



Navigator Schools

Board Meeting

Date and Time

Tuesday August 30, 2022 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 [\(669\) 900-6833](tel:6699006833) or [\(646\) 876-9923](tel:6468769923). The meeting ID is: **982 2019 3142**. The meeting passcode is: **100120**.

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 via [e-mail](#).

The Public Comments period included in the agenda is reserved for comments on items that are not listed on the agenda. Public comments on agenda items will be elicited by the the board chair as items arise following the order of the agenda.

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 submitted forty-eight hours prior to the meeting via [e-mail](#). 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.

Esta reunión se celebrará por teleconferencia de conformidad con las Órdenes Ejecutivas N-25-20 y N-29-20.

El Consejo de Administración y los empleados de Navigator Schools se reunirán a través de Zoom. Los miembros del público que deseen acceder a esta reunión del consejo pueden hacerlo en línea en <https://zoom.us/join> o por teléfono llamando al (669) 900-6833 o al (646) 876-9923. El número de identificación de la reunión es: **982 2019 3142**. El código de acceso a la reunión es: **100120**.

Los miembros del público que asistan por Internet y deseen hacer comentarios durante la reunión de la junta directiva utilizarán la herramienta "levantar la mano" en Zoom cuando el presidente solicite los comentarios del público. Los miembros del público que tengan previsto asistir por teléfono deberán confirmar su intención de hacer comentarios una hora antes de la reunión por [correo electrónico](#).

El período de comentarios públicos incluido en la agenda está reservado para comentarios sobre temas que no están incluidos en la agenda. Los comentarios públicos sobre los temas de la agenda serán obtenidos por el presidente de la junta a medida que surjan los temas siguiendo el orden de la agenda.

Los comentarios individuales se limitarán a tres minutos. Si se necesita un intérprete, los comentarios se traducirán al inglés y el límite de tiempo será de seis minutos. A su discreción, la mesa directiva puede limitar el tiempo total asignado a los comentarios del público y establecer nuevos límites de tiempo para los comentarios individuales. La mesa directiva se reserva el derecho de silenciar y expulsar a un participante de la reunión si éste interrumpe injustificadamente la reunión.

Las solicitudes de modificaciones o adaptaciones relacionadas con una discapacidad para participar en esta reunión pública deberán presentarse cuarenta y ocho horas antes de la reunión por [correo electrónico](#). Se hará todo lo posible por realizar adaptaciones razonables. El orden del día y los documentos públicos se modificarán si se solicita, tal y como exige el artículo 202 de la Ley de Estadounidenses con Discapacidades.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
Opening Items			
A. Record Attendance and Guests		Board Chair	2 m
The chairperson will direct S. Martin to confirm attendance via roll call.			
B. Call the Meeting to Order		Board Chair	1 m
C. Board Chair's Opening Remarks		Board Chair	10 m

	Purpose	Presenter	Time
The chairperson will provide introductory remarks.			
D.	Public Comments	Board Chair	5 m
The board will receive public comments regarding non-agenda items, if any, following expectations and time limits reviewed by the chairperson.			
E.	Approve Minutes from Previous Meeting	Approve Minutes Board Chair	2 m
Members will vote on the approval of minutes from the board meeting on June 29, 2022.			
Approve minutes for Board Meeting on August 9, 2022			
F.	CEO Report	Kevin Sved	5 m
K. Sved will provide an update on recent organizational activities.			
II.	Business and Finance		6:25 PM
A.	Accounting Notices	FYI Ami Ortiz	3 m
A. Ortiz will share two notifications concerning accounting and auditing with the board: the 2022 Governance Communication Letter and the Audit Schedule Letter.			
B.	Finance Committee Report	FYI Victor Paredes-Colonia	4 m
V. Paredes-Colonia will review recent committee activities and present the latest Financials Report.			
III.	Start of School Year Updates		6:32 PM
A.	Start of the School Year Update: Gilroy Prep School (GPS)	FYI Melyssa Corral	5 m
M. Corral, Principal, joined by K. Carr, Director of Engagement and Partnerships, will introduce the GPS leadership team and recap the launch of the new school year.			
B.	Start of the School Year Update: Hayward Collegiate Charter (HCC)	FYI Parisa Foadian	5 m
P. Foadian, Principal, will introduce the HCC leadership team and recap the launch of the new school year.			

