

APPROVED



Navigator Schools

Minutes

Special Board Meeting

Date and Time

Thursday February 15, 2024 at 6:00 PM

Location

[Join Zoom Meeting](#)

ID: 93467964183

Passcode: 270566

[\(US\) +1 669-900-6833](#)

Passcode: 270566

Meeting host: christopher.copus@navigatorschools.org

Join Zoom Meeting:

[https://navigatorschools.zoom.us/j/93467964183?](https://navigatorschools.zoom.us/j/93467964183?pwd=U1JEV3lUU1M2c3c4dDBmZXF5cjRJQT09)

[pwd=U1JEV3lUU1M2c3c4dDBmZXF5cjRJQT09](https://navigatorschools.zoom.us/j/93467964183?pwd=U1JEV3lUU1M2c3c4dDBmZXF5cjRJQT09)

[Joining instructions](#)

Location: 277 IOOF Avenue, Gilroy, CA 95020, USA

Gilroy Prep-1-GP Staff Lounge (20)

Hayward-Collegiate-1-HC Social Hall (10)

Hollister Prep-1-HP Conference Room (6)

Watsonville Prep-1-SO2 Conference Room (14)

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 or (669) 444-9171.

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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. 27324 Dobbel Avenue, Hayward, CA 94542
8. 5357 Federation Ct., San Jose, CA 95123

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 o al (669) 444-9171.

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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.

Directors Present

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

Directors Absent

None

Guests Present

Ami Ortiz, Caprice Young, Christopher Copus (remote), Crystal O'Rourke (remote), Gabriela Roldan (remote), James Dent (remote), Kirsten Carr, Lili Huang (remote), Melissa Alatorre Alnas (remote), Noël Russell-Unterburger (remote), Tina Hill (remote), Tom Peraic

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 Thursday Feb 15, 2024 at 6:11 PM.

C. Public Comments

There was one public comment. Staff member Gabriela Rodan translated from Spanish. The speaker asked to the meeting translated into Spanish. Board Chair John Flