



Date: October 19, 2017

To: Board of Directors

From: Kevin Sved, CEO

Re: CEO Update

A) Priority: Build on and codify the existing academic excellence in schools

1. SBAC results indicate growth as measured by the “distance from three” metric, which considers the average distance of scale scores from Level 3, the level at which students are deemed to have “met standards” in ELA and mathematics. This metric is used by the CA Dashboard and is featured in our LCAP. GPS went from +67 to +72 in ELA and leaped from +29 to +46 in math. HPS climbed from +79 to +81 in ELA and dropped one point in math going from +45 to +44.

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

1. Proposition 51 applications made to the Charter School Facilities Program for Gilroy Prep School and Hollister Prep School were deemed complete. The timeline to determine ranking is estimated for late January 2018.
2. Pacific Charter Development Center (PCSD) continues to support Navigator in identifying another location to develop a site for Gilroy Prep as a potential long-term solution as the uncertainties regarding the High Speed Rail continue. The High Speed Rail Authority is pushing the timeline back again; nonetheless, the threat to the current GPS site seems imminent.
3. The Support Office Leadership Team has worked diligently to strengthen trust and teamwork. Four days of communication training increased our ability to provide and receive direct feedback “without sugar coating” or “watering down.” Additionally, book studies are now a regular part of our weekly meetings. We started with John Maxwell’s *Five Levels of Leadership* and are now discussing Patrick Lencioni’s *The Five Dysfunctions of a Team*.

C) Priority: Lead a thoughtful growth initiative

1. Navigator Schools was selected to participate in the Achievement First Charter Network Accelerator. The Charter Network Accelerator is an intensive cohort-based training program for charter management organization (CMO) leaders that draws on the tools, practices and lessons learned from high-performing CMOs with the goal of dramatically increasing the number of top-quality seats for students across the country.
2. The Santa Clara County Office of Education is hosting a Public Choice Schools Symposium on November 8-9. GUSD’s Superintendent nominated Navigator’s partnership with Rod Kelley School in GUSD for a presentation to highlight district and charter collaboration. CAO James Dent will co-present with former Rod Kelley Principal Luis Carillo.

Also, please see attached reports from Directors and Principals.



Date: October 18, 2017

To: Kevin Sved, CEO

From: Heather Parsons & James Dent

Re: Updates for Board Report

A) Priority: Build on and codify the existing academic excellence in schools

1. **Middle School Model-** Though we continue to iterate the more finite details, we have agreed upon an educational model that emphasizes small, personalized learning groups layered with a student leadership component. There is a balance of teacher led instruction, student led instruction, collaboration, and independent practice.
2. **Writing Development** - Our success in reading and math has allowed us the opportunity to exhale long enough to delve into some of the subject areas that have not received as much attention. Systematic writing instruction is our current area of curricular focus. We meet on a weekly basis with teachers to develop our instructional slides, rubrics and continuum, much in the fashion that we designed our reading and math instruction.
3. **Student Agency-** We are utilizing our social studies and science blocks to introduce our K-5 to a more collaborative learning structure, where students can be found working around the room in pairs and triads using either teacher prepared material (K-2) or a content management system such as Google Classroom (3-5) where the content of their group project is housed. They are creating multimedia presentations as the capstone to their learning.

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

1. **Leadership Development** - Both sites are capitalizing on having new leaders as an opportunity to set up detailed position descriptions, meeting structures and project management documents for recurring responsibilities and meetings.
2. **Staff Culture** - Problem and solution meetings are held once a month to ensure that all issues are addressed in a productive, proactive forum in an effort to maintain our positive campus culture. An activities calendar has been added and is populated continually with staff excursions such as dinners, bowling, and outdoor activities.