	Purpose	Presenter	Time
C. Start of the School Year Update: Hollister Prep School (HPS) M. Butron, Principal, will introduce the HPS leadership team and recap the launch of the new school year.	FYI	Mariah Butron	5 m
D. Start of the School Year Update: Watsonville Prep School (WPS) A. Hernandez, Principal, will introduce the WPS leadership team and recap the launch of the new school year.	FYI	Andrea Hernandez	5 m
E. Start of the School Year Update: Network J. Dent, Chief Academic Officer, and K. Carr will provide a network-wide update on the launch of the new school year.	FYI	James Dent	10 m
IV. Topical Items			7:02 PM
A. Board Off-Site Meeting Preparation and Location J. Flaherty will lead the board in a discussion of upcoming off-site meetings in September, including preparation, logistics, and related activities.	Discuss	Board Chair	5 m
B. Gilroy Prep School Security K. Carr will provide an update on the latest developments regarding security at Gilroy Prep School and proximity.	FYI	Kirsten Carr	20 m
V. Closed Session			7:27 PM
A. Announcement of Reason For Closed Session The chairperson will announce the reason for the closed session: CEO Evaluation.	FYI	Board Chair	1 m
B. Vote to Enter Closed Session / Closed Session The board will vote on the approval of entry into closed session. The board will meet in closed session for approximately 30 minutes.	Vote	Board Chair	30 m
C. Announcement of Action Taken During Closed Session The chairperson will announce action taken during closed session.	FYI	Board Chair	1 m
VI. Closing Items			7:59 PM

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote	Board Chair	1 m
Board members will vote to adjourn the meeting. Votes will be recorded via roll call.			

Coversheet

Approve Minutes from Previous Meeting

Section:	I. Opening Items
Item:	E. Approve Minutes from Previous Meeting
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on August 9, 2022

APPROVED



Navigator Schools

Minutes

Board Meeting

Date and Time

Tuesday August 9, 2022 at 4:30 PM

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

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Directors Present

Alfred Morikang (remote), Chuck Daggs (remote), Claire Grissom (remote), JP Anderson (remote), Jaime Quiroga (remote), John Flaherty (remote), Shara Hegde (remote), Victor Paredes-Colonia (remote)

Directors Absent

Ian Connell

Guests Present

Sean Martin (remote)

I. Opening Items

A.

Record Attendance and Guests

Full names (present): Alfred Morikang (remote), Chuck Daggs (remote), Claire Grissom (remote), JP Anderson (remote), John Flaherty (remote), Jaime Quiroga (remote), Shara Hegde (remote), Victor Paredes-Colonia (remote) | Full names (absent): Ian Connell

B. Call the Meeting to Order

John Flaherty called a meeting of the board of directors of Navigator Schools to order on Tuesday Aug 9, 2022 at 4:30 PM.

C. Public Comments

There were no public comments.

D. Board Chair's Opening Remarks

The chair waived opening remarks.

E. Approve Minutes from Previous Meeting

Victor Paredes-Colonia made a motion to approve the minutes with amendments for Board Meeting on 07-12-22.

JP Anderson seconded the motion.

The board chair requested that the minutes be amended: (1.) pertaining to the item concerning board meeting planning (Item II.E), replace the phrase "in-person retreat" with the phrase "off-site onboarding/re-boarding" and (2.) add the complete first name of each board member in the attendance section (as opposed to providing the first initial).

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

Roll Call

Ian Connell	Absent
Victor Paredes-Colonia	Aye
Shara Hegde	Aye
Claire Grissom	Aye
Jaime Quiroga	Aye
Chuck Daggs	Aye
Alfred Morikang	Aye
John Flaherty	Aye
JP Anderson	Aye

II. Topical Items

A. Resolution Renewing the Authorization to Continue Virtual Meetings

Chuck Daggs made a motion to approve the resolution.

Victor Paredes-Colonia seconded the motion.

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

Roll Call

Alfred Morikang	Aye
John Flaherty	Aye
Shara Hegde	Aye
Ian Connell	Absent
Chuck Daggs	Aye
Victor Paredes-Colonia	Aye
Claire Grissom	Aye
Jaime Quiroga	Aye
JP Anderson	Aye

B. Proposed Revisions of the Hayward Collegiate Kindergarten Enrollment Policy

K. Sved explained that this item will be addressed at a later date to allow for additional research on the topic.

C. Resolution Confirming Implementation of CalSTRS EPMC

A. Ortiz reviewed the purpose of the resolution and its history of development. S. Hegde added additional insights pertaining to CalSTRS.

Victor Paredes-Colonia made a motion to approve the CalSTRS resolution.

JP Anderson seconded the motion.

