

APPROVED



## Navigator Schools

### Minutes

#### Board Meeting

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#### Date and Time

Tuesday December 12, 2017 at 6:00 PM

#### Location

Hollister Prep School, 881 Line Street, Suite 200, Hollister, CA 95023

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#### Teleconference Locations

- 1065 Byers Street, Gilroy, CA 95020
- 1215 Talbryn Drive, Belmont, CA 94002
- 5858 Horton Street, Emeryville, CA 94608
- 83 Great Oaks Boulevard, San Jose, CA 95119
- 1827 Clifford Street, Santa Clara, CA 95050
- 277 IOOF Avenue, Gilroy, CA 95020
- 881 Line Street, Hollister, CA 95023

#### Teleconference Instructions

- Join from PC, Mac, Linux, iOS or Android: <https://navigatorschools.zoom.us/j/462725304>
- Join by telephone by dialing US: +1 408 638 0968 or +1 646 876 9923 or +1 669 900
- Meeting ID: 462 725 304

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#### Directors Present

Alicia Gallegos Fambrini (remote), Caitrin Wright (remote), JP Anderson (remote), Joyce Montgomery (remote), Nora Crivello

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### **Directors Absent**

John Glover

### **Directors who arrived after the meeting opened**

JP Anderson

### **Guests Present**

Alex Mijares, Ami Ortiz, Andrea Hernandez, Bryan Adams, Debbie Benitez, Heather Parsons, James Dent, Kevin Sved, Kirsten Carr, Melissa Alnas Alatorre, Rita Castaneda, Sean Martin, Sharon Waller

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## **I. Opening Items**

### **A. Record Attendance and Guests**

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

Caitrin Wright called a meeting of the board of directors of Navigator Schools to order on Tuesday Dec 12, 2017 at 6:05 PM.

### **C. Approve Minutes**

Joyce Montgomery made a motion to approve minutes from the Board Meeting on 10-24-17 Board Meeting on 10-24-17.

Nora Crivello seconded the motion.

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

## **II. Standing Items**

### **A. Public Comment on Items not Covered on the Regular Agenda**

There were no public comments.

### **B. CEO Report**

1. Kevin reviewed and commended the Silicon Schools visit that took place earlier today.
2. He updated the Board concerning FRL (free and reduced lunch) language to be included in the upcoming charter renewal document.
3. A facilities update was presented, including the scoring process and unique points related to the GPS site and the HPS site. Joyce asked what the maximum score possible is for this process. Kevin reviewed potential Prop 51 outcomes and research for future school sites in consideration of CA High Speed Rail

development. Caitrin asked if PCSD is still involved in this process. Kevin clarified PCSD involvement and implications of Prop 51.

4. Kevin provided an expansion update and described the exploration of properties in Watsonville. He reported the CSGF funding decision and the timeline of CSGF financial support. Kevin thanked everyone for the team effort involved in this accomplishment. Caitrin thanked the team as well.
5. Kirsten provided an outreach update. She described Rita Castaneda's participation and support. She reviewed recent outreach activities and the development of important contacts. Kevin mentioned that he met with the director of CEIBA Academy and the superintendent of the Santa Cruz County Office of Education. Kevin expanded upon the status of Market 4 research and new efforts in that area. Kirsten added information regarding an important new contact in Salinas. Kevin added that a team will be attending Achievement First Charter Accelerator Training in January and the connection of this training to expansion efforts.
6. Alicia asked a question regarding expansion in Santa Clara County, Santa Cruz County, and regions to the north. Kevin summarized communications and the general landscape for charter school development in these regions. Caitrin added insights regarding Santa Clara County and the State Board of Education.

### **C. Finance Report**

1. Joyce summarized the last Finance Committee meeting, reviewed key financial points, and presented several financial charts.
2. Joyce and Bryan presented 2017 revenues, expenses, cash balances (including monthly cash balance chart), cash payments, and forecasts.
3. Enrollment, attendance, and ADA data were presented. Kevin explained the impact of a student stomach flu virus on attendance at GPS.
4. Joyce suggested that we move to a full-accrual reporting model.
5. Kevin mentioned Prop 39 and its impact on certain financial estimates and totals.

## **III. Topical Items**

### **A. Audited Financial Statement 2016-17**

Joyce explained and summarized the audit, which covers GPS, HPS, and the Support Office. Alicia, Caitrin, Joyce, and Kevin expressed their appreciation for the finance team, including Ami and Bryan.

Caitrin Wright made a motion to approve the audit document.

Alicia Gallegos Fambrini seconded the motion.

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

JP Anderson arrived.

### **B. CEO Priorities**

1. Kevin presented, explained, and ranked a list of CEO priorities. Kevin focused on six essential organizational priorities and important indicators for each priority. He discussed our efforts to compile and align all priorities, goals, targets, and elements of our mission within an organized system of tracking roles, responsibilities, and results.
2. Joyce asked clarifying questions regarding the format of the document. Caitrin explained the genesis and history of the priorities.
3. Nora asked a clarifying question regarding the effective performance management system and the CEO performance review.
4. Caitrin recommended improvements to a priority-setting system and using the Accelerator Network as a resource.
5. Joyce considered re-ordering two priorities (Priority 4 and Priority 5), and Caitrin expressed her views on these priorities.
6. Caitrin mentioned that she would like to see targets with actuals and the addition of clear measurements for some priorities.
7. Alicia expressed her support for re-ordering P4 and P5. She also expressed interest in clarifying terminology (goals vs priorities, for example). Kevin affirmed that clear language would be helpful. He mentioned Board on Track (BOT) vocabulary, including objectives and key results (OKR) and how this terminology might be useful.
8. Alicia wondered if the Board materials component should be included in this level of document. She felt that it might not warrant inclusion at this high level. Kevin suggested that the Governance Committee might explore this issue and other efforts relating to developing clear language.
9. Nora suggested that we might need to add two board members rather than one. Kevin and the other board members agreed.
10. Alicia voiced support for the priorities in general.
11. Caitrin expressed an interest in working with Kevin to develop the priorities list.

### **C. Principal Selection Process**

The Board reviewed the selection process. The Board provided feedback and shared concerns and questions. Based on points raised during the discussion, the item was not voted upon. It will be reconsidered at a future meeting.

### **D. Budget Development 2018-19**

Kevin outlined key budget considerations.

Caitrin Wright made a motion to approve the 2018-19 budget based on average salary increases in the range of 2 to 3.5 percent for existing staff.

Joyce Montgomery seconded the motion.

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

#### **IV. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,  
Sean Martin