

APPROVED



## Navigator Schools

### Minutes

#### Board Meeting

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

Tuesday December 12, 2023 at 6:00 PM

##### **Location**

Gilroy Prep School

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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).

Meeting ID: 91377283788

Passcode: 273436

##### 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. Gilroy Prep School, 277 I.O.O.F. Ave, Gilroy, CA 95020
5. 1065 Byers Street, Gilroy, CA 95020 (Santa Clara County)
6. 1365 Locust Street, Denver, CO 80220
7. 1 Washington Square, San Jose, CA 95112

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**

Alfred Morikang, Chuck Daggs, Ian Connell (remote), JP Anderson, Jaime Quiroga, John Flaherty

#### **Directors Absent**

Claire Grissom, Shara Hegde

#### **Guests Present**

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Ami Ortiz, Caprice Young, James Dent (remote), Laura Marco (remote), Neena Goswamy (remote), Norma Knox (remote), Noël Russell-Unterburger, Tom Peraic

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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 Dec 12, 2023 at 6:03 PM.

### **C. Public Comments**

There were no public comments.

### **D. Opening Remarks of the Board Chair**

The Board Chair thanked Board Members Jaime Quiroga and Chuck Daggs for their efforts to attend in person. He asked the Board members to continue to read all of the Board materials and to continue to ask informed questions. He thanked Sean Martin for his dedicated service to Navigator and he wished Sean all the best in the future.

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

The CEO & Superintendent discussed the leadership team retreat in November. She offered that enrollment is strong, the schools are at capacity, and there are waiting lists. She noted that each school has an FRE of 50% or higher. She noted that GPS and HPS have had dramatic drops in chronic absenteeism, that HC has an artist in residence funded by Prop 28, and that Norma Knox is new HPS principal.

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

Jaime Quiroga made a motion to approve the minutes from Board Meeting on 10-24-23. Chuck Daggs seconded the motion.

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

## **II. Consent Agenda**

### **A. Approval of the Consent Agenda**

Ian Connell made a motion to approve the items on the consent agenda. JP Anderson seconded the motion.

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

### **III. Request for Approval**

#### **A. Approve Hayward Collegiate Material Revision Application**

Jaime Quiroga made a motion to approve/ratify the HC material revision application.

Ian Connell seconded the motion.

Neena Goswamy led the discussion and asked the Board for approval/ratification of the HC material revision application. Neena informed the Board that the application seeks to add 2 cohorts to each grade, to expand to TK-8, and to add an additional site. 225 signatures were gathered in support. Board Member Jaime Quiroga was supportive and said it was just what HC needed. Board Member Chuck Daggs reminded the Board to not underestimate the power of parents.

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

#### **B. Mobile Modular Contracts for Hayward Collegiate and Gilroy Prep School**

JP Anderson made a motion to approve the revisions to Mobile Modular contracts for HC and GPS.

Jaime Quiroga seconded the motion.

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

### **IV. Topical**

#### **A. Election of Board Officer**

Chuck Daggs made a motion to elect Tom Peraic as Secretary.

JP Anderson seconded the motion.

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

### **V. Finance**

#### **A. Receipt of 2022-23 Annual Audit**

Noël Russell-Unterburger led the discussion. She shared that more time was needed to prepare the audit and that Board would be updated at its next Board meeting. The Board noted that best practices include working with different auditors over time.

### **VI. Committees**

#### **A. Report on Committees: Governance, Finance, Academics, Development**

Ian Connell made a motion to approve committee appointments.

Chuck Daggs seconded the motion.

The Board confirmed the following appointments for 2023-24:

- 1) Academic Committee: Board Members Claire Grissom (chair), Chuck Daggs, and Alfred Morikang - James Dent, staff lead;
  - 2) Finance Committee: Board Members Ian Connell (chair), JP Anderson, and Jaime Quiroga - Noël Russell-Unterburger, staff lead;
  - 3) Governance Committee: John Flaherty (chair), Ian Connell, and Shara Hegde - Caprice Young and Neena Goswamy, staff leads; and,
  - 4) Development Committee: Chuck Daggs (chair), John Flaherty, and Jaime Quiroga - Kirsten Carr and Neena Goswamy, staff leads.
- The board **VOTED** unanimously to approve the motion.

#### **B. Report out from Finance Committee**

Noël Russell-Unterburger led the discussion. She informed the Board of the current projections and that 2023-24 will finish with \$177k net income after approval of the DEIA contract. She informed the Board that a \$2.9M ERC credit is pending but has a 12-month lead time. Noël said that WPS can apply for a full tax exemption. She noted that there are some additional expenditures, such as additional staff. The Board Chair asked if the IRS can expedite and Noël indicated she would inquire. Board Member Jaime Quiroga noted that there is 2.65 months of cash and would like to see it at 4-5 months. Noël asked the Board to consider an Investment Committee and Board Member Chuck Daggs indicated that he was more than glad to help.

#### **C. Report Out on Academic Success Committee**

James Dent led the discussion. Data shows student gains across all schools with WPS leading the way with 15% gains. He discussed curriculum adoption and illustrated math. James noted tremendous success on ELA and that Navigator can still do better by using research proven curricula. The CEO & Superintendent offered that data drives the issue. James shared that we have access to consultants who helped at Rocketship and at Cornerstone.

### **VII. Closed Session**

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

Chuck Daggs made a motion to enter closed session.  
Jaime Quiroga seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **B. Closed Session**

The Board discussed anticipated litigation with General Counsel.

#### **C. Return to Open Session**

No action taken.

## **VIII. 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 8:30 PM.

Respectfully Submitted,  
Tom Peraic