



Navigator Schools

Board Meeting

Date and Time

Tuesday December 14, 2021 at 6:00 PM PST

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 the Zoom meeting platform. Members of the public who wish to access this board meeting may do so online at <https://zoom.us/join> or via telephone by calling Zoom phone numbers: (669) 900-6833 or (646) 876-9923. The meeting ID is: **959 8449 43958**. The meeting passcode is: **908744**.

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 invited 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 twenty-four 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.

An archive of board meeting agendas and minutes is maintained at the Navigator Schools Support Office, 650 San Benito Street, Suite 230, Hollister CA 95023.

Agenda

I. Opening Items

Opening Items

A. Call the Meeting to Order

B. Record Attendance and Guests

The Board Chair will initiate attendance via roll call.

C. Adoption of Resolution for Navigator Schools Board of Directors to Meet Remotely in Accordance with AB 361

The board will vote on the approval of a resolution reaffirming findings pursuant to AB 361 to extend virtual meetings of the Navigator Schools governing bodies during the COVID-19 pandemic.

D. Public Comments

The board will receive public comments regarding non-agenda items, if any, following expectations and time limits reviewed by the chairperson.

E. Approval of Minutes from Prior Board Meeting

Members will vote on the approval of minutes from the regular board meeting held on October 12, 2021.

Approve minutes for Board Meeting on October 12, 2021

F. CEO Report

II. Committees and Related Actions

A. Finance Committee Report

V. Paredes-Colonia will review topics pertaining to Finance Committee activities.

B. Independent Audit Extension

The board will vote on the approval of the extended due date (January 31, 2022) of the independent audit.

C. Educator Effectiveness Plan

A. Ortiz will share the Educator Effectiveness Plan during the board meeting (initial public hearing) per state guidelines.

D. Academic Success Committee Report

I. Connell will provide an update on recent committee activities.

E. Governance Committee Report

The Committee Chair will provide a summary of recent committee activities.

F. Schedule Additional Board Meetings

Board members will schedule dates and times for additional meetings as necessary.

III. Topical Items

A. Watsonville Prep State Authorizer Review

K. Carr will review the components of the annual WPS state authorizer review.

B. COVID-19 Update

Staff will provide an update on the impact of COVID-19 on Navigator Schools.

IV. Closed Session

A. Announcement and Vote to Enter Closed Session

The Board Chair will announce the reason for the closed session. The board will vote on approval to enter closed session via roll call.

B. CEO Evaluation

The board will discuss CEO evaluation in closed session.

V. Return to Open Session

A. Actions Taken During Closed Session

Upon returning to open session, the Board Chair will announce actions taken during closed session.

VI. Closing Items

A. Adjourn Meeting

Members will vote on adjournment via roll call.

Coversheet

Adoption of Resolution for Navigator Schools Board of Directors to Meet Remotely in Accordance with AB 361

Section: I. Opening Items
Item: C. Adoption of Resolution for Navigator Schools Board of Directors to Meet Remotely in Accordance with AB 361
Purpose: Vote
Submitted by:
Related Material: BR 2021_15 AB361 Re_Authorize.pdf

RESOLUTION BR 2021-15

December 14, 2021

RESOLUTION RECOGNIZING A STATE OF EMERGENCY AND RE-AUTHORIZING TELECONFERENCED MEETINGS PURSUANT TO AB 361

The Navigator Schools Board of Directors met at its regularly scheduled board meeting on December 14, 2021, established a quorum, and considered the issues and matters as set forth below and in the associated resolution as follows.

WHEREAS, on March 4, 2020, the Governor issued a Proclamation of State of Emergency in response to the COVID-19 pandemic and in accordance with Government Code section 8625;

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the Brown Act (Government Code section 54950 et seq.), provided certain requirements were met and followed, thus enabling legislative bodies to meet remotely;

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21 that provided that the teleconferencing rules would remain suspended through September 30, 2021;

WHEREAS, on September 16, 2021, the Governor signed AB 361 authorizing a legislative body subject to the Brown Act to continue to meet remotely using teleconference without compliance with the Brown Act teleconference rules if certain conditions are followed including (1) initially the existence of a proclaimed state of emergency and (2) requirements or recommended measures from state or local officials to promote social distancing;

WHEREAS, on October 12, 2021 the Board of Directors of Navigator Schools met at its regularly scheduled board meeting and passed Resolution BR 2021-14 authorizing virtual board meetings pursuant to AB 361; and

WHEREAS, as of the date of this Resolution, the Proclamation of State of Emergency issued by the Governor on March 4, 2020 remains in place;

WHEREAS, Navigator Schools has an important interest in protecting the public health, safety, and welfare of those who participate in meetings of the various legislative bodies during COVID-19 and ensuring that all members of the public can participate safely in meetings of legislative bodies;

NOW THEREFORE, BE IT RESOLVED, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference.

BE IT FURTHER RESOLVED, that the Board of Directors of Navigator Schools considered the State of Emergency in the State of California at this next regularly scheduled board meeting and finds that one continues to exist due to the COVID-19 pandemic.

BE IT FURTHER RESOLVED, that the Board of Directors of Navigator Schools considered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safety in person.

BE IT FURTHER RESOLVED, the Board of Directors of Navigator Schools considered the continued use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act and hereby authorizes such use.

This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Navigator Schools at its regular meeting held on December 14, 2021, via teleconference per COVID-19 regulations.

The Secretary of the Corporation certifies the resolution was adopted at the dated meeting of the Board of Directors.

