	216,066	362,850	425,001	62,151	227,740	659,012	431,272	78,400	33,900	(44,500)
Services & Other Operating Expense	3,167,992	2,273,243	(894,749)	750,859	616,434	(134,425)	943,292	812,673	(130,619)	1,128,595	490,704	(637,891)	345,246	353,432	8,186
CMO Management Fees	2,185,438	1,679,180	(506,258)	825,236	661,517	(163,719)	851,282	687,075	(164,207)	508,920	330,588	(178,332)			0
Capital Outlay	0	343,472	343,472	0	13,820	13,820	0	0	0	0	329,652	329,652	0	0	0
EXPENDITURES	20,271,637	18,146,870	(2,124,767)	6,369,422	5,937,549	(431,873)	6,420,450	5,825,007	(595,443)	4,983,364	3,986,278	(997,086)	2,498,401	2,398,036	(100,365)
REVENUE LESS EXPENDITURES	1,551,476	1,337,885	(213,591)	550,906	573,784	22,878	502,463	516,938	14,475	284,070	23,019	(261,051)	214,037	224,144	10,107
GAAP Adjustments:															
Revenue Less Expenditures	1,551,476	1,337,885	(213,591)	550,906	573,784	22,878	502,463	516,938	14,475	284,070	23,019	(261,051)	214,037	224,144	10,107
Add back Capita Outlay to Net income	0	343,472	343,472	0	13,820	13,820	0	0	0	0	329,652	329,652	0	0	0
Subtract Depreciation Expense	(69,000)	(69,000)	0	(35,000)	(35,000)	0	(17,000)	(17,000)	0	(17,000)	(17,000)	0	0	0	0
Net Income - GAAP Basis 2018-19	1,482,476	1,612,357	129,881	515,906	552,604	36,698	485,463	499,938	14,475	267,070	335,671	68,601	214,037	224,144	10,107
Beginning Net Assets @ 6/30/21	6,575,579	4,963,222		2,527,089	1,974,485		2,444,848	1,944,910		548,467	212,796		1,055,175	831,031	
Net Income - GAAP Basis 2021-22	1,482,476	1,612,357		515,906	552,604		485,463	499,938		267,070	335,671		214,037	224,144	
Ending Net Assets @ 6/30/22	8,058,055	6,575,579		3,042,995	2,527,089		2,930,311	2,444,848		815,537	548,467		1,269,212	1,055,175	

Coversheet

Consent Agenda

Section: V. Consent Agenda
Item: A. Consent Agenda
Purpose: Vote
Submitted by:
Related Material: 1 2021-22 Consolidated App Funding Memo.pdf
2 IRS Form 990 Memo.pdf
3 2021-22 SCCOE STRS Agreement.pdf
4 Navigator Schools Wellness Policy.pdf



Date: April 1, 2021

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: 2021-22 Consolidated Application for Funding

It is recommended that the Board approve the 2021-22 Consolidated Application for Funding for Gilroy Prep, Hollister Prep and Watsonville Prep.

Background

Local Educational Agencies (LEA) use the Consolidated Application and Reporting System (CARS) to electronically apply for, manage, report and provide assurances that the LEA will comply with the legal requirements related to specific formulas driven by state and/or federal categorical programs. The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

With the Board's approval Gilroy Prep, Hollister Prep and Watsonville Prep will all be applying for Title I-Part A, Title II- Part A, Title III- Part A, and Title IV-Part A.

Summary

Staff recommends the Board to approve the 2021-22 Application for Funding for Gilroy Prep, Hollister Prep and Watsonville Prep.



Date: April 15, 2021

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: 2019 990's Review

Requested Action

This item is informational.

Background

Form 990 is a United States Internal Revenue Service form that provides the public with financial information about a nonprofit organization. The basis for the information on the 990 are the accounting records as audited by Clifton Larson Allen LLP. Following best practice, Navigator Schools is distributing it to our Board members before filing.

The 2019 990 is in reconciliation with our 2019 audit report.

Note: At the time of this posting, the 990 was not ready and will be added to the materials once available.



