



## Navigator Schools

### Minutes

#### Board Meeting

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##### **Date and Time**

Tuesday August 29, 2023 at 6:00 PM

##### **Location**

Gilroy Prep School, 277 IOOF Avenue, Gilroy, CA 95020

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This meeting will be held in compliance with the Brown Act.

Members of the public who wish to access this board meeting online may do so via Zoom at <https://zoom.us/join> or via telephone by calling [\(669\) 900-6833](tel:6699006833) or [\(669\) 444-9171](tel:6694449171).

Zoom Meeting ID: 978 1718 9580

Zoom Passcode: 906814

##### Teleconference Locations / Ubicaciones de Teleconferencias

1. Hayward Collegiate Charter School, 166 West Harder Road, Hayward, CA 94544
2. Hollister Prep School, 881 Line Street, Hollister CA 95020
3. Watsonville Prep School, 407 Main Street, Watsonville, CA 95076
4. 3600 North Lake Boulevard, Unit 114, Tahoe City, CA 96145
5. 27324 Dobbels Avenue, Hayward, CA 94542
6. 5357 Federation Court, San Jose, CA 95123 (Santa Clara County)
7. 1065 Byers Street, Gilroy, CA 95020 (Santa Clara County)

Members of the public attending online who wish to comment during the board meeting will use the online "raise hand" tool in Zoom when the chairperson elicits public comments. Members of

the public planning to attend by phone are requested to confirm their intent to comment up to one hour prior to the meeting via [e-mail](#).

Individual comments will be limited to three minutes. If an interpreter is needed, comments will be translated into English and the time limit shall be six minutes. At its discretion, the board may limit the total time allotted to public comments and set new time limits for individual comments. The board reserves the right to mute and remove a participant from the meeting if the participant unreasonably disrupts the meeting.

Requests for disability-related modifications or accommodations to participate in this public meeting should be submitted forty-eight hours prior to the meeting via [e-mail](#). All efforts will be made for reasonable accommodations. The agenda and public documents will be modified upon request as required by Section 202 of the Americans with Disabilities Act.

Esta reunión se llevará a cabo de conformidad con la Brown Act.

Los miembros del público que deseen acceder a esta reunión del consejo pueden hacerlo en línea en <https://zoom.us/join> o por teléfono llamando al [\(669\) 900-6833](tel:6699006833) o al [\(669\) 444-9171](tel:6694449171).

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Los comentarios públicos se limitarán a tres minutos. Si se necesita un intérprete, los comentarios se traducirán al inglés y el límite de tiempo será de seis minutos. A su discreción, la mesa directiva puede limitar el tiempo total asignado a los comentarios del público y establecer nuevos límites de tiempo para los comentarios individuales. La mesa directiva se reserva el derecho de expulsar a un participante de la reunión si éste interrumpe injustificadamente la reunión.

Las solicitudes de modificaciones o adaptaciones relacionadas con una discapacidad para participar en esta reunión pública deberán presentarse cuarenta y ocho horas antes de la reunión por [correo electrónico](#). Se hará todo lo posible por realizar adaptaciones razonables. El orden del día y los documentos públicos se modificarán si se solicita, tal y como exige el artículo 202 de la Ley de Estadounidenses con Discapacidades.

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#### **Directors Present**

Chuck Daggs (remote), Claire Grissom, JP Anderson (remote), Jaime Quiroga, John Flaherty, Shara Hegde (remote)

#### **Directors Absent**

Alfred Morikang, Ian Connell

#### **Guests Present**

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Gary Larson (remote), Heather Vega (remote), Sean Martin

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

John Flaherty called a meeting of the board of directors of Navigator Schools to order on Tuesday Aug 29, 2023 at 6:13 PM.

### C. Public Comments

There were no public comments.

### D. Opening Remarks of the Board Chair

The board chair chose to forgo opening remarks.

### E. Opening Remarks of the CEO & Superintendent

Caprice Young recognized high-performing instructional teams (teachers and small-group instructors) for attaining high levels of student proficiency and growth on annual SBAC assessments.

Teams celebrated for high growth were: Nancy Salazar and Mirna Velasco-Alvarado (GPS); Jamie Mongoso and Da'Rell Calvin (HCC); Karie Stevens and Ashley Munday (HPS); and Gabi Roldan, Ashlind Martinez, and Alexia Santiago (WPS).

Teams celebrated for high proficiency levels (at or above 80%) were: Olivia Bueno and Hayley Cavagnaro (GPS); and Carrie Fosdick and Carly Picha (HPS).

### F. Approve Minutes from Previous Regular Board Meeting

Jaime Quiroga made a motion to approve the minutes from Board Meeting on 07-25-23. Chuck Daggs seconded the motion.

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

#### Roll Call

Claire Grissom	Aye
JP Anderson	Aye
Shara Hegde	Aye
Jaime Quiroga	Aye
John Flaherty	Aye
Chuck Daggs	Aye
Ian Connell	Absent
Alfred Morikang	Absent

## II. Consent Agenda

### A. Approval of the Consent Agenda

Caprice Young provided a brief overview of consent agenda items.

Claire Grissom made a motion to approve the Consent Agenda: Artik GPS Architectural Services Contract, Updated Agreement for General Counsel Legal Services, and the Project Management Agreement with Pacific Charter School Development, Inc.

John Flaherty seconded the motion.