Signature of Secretary

Date

Nora Crivello
Board Secretary
Navigator Schools, a California Nonprofit Public Benefit Corporation

Coversheet

Approval of Minutes from Prior Board Meeting

Section: I. Opening Items
Item: E. Approval of Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on October 12, 2021

APPROVED



Navigator Schools

Minutes

Board Meeting

Date and Time

Tuesday October 12, 2021 at 6:00 PM

Location

Zoom

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Directors Present

Chuck Daggs (remote), Ian Connell (remote), JP Anderson (remote), John Flaherty (remote), Nora Crivello (remote), Shara Hegde (remote)

Directors Absent

Fiaau Ohmann, Victor Paredes-Colonia

Guests Present

Kevin Sved, Sean Martin (remote), Tom Peraic (remote)

I. Opening Items

A. Call the Meeting to Order

John Flaherty called a meeting of the board of directors of Navigator Schools to order on Tuesday Oct 12, 2021 at 6:04 PM.

B. Record Attendance and Guests

C. Adoption of Resolution for Navigator Schools Board of Directors to Meet Remotely in Accordance with AB 361

John Flaherty made a motion to operate under AB 361 per the resolution.

Chuck Daggs seconded the motion.

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

Roll Call

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

T. Peraic, General Counsel, provided a review of AB 361 legislation and offered clarifications in response to board member discussion.

D.

Remarks from the Board Chair

J. Flaherty described the recent opening ceremonies celebrating new facilities for Watsonville Prep School. He reviewed special guests, praised the facilities, and thanked everyone who contributed to the project and to the success of the event.

E. Public Comments

There were no public comments.

F. Approve Special Board Meeting Minutes (Sep 2)

Nora Crivello made a motion to approve the minutes from NS Special Board Meeting on 09-02-21.

Ian Connell seconded the motion.

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

Roll Call

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

G. Approve Regular Board Meeting Minutes (Aug 24)

Chuck Daggs made a motion to approve the minutes from Board Meeting on 08-24-21.

John Flaherty seconded the motion.

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

Roll Call

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

H. Approve Special Board Meeting Minutes (Aug 2)

Chuck Daggs made a motion to approve the minutes from NS Special Board Meeting on 08-02-21.

John Flaherty seconded the motion.

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

Roll Call

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

I. Approve Regular Board Meeting Minutes (June 14)

Chuck Daggs made a motion to approve the minutes from NS Board Meeting on 06-14-21.

John Flaherty seconded the motion.

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

Roll Call

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

J. CEO Report

K. Sved provided updates concerning COVID-19. He commended A. Ortiz and K. Carr for instituting and maintaining important reporting and health protocols required by law. He highlighted low case rates, as documented in the accompanying document, and thanked S. Waller for leading independent study programs across the network.

II. Committees and Related Actions

A. Governance Committee Report

J. Flaherty summarized the committee's latest meeting, which included a brief by T. Peraic concerning Form 700; confirmation of the resignation of board member D. Koren; and a discussion focused on key components and timelines related to organizational strategic planning.

B. Form 700 and Conflict of Interest Code

T. Peraic presented information on Form 700 submission best practices in light of the recent approval of the Navigator Schools Conflict of Interest Code. He informed the board of due dates and provided recommendations for next steps.

C. Academic Success Committee Report

I. Connell shared main topics discussed during the latest meeting of the committee. These included a consideration of the main priorities and goals of the committee; a review of preliminary STAR (interim assessment) results; and the highlighting of big-picture academic themes focusing on positive student growth.

D. Finance Committee Report

J.P. Anderson summarized the main points of discussion featured in the recent committee meeting. Topics included a review of financials as presented by A. Ortiz; Hollister Prep School facilities; current and revised 2021-22 budget (see agenda item E); and revisions of ESSER III plans and their impact on individual school sites.

E. Proposed 2021-22 Budget Revisions

J.P. Anderson provided background information on ESSER funding, budget revisions, and projections. A. Ortiz and K. Sved answered clarifying questions posed by board members in preparation of subsequent agenda items (items F, G, and H). JP Anderson made a motion to approve budget revisions. Shara Hegde seconded the motion. The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. ESSER III Plan: GPS

JP Anderson made a motion to approve the plan. Nora Crivello seconded the motion. The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. ESSER III Plan: HPS

Chuck Daggs made a motion to approve the plan.
 Nora Crivello seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

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

H. ESSER III Plan: WPS

Ian Connell made a motion to approve the plan.
 Nora Crivello seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

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

III. Topical Items

A. Navigator Schools Strategic Plan

K. Sved reviewed components and goals of the previous strategic plan and the alignment of the plan to the organizational mission of Navigator Schools. He answered clarifying questions submitted by board members. K. Carr provided a review of differences (including political climate, geographical issues, and regional opportunities) that have emerged since the adoption of the earlier plan.

Board members and staff discussed the prospect of formal partnerships as a growth strategy. They also discussed the development of green-lighting criteria (internal and external) within the plan and related key metrics and timelines. Board members discussed additional considerations, including issues related to authorizers, student enrollment, lessons learned from operating during COVID-19, notable risks, financial

implications, unforeseen circumstances, academic performance, and effects on current schools.

J. Dent and C. Toriumi reviewed model dissemination efforts, including a partnership video and an analysis of positive net promoter feedback scores. Board members and staff discussed future opportunities for the initiative; practical and logistical demands; financial projections; related organizational benefits; challenges and lessons learned; staffing demands and impact upon current staff; and future opportunities.

