

APPROVED



## Navigator Schools

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday May 15, 2018 at 6:00 PM

**Location**

Gilroy Prep School, 277 I.O.O.F. Avenue, Gilroy, CA 90520

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**Directors Present**

Alicia Gallegos Fambrini, Caitrin Wright, JP Anderson, John Flaherty, John Glover, Joyce Montgomery, Nora Crivello

**Directors Absent**

Fiaau Ohmann

**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 May 15, 2018 at 6:05 PM.

Caitrin highlighted the amount and importance of work being done by NS. She recognized and praised the commitment and sacrifice of NS staff, board members, and

parents. She highlighted the fact that Gilroy Prep was number one on the Innovate Public Schools report on ELA and Math performance.

**C. Approve Minutes**

Joyce Montgomery made a motion to approve minutes from the Board Meeting on 03-13-18 Board Meeting on 03-13-18.

Nora Crivello seconded the motion.

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

The minutes for March 13 were approved with the stipulation that two errors are fixed: Joyce Montgomery is marked as both a guest and as present (fix to guest); JP Anderson was mistakenly marked present when in fact he was absent.

Joyce Montgomery made a motion to approve the minutes from Special Board Meeting on 03-21-18.

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**

Joyce Montgomery made a motion to approve the consent agenda.

Caitrin Wright seconded the motion.

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

**II. Standing Items**

**A. CEO Report**

Kevin Sved, CEO, solicited questions and feedback from members based on updates contained in the meeting packet. Alicia inquired about site tours led by Kirsten Carr, Director of Community Outreach. She also wondered if areas of growth or struggle could be addressed explicitly in the update memos. Caitrin appreciated the usefulness of the memos and found them to be very helpful. Nora congratulated staff on the extraordinary amount of work being done at NS.

**B. Finance Report**

Joyce congratulated Ami Ortiz, Director of Business and Finance, for completing the report materials independently for the first time (more personnel were involved in the past). Caitrin encouraged new board members to ask questions both during and after the meeting concerning financial issues.

**C. Draft LCAP Presentation**

Ami introduced LCAP and explained the process. She reviewed LCAP goals and their alignment to NS Compass Points. Caitrin suggested reserving time in the future to discuss the final LCAP in relation to the CA School Dashboard.

**D. 2018-19 Revised Preliminary Budget Presentation**

Ami presented the preliminary budget for 2018-19. Board members commended the earlier release of this information and asked clarifying questions. Joyce shared a point regarding the update of CA budget adjustments for education and the positive impact these adjustments may have on school budgets. John Glover stressed the importance of long-term planning. Joyce suggested that we might form a study group for board members focusing on facilities. The Finance Committee might investigate this idea.

**E. Governance Committee Report**

The board discussed improving the cadence of meetings (which the new, proposed board calendar developed by the Governance Committee reflects).

**F. Board Officer Nomination Process**

Caitrin provided an overview of the nomination process.

**G. Re-Election of Board Members with Expiring Terms**

Three members of the board were up for re-election and all three have agreed to serve an additional term. These three members left the room while the remainder of the board voted. All three members were re-elected: Alicia Galegos-Fambrini, JP Anderson, and Nora Crivello. Following the vote, all board members returned to the room.

John Glover made a motion to vote on the approval of the re-election of three board members.

Joyce Montgomery seconded the motion.

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

**H. Approve 2018-19 Board Calendar**

Board members discussed the distribution of meetings, especially in relation to "the heart of the school year." Various important document and report due dates, in addition to SBAC result dates, were mentioned in relation to the calendar. The Governance Committee will continue to develop the counter to include exact dates for meetings. John Glover made a motion to approve the preliminary schedule for 2018-19 board meetings.

Nora Crivello seconded the motion.

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

**I. Board On Track (BOT)**

This item will be discussed at a future meeting due to implications regarding the BOT-based CEO evaluation process.

### **III. Topical Items**

#### **A. 2018-19 Organizational Goals and Priorities Presentation**

Kevin reviewed three overarching goals for the organization. He gave a recap on priorities and answered questions from the board. The board discussed goals, priorities, differences and similarities between the terminology, and the status and extent of plans to support both concepts. The quantity of objectives was considered. Joyce shared the importance of alignment between LCAP, priorities, and budgets. John F. shared the importance of articulating the mission and aligning goals and priorities to it. James Dent spoke to Achievement First terminology and best practices. SEL, math, and leadership development were considered. The board discussed how we might optimize the tracking of progress toward goals and objectives, including key metrics and data.

#### **B. Dashboard Update**

Sean Martin, Special Projects Coordinator, shared a presentation on Navi's development of data dashboards. He explained the roles of Illuminate (SIS) and Tableau (data visualization) in this process. He shared a vision of organizational culture in which educators are active researchers and producers of knowledge rather than passive consumers of static data reports. He also described Agile project-planning, specifically the concept of MVP (minimum viable product). The board viewed several new data reports created and shared in Tableau, including interactive visualizations of behavior incidents and weekly assessment data. Caitrin and John G. expressed interest in developing similar Tableau reports for the board to track organizational goals and achievement.

#### **C. Update and Discussion on WPS Charter Process**

Kirsten Carr shared photographs and reviewed expansion activities that have occurred since the last board meeting, including a summary of key speakers, follow-up efforts, actions on the part of supporters, and next steps. She stressed that all of these activities have been a team effort. The board asked questions about the upcoming district vote, speakers invited to the hearing, and CCSA. Caitrin thanked Kirsten for Kirsten's leadership throughout the expansion effort.

#### **D. Partnerships: R.O. Hardin Report**

James Dent, CAO, provided a review of Navigator's PD partnership with RO Hardin Elementary in 2016-17. He shared glows, grows, lessons learned, and insights relating to future partnership efforts. He also shared RO Hardin's positive achievement results associated with the time period of the partnership.

#### **E. Partnerships: Providing Services to External Partners**

Kevin elicited feedback from the board concerning the proposed provision of professional development services to an external educational agency. The board questioned the project on many levels and explored the alignment of the project to organizational goals and priorities. John G., John F., JP, and Caitrin shared memorable analogies as they considered the proposed partnership and its impact on NS. Alicia and Nora asked questions about the external agency, seeking geographic, demographic, and other types of information related to the site.

**F. Public Announcement of Reasons for Closed Session**

Caitrin announced the purpose of the closed session (CEO evaluation) and the board retired to a separate room.

**G. Closed Session, Public Employment: CEO Evaluation**

The closed session began at 8:57 pm and ended 9:38 pm.

**H. Public Report of Action Taken in Closed Session**

The Board Chair reported that no action was taken during the closed session.

**IV. Closing Items**

**A. Adjourn Meeting**

Joyce Montgomery 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 9:40 PM.

Respectfully Submitted,  
Sean Martin