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

Roll Call

Claire Grissom	Aye
Chuck Daggs	Aye
Alfred Morikang	Aye
Victor Paredes-Colonia	Aye
Shara Hegde	Aye
Ian Connell	Absent
John Flaherty	Aye
JP Anderson	Aye
Jaime Quiroga	Aye

D. CalSHAPE Grant Resolution

A. Ortiz explained the title and the process by which the related grant application has been prepared by Gilroy Unified School District on behalf of Gilroy Prep School. She described the purpose and scope of the grant.

Claire Grissom made a motion to approve the CalSHAPE resolution.

John Flaherty seconded the motion.

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

Roll Call

Victor Paredes-Colonia	Aye
Ian Connell	Absent
Shara Hegde	Aye

Roll Call

JP Anderson	Aye
John Flaherty	Aye
Claire Grissom	Aye
Alfred Morikang	Aye
Chuck Daggs	Aye
Jaime Quiroga	Aye

III. Closed Session: CEO Evaluation

A. Announcement and Vote to Enter Closed Session

The chairperson announced the reason for the closed session: CEO Evaluation.

John Flaherty made a motion to enter closed session.

Shara Hegde seconded the motion.

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

Roll Call

Alfred Morikang	Aye
John Flaherty	Aye
Shara Hegde	Aye
JP Anderson	Aye
Jaime Quiroga	Aye
Chuck Daggs	Aye
Victor Paredes-Colonia	Aye
Claire Grissom	Aye
Ian Connell	Absent

B. Closed Session: CEO Evaluation

The board met in closed session.

C. Announcement of Action Taken During Closed Session

The chairperson announced that no action was taken during closed session.

IV. Meeting Planning

A. Board Onboarding/Re-Boarding Retreat

The chairperson led the board in a discussion of an upcoming, two-day, off-site onboarding/re-boarding meeting, including: purposes and goals; board member preparation; the scope, development, schedule, and delivery of materials; meeting format, audience, and expectations; staff presentations; and topics of focus.

V. Closing Items

A. Adjourn Meeting

Chuck Daggs made a motion to adjourn the meeting.

JP Anderson seconded the motion.

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

Roll Call

Alfred Morikang	Aye
Claire Grissom	Aye
Ian Connell	Absent
JP Anderson	Aye
Victor Paredes-Colonia	Aye
John Flaherty	Aye
Shara Hegde	Aye
Jaime Quiroga	Aye
Chuck Daggs	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:20 PM.

Respectfully Submitted,
Sean Martin

Coversheet

CEO Report

Section:	I. Opening Items
Item:	F. CEO Report
Purpose:	FYI
Submitted by:	
Related Material:	CEO Report August 30 2022.pdf



Date: August 30, 2022
To: Board of Directors of Navigator Schools
From: Kevin Sved, CEO
Subject: CEO Report

Regional Technical Assistance and Coaching Application

Navigator was awarded a 2022-23 Regional Technical Assistance and Coaching Sub-Grant (RTAC) from the California Department of Education (CDE) in the amount of \$215,666. With this support, the Navigator model providing team will (1.) recruit and facilitate multiple cohorts of Critical Friends Groups (CFG) professional learning communities and (2.) provide best-practice workshops for low-performing charter and non-charter schools. The ultimate goal of this assistance and coaching effort is to improve academic achievement for all students in California. Please see the attached report from Crystal Toriumi, Director of Model Implementation and Project Manager for this grant. The report includes recruitment fliers for upcoming trainings. A big shout out to Crystal and the RTAC team for launching this important initiative at the start of a busy 2022-23 school year!

Proposition 39, Proposition 51, and Long-Term Facilities

Navigator is gearing up to submit Proposition 39 requests for Gilroy Prep, Hollister Prep, and Hayward Collegiate. Proposition 39 was approved by voters to ensure school districts provide "equitable" facilities to charter schools. Gilroy Prep and Hollister Prep are currently on "Prop 39 sites" (charter school vernacular). Facility requests under Proposition 39 are due to the corresponding school district by November 1, 2022. The requests will come to the Navigator Schools Board of Directors on the October 25, 2022 board meeting for the Board's authorization to submit the requests. The Gilroy Prep and Hollister Prep funding applications through Proposition 51 are under review by the Office of Public School Construction. Funding awards will be determined in either the October or December meeting of the State Allocations Board (SAB). The Finance Committee discussed long-term facilities issues for the network in its August 2022 meeting and plans to schedule a meeting to focus on facilities planning.

