



## Navigator Schools

### Finance Committee Meeting

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#### Date and Time

Thursday April 8, 2021 at 9:00 AM PDT

#### Location

Remote via Zoom

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

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#### Agenda

##### I. Opening Items

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order
- C. Approve Minutes from Prior Special Meeting

The committee will vote on the approval of minutes.

Approve minutes for Special Finance Committee Meeting on March 25, 2021

**D. Approve Minutes from Previous Regular Meeting**

Approve minutes for Finance Committee Meeting on January 21, 2021

**II. Business and Finance**

**A. Financials Through March 31, 2021**

A. Ortiz will provide a routine review of organizational finances through March 31, 2021.

**B. 2021-22 LCAP Update**

A. Ortiz will present an update on the Local Control and Accountability Plan and explain next steps for the board.

**C. 2021-22 Budget Development Process**

A. Ortiz will review the budget development process for 2021-22.

**D. Consolidated Application for Funding**

A. Ortiz will explain the application and outline next steps.

**E. 2021-22 SCCOE CalSTRS Agreement**

A. Ortiz will provide an overview of the annual California State Teachers' Retirement System Agreement with the Santa Clara County Office of Education.

**F. Update on 407 Main Street Project**

K. Sved will provide an update on the 407 Main Street Project in Watsonville, California.

**III. Closing Items**

**A. Adjourn Meeting**

# Coversheet

## Approve Minutes from Prior Special Meeting

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes from Prior Special Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Special Finance Committee Meeting on March 25, 2021

APPROVED



## Navigator Schools

### Minutes

#### Special Finance Committee Meeting

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##### **Date and Time**

Thursday March 25, 2021 at 9:00 AM

##### **Location**

Zoom

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##### **Committee Members Present**

Nora Crivello (remote), Victor Paredes-Colonia (remote)

##### **Committee Members Absent**

*None*

##### **Guests Present**

Dena Koren (remote), Lili Huang (remote), Sean Martin (remote)

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#### **I. Opening Items**

##### **A.**

## Record Attendance and Guests

### B. Call the Meeting to Order

Victor Paredes-Colonia called a meeting of the Finance Committee of Navigator Schools to order on Thursday Mar 25, 2021 at 9:03 AM.

Official guests of the committee were Lili Huang, of Clifton Larson Allen (CLA) LLP, and Dena Koren, Senior Director of Client Management, EdTec.

## II. Business and Finance

### A. 2019-20 Draft Audit Report

Lili Huang reviewed the audit document, highlighting key elements and reporting the overall success of the process. She elicited questions from committee members. A. Ortiz and K. Sved added additional explanations and insights. Members thanked and praised A. Ortiz, K. Sved, and R. Segura for their contributions to the successful audit. A. Ortiz thanked L. Huang for her ongoing support.

### B. Auditor Approval Process 2020-21

A. Ortiz reviewed the document and noted that the board will vote on its approval at its next meeting.

### C. 2020-21 WPS Second Interim Report

A. Ortiz explained the purpose of the document and next steps for its approval (at board level) and submission. A. Ortiz presented the document and elicited questions from the committee. K. Sved provided additional insights, highlighting Watsonville Prep School's provision of meals to the community during COVID-19.

K. Sved introduced Dena Koren. She shared her interest in, admiration for, and prior experience with Navigator Schools.

A. Ortiz explained that this was R. Segura's final committee meeting and thanked her for her contribution to Navigator Schools.

## III. Closing Items

### A. Adjourn Meeting

Victor Paredes-Colonia made a motion to adjourn.

Nora Crivello seconded the motion.

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

#### Roll Call

Nora Crivello Aye

Victor Paredes-Colonia Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:35 AM.

Respectfully Submitted,  
Sean Martin

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### Documents used during the meeting

- Navigator School Draft Audit Report- FY 19.20-Revised.pdf
- Governance Communication - Draft.pdf
- Selection of Auditor FY 2020-21.pdf
- 2020-21 WPS Second Interim Report.pdf

# Coversheet

## Approve Minutes from Previous Regular Meeting

<b>Section:</b>	I. Opening Items
<b>Item:</b>	D. Approve Minutes from Previous Regular Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Finance Committee Meeting on January 21, 2021

APPROVED



## Navigator Schools

### Minutes

#### Finance Committee Meeting

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##### **Date and Time**

Thursday January 21, 2021 at 9:00 AM

##### **Location**

Remote via Zoom

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##### **Committee Members Present**

Nora Crivello (remote), Victor Paredes-Colonia (remote)

##### **Committee Members Absent**

Caitrin Wright

##### **Guests Present**

Sean Martin (remote)

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#### **I. Opening Items**

##### **A.**



## **Record Attendance and Guests**

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

Victor Paredes-Colonia called a meeting of the Finance Committee of Navigator Schools to order on Thursday Jan 21, 2021 at 9:27 AM.