B. WPS Opening at 407 Main Street

K. Sved shared images, highlights, and reflections from the first days and opening ceremonies of new facilities for Watsonville Prep School. He praised the efforts of parents and staff and thanked the board for accepting the risks of the project. J. Flaherty shared his impressions of the ceremony including a guest speaker's remarks concerning Navigator's support of local businesses during the construction effort. The board chair offered thanks to K. Sved for the constancy of his vision and congratulated him on the success of the project.

IV. Closed Session

A. Announcement and Vote to Enter Closed Session

The board chair announced reasons for the closed session.
 Nora Crivello made a motion to enter closed session.
 JP Anderson seconded the motion.
 The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Closed Session: Real Property Negotiations for San Benito County APN# 052-090-045

C. CEO Evaluation

V. Return to Open Session

A. Actions Taken During Closed Session

There was no action taken during closed session.

B. Approval of Consulting Services Agreement

Chuck Daggs made a motion to approve the agreement.

Shara Hegde seconded the motion.

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

Roll Call

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

VI. Closing Items

A. Adjourn Meeting

JP Anderson made a motion to adjourn the meeting.

Shara Hegde seconded the motion.

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

Roll Call

Ian Connell	Aye
Victor Paredes-Colonia	Absent
Fiaau Ohmann	Absent
Shara Hegde	Aye
John Flaherty	Aye
JP Anderson	Aye
Chuck Daggs	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 9:53 PM.

Respectfully Submitted,
Sean Martin

Coversheet

CEO Report

Section:	I. Opening Items
Item:	F. CEO Report
Purpose:	FYI
Submitted by:	
Related Material:	CEO Report.pdf



Date: December 14, 2021
To: Board of Directors of Navigator Schools
From: Kevin Sved, CEO
Subject: CEO Report

The purpose of this report is to provide an update on recent activities.

Proposition 39 and SB 740

Navigator Schools submitted facilities requests for GPS and HPS under Proposition 39. Gilroy Unified approved the GPS request to renew the current facilities agreement for 2022-23. Hollister School District has not yet responded to the request, though the new Superintendent visited the campus to learn more about the current facilities agreement. The District is required to provide a preliminary facilities offer by February 1, 2022. Watsonville Prep is no longer in Prop 39 facilities and is therefore eligible to apply for rent reimbursement through [SB 740](#). Watsonville Prep's SB 740 application was approved last week.

Enrollment Update

Gilroy Prep and Hollister Prep continue to be at capacity. A new milestone was reached with the network's first TK class reaching its 25 student capacity at Watsonville Prep. Watsonville Prep's enrollment continues a steady climb and is nearing capacity, with 317 of 325 seats filled. The complete enrollment report is attached.

407 Main Street

The project is near completion. The installation of the server roll up window is scheduled for January 2023. The installation of the audiovisual equipment in the multipurpose room (projection screens, mounted overhead projectors, and a sound system) is also scheduled for January 2023. These delays were related to lead time and supply chain issues. Project closeout is anticipated shortly thereafter.

Fundraising, Navigator Schools Support Corporation,

In November, the Charles and Helen Schwab Foundation granted Navigator Schools \$500,000. The grant, to be paid over two years, will help Navigator expand its impact by continuing to share best practices. Navigator contracted [BuildingBlox Consulting](#) to support the development of a fundraising plan. Last week we learned that the IRS determined that the Navigator Schools Support Corporation is a tax-exempt public charity 509(a)(3). This new entity will be considered to play a role in supporting the organization's fundraising efforts. More information will be forthcoming.

Authorizer Visits

All three of our charter authorizers visited over the last month. Please see the attached report from Kirsten Carr, Director of Engagement and Partnerships.

Independent Study

Please see the attached report from Sharon Waller, Director of Student Services.



Date: December 14, 2021
To: Board of Directors of Navigator Schools
From: Kirsten Carr, Director of Engagement & Partnerships
Subject: Authorizer Visits

Over the past two months we've had the opportunity to host visits from all three of Navigator's authorizers with positive feedback received from all.

Gilroy Prep School - Dr. Flores, Superintendent of Gilroy Unified and one of the newest board members, and former Gilroy Federation of Teachers President, toured GPS in mid October and highlighted the return to Navi looking classrooms after the months of distance learning, extremely high levels of engagement in all classrooms, and the strong classroom management throughout. Dr. Flores shared with Trustee Nelson the history of a positive relationship between Navigator and GUSD and reminded her of the collaboration between Rod Kelley & Navigator in the past.

Hollister Prep School - Staff had opportunities to tour two different visits for Hollister School District with the new Superintendent, Erika Sanchez and Assistant Superintendent Kip Ward on one visit and Trustees Carla Torres-De Luna and Cathy Toste (former HSD employee) on the second. The first visit was positive with most of the conversation focusing on the shared campus complexities and facility needs but they did have a chance to visit a couple of classrooms. Their impressions were positive and encouraging for a future relationship with both of them. The trustee visit was filled with praise by both for the middle school squad model, engaged students, and use of technology. They both shared their interest in finding a facility solution which works for both HSD and HPS with Trustee Torres-De Luna sharing all the children are students of the community.

Watsonville Prep School - Our consultant from the California Department of Education conducted the annual site visit the first week of December. While the official report only signifies compliance, Amber Ferreira's informal report and follow up email included high praise for the site leadership team, the level of engagement in each classroom, the 100% mission alignment of all teachers, and the focus and commitment to data driven instruction. The visit included meetings with parents, teachers, students, office staff, leadership team, special education staff, and board members with only areas of future improvement identified as facility/scheduling complexities when WPS grows to capacity.