June Staff Survey Questions	HPS Agree/ Strongly Agree	GPS Agree/ Strongly Agree
I feel proud to tell people where I work	91%	96%
I know and believe in our organization's mission	91%	100%
I am professionally invested in achieving that mission	100%	96%

I know what is expected of me at work	91%	88%
At Navigator I have the opportunity to do what I do best every day	96%	92%
Someone at Navigator encourages my development through observation and feedback, check-ins, and/or shout-outs	91%	76%
In the past two months, someone has talked with me about my progress	100%	60%
Over the past two months, I've had opportunities to learn and grow	96%	84%
I have the right resources and equipment to do my job well	73%	80%
I would recommend working at Navigator to a good friend	87%	96%

C) Priority: Lead a thoughtful growth initiative

1. **Curriculum Development / Codifying Existing Practices** - Navigator has re-initiated weekly curriculum development meetings as one grade level team from each site is released to continue the scope and sequence and assessment documents. These meeting help to increase alignment between school sites. An increased amount of time has been dedicated to organizing and housing our curriculum in a common database in preparation for shareability ease with future Navigator schools and other outside organizations.
2. **Leadership Development / Leadership Pipeline** - Navigator has invested in RELAY training for three of the Navigator educational leadership team. An additional three team members are also attending Innovate Public Schools fellowship program. These two programs, along with internal Navigator development is leading high levels of site leadership and coaching development within the organization.



Date: October 2017

To: Kevin Sved, CEO

From: Melissa Alatorre Alnas, Director of Human Resources

Re: Human Resources Update

Below you will find information (categorized by Board Priority) on the projects, activities, and tasks that have been occupying the HR office in recent months.

A) Priority: Build on and codify the existing academic excellence in schools

1. *Talent Recruitment, Hiring, and Training:*

- a. filled all open site positions before the first day of the 2017 school year**
- b. collaborated with Navi 101 project lead to ensure that fifteen out of 16 new hires attended Navi 101 (the 16th person hired had already attended Navi 101 the previous year when she was employed with R.O. Hardin)**
- c. all instructional staff started the school year fully prepared to implement our instructional model**
- d. filled vacant and new Support Office positions (Victoria Garcia: Data Analyst and Curriculum Specialist, Rita Castaneda: Community Engagement Facilitator, Sean Martin: Special Projects Coordinator and Executive Assistant, Ami Ortiz: Business Analyst, and Rosa Segura: Accounting and Payroll Clerk)**

2. *Appropriate Credentials:*

- a. participate in on-going collaboration with site instructional staff, site leadership, County Office representatives, and credential program personnel to ensure that all instructional staff have the current and appropriate credential or certification that is required for their role**

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

1. *Professional Development Collaboration:*

- a. co-planning and presenting (with Kirsten) an on-going professional development series focused on Navigator culture (communication, mission alignment, the communities we serve)**
- b. participated in Accountable Communications Technology training**

2. *Benefits:*

- a. in collaboration with Alliant and Navigator staff, completed both the new hire and open enrollment benefits processes**

C) Priority: Lead a thoughtful growth initiative

1. *Strategic Plan Contributions:*

- a. facilitated the refinement process of Navigator's Mission and Values**
- b. compiled information to create an updated HR Playbook**
- c. collaborated on the overall Strategic Plan work**



Date: October 12, 2017

To: Kevin Sved, CEO

From: Benjamin Moeller, Director of IT and Operations

Re: ITOMS Update

A) Priority: Build on and codify the existing academic excellence in schools

1. This year IT and operations started clean in 17. The planning and hard work from the previous school year and over the summer paid off with a very smooth beginning of the 17-18 school year.
2. This was the first summer and beginning of school year for the ITOM department, since its creation back in January 2017. When school started all classrooms and offices had been cleaned from the ceiling to the floor. All exterior windows, doors, and walk ways had been washed. The entire school sites, including the playgrounds, were inspected and any and all need repairs were made. Blinds were installed during the summer at both sites for any windows that did not have them and/or needed to be replaced for student and staff safety.
3. This was the first summer all technology was refreshed to ensure students and staff are up to date with the latest applications and operation systems. Also, an iMac lab of 20 iMacs were setup at GPS for middle school. At HPS 25 MacBook Pros were setup for middle school. Now both sites offer tablet and computers for student use. Small Group Instructor's at both sites had their iPad Airs upgraded to iPad Pros, which the teachers use, so the SGI's can have the same experience as the teachers when working with students.