### **C. Approve Minutes from Prior Meeting**

Nora Crivello made a motion to approve the minutes from Finance Committee Meeting on 11-19-20.

Victor Paredes-Colonia seconded the motion.

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

#### **Roll Call**

Nora Crivello	Aye
Caitrin Wright	Absent
Victor Paredes-Colonia	Aye

## **II. Business and Finance**

### **A. 2020-21 Financials as of December 31, 2020**

A. Ortiz reviewed financial reports and topics, including cash reserves, contingencies, average daily attendance, enrollment, salaries, and benefits.

## **III. Other Business**

### **A. State Funding Update**

A. Ortiz reviewed recent developments concerning state funding, including funding issues related to COVID-19 and cost of living allocations.

### **B. Possible Revisions to Approved 2020-21 School Budgets**

K. Sved and A. Ortiz reviewed possible budget revisions and answered member questions regarding potential salary increases, salaries at local districts, and buffer funds in budgets as elements of support for the 407 Main Street project.

### **C. FY 2019-20 Audit Update**

A. Ortiz shared details of the audit process and expectations for successful completion and findings.

### **D. 407 Main Street Budget Update**

K. Sved shared recent updates on the lease for facilities at 407 Main Street. He reviewed a timeline for next steps. Members discussed strategies to track the project and efficiently

monitor financial components. They discussed potential financial thresholds and levels of detail for financial reporting and analysis.

#### IV. Closing Items

##### A. Adjourn Meeting

Victor Paredes-Colonia made a motion to adjourn.

Nora Crivello seconded the motion.

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

##### Roll Call

Caitrin Wright                  Absent

Victor Paredes-Colonia      Aye

Nora Crivello                  Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:57 AM.

Respectfully Submitted,  
Sean Martin

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#### Documents used during the meeting

- December 31, 2020 Financials.pdf

# Coversheet

## Financials Through March 31, 2021

<b>Section:</b>	II. Business and Finance
<b>Item:</b>	A. Financials Through March 31, 2021
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	March 31 2021 Financials.pdf



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

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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
<b>Total</b>	<b>1.6M</b>	<b>1.65M</b>