The glows from each visit were heard by the site leaderships who deserve full credit for providing strong leadership, positive energy, and unwavering support for their staff and students.



Date: December 14, 2021
To: Board of Directors of Navigator Schools
From: Sharon Waller, Director of Student Services
Subject: Independent Study Update

Our Independent Study program started in August, with students adding in daily and then weekly. Currently we have 35 students participating in the program.

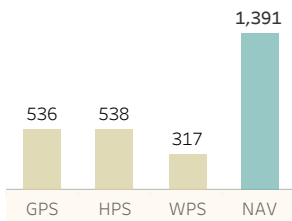
The majority of students who have stayed in IS have been regularly attending, completing their assigned work, and are making progress according to the math and ELA benchmark assessments. For the few students who have been struggling with work completion or attendance, the teachers and/or the director of student services has met with the parents to brainstorm solutions. We've recommended that a few students return to school, but the parents were nervous about COVID, and determined to keep them in the IS program. We are hopeful that these parents and students will work together with the instructors to be more successful.

The program being provided to the IS students is well-rounded, and includes the subjects of math, english language arts, science, social studies, writing, independent reading, and the use of educational software for reading and mathematics. Each teacher offers office hours to support students who have questions or who need a re-teach of a concept.

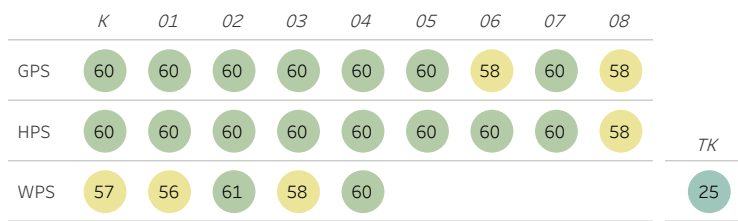
The staff who is delivering the program consists of the following: two current Navigator teachers and two former Navigator teachers. The two current Navigator teachers are providing IS for a few students in their classrooms via zoom (currently three 1st graders and four 4th graders), and the two former Navigator teachers are providing IS instruction for the rest of the students.

A. ENROLLMENT

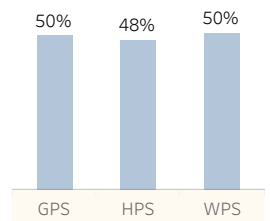
1. Site **FILTER**



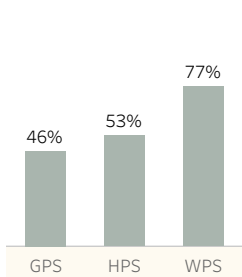
2. Grade Level



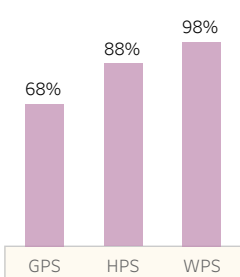
3. % Female



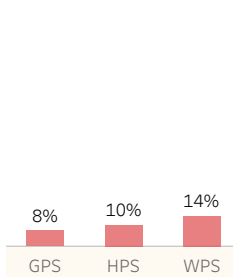
4. % Free/Reduced Lunch



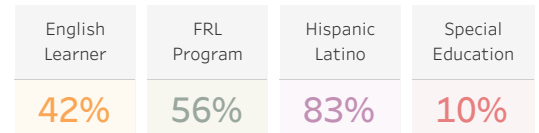
5. % Hispanic or Latino



6. % Special Education



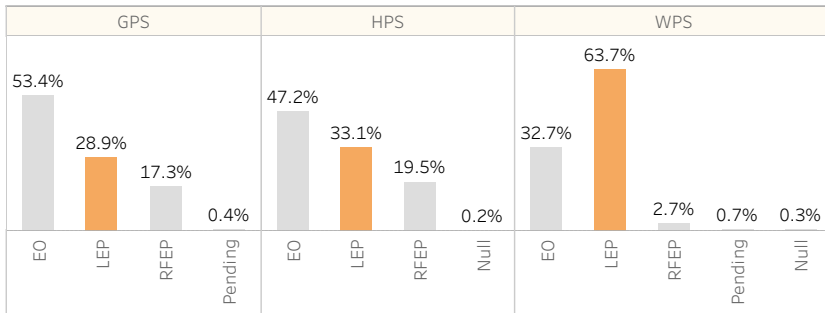
8. Student Groups **FILTER**



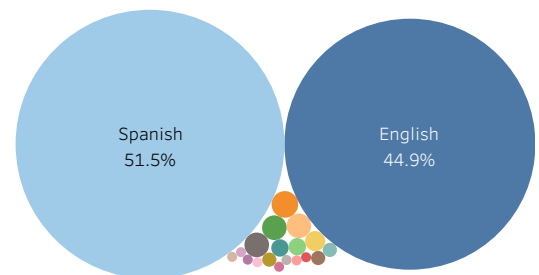
9. % Race/Ethnicity **FILTER**

HL	W	A	2+	AA/B	AI AN	HI PI
82.7%	9.6%	5.0%	1.4%	0.9%	0.2%	0.1%

7. % EL Program Code



10. Primary Language



Coversheet

Finance Committee Report

Section: II. Committees and Related Actions
Item: A. Finance Committee Report
Purpose: FYI
Submitted by:
Related Material: October 31 2021 Financials.pdf



2021-22 Financial Narrative
October 31, 2021

2021-22 Net Income (GAAP)