Date: April 8, 2021

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: 2021-22 Santa Clara County Office of Education (SCCOE) CalSTRS Agreement

Recommendation

It is recommended that the Board approve the Direct Funded Charter School Retirement Reporting Agreement between SCCOE and Navigator Schools for Fiscal Year 2021-22.

Background

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

*Santa Clara County Office of Education - \$2,500

Summary

Staff recommends the Board to approve the Direct Funded Charter School Retirement Reporting Agreement between SCCOE and Navigator Schools for Fiscal Year 2021-22.



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

This agreement is entered into this _____ day of _____, by and between the Santa Clara County Office of Education (SCCOE) and the _____ Charter School (Charter).

The SCCOE is required to submit to the California State Teachers’ Retirement System (CalSTRS), a uniform retirement data file for all school districts and charters within the county.

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

It is mutually agreed by the parties as follows:

Services to be provided by the SCCOE

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

Responsibilities of the Charter

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

SCCOE’s Fee and Payment Thereof

1. The Charter agrees to pay the SCCOE for the services described under this Agreement as follows:
 - \$2,500 per year to be paid upon signing and submission of this Agreement (On or before July 1 of every year).
 - A processing fee of \$175 for each submitted retirement data file that is not acceptable and must be replaced and reprocessed. These fees shall be assessed monthly and are payable upon demand.
 - An accumulated late fee of \$25 per day for a contribution remittance received after the due date.
 - An accumulated late fee of \$25 per day for a file submission received after the due date
2. The Charter agrees to reimburse the SCCOE for any penalties and/or other levies assessed by CalSTRS that were caused by acts of the Charter.

Duration of Agreement

The Agreement begins on _____ and must be renewed each fiscal year beginning July 1 and ending June 30.

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

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

CHARTER SCHOOL

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Approved by the Charter Governing Board on

Date

Authorized Charter Representative for the Submission of Retirement Files to the SCCOE STRS Connect Portal:

Name: _____

Title: _____

E-Mail: _____

Phone: _____



Date: April 1, 2021

To: Navigator Schools Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: Navigator Schools Wellness Policy

Background

Navigator Schools is committed to the optimal development of every student. Navigator Schools believe students should have the opportunity to achieve personal, academic, developmental, and social success in a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

The Navigator Wellness policy outlines Navigators' approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

The School Site Council served as the Wellness Committee and met to review the existing Wellness policy and provide input for this updated policy. The policy must be reviewed by the committee every year and approved by the Board every three years. While we do have a Board approved Wellness policy in place (since 2019), it was only for Gilroy Prep School (GPS). The Wellness policy has been revised to include the organization as a whole.

Summary

Staff recommends that the Board adopt the Navigator Schools Wellness Policy.



Navigator Schools Wellness Policy

2020/2021 – 2022/2023

Navigator Schools Wellness Policy

Table of Contents

Preamble	2
School Wellness Committee	3
Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement	3
Nutrition	5
Physical Activity	8
Other Activities that Promote Student Wellness	11
Appendix A: School Level Contacts	13

Navigator Schools Wellness Policy

Preamble

Navigator Schools is committed to the optimal development of every student. Navigator believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.

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

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

I. School Wellness Committee

Committee Role and Membership

Each school will designate a School Wellness Committee (SWC) that convenes to review school-level issues. Each school will specify a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Appendix A for a list of school level wellness policy coordinators. The School Site Council (SSC) will serve as the School Wellness Committee

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

Implementation Plan

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

This wellness policy and the progress reports can be found at: Navigatorschools.org

Recordkeeping

Navigator Schools will retain records to document compliance with the requirements of the wellness policy at insert physical location and/or on insert electronic location.

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

- ☐ The written wellness policy;
- ☐ Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit SSC membership from the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness policy;

- ☐ Documentation of annual policy progress reports for each school under its jurisdiction; and
- ☐ Documentation of the triennial assessment* of the policy for each school under its jurisdiction;
- ☐ Documentation demonstrating compliance with public notification requirements, including:
 - (1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and
 - (2) Efforts to actively notify families about the availability of wellness policy.