Williams Case Visit, Gilroy Prep and Hollister Prep Schools

Williams v. California was a 2000 class action lawsuit filed on behalf of 100 students alleging the state's most needy children were being denied equal educational opportunities as it related to instructional materials, facilities, and qualified teachers. The 2004 Williams Settlement led to years of stringent oversight for public schools across California with charter schools only recently being added to the settlement conditions. Both Gilroy Prep and Hollister Prep were on the list of hundreds of schools being monitored for the next three years. Both schools were identified as a result of the updated requirements for teacher credentialing which stated "schools where 15% or more of the teachers are holders of a permit, certificate, or any other authorization that is a lesser certification than a preliminary or clear California teaching credential".

The visit includes a significant amount of pre-work to document that all students have access to the required instructional materials both at school and home, if necessary. The visit also includes a facility

inspection and curriculum audit. Under the leadership of Melissa Alatorre Alnas, Gilroy Prep School passed its inspection with flying colors on August 24th. Melissa is leading the visit to Hollister Prep on September 1, 2022

Hayward Collegiate Integration (Non-Academic)

Thanks to the diligent efforts of the human resources, business, and operations teams, we have many early wins to celebrate. These include bringing all of the fire extinguishers up to compliance, replacing all outdated doorknobs and locks with updated door handles and a master key system, setting up breakfast and lunch service in the social hall/cafeteria (as opposed to serving meals in the classrooms under teacher supervision), replacing a dirt field with artificial turf, and improving the drop off and pick up process so that cars are no longer backing up onto Harder Road. On the personnel and payroll side, we added all Hayward Collegiate certificated staff into the State Teacher Retirement System, provided seamless benefits to all eligible employees, integrated HC staff into the Navigator payroll system, and processed the hiring of many new staff, including the Office Manager, Site IT Administrator (new position), Food Service Lead (new position), Custodian/Security Guard (new position), a new principal., in addition, we filled several vacancies in the instructional staff. The Navigator Support Office teams led by Ami Ortiz and Melissa Alatorre Alnas include David LeBarre, Manager of Maintenance and Operations, and Annie Stevens, Human Resources Manager. A big shout out to the teams!

Board Engagement Opportunities: Back to School Night

Gilroy Prep: K-8, September 8, 5:30-7:30

Hayward Collegiate: September 14, 5:30-6:30

Hollister Prep: K-5, September 6, 5:30-6:30; Middle School, September 8, 5:30-6:30

Watsonville Prep: August 31, 5:00-6:30

Navigator's New Director of Information Technology

Mario Ellis is Navigator's new Director of IT! Mario comes to Navigator with experience working as the Director of Technology for Millbrae School District and previously a Technology Manager for the San Mateo Union High School District. Mario has a degree in Business Administration from the California Maritime Academy and a Juris Doctorate from Taft Law School. We are excited to have Mario on the Navigator Support Office team!

Enrollment

Navigator Schools enrollment grew from 1,402 in June 2022 to 1,614 as of August 29, 2022. This growth is a result of WPS growing to 5th grade and adding a second TK class and the addition of Hayward Collegiate into the network. We are nearly full across the sites. Please find attached the enrollment report as of yesterday.



Date: August 30, 2022

To: Board of Directors of Navigator Schools

From: Crystal Toriumi, Director of Model Implementation

Subject: Navigator Schools Leadership Coaching and Workshops Funded by the California Department of Education (CDE), RTAC Grant

Greetings Navigator Board Members,

Navigator received a grant this school year from the CDE to share our best instructional coaching practices, free of charge, with interested educators. We are in recruitment mode right now for our Critical Friends Group (CFG). The CFG is available specifically for charter school educators.

The best practices workshop, scheduled for early November, is open to both district and charter public schools. Recruitment for the best practices workshops will be in mid-September, and the RTAC team will be in touch in the near future on ways the board can support.