	BOD Approved Budget Net Income (GAAP)	Proposed Budget Revise Net Income (GAAP)
Charter Management Organization (CMO)	156k	156k
Gilroy Prep School (GPS)	293k	293K
Hollister Prep School (HPS)	86k	86K
Watsonville Prep School (WPS)	165k	165k
Total	701k	701k

*Please note, due to the recent budget revise there are no significant variances to report

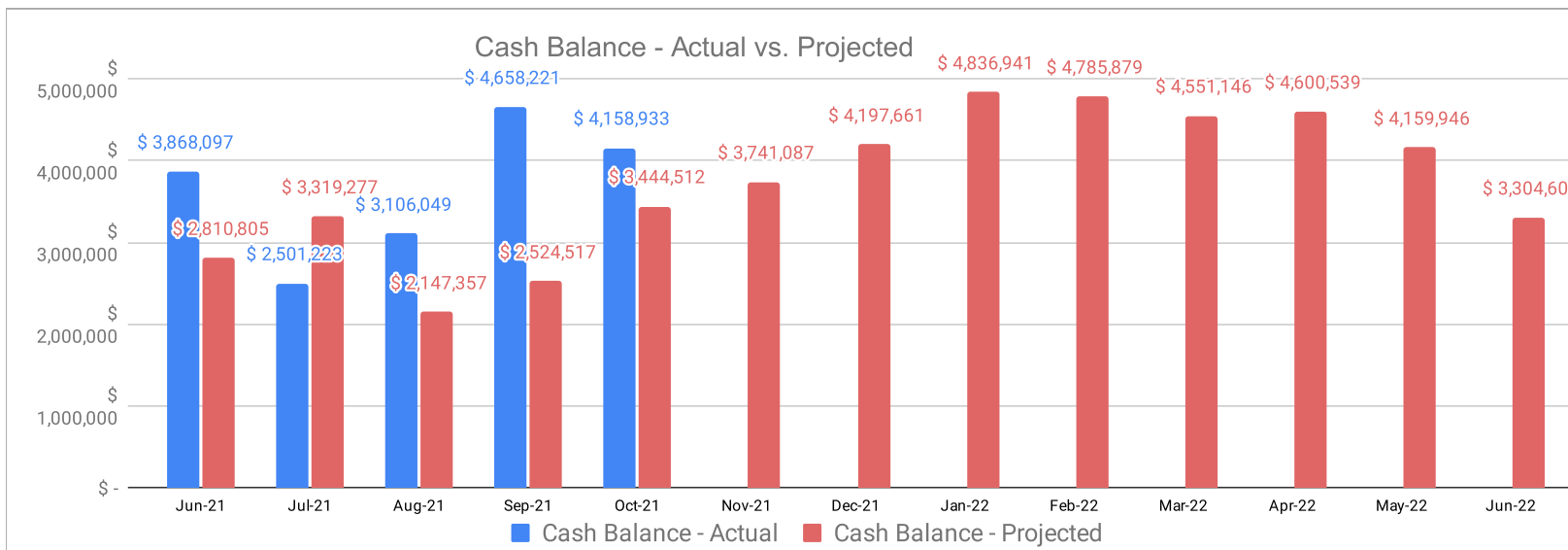
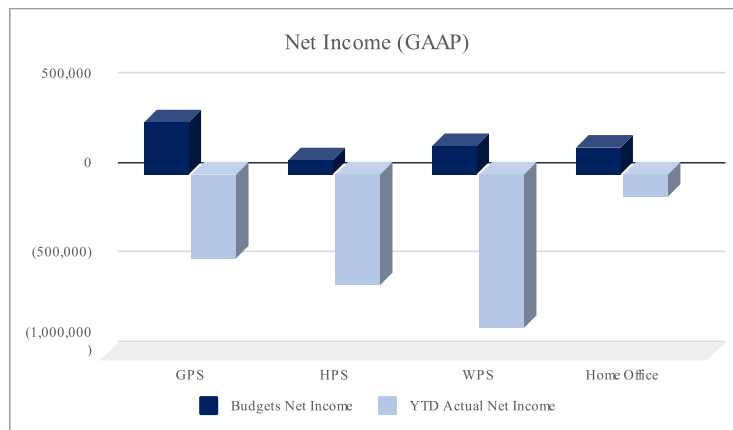
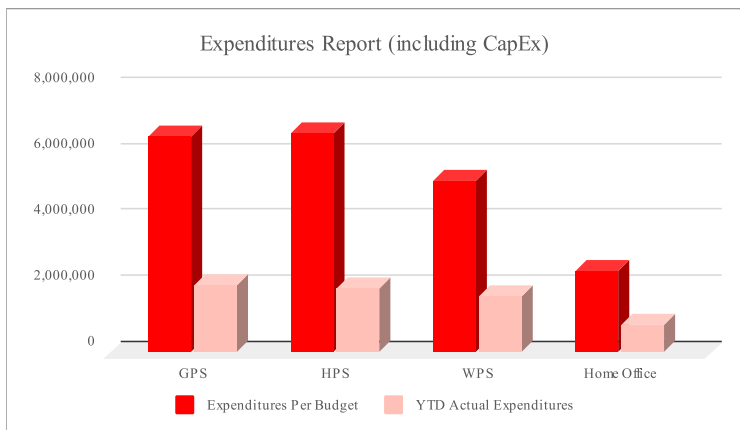
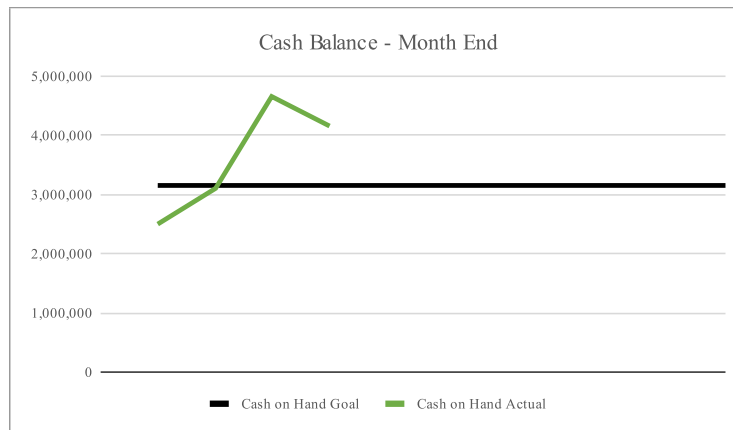
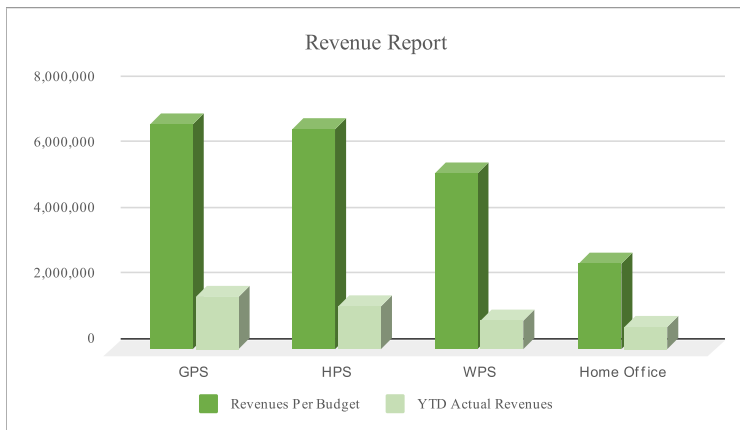
- Charter Management Organization (CMO)
 - Nothing to report
- Gilroy Prep School
 - Nothing to Report
- Hollister Prep School
 - Nothing to report
- Watsonville Prep School
 - \$80k favorable variance in Federal funding for child nutrition due to the reimbursements continuing to be higher due to the pandemic
 - \$80k unfavorable variance in Federal funding for child nutrition due to more families receiving school based meals