Annual Progress Reports

Navigator Schools will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools in meeting wellness goals. This annual report will be published around the same time each year in May and will include information from each school. This report will include, but is not limited to:

- ☐ The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- ☐ A description of each school's progress in meeting the wellness policy goals;
- ☐ A summary of each school's events or activities related to wellness policy implementation;
- ☐ The name, position title, and contact information of the designated Navigator Schools policy leader(s) identified in Section I; and
- ☐ Information on how individuals and the public can get involved with the SSC.

The annual report will be available in English and Spanish.

Navigator and individual schools will actively notify households/families of the availability of the annual report.

Navigator Schools, in collaboration with individual schools/SSCs will establish and monitor goals and objectives for the Navigator schools, specific and appropriate for each instructional unit (elementary or secondary OR elementary, middle, and high school, as appropriate), for each of the content-specific components listed in Sections III-V of this policy.

Navigator will track, analyze, and report on any correlations between improvements in health-promoting environments with education outcomes, such as absenteeism, disciplinary referrals, test scores, average grades, or health measures such as consumption of whole grains, fruits, or vegetables through the school meal programs or BMI, or psycho-social measures such as self-reported "connectedness," or other school climate measures. Navigator Schools are encouraged to collaborate with local research institutions and universities.

Navigator Schools will also track and annually report other related information, such as findings from food safety inspections, aggregate participation in school meals programs, income reported from competitive food sales, fundraising revenues, and other such information, as feasible.

Triennial Progress Assessments

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

- ☐ The extent to which schools under the jurisdiction of Navigator Schools are in compliance with the wellness policy;

- ☐ The extent to which Navigators wellness policy compares to the Alliance for a Healthier Generation’s model wellness policy; and
- ☐ A description of the progress made in attaining the goals of Navigator Schools wellness policy.

The person responsible for managing the triennial assessment and contact information is the Maintenance and Operations Manager .

The NWC, in collaboration with individual schools, will monitor schools’ compliance with this wellness policy.

Navigator Schools will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

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

Community Involvement, Outreach, and Communications

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

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

III. Nutrition

School Meals

Our school charter is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer’s specification); and to meet

the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the Navigator Schools participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Navigator School is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- ☐ Are accessible to all students;
- ☐ Are appealing and attractive to children;
- ☐ Are served in clean and pleasant settings;
- ☐ Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (Navigator Schools offers reimbursable school meals that meet [USDA nutrition standards.](#))
- ☐ Promote healthy food and beverage choices

In addition,

- ☐ Menus will be posted on the Navigator Schools website or individual school websites and will include nutrient content and ingredients.
- ☐ Menus will be created/reviewed by a Registered Dietitian or other certified nutrition professional.
- ☐ School meals will be administered by a team of child nutrition professionals.
- ☐ Navigator Schools child nutrition program will accommodate students with special dietary needs.
- ☐ Students will be allowed at least 10 minutes to eat breakfast and at least 15 minutes to eat lunch, counting from the time they have received their meal and are seated.
- ☐ Students will be served lunch at a reasonable and appropriate time of day.
- ☐ Schools will be encouraged to schedule the recess period before lunch to better support learning and healthy eating.
- ☐ Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

Staff Qualifications and Professional Development

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

Water

To promote hydration, free unflavored drinking water will be available to all students throughout the school day. Navigator Schools will make drinking water available where school meals are served during mealtimes. All water sources, including drinking fountains, will be maintained on a regular basis to ensure good hygiene standards. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

Navigator Schools is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards as well as the Arizona Nutrition Standards (ANS). These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts. A summary of the standards and information are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks> and

<http://www.azed.gov/health-nutrition/the-arizona-nutrition-standards-and-competitive-foods/>. The

Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.healthiergeneration.org/smartsnacks.

Celebrations and Rewards

It is recommended that all foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards and the ANS including:

1. Celebrations and parties. A list of healthy party ideas for parents and teachers, including non-food celebration ideas is available from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. Navigator will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards; and
3. Rewards and incentives. Navigator will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards and ANS may be served or sold through fundraisers on the school campus. However, schools will use non-food fundraisers and encourage those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.) when possible. Navigator Schools will make available to parents and teachers a list of healthy fundraising ideas.