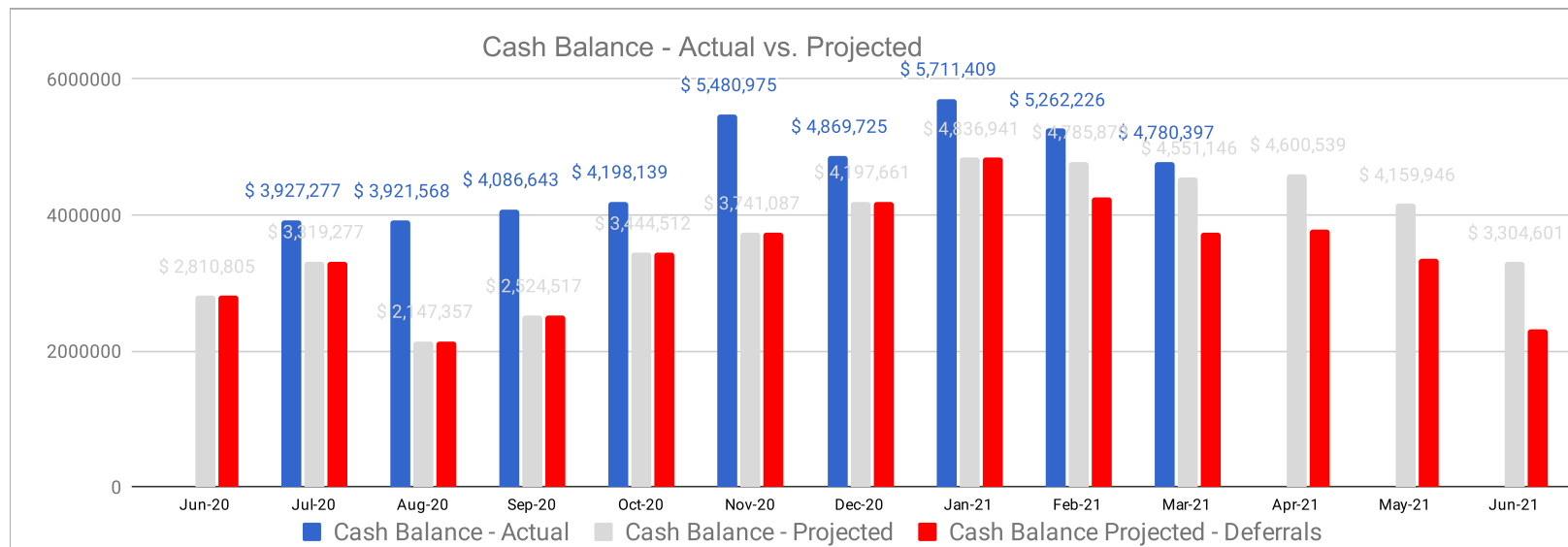
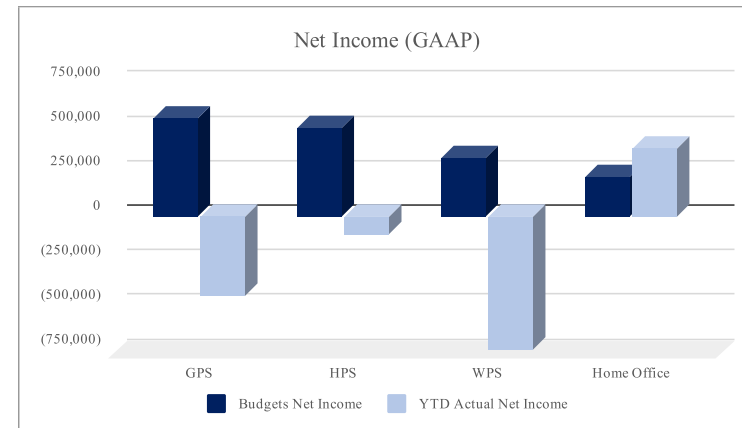
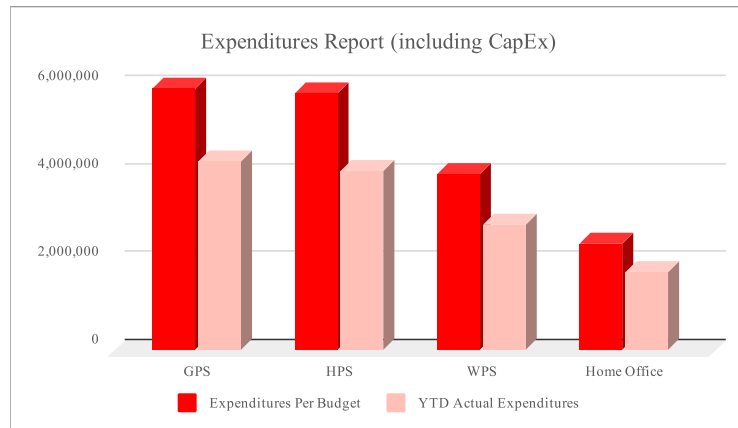
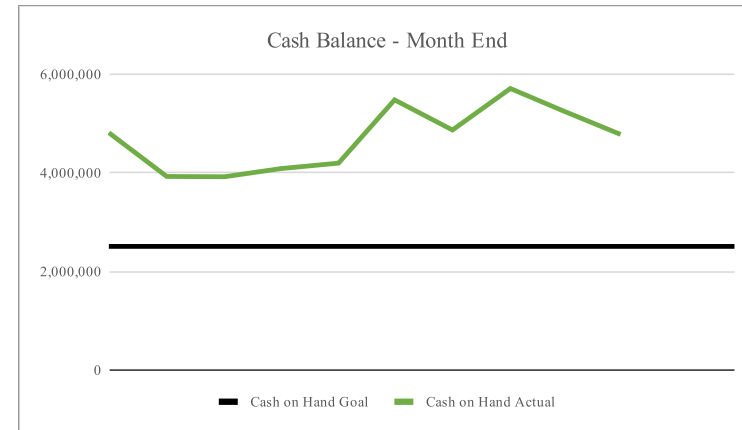
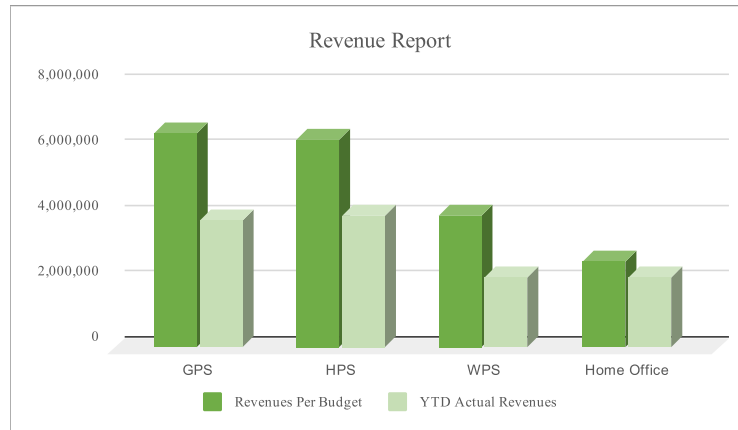
- Charter Management Organization (CMO)
  - \$11k unfavorable variance in books & supplies due to technology needing to be replaced and additional operations supplies due to COVID
- Gilroy Prep School (GPS)
  - \$20k favorable variance in other revenue due to reclassifying account codes entered incorrectly
- 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
<b>Total Assets</b>	<b>6,304,006</b>
Accrued Liabilities	375,505
Loans Payable	2,193,770
<b>Total Liabilities</b>	<b>2,569,275</b>
Beginning Fund Balance	4,596,213
Net Income	-861,482
Ending Fund Balance	3,734,731
<b>Total Liabilities &amp; Fund Balance</b>	<b>6,304,006</b>