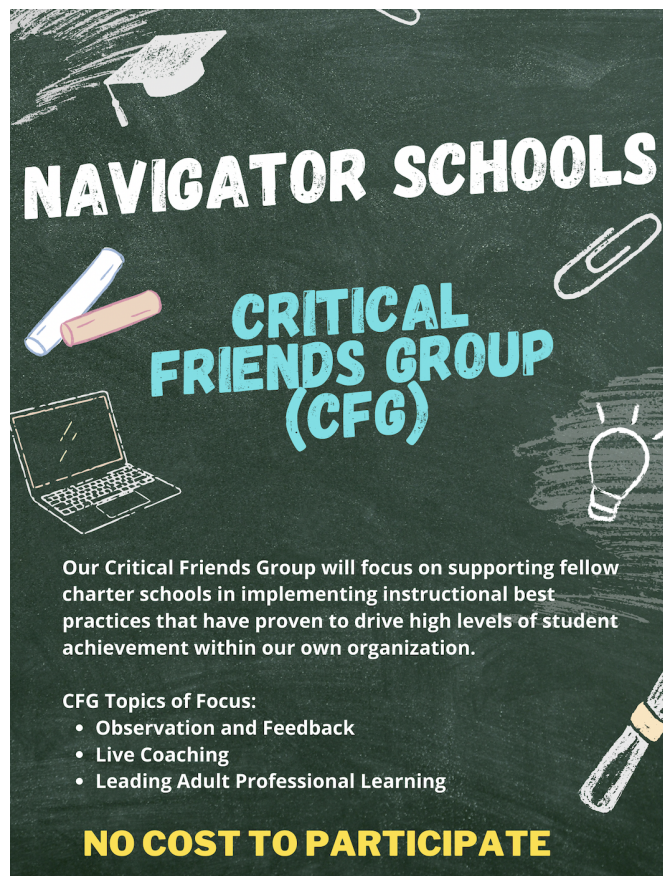
Most of our participants have signed up as a result of recommendations from trusted colleagues and friends. If you know any charter school educators in the Central Region ([Regions 4-7 on the attached map](#)) who you think may benefit from joining our CFG, please feel free to share the information included below. I included a sample intro paragraph that can be tailored as you see fit. Also, the links are all embedded, so you can copy and paste the information into an email. A more detailed description of the RTAC services will be shared in the model providing board retreat report. Thank you all for your support!

Intro email to share with charter organizations:

Greetings _____,

I hope you and your team at _____ are doing well and that your school year is off to a smooth start! I wanted to take a moment to introduce you to the Navigator Schools team. Navigator is a high performing charter school network in the South Bay Area and Central Coast. Navigator has had great success with closing the achievement gap at their own schools. For example, their Hollister Prep campus had 80% ELA and 70% Math proficiency for free and reduced lunch students on the 2018-19 SBAC.

This school year, Navigator received a grant from the CDE to share their best instructional coaching practices, free of charge, with interested educators. Navigator's innovative approach to instructional coaching focuses on building trust, implementing effective teaching practices, and engaging in focused, intentional professional learning throughout the school year. Enclosed is some information on Navigator's Critical Friends Group. Feel free to reach out to crystal.toriumi@navigatorschools.org if you are interested in learning more.



Ready to apply? Complete the [CFG application form](#)

Want to learn more about Navigator's CFG? Read more about the [CFG goals and process here](#)

**0601831 Navigator
Schools District**

650 San Benito St. Suite 230, Hollister, CA 95023
Generated on 08/30/2022
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Student Enrollment Summary Report

Effective Date: 08/30/2022 Enrollment Types: P, S, N
Total Race/Ethnicities: 7 of 7 Total Schools: 6
Race/Ethnicity Source: Federal Male/Female/Total: 845/769/1614

Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)**Gilroy Prep School**

Grade	1:Hispanic/ Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Undefined	Total
01	21/19/40	-	7/2/9	-	-	2/7/9	1/1/2	-	31/29/60
02	19/23/42	-	6/4/10	0/1/1	-	3/3/6	0/1/1	-	28/32/60
03	14/27/41	-	4/6/10	-	-	6/3/9	-	-	24/36/60
04	19/13/32	-	4/3/7	2/1/3	-	7/8/15	2/1/3	-	34/26/60
05	26/14/40	-	7/3/10	1/0/1	0/1/1	2/5/7	1/0/1	-	37/23/60
06	23/16/39	0/1/1	7/2/9	0/1/1	0/1/1	5/4/9	-	-	35/25/60
07	20/20/40	-	2/5/7	0/2/2	-	4/4/8	2/0/2	-	28/31/59
08	19/20/39	0/1/1	1/4/5	1/0/1	-	8/1/9	1/3/4	-	30/29/59
KN	18/16/34	1/0/1	7/4/11	0/1/1	-	6/3/9	3/1/4	-	35/25/60
All Grades	179/168/347	1/2/3	45/33/78	4/6/10	0/2/2	43/38/81	10/7/17	-	282/256/538