Navigator Schools
 Consolidated Balance Sheet Comparison
 October 31, 2021

	10/31/21
	<u>Navigator</u>
Cash	4,158,933
Accounts Receivable	1,624,788
Prepaid Expense	183,510
Fixed Assets, net of depreciation	736,240
Other Assets	4,763
Total Assets	6,708,234
<hr/>	
Accrued Liabilities	608,510
Loans Payable	428,704
Total Liabilities	1,037,196
Beginning Fund Balance	7,663,749
Net Income	-1,992,712
Ending Fund Balance	5,671,038
Total Liabilities & Fund Balance	6,708,234

****Loans Payable**

Watsonville Prep School	\$197,915	California Department of Education
Watsonville Prep School	\$230,789	Pacific Charter School Development



Navigator Schools - Board Meeting - Agenda - Tuesday December 14, 2021 at 6:00 PM

Navigator Schools - 2021-22 Budget vs. Projection

	October 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
	2021-22	2021-22	2021-22	Projection	2021-22	2021-22	2021-22	Projection	2021-22	2021-22	2021-22	Projection	2021-22	2021-22	2021-22	Projection	2021-22	2021-22	2021-22	Projection
	BOD Approved				BOD Approved				BOD Approved				BOD Approved				BOD Approved			
	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
REVENUE:																				
Enrollment	1405	1390	1080		540	540	540		540	540	540		325	310	320					
LCFF Revenue	13,469,729	2,890,697	13,469,729	0	4,940,034	1,141,960	4,940,034	0	5,012,919	1,088,044	5,012,919	0	3,516,776	660,692	3,516,776	0	0	0	0	0
Federal Revenue	2,440,415	601,342	2,520,415	80,000	920,334	335,225	920,334	0	710,481	111,827	710,481	0	809,600	154,290	889,600	80,000	0	0	0	0
Other State Revenue	2,761,254	241,423	2,761,254	0	968,992	107,878	968,992	0	964,555	100,602	964,555	0	827,707	32,943	827,707	0	0	0	0	0
Donations & Grants	756,729	8,832	715,500	0	7,500	8,782	7,500	0	7,500	50	7,500	0	200,500	0	200,500	0	500,000	0	500,000	0
Other Revenue	110,929	3,124	110,929	0	48,729	1,396	48,729	0	20,000	0	20,000	0	15,200	458	15,200	0	27,000	1,270	27,000	0
CMO Management Fees	2,072,137	690,713	2,072,137	0													2,072,137	690,713	2,072,137	0
REVENUE	21,569,964	4,436,130	21,649,964	80,000	6,885,589	1,595,242	6,885,589	0	6,715,455	1,300,523	6,715,455	0	5,369,783	848,383	5,449,783	80,000	2,599,137	691,983	2,599,137	0
EXPENDITURES:																				
Salaries	11,353,655	2,989,848	11,353,655	0	3,605,210	911,825	3,605,210	0	3,668,875	922,980	3,668,875	0	2,562,689	641,457	2,562,689	0	1,516,881	513,587	1,516,881	0
Benefits & Taxes	2,905,672	817,055	2,905,672	0	886,550	260,086	886,550	0	874,290	269,610	874,290	0	684,740	163,709	684,740	0	460,092	123,650	460,092	0
Books & Supplies	1,358,654	949,357	1,438,654	80,000	549,104	352,396	549,104	0	370,250	196,338	370,250	0	360,900	370,272	440,900	80,000	78,400	30,351	78,400	0
Services & Other Operating Expense	3,112,200	986,709	3,112,200	0	744,212	244,260	744,212	0	915,919	251,549	915,919	0	1,064,652	342,429	1,064,652	0	387,417	148,471	387,417	0
CMO Management Fees	2,072,138	690,713	2,072,138	0	772,605	257,535	772,605	0	782,809	260,936	782,809	0	516,724	172,241	516,724	0				0
Capital Outlay	0	(4,840)	0	0	0	0	0	0	0	0	0	0	0	(4,840)	0	0	0	0	0	0
EXPENDITURES	20,802,319	6,428,842	20,882,319	80,000	6,557,681	2,026,101	6,557,681	0	6,612,143	1,901,413	6,612,143	0	5,189,705	1,685,269	5,269,705	80,000	2,442,790	816,059	2,442,790	0
REVENUE LESS EXPENDITURES	767,645	(1,992,712)	767,645	0	327,908	(430,860)	327,908	0	103,312	(600,889)	103,312	0	180,078	(836,886)	180,078	0	156,347	(124,077)	156,347	0
GAAP Adjustments:																				
Revenue Less Expenditures	767,645	(1,992,712)	767,645	0	327,908	(430,860)	327,908	0	103,312	(600,889)	103,312	0	180,078	(836,886)	180,078	0	156,347	(124,077)	156,347	0