Nutrition Promotion

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

- ☐ Implementing evidence-based healthy food promotion techniques throughout the school
- ☐ Promoting foods and beverages that meet the USDA Smart Snacks in School and ANS nutrition standards.

Nutrition Education

Navigator aims to teach, model, encourage, and support healthy eating by students. Schools will strive to provide nutrition education and engage in nutrition promotion that:

- ☐ Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- ☐ Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- ☐ Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- ☐ Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- ☐ Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- ☐ Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- ☐ Include nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Wellness Education

The following essential topics on healthy eating will be included in wellness education.

- ☐ Eating a variety of foods every day
- ☐ Eating more fruits, vegetables, and whole grain products
- ☐ Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- ☐ Choosing foods and beverages with little added sugars
- ☐ Eating more calcium-rich foods
- ☐ Reducing sodium intake
- ☐ Importance of water consumption
- ☐ Importance of eating breakfast
- ☐ Reading and using USDA's food labels
- ☐ Balancing food intake and physical activity
- ☐ The relationship between healthy eating and personal health and disease prevention
- ☐ Social influences on healthy eating, including media, family, peers, and culture

IV. Physical Activity

Children and adolescents should participate in 60 minutes of physical activity every day. Navigator School is committed to providing: physical education, recess, classroom-based physical activity, and out-of-school time activities.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason. (This does not include participation on sports teams that have specific academic requirements.) Navigator will provide teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students.

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

Through formal joint or shared use agreements, indoor and outdoor physical activity facilities will be open to students, their families, and the community outside of school hours. Inventories of physical activity supplies and equipment will be maintained.

Physical Education

Navigator will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “Essential Physical Activity Topics in Health Education” subsection).

All Navigator students in each grade will receive physical education for at least 45 minutes per week throughout the school year. The Navigator Schools will strive to increase this amount to the national recommendation of 150 minutes for grades K-6 and 225 minutes for grades 7-8. Students will be moderately to vigorously active for at least 50% of class time during most physical education class sessions. Navigator Schools will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Navigator Schools physical education program will promote student physical fitness through individualized fitness and activity assessments (via the [Presidential Youth Fitness Program](#) or other appropriate assessment tool) and will use criterion-based reporting for each student.

All physical education classes will be taught by licensed teachers who are certified or endorsed to teach physical education. Waivers, exemptions, or substitutions for physical education classes will not be permitted. Students will be excused from class only for extenuating circumstances (i.e. an IEP, 504 plan, doctor’s note). All physical education teachers will be required to participate in at least one professional development in physical education session a year.

Essential Physical Activity Topics in Wellness Education

The following essential topics on physical activity will be included in wellness education.

- ☐ How physical activity can contribute to a healthy weight
- ☐ How physical activity can contribute to the academic learning process
- ☐ How an inactive lifestyle contributes to chronic disease
- ☐ Decreasing sedentary activities
- ☐ Preventing injury during physical activity
- ☐ Weather-related safety, for example, avoiding heat stroke, hypothermia, and sunburn while being physically active
- ☐ Phases of an exercise session, that is, warm up, workout, and cool down
- ☐ How much physical activity is enough
- ☐ Overcoming barriers to physical activity
- ☐ How to resist peer pressure that discourages physical activity
- ☐ How to find valid information or services related to physical activity and fitness
- ☐ Opportunities for physical activity in the community

Recess (Elementary)

All schools will provide at least **15 minutes of recess** for all grade levels on all or most days during the school year. Recess **will not be withheld** as punishment for any reason. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time will be built in to the recess transition period/time frame before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play. In the event that the school must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

Physical Activity Breaks (Elementary and Secondary)

Navigator Schools recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be provided **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. Navigator Schools recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Navigator will provide resources and links to resources, tools, and technology with ideas for physical activity breaks. Resources and ideas are available through [USDA](#) and the [Alliance for a Healthier Generation](#).

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

Navigator Schools will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

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

Before and After School Activities

Navigator Schools offer opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods.