Hayward Collegiate

Grade	1:Hispanic/ Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Undefined	Total
01	7/12/19	-	1/0/1	0/2/2	1/1/2	1/0/1	2/0/2	-	12/15/27
02	7/15/22	-	0/3/3	-	1/0/1	1/0/1	-	-	9/18/27
03	15/14/29	0/1/1	3/3/6	3/2/5	2/1/3	3/0/3	0/1/1	1/0/1	27/22/49
04	13/7/20	-	0/1/1	1/1/2	0/1/1	-	0/1/1	-	14/11/25
KN	8/8/16	-	3/1/4	-	-	-	-	-	11/9/20
TK	0/1/1	-	-	-	-	-	2/0/2	-	2/1/3
All Grades	50/57/107	0/1/1	7/8/15	4/5/9	4/3/7	5/0/5	4/2/6	1/0/1	75/76/151

Hollister Prep School

Grade	1:Hispanic/ Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Undefined	Total
01	28/24/52	-	1/1/2	-	-	3/3/6	-	-	32/28/60
02	30/25/55	-	1/1/2	-	-	1/2/3	-	-	32/28/60
03	33/22/55	-	-	-	-	2/2/4	-	-	35/24/59
04	26/24/50	-	1/3/4	0/1/1	-	5/0/5	-	-	32/28/60
05	27/26/53	-	1/0/1	-	-	3/3/6	-	-	31/29/60
06	24/27/51	-	1/0/1	-	-	3/3/6	0/2/2	-	28/32/60
07	27/23/50	-	-	-	-	0/8/8	1/0/1	-	28/31/59
08	31/22/53	-	-	-	-	1/3/4	1/0/1	-	33/25/58
KN	27/23/50	-	2/0/2	1/0/1	-	5/1/6	-	-	35/24/59
All Grades	253/216/469	-	7/5/12	1/1/2	-	23/25/48	2/2/4	-	286/249/535

Navigator Schools

Grade	1:Hispanic/ Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Undefined	Total
All Grades	-	-	-	-	-	-	-	-	0/0/0

NPS School

Grade	1:Hispanic/ Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Undefined	Total
All Grades	-	-	-	-	-	-	-	-	0/0/0

Student Enrollment Summary Report continued

0601831 Navigator Schools District

Effective Date: 08/30/2022 Enrollment Types: P, S, N

08/30/2022 02:34:40 PM

Total Race/Ethnicities: 7 of 7 Total Schools: 6 Race/Ethnicity Source: Federal Male/Female/Total: 845/769/1614

Watsonville Prep School

Grade	1:Hispanic/ Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Undefined	Total
01	27/32/59	-	-	-	-	1/0/1	-	-	28/32/60
02	26/28/54	-	-	-	-	0/1/1	-	-	26/29/55
03	32/27/59	-	-	-	-	-	1/0/1	-	33/27/60
04	40/18/58	-	-	-	-	1/1/2	-	-	41/19/60
05	27/32/59	-	0/1/1	-	-	-	-	-	27/33/60
KN	26/24/50	-	1/2/3	-	-	-	-	-	27/26/53
TK	17/21/38	-	-	-	-	1/1/2	2/0/2	-	20/22/42
All Grades	195/182/377	-	1/3/4	-	-	3/3/6	3/0/3	-	202/188/390

Student Population Excluding White not of Hispanic Origin

<u>School</u>	<u>Total</u>	<u>Percentage</u>
Gilroy Prep School	457	84.94%
Hayward Collegiate	146	96.69%
Hollister Prep School	487	91.03%
Navigator Schools	0	0
NPS School	0	0
Watsonville Prep School	384	98.46%
Total	1474	91.33%

Coversheet

Accounting Notices

Section:	II. Business and Finance
Item:	A. Accounting Notices
Purpose:	FYI
Submitted by:	
Related Material:	Audit Schedule Letter to Board.pdf Navigator Governance Communication.pdf



CliftonLarsonAllen LLP

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August 15, 2022

To the Board and Management of
Navigator Schools

Subject: June 30, 2022 Audit Timing

Due to the Pandemic, the California State Controller's Office extended the due date for charter school audit reports in each of the past two years. In 2022 the deadline is reverting back to the pre-Pandemic requirement of **December 15, 2022**.

In addition to the earlier deadline, there are increased state compliance audit requirements and personnel shortages that have the potential to cause a severe bottleneck in the completion of audits. In order to reduce the negative impacts of this as much as possible, we will be recommending schools request extensions from their authorizers if there are any delays in the audit process. Therefore, in order to allow for a timely completion of the audit and submission of the audit report it is imperative that we have all of the requested information within the timelines established with your respective audit team. The audit team leaders will be monitoring the timelines closely and will be recommending schools request extensions from their authorizer as needed.

We will notify you in writing if we recommend your school request an extension.

We appreciate the continued partnership as your auditor and your collaboration in ensuring you have a smooth and timely audit. Please reach out to your engagement principal or director with any questions.