Add back Capita Outlay to Net income	0	(4,840)	0	0	0	0	0	0	0	0	0	0	0	(4,840)	0	0	0	0	0	0
Subtract Depreciation Expense	(67,000)	(67,000)	(69,000)	0	(35,000)	(35,000)	(35,000)	0	(17,000)	(17,000)	(17,000)	0	(15,000)	(15,000)	(15,000.00)	0	0	0	0	0
Net income - GAAP Basis 2020-21	700,645	(2,064,551)	700,645	0	292,908	(465,860)	292,908	0	86,312	(617,889)	86,312	0	165,078	(856,726)	165,078	0	156,347	(124,077)	156,347	0
Beginning Net Assets @ 6/30/20	6,170,317	6,170,317	6,170,317		2,442,089	2,442,089	2,442,089		2,476,603	2,476,603	2,476,603		420,594	420,594	420,594		831,031	831,031	831,031	
Net Income - GAAP Basis 2020-21	700,645	(2,064,551)	700,645		292,908	(465,860)	292,908		86,312	(617,889)	86,312		165,078	(856,726)	165,078		156,347	(124,077)	156,347	
Ending Net Assets @ 6/30/21	6,870,962	4,105,766	6,870,962		2,734,997	1,976,229	2,734,997		2,562,915	1,858,714	2,562,915		585,672	(436,132)	585,672		987,378	706,954	987,378	

Navigator Schools - Financial Data

October 31, 2021

<u>Attendance and Enrollment Data</u>	<u>Total</u>	<u>GPS</u>	<u>HPS</u>	<u>WPS</u>
2021-22 ADA - Approved Budget	1342.3	518.4	518.4	305.5
2021-22 ADA	1313.2	515.9	505.7	291.52
2021-22 ADA %- Approved Budget	95.5%	96.0%	96.0%	94%
2021-22 ADA %	95.0%	95.9%	94.5%	94%
2021-22 Enrollment - Approved Budget	1405.0	540.0	540.0	325
2021-22 Enrollment	1383.0	538.0	535.0	310



	<u>Actual</u>
Cash balance as of 10/31/2021	4,158,933
Projected Annual Expenditures (not including CMO Mgmt Fees)	18,810,181
Number of Months Cash on Hand	2.65

Coversheet

Independent Audit Extension

Section: II. Committees and Related Actions
Item: B. Independent Audit Extension
Purpose: Vote
Submitted by:
Related Material: Audit Extension.pdf



Date: November 30, 2021

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: Recommendation to approve the 2020-21 Annual Audit Extension

Background

The current law states that a charter school shall transmit a copy of its annual, independent financial audit report for the preceding fiscal year to its chartering authority by December 15 of each year.

On September 23, 2021, the Governor approved Assembly Bill 167. AB167 extends the due date of the independent financial audit report for the 2020–21 fiscal year to January 31, 2022 to allow organizations ample time to prepare audit schedules during the ongoing pandemic.

I would like to ask the Board to approve this extension for Navigator Schools due to the complications of the reporting for the pandemic Federal funding.

Recommendation

It is recommended that the Board approve the 2020-21 Annual Audit Extension to January 31, 2022.

Coversheet

Educator Effectiveness Plan

Section: II. Committees and Related Actions
Item: C. Educator Effectiveness Plan
Purpose: FYI
Submitted by:
Related Material: Educator Effectiveness Plan.pdf



Date: December 7, 2021

To: Board of Directors

From: Ami Ortiz, Director of Business & Finance

Re: Recommendation to approve the Educator Effectiveness Plans for Gilroy Prep, Hollister Prep and Watsonville Prep

Background

LEAs and State Special Schools that receive funding pursuant to California *Education Code (EC)* Section 41480(a) are required to develop and adopt a plan, by December 30 , 2021, that delineates the expenditure of funds apportioned including the professional development of teachers, administrators, paraprofessionals and classified staff. The plan shall be presented in a public meeting of the governing board before its adoption in a subsequent meeting.