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

#### Roll Call

Ian Connell	Absent
JP Anderson	Aye
Claire Grissom	Aye
Jaime Quiroga	Aye
John Flaherty	Aye
Alfred Morikang	Absent
Chuck Daggs	Aye
Shara Hegde	Aye

## III. Topical Presentations

### A. Investment Policy

Caprice Young highlighted the purpose and importance of establishing an organizational Investment Policy. The board chair suggested three policy-related topics to forward to the finance committee: conflict of interest policy pertaining to investments; investments to avoid; and Environmental, Social, and Governance (ESG) investing.

JP Anderson made a motion to approve the Investment Policy.

Chuck Daggs seconded the motion.

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

#### Roll Call

Shara Hegde	Aye
JP Anderson	Aye
John Flaherty	Aye
Claire Grissom	Aye
Ian Connell	Absent
Chuck Daggs	Aye
Jaime Quiroga	Aye
Alfred Morikang	Absent

### B. Approval of Contract for Watsonville Yoga, Dance, and Healing Arts

Kirsten Carr described after-school activities and the strengths of the service provider. She explained the scope of services to be provided.

Jaime Quiroga made a motion to approve the contract for Watsonville Yoga, Dance, and Healing Arts.

John Flaherty seconded the motion.

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

**Roll Call**

John Flaherty	Aye
Shara Hegde	Aye
Chuck Daggs	Aye
Jaime Quiroga	Aye
Claire Grissom	Aye
JP Anderson	Aye
Alfred Morikang	Absent
Ian Connell	Absent

**C. Larson Communications Proposal**

Caprice Young introduced guest attendees Gary Larson and Heather Vega from Larson Communications. The board reviewed key services to be provided by the firm, including: website optimization, internal communications, parent communications, and targeted public relations for the recruiting of staff. Board members discussed their familiarity with the firm, contract timelines, and an additional focus on development (fundraising). The board chair mentioned a previous board discussion in which J.P. Anderson highlighted several parent outreach strategies, and he suggested the firm connect with J.P. Anderson on that topic.

Jaime Quiroga made a motion to approve the Larson Communications Proposal and direct the CEO to execute a contract.

John Flaherty seconded the motion.

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

**Roll Call**

John Flaherty	Aye
Chuck Daggs	Aye
Jaime Quiroga	Aye
Ian Connell	Absent
JP Anderson	Aye
Shara Hegde	Aye
Claire Grissom	Aye
Alfred Morikang	Absent

**D. School Connected Organizations Policy**

Caprice Young provided background on parent groups at Navigator Schools. She highlighted the benefits of adopting a School Connected Organizations Policy for parent groups, including advantages relating to accounting, insurance, training, and increased parent participation. Board members asked clarifying questions.

Shara Hegde made a motion to approve the School Connected Organizations Policy.

Claire Grissom seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Chuck Daggs	Aye
Claire Grissom	Aye
Shara Hegde	Aye
Ian Connell	Absent
Alfred Morikang	Absent
John Flaherty	Aye
Jaime Quiroga	Aye
JP Anderson	Aye

**E. New School Year Introductions and Priorities**

Crystal O'Rourke shared images from the first day of school and reviewed organizational goals for 2023-24, including data-driven instruction, effective interventions, and student culture. She also explained Valor Circles. Each school principal presented school goals for 2023-24 and reviewed strengths and opportunities highlighted in brief summaries of student and staff data. Topics included enrollment, attendance, academic achievement, staff retention, and surveys. They also celebrated notable achievements of 2022-23. Board members asked questions at the end of each school presentation. Jaime Quiroga expressed interest in the potential impact of school calendars and schedules, including minimum days, on student achievement. Board members thanked principals for the presentations and for everything the principals do to ensure the success of Navigator Schools.

**F. Community Schools**

Kirsten Carr provided an overview of the Community Schools planning grant and the guiding philosophy of the Community Schools strategy to reduce inequities. She introduced key components and structures of community school development, including Community Schools Coordinators and Community Schools Advisory Councils (CSAC). She reviewed the findings of research focus groups. She highlighted needs and next steps for each school. Board members discussed strengths and opportunities related to the effort, including funding, partnerships, and positive student and community impacts.

**IV. Governance**

**A. Board Retreat Confirmation**

The board will continue to explore potential board retreat dates and times.

**V. Closed Session**

**A. Announcement of and Vote to Enter Closed Session**

Chuck Daggs made a motion to enter closed session.

Jaime Quiroga seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Claire Grissom	Aye
John Flaherty	Aye
Alfred Morikang	Absent
JP Anderson	Aye
Chuck Daggs	Aye
Jaime Quiroga	Aye
Shara Hegde	Aye
Ian Connell	Absent

**B. Closed Session**

**C. Announcement of Actions Taken During Closed Session**

1. Personnel Exception: The board approved, by unanimous vote, the hiring of Noël Russell-Unterburger as Chief Financial and Operating Officer (CFOO).
2. Anticipated Litigation: No action taken.

**VI. Closing Items**

**A. Adjourn Meeting**

Chuck Daggs made a motion to adjourn.  
Shara Hegde seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Claire Grissom	Aye
JP Anderson	Aye
John Flaherty	Aye
Alfred Morikang	Absent
Ian Connell	Absent
Jaime Quiroga	Aye
Chuck Daggs	Aye
Shara Hegde	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:36 PM.

Respectfully Submitted,  
Sean Martin