This communication is intended solely for the information and use of the Board of Directors and management of Navigator Schools and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

CliftonLarsonAllen LLP
626-857-7300

Charter School Engagement Principals:

Lili Huang, CPA
Derrick DeBruyne, CPA, CFE
Marlen Gomez, CPA
Wade McMullen, CPA

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August 23, 2022

To the Board and Management of
Navigator Schools

We are engaged to audit the financial statements of Navigator Schools as of and for the year ended June 30, 2022. Professional standards require that we communicate to you the following information related to our audit. We will contact you to schedule a meeting to discuss this information since a two-way dialogue can provide valuable information for the audit process. We ask if you have any questions or need clarification to any of email the following: Wade.McMullen@claconnect.com, Derrick.Debruyne@claconnect.com, Lili.Huang@claconnect.com, Marlen.Gomez@claconnect.com.

Timelines and Deadlines

Audit reports must be filed with the CDE, the State Controller's Office (SCO), the local County Superintendent of Schools, and, if applicable, the chartering entity, by **December 15** of each year.

We request that basic financial information (**trial balance and general ledger as of June 30, 2022 and general ledger for the next fiscal year**) be transmitted to us no later than **October 1**.

In order to file the report on or before the December 15 state deadline, **all audit information requests made prior to October 25 should be received no later than October 31**. This will allow us the time needed to complete the audit and submit our working-papers to our national assurance quality control team.

If a *significant amount* of the audit information requests are not received by the specified date, we will send a letter to Board and Management specifying the extent of outstanding information and possibly recommend notifying Navigator Schools's authorizer that an audit report filing extension to **January 31** is needed. The decision to apply for this extension is solely the responsibility of Navigator Schools's Board and Management.

Our responsibility under Auditing Standards Generally Accepted in the United States of America and Government Auditing Standards

Financial statements, internal control, and compliance

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Those standards also require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



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International

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- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under U.S. GAAS and *Government Auditing Standards*.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.
- Form and express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.
- Plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.
- Perform, as part of obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, tests of the entity's compliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our tests is not to provide an opinion on compliance with such provisions and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.
- Provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*.
- Communicate significant matters related to the financial statement audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

- Communicate circumstances that affect the form and content of the auditors' report.
- Communicating any matters relevant to compliance with the *California State K-12 Audit Guide*.

Our responsibility under Auditing Standards Generally Accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

Financial statements, internal control, and compliance

If it is determined that Navigator Schools has expended more than \$750,000 in federal funds during the course of the year being audited, the additional following responsibilities apply:

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). In addition to the Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*, we will:

- Obtain an understanding of internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over compliance. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control over compliance that we identify during the audit that are required to be communicated.
- Plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the applicable compliance requirements occurred. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. Material noncompliance can arise from fraud or error and is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report.
- Perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.
- Consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

- Perform tests of transactions and other applicable procedures described in the “OMB Compliance Supplement” for the types of compliance requirements that could have a direct and material effect on each of the entity’s major programs. The purpose of these procedures will be to express an opinion on the entity’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the entity’s compliance with those requirements.
- Provide a report on internal control over compliance related to major programs and express an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.
- Our responsibility for the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the SEFA in relation to the financial statements as a whole and to report on whether the SEFA is fairly stated, in all material respects, in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the SEFA to determine whether the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Our audit of the financial statements does not relieve you or management of your responsibilities.

We gave significant consideration to assisting management with the preparation of the financial statements to be provided, which may reasonably be thought to bear on independence, in reaching the conclusion that independence has not been impaired.

Supplementary information in relation to the financial statements as a whole

Because we were engaged to report on the supplementary information accompanying the financial statements, our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the information to determine whether the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Use of financial statements

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document. You are responsible to provide us the opportunity to review such documents before issuance.

Planned scope and timing of the audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit of the financial statements will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters may be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Revenue recognition
- Management override of controls

As a result of unexpected events, changes in conditions, or the audit evidence obtained from the results of audit procedures performed, we may need to modify the overall audit strategy and audit plan and, thereby, the resulting planned nature, timing, and extent of further audit procedures, based on the revised consideration of assessed risks.

We began our audit in the Summer of 2022 and expect to issue our report no later than December 15.

Other planning matters

Recognizing the importance of two-way communication, we encourage you to provide us with information you consider relevant to the audit. This may include, but is not limited to, the following items:

- Your views about the following matters:
 - The appropriate person(s) in the entity's governance structure with whom we should communicate.
 - The allocation of responsibilities between those charged with governance and management.