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

1. Last school year the ITOM team, along with the school vice principals and office managers, began work on building an ITOM manual. The ITOM manual is a guide to be used from year to year on best practices from school and central office operations. The ITOM manual has been a great resource thus far for this school year to keep the ITOM team on track and able to support the schools.
2. This year the ITOM manual is continuing being developed and now a school office playbook is being developed in partnership with Alex Mijares, the GPS office manager. By the end of the school year the office playbook will be complete enough for current and future school offices to rely on for year to year best practices and help keep alignment between school operations.

C) Priority: Lead a thoughtful growth initiative

1. Building capacity is crucial to be able to have the bandwidth to support growth. This year continues the leaps and bounds of the ITOM department to support growth. Javier Medina, the IT Admin, is being developed to be a strong Navigator tech leader. Fulgence Dulay, the Manager of operations and maintenance, is being mentored in supporting multiple school sites and having successful and supportive relationships with school leaders. The site techs, John Troncoso and Steven Rivera, now have more access and responsibility than ever before with their site technology and information systems, elevating them into school leaders for their information technology. Last and not least, members from the custodial staff are now taking on more responsibility with helping with repairs and site facility needs being managed by Fulgence. The entire ITOM team is in a time of major growth in efforts to better support the current sites and be ready for the future Navigator Schools to come.



Date: October 16, 2017

To: Kevin Sved

From: Kirsten Carr

Re: Community Outreach Activities

Update

Below is information on recent activities which directly support the goals and priorities of the Navigator Schools Board of Directors and leadership team.

1. Build on and codify the existing academic excellence in schools

- a. Submitted draft charter renewal for board approval. Template will be used for both renewals and school 3 submission.
- b. Tours given since start of school:
 - i. Gilroy Unified School District Superintendent & members of the board of trustees
 - ii. John Perales, Community Media Access Partnership
 - iii. Alpha Public Schools
 - iv. Mission Prep
 - v. Chamberlin Foundation
 - vi. Teach for China
 - vii. Vista College Prep (10/24)

2. Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

- a. Co-facilitating (with Melissa) on-going professional development series on Navigator culture (communication, mission alignment, communities we serve)
- b. Participated in Accountable Communications Technology Training

3. Lead a thoughtful growth initiative

- a. Press mentions for Navigator Schools' performance on SBAC
- b. Greenlighting work for school #3
- c. Participating in Innovate Community Organizer Training
- d. Community/parent meetings in Watsonville

Date: 10/17/17

To: Kevin Sved, CEO

From: Sharon Waller

Re: Updates for Board Report

A) Priority: Build on and codify the existing academic excellence in schools

Have created and begun to use rubrics to measure components of the Student Services Department for excellence i.e. compliance, ability of staff to provide accommodations and modifications for students, our multiple tiers systems of support, presence of a culture of inclusion.

Working with the SELPA staff to ensure our PBIS model is excellent through a sequence of trainings and a visit to an exemplary PBIS school.

Arranged a visit to CHIME Institute for February of 2018, a school profiled in CCSA's published report on exemplary full inclusion programs, for the Student Services Staff

B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.

Created a 2017/2018 implementation plan for our MTSS model that focusses on Tier 2 and Tier 3 social and behavioral interventions. This plan includes some of the following activities: parent trainings, a parent resource fair, a Boy's and Girl's Club, social skills groups and expansion of the Buddy Club.

C.) Priority: Lead a thoughtful growth initiative

Partnered with Alliant University to become the supervisor of an intern who was an HPS paraprofessional and is now a special education teacher in training at Navigator

Identified key staff who are interested in becoming future Navi Student Services staff members and met with them to discuss their career pathways.