**\*\*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	Total 2020-21	TOTAL 2020-21	Total 2020-21	Total Projection Variance to Budget	GPS 2020-21	GPS 2020-21	GPS 2020-21	GPS Projection Variance to Budget	HPS 2020-21	HPS 2020-21	HPS 2020-21	HPS Projection Variance to Budget	WPS 2020-21	WPS 2020-21	WPS 2020-21	WPS Projection Variance to Budget	CMO 2020-21	CMO 2020-21	CMO 2020-21	CMO Projection Variance to Budget
BOD Approved	YTD	YTD	YTD		BOD Approved	YTD	YTD		BOD Approved	YTD	YTD		BOD Approved	YTD	YTD		BOD Approved	YTD	YTD	
Budget	Actuals	Actuals	Actuals		Budget	Actuals	Actuals		Budget	Actuals	Actuals		Budget	Actuals	Actuals		Budget	Actuals	Actuals	
Enrollment	1358	1292	1080		565	538	540		565	537	540		228	217	225					
<b>REVENUE:</b>																				
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
<b>EXPENDITURES:</b>																				
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)
<b>GAAP Adjustments:</b>																				
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



# Coversheet

## 2021-22 LCAP Update

<b>Section:</b>	II. Business and Finance
<b>Item:</b>	B. 2021-22 LCAP Update
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	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.
	<b>Goal 3</b>	<b>Provide weekly coaching and feedback to all staff to support continuous improvement for teaching and student learning.</b>
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.
	<b>Goal 4</b>	<b>Ensure equitable access to curriculum, programs, and pathways for student success through a multi-tiered system of supports.</b>
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.
	<b>Goal 5</b>	<b>Use cutting edge instructional technology to encourage student engagement, increase staff effectiveness to improve student learning, and prepare students for the future.</b>
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 Budget Development Process

<b>Section:</b>	II. Business and Finance
<b>Item:</b>	C. 2021-22 Budget Development Process
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	2021-22 Budget Process.pdf



# 2021-22 Budget Process

April 6, 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
- ❖ 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)

	<b><i>GPS K-8</i></b>	<b><i>HPS K-8</i></b>	<b><i>WPS K-3</i></b>
Enrollment/ADA	540 / 518	540 / 518	325 / 305
LCFF Revenue per ADA	\$9,395	\$9,758	\$11,267
2020-21 Unduplicated Pupil %	56%	61%	89%
2020-21 Free/Reduced Lunch (FRL)	259	274	253
English Language Learners (EL)	156	208	211



# ESSER III Funding

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	\$4,050,208	\$4,055,840	\$2,846,506	\$2,092,910

# Coversheet

## Consolidated Application for Funding

<b>Section:</b>	II. Business and Finance
<b>Item:</b>	D. Consolidated Application for Funding
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	2021-22 Consolidated App Funding Memo.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.

# Coversheet

## 2021-22 SCCOE CalSTRS Agreement

<b>Section:</b>	II. Business and Finance
<b>Item:</b>	E. 2021-22 SCCOE CalSTRS Agreement
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	2021-22 SCCOE STRS Agreement.pdf

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