Active Transport

Navigator Schools will support active transport to and from school, such as walking or biking. Navigator Schools will encourage this behavior through activities such as:

- ☐ Designation of safe or preferred routes to school
- ☐ Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- ☐ Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- ☐ Instruction on walking/bicycling safety provided to students
- ☐ Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- ☐ Crosswalks on streets leading to schools

V. Other Activities that Promote Student Wellness

Navigator Schools will strive to integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. Navigator Schools will endeavor to coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

Community Partnerships

Navigator Schools will develop, enhance, and continue relationships with community partners in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be reviewed to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Engagement

Navigator Schools will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, Navigator Schools will use electronic mechanisms (such as email, Navigator website, and social media), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

Navigator Schools will strive to implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Navigator Schools encourages staff member participation

in health promotion programs and will provide information for staff members on healthy eating/weight management programs.

Professional Learning

When feasible, Navigator Schools will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help Navigator staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing reform or academic improvement plans/efforts.

Appendix A: School Level Contacts

School	Name	Title	Email Address	Role

Definitions:

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

Extended School Day – time before and after school when activities such as intramural sports, band, choir, drama, and tutoring occur

School Campus – areas that are owned or leased by the school and used at any time for school-related activities

1 Bradley, B, Green, AC. Do Health and Education Agencies in the United States Share Responsibility for Academic Achievement and Health? A Review of 25 years of Evidence About the Relationship of Adolescents’ Academic Achievement and Health Behaviors, *Journal of Adolescent Health*. 2013; 52(5):523–532.

2 Meyers AF, Sampson AE, Weitzman M, Rogers BL, Kayne H. School breakfast program and school performance. *American Journal of Diseases of Children*. 1989;143(10):1234–1239.

3 Murphy JM. Breakfast and learning: an updated review. *Current Nutrition & Food Science*. 2007; 3:3–36.

4 Murphy JM, Pagano ME, Nachmani J, Sperling P, Kane S, Kleinman RE. The relationship of school breakfast to psychosocial and academic functioning: Cross-sectional and longitudinal observations in an inner-city school sample. *Archives of Pediatrics and Adolescent Medicine*. 1998;152(9):899–907.

5 Pollitt E, Mathews R. Breakfast and cognition: an integrative summary. *American Journal of Clinical Nutrition*. 1998; 67(4), 804S–813S.

6 Rampersaud GC, Pereira MA, Girard BL, Adams J, Metz J. Breakfast habits, nutritional status, body weight, and academic performance in children and adolescents. *Journal of the American Dietetic Association*. 2005;105(5):743–760, quiz 761–762.

7 Taras, H. Nutrition and student performance at school. *Journal of School Health*. 2005;75(6):199–213.

8 MacLellan D, Taylor J, Wood K. Food intake and academic performance among adolescents. *Canadian Journal of Dietetic Practice and Research*. 2008;69(3):141–144.

9 Neumark-Sztainer D, Story M, Dixon LB, Resnick MD, Blum RW. Correlates of inadequate consumption of dairy products among adolescents. *Journal of Nutrition Education*. 1997;29(1):12–20.

10 Neumark-Sztainer D, Story M, Resnick MD, Blum RW. Correlates of inadequate fruit and vegetable consumption among adolescents. *Preventive Medicine*. 1996;25(5):497–505.

11 Centers for Disease Control and Prevention. *The association between school-based physical activity, including physical education, and academic performance*. Atlanta, GA: US Department of Health and Human Services, 2010.

12 Singh A, Uijtendwilligne L, Twisk J, van Mechelen W, Chinapaw M. *Physical activity and performance at school: A systematic review of the literature including a methodological quality assessment*. *Arch Pediatr Adolesc Med*, 2012; 166(1):49-55.

13 Haapala E, Poikkeus A-M, Kukkonen-Harjula K, Tompuri T, Lintu N, Väistö J, Leppänen P, Laaksonen D, Lindi V, Lakka T. *Association of physical activity and sedentary behavior with academic skills – A follow-up study among primary school children*. *PLoS ONE*, 2014; 9(9): e107031.

14 Hillman C, Pontifex M, Castelli D, Khan N, Raine L, Scudder M, Drollette E, Moore R, Wu C-T, Kamijo K. *Effects of the FITKids randomized control trial on executive control and brain function*. *Pediatrics* 2014; 134(4): e1063-1071.