

APPROVED



## Navigator Schools

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday March 13, 2018 at 6:00 PM

**Location**

Hollister Prep School, 881 Line Street, Hollister CA 95023

**Teleconference Locations**

- 277 IOOF Avenue, Gilroy, CA 95020

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**Directors Present**

Alicia Gallegos Fambrini, Caitrin Wright, John Glover, Nora Crivello

**Directors Absent**

JP Anderson, Joyce Montgomery

**Guests Present**

Sean Martin

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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 Mar 13, 2018 at 6:08 PM.

Caitrin shared a PowerPoint slide highlighting the performance of NS students and how they outperform students at high-income districts in the Bay Area. Caitrin welcomed community members from Watsonville.

### **C. Approve Minutes**

Caitrin Wright made a motion to approve minutes from the Board Meeting on 12-12-17 Board Meeting on 12-12-17.

Nora Crivello seconded the motion.

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

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

There were no public comments.

### **E. Consent Agenda**

John Glover made a motion to approve the consent agenda.

Alicia Gallegos Fambrini seconded the motion.

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

## **II. Topical Items**

### **A. Watsonville Prep School Charter Petition**

1. Kevin Sved, CEO, welcomed parents, children, and community members from Watsonville. Kirsten led the delivery of a presentation about Watsonville Prep School (WPS) and the green-lighting process for charter development.
2. Five parents spoke of their support and excitement for the school. They shared a variety of reasons for supporting the new school and why they look forward to enrolling their children in WPS. Several parents had visited Hollister Prep before the board meeting.
3. Kirsten introduced Fiaau Ohmann, a Watsonville resident, who shared her interest in Navigator Schools (NS). She explained why skilled and successful Watsonville Prep students will benefit the community, including the business community, of Watsonville.
4. Kirsten Carr, Director of Community Outreach, introduced members of NS staff, who spoke to key metrics of the WPS green-lighting plan.
  - James Dent, CAO, reviewed five key points about articulating and codifying the NS model. He introduced members of the NS leadership team, including the WPS principal designee, Andrea Hernandez.
  - Melissa Alatorre-Alnas, Director of HR, spoke about the Support Office and its capacity to promote growth and cultivate new leaders. Kevin mentioned the enthusiasm internal candidates have exhibited toward working at WPS.

- Ami Ortiz, Director of Business and Finance, discussed her experience as a new member of the NS family. She discussed the extent to which the Support Office is thriving, in terms of healthy communication, trust, mutual accountability, and focus on results. Kevin and James mentioned the role of in-house surveys related to this process.
  - Benjamin Moeller, Director of IT and OPS, reviewed organizational systems, structures, and driving effective execution. He discussed the development of playbooks, handbooks, manuals, and checklists to support current and future schools.
  - Heather Parsons discussed efforts at the school-site level to support teacher and leader development. She explained our developing program management system and related tools, including strategies for monitoring coaching, mentorship, and tasks. James mentioned our leadership booklist.
  - Kirsten provided an overview of our readiness for growth (which includes political landscape, community engagement, authorizing, fundraising, and facilities).
  - Sharon Waller, Director of Student Services, discussed special design features of Navigator Schools and the insights we have gathered at existing schools.
  - Andrea Hernandez, WPS principal designate, introduced herself and shared her background as an educator.
  - Kirsten mentioned that we currently have 201 intent-to-enroll forms for WPS. More than half of prospective WPS founding teachers have been identified.
  - Kirsten reviewed our PVUSD outreach efforts, including communications with the PVUSD superintendent and the PVUSD Board of Education.
  - Kirsten presented a list of next steps for outreach to various components of the Watsonville community. She provided an update on the WPS charter petition. She ended her presentation with a review of the timeline for an August 2019 WPS opening.
5. The board asked questions about communication and how our mission guides NS organizational climate and culture.
  6. Board members posed questions to parent visitors; mainly, what can NS learn from the Watsonville community?
  7. John Glover, board member, discussed the power and importance of parents and their influence in the community.
  8. Kirsten discussed CCSA feedback regarding the WPS charter petition.
  9. The board asked additional clarifying questions about WPS regarding enrollment, staffing, board membership, school management (leadership pipeline and transitions ), funding, and the petition process.

Caitrin Wright made a motion to approve NS moving forward with the WPS petition pending CCSA review, YMC review, and executive summary provided by Kevin summarizing major edits.

Alicia Gallegos Fambrini seconded the motion.

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

### III. Standing Items

#### A. CEO Report

1. NS leaders shared positive experiences at local district meetings related to GPS and HPS charter renewals.
2. Kevin provided an update on high-speed rail and related facility issues.

#### B. Finance Report

1. Kevin provided details regarding successes and improvements in the 2018-19 budget development process.
2. He recommended the board approve a 4% overall average increase in staff salaries. He discussed sustainability and long-term salary planning strategies.

#### C. CEO Authorization to Implement Salary Increases for 2018-19

Caitrin Wright made a motion to approve CEO to authorize a 4% overall average increase in staff salaries in 2018-19.

Alicia Gallegos Fambrini seconded the motion.

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

#### D. Governance Committee Report

1. Caitrin briefly discussed the use of Board On Track (BOT).
2. She discussed board expansion, further developing the recruitment process, and potential new board member candidates.
3. Members discussed process and timeline for adding new board members. New committees were also considered.

#### E. Approve Second Term of Board Member

Caitrin Wright made a motion to approve a second two-year term on the NS board for Joyce Montgomery.

Nora Crivello seconded the motion.

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

Board members expressed their gratitude to Joyce Montgomery for her service to Navigator Schools.

### IV. Closing Items

#### A. Approve Special March Board Meeting

John Glover made a motion to hold a special board meeting via teleconference at 10:00am-10:15am, Wednesday, March 21st, 2018.

Alicia Gallegos Fambrini seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**B. Approve Rescheduling of May 8th Regular Board Meeting**

The board considered new dates and times for May meeting.  
Caitrin Wright made a motion to reschedule the May 8 meeting to May 15.  
John Glover seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**C. Adjourn Meeting**

1. Staff members shared their impressions of meeting future WPS parents and the inspiration they provide.
2. Board members reaffirmed their support of our expansion efforts.
3. Staff members voiced their support for our new WPS principal.

Caitrin Wright made a motion to adjourn the meeting.  
Alicia Gallegos Fambrini seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:02 PM.

Respectfully Submitted,  
Sean Martin