

APPROVED



## Navigator Schools

### Minutes

#### Board Meeting

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**Date and Time**

Monday April 29, 2019 at 3:00 PM

**Location**

Old City Hall Restaurant, 7400 Monterey Road, Gilroy, CA 95020

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Teleconference Locations

- Hollister Prep School, 881 Line Street, Hollister, CA 95020
- 215 Morris Road, Ambler, PA 19002

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**Directors Present**

Alicia Gallegos Fambrini, Caitrin Wright, Fiaau Ohmann, JP Anderson, John Flaherty, John Glover, Joyce Montgomery (remote), Nora Crivello, Victor Paredes-Colonia

**Directors Absent**

*None*

**Directors who arrived after the meeting opened**

Joyce Montgomery

**Directors who left before the meeting adjourned**

Joyce Montgomery

**Guests Present**

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Kevin Sved, Sean Martin

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

Nora Crivello called a meeting of the board of directors of Navigator Schools to order on Monday Apr 29, 2019 at 3:08 PM.

### C. Extension of Term for Caitrin Wright

Nora Crivello made a motion to elect Caitrin Wright to a new term.

Fiaau Ohmann seconded the motion.

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

#### Roll Call

Caitrin Wright	Aye
Joyce Montgomery	Absent
John Flaherty	Aye
Alicia Gallegos Fambrini	Aye
Nora Crivello	Aye
John Glover	Aye
Victor Paredes-Colonia	Aye
JP Anderson	Aye
Fiaau Ohmann	Aye

### D. Opening Remarks by the Board Chair

C. Wright praised the strong work performed in classrooms at sites to prepare for SBAC testing.

### E. Approve Minutes from the February 26 Regular Board Meeting

Caitrin Wright made a motion to approve minutes from the Board Meeting on 02-26-19 Board Meeting on 02-26-19.

Alicia Gallegos Fambrini seconded the motion.

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

#### Roll Call

Nora Crivello	Aye
Joyce Montgomery	Absent
JP Anderson	Aye
John Flaherty	Aye
Alicia Gallegos Fambrini	Aye
Fiaau Ohmann	Aye
Victor Paredes-Colonia	Aye

**Roll Call**

Caitrin Wright           Aye  
John Glover               Aye

**F. CEO Report**

Board members discussed implications of the Brown Act and FOIA for board communications.

**II. Topical Items**

**A. Board Roles and Governance**

C. Wright introduced the speaker and provided an overview of the purpose of the presentation. Meeting attendees introduced themselves. M. Cornell-Feist presented information via teleconference. She reviewed components of excellence relating to boards. M. Cornell-Feist reviewed key elements of board evolution. She also reviewed the cycle of developing board excellence. The board asked additional questions regarding time management and symbiosis between staff, committees, goals, and the board. M. Cornell-Feist explained a sample Key Annual Organizational Decision Chart. Board members shared impressions and reactions to the chart. J. Glover suggested developing a subset of timelines for repeated annual events (items on a recurring cycle, such as budgets, for example). J. Flaherty sought clarification regarding leadership versus management responsibilities (and functions) of the board, including board management of itself. He also discussed the role of staff and board relating to priorities and vision.

Member shared final impressions and questions at the end of the presentation. N. Crivello posed a question regarding scheduling a retreat in summer versus scheduling a retreat in February. S. Waller commented on the history of the board and the unique talents of the current board. V. Paredes-Colonia mentioned the concept of knowledge management and reviewing the past year in order to prepare for the next (knowledge retention process). K. Sved reflected upon the presentation and the future of the process; it is a continuum that requires us all to work together. He commended the dedication of board members.

Kevin Sved arrived.

**B. 2019-20 Navigator Schools Calendar**

John Glover made a motion to approve the calendar.  
Victor Paredes-Colonia seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**C. 2019-20 Board Meeting Calendar**

Caitrin Wright made a motion to approve calendar with amendment to consider alternatives to the February meeting date.  
Alicia Gallegos Fambrini seconded the motion.