- The entity's objectives and strategies and the related business risks that may result in material misstatements.
- Matters you believe warrant particular attention during the audit and any areas for which you request additional procedures to be undertaken.
- Significant communications between the entity and regulators.
- Other matters you believe are relevant to the audit of the financial statements.
- The attitudes, awareness, and actions of those charged with governance concerning (a) the entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control, and (b) the detection or the possibility of fraud.
- The actions of those charged with governance in response to developments in law, accounting standards, corporate governance practices, and other related matters, and the effects of such developments on, for example, the overall presentation, structure, and content of the financial statements, including the following:
 - The relevance, reliability, comparability, and understandability of the information presented in the financial statements.
 - Whether all required information has been included in the financial statements, and whether such information has been appropriately classified, aggregated or disaggregated, and presented.
- The actions of those charged with governance in response to previous communications with the auditor.
- Your understanding of the risks of fraud and the controls in place to prevent and detect fraud, including your views on the following matters:
 - The “tone at the top” conveyed by management.
 - Programs and controls that the entity has established to mitigate identified fraud risks or that otherwise help to prevent, deter, and detect fraud.
 - How and how often you review the entity’s policies on fraud prevention and detection.
 - If a fraud hotline is in place, how it is monitored and how you are notified of allegations or concerns.
 - How you exercise oversight of management’s processes for identifying and responding to the risks of fraud and the programs and controls management has established to mitigate those risks.

- The risks of fraud at the entity, including any specific fraud risks the entity has identified or account balances, classes of transactions, or disclosures for which a risk of fraud may be likely to exist.
 - Examples of fraud-related discussions management has had with you.
 - Any actual or suspected fraud affecting the entity that you are aware of, including measures taken to address the fraud.
 - Any allegations of fraud or suspected fraud (e.g., received in communications from employees, former employees, grantors, regulators, or others) that you are aware of.
 - Any knowledge of possible or actual policy violations or abuses of broad programs and controls occurring during the period being audited or the subsequent period.
 - Any accounting policies or procedures applied to smooth earnings, meet debt covenants, minimize taxes, or achieve budget, bonus, or other financial targets that you are aware of; and whether you are aware of any accounting policies that you consider aggressive.
- How you oversee the entity's (1) compliance with laws, regulations, and provisions of contracts and grant agreements, (2) policies relative to the prevention of noncompliance and illegal acts, and (3) use of directives (for example, a code of ethics) and periodic representations obtained from management-level employees about compliance with laws, regulations, and provisions of contracts and grant agreements.
 - Whether you are aware of any noncompliance with laws, regulations, contracts, and grant agreements, including measures taken to address the noncompliance.
 - If the entity uses a service organization, your knowledge of any fraud, noncompliance, or uncorrected misstatements affecting the entity's financial statements reported by the service organization or otherwise known to you.

This communication is intended solely for the information and use of the Board of Directors and management of Navigator Schools and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

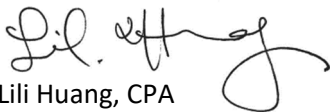
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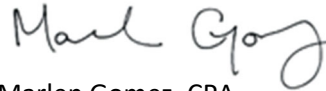
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Coversheet

Gilroy Prep School Security

Section:	IV. Topical Items
Item:	B. Gilroy Prep School Security
Purpose:	FYI
Submitted by:	
Related Material:	GPS Safety Update August 2022.pdf



Date: August 24, 2022

To: Board of Directors of Navigator Schools

From: Kirsten Carr, Director of Engagement & Partnerships

Subject: Gilroy Prep School Safety Update

Background

As reported to the board previously in late December of 2021 and early January of 2022, the encampment of unhoused people behind Gilroy Prep School, with its associated fires and its illegal and inappropriate behavior, was a cause of concern for families and staff. In conjunction with Gilroy Unified School District, the Gilroy Police Department, and the City of Gilroy, Navigator worked to clean up the area behind GPS, and the area has remained clear.

Current Situation

While the area behind GPS has remained clear, the area under the IOOF bridge has become more impacted. The bridge is not owned by the district, so staff has been working with the police department to ensure activities in that area do not impact students or staff. Gilroy PD has been providing a presence along IOOF Avenue during school hours.

At the request of families and with support from the Gilroy Police Department, the City of Gilroy Public Works Department is implementing protocols to ensure and maintain safety under and around the bridge. The area should see changes in the coming weeks.

Additionally, privacy fencing will be placed along the perimeter of Gilroy Prep School. This action, along with the increased security cameras added last year, will help to maintain a safe school environment. These activities and updates will be shared with GPS families.