LEAs will have 5 fiscal years to spend the funds beginning with 2021-22 and going through 2025-26, with expenditure reporting due each September. GPS will receive \$123,810, HPS will receive \$129,608 and WPS will receive \$70,058.

Recommendation

It is recommended that the Board approve the Educator Effectiveness Plans for Gilroy Prep, Hollister Prep and Watsonville Prep

GPS Educator Effectiveness Plan

Navigator will use the Educator Effectiveness funds to help ensure all Small Group Instructors are effectively coached and trained in instructional strategies, curriculum, and school culture. These funds will be utilized to support the salary of the Instructional Support Coordinator who provides weekly coaching to all Small Group Instructors.

Professional Development

Ongoing feedback on best instructional practices is the cornerstone of continuous improvement in classrooms. Navigator uses observation and feedback, three-way coaching, live coaching, data meetings, and staff development to accelerate instructional development.

Observation and Feedback - Navigator's teaching methodology is supported through an extensive, continuous observation/feedback cycle. The site leadership team oversees this cycle utilizing the Navigator Schools Observation and Feedback checklist. The checklist has three major phases: classroom management, instructional rigor, and differentiation/special projects. Each phase is further divided into action steps delineated by date of expected mastery. Academic coaches play a key role in the observation/feedback cycle. The assigned coach begins each weekly meeting with praise for the educator's current and ongoing strengths. After identifying the strengths, the coach encourages the educator to self-evaluate, identifying areas for improvement through probing questions that guide the educator toward the action items. One or two action steps are assigned. Action steps must be measurable, high impact, and bite-sized. These action items are practiced with the coach during the feedback meeting. The final step of the weekly meeting is to schedule a time for the coach to view the action steps within the classroom.

The weekly evaluations are saved, charted, and available for future reference. The academic coaches and principals must effectively balance evaluating the educator's overall success with identifying the specific action steps for the educator to master. The emphasis throughout the process is always on strengthening classroom instruction by developing the educator. Because academic coaching is so critical in a teacher's development, Navigator has taken great pains to develop a culture of improvement that begins as early as the first interview. During the hiring process, new instructors are given the opportunity to teach a lesson to students and immediately receive feedback from one of the site's academic coaches.

Three-way coaching - Three-way coaching is part of the Navigator commitment to excellence. In the event that an educator is struggling with implementing a new action step, or in order to see a new technique in action, the coach will initiate three-way coaching. The classroom teacher is released by a substitute to observe a colleague along with their coach. The observing teacher is asked to focus on specific instructional or classroom management strategies as an area of focus for the observation. The coach facilitates a discussion with the observing teacher to develop a plan to implement the strategies in the teacher's classroom. At Navigator, three-way coaching has been shown to be one of the most efficient manners of helping accelerate a

teacher's implementation of new techniques in the classroom. Most three-way coaching sessions take less than thirty minutes to implement.

Live coaching - This technique leads to an immediate change in instructional practice due to its "in the moment" nature. Live coaching occurs when the coach becomes an active participant during the teacher's instruction, preferably using the least invasive method of support. To help support the implementation of a new action step or new instructional technique, the coach can use a series of increasing levels of support to help redirect the teacher during instruction. Some of these live coaching support strategies could include the use of hands signals or other visible indicators to remind the teacher to use the technique, or the coach may take over the class for 15 to 30 seconds and demonstrate the new technique for the teacher. The teacher understands the modeling is for their development, and the students most often do not realize that live coaching is occurring.

Data meetings - A variation of the weekly observation and feedback meeting is the data meeting. In these meetings the educator is coached on analyzing student achievement data. The outcome from this meeting is to develop a re-teaching plan to help support students that did not meet satisfactory levels of achievement. These meetings happen weekly during after school professional development time, but can also take place at the discretion of the coach based on daily check-for-understanding (CFU) results or formative quizzes. Ultimately, the teacher leaves the meeting with a clear plan for students needing additional instruction.

Instructional Planning

Navigator teachers are released quarterly to work on unit planning. With the support of the Data and Curriculum Specialist, teachers use backwards design to plan their upcoming instructional units. The team begins by unpacking each Common Core standard and determines what students need to know and do in order to achieve mastery. Teachers discuss common misconceptions that may prevent students from mastering the standard and share strategies that may be used to address these misconceptions. Teachers then write objectives for each standard and determine how they will measure student proficiency using formal and informal assessments. Exemplars are created for all assessments. These exemplars will be used before, during, and after instruction as a "roadmap for rigor." Student work will be compared to the teacher exemplar in order to analyze gaps in understanding and to plan appropriate next steps for student mastery. Once standards are unpacked, objectives are written, assessments and exemplars are created, and teachers proceed to plan their daily lessons. Teachers use "double planning" when creating their daily lessons; not only do they plan what the teacher will say and do during each lesson, but also what the students will say and do. This allows the teacher to further anticipate student error and to identify strategies that may be used for necessary in-the-moment adjustments.

HPS Educator Effectiveness Plan

Navigator will use the Educator Effectiveness funds to help ensure all Small Group Instructors are effectively coached and trained in instructional strategies, curriculum, and school culture. These funds will be utilized to support the salary of the Instructional Support Coordinator who provides weekly coaching to all Small Group Instructors.

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WPS Educator Effectiveness Plan

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