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

**D. Watsonville Prep Update**

A. Hernandez introduced Watsonville Prep School (WPS) staff members. K. Carr described the recent lottery for WPS and reviewed current enrollment numbers. Board members asked clarifying questions about enrollment and engagement efforts. C. Wright made suggestions for connecting with the community. J. Glover discussed communication strategies, and other attendees offered comments and questions on the topic. J. Flaherty elicited feedback from WPS staff members. Staff members suggested home visits, welcome packets, school visits, and school visit videos. Board members offered additional outreach suggestions. K. Carr reviewed upcoming school tour visitors. C. Wright asked a question about outreach efforts to members of the migrant community. K. Carr and S. Waller described these efforts. C. Wright and J. Flaherty reiterated the importance of this inclusion effort in relation to establishing the reputation of the school. J. Glover offered additional community connection strategies. A. Hernandez offered a further description of the orientation events for WPS. C. Wright thanked the WPS staff members for their attendance and efforts to open WPS in the fall.

**E. Long-Term Facilities (HPS and WPS)**

K. Sved provided an overview of Hollister Prep School (HPS) long-term facilities needs and the current strategies to meet these needs. N. Crivello asked a clarifying question regarding sharing facilities with R.O. Hardin Elementary. K. Sved reviewed WPS facilities for the upcoming school year, including long-term facilities strategies. He thanked J. Glover for the advice he provided on these matters.

**F. Governance Committee Report**

C. Wright mentioned succession planning and impending updates to charter school laws.

**G. Finance Committee Report**

A. Ortiz reviewed topics covered during the last finance committee meeting.

**H. 2018-19 Financials**

A. Ortiz main points of the financials, including variances, fundraising goals, and capital expenditures.

**I. IRS Form 990**

A. Ortiz reviewed the IRS Form 990 documents.

A motion was made at this point to move agenda item "M" forward to follow this item. J. Glover made the motion and A. Gallegos Fambrini seconded the motion. The vote was unanimous.

**J. Dinner Break**

N. Crivello made motion to recess for dinner and J. Flaherty seconded the motion at 5:41 pm. The board approved this motion unanimously.  
Joyce Montgomery arrived.

**K. Strategic Direction Study Session: Dissemination and Growth**

N. Crivello made a motion to end the dinner recess. J. Anderson seconded the motion, and the vote approved it unanimously (at 6:12 pm).

A. Bray provided an agenda for his presentation and related activities. He also provided context for the discussion.

**L. Possible Vote to Approve Dissemination Pilot**

Caitrin Wright made a motion to approve a 2-year dissemination pilot to partner with up to three organizations and up to five schools.

Fiaau Ohmann seconded the motion.

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

**Roll Call**

JP Anderson	Aye
John Glover	Aye
John Flaherty	Aye
Caitrin Wright	Aye
Fiaau Ohmann	Aye
Alicia Gallegos Fambrini	Aye
Joyce Montgomery	Aye
Nora Crivello	Aye
Victor Paredes-Colonia	Aye

**M. 2019-20 Local Control and Accountability Plan (LCAP)**

This item was moved to follow item "I" per board vote.

A. Ortiz provided a summary of LCAP development.

**N. 2019-20 Salaries**

Joyce Montgomery left.

Nora Crivello made a motion to approve 2019-20 salaries.

John Glover seconded the motion.

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

K. Sved summarized the topic.

**O. 2019-20 Preliminary Budget**

A. Ortiz referred members to materials in the packet. She clarified 2019-20 salaries as a component within the proposed budget. J. Glover requested more information concerning budgeting and building a surplus from the finance committee. C. Wright sought clarification on a new position and related efforts for fundraising, including fundraising contingency plans. C. Wright praised the proactive work of A. Ortiz.

**P. 2019-20 Draft NS Priorities**

K. Sved summarized potential key priorities. He discussed a process of developing terminology and a shared vocabulary to apply to this issue. C. Wright asked clarifying questions regarding partners. J. Flaherty made a suggestion concerning planning for the priorities. J. Glover suggested developing a multi-year timeline and map that includes these priorities.

**III. Closed Session**

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

C. Wright announced the reason for the closed session. Board entered closed session.

**B. Closed Session: Real Property Negotiation, Hollister Prep School**

John Glover made a motion to authorize CEO to negotiate option to purchase parcel (expense not to exceed \$15,000).

JP Anderson seconded the motion.

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

**IV. Return to Open Session**

**A. Public Report of Actions Taken During Closed Session**

The board voted to grant the CEO authority to negotiate purchase of a parcel with fees not to exceed \$15,000. The vote was unanimous.

**V. Closing Items**

**A. Adjourn Meeting**

Alicia Gallegos Fambrini made a motion to adjourn the meeting.

Caitrin Wright 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 9:00 PM.

Respectfully Submitted,  
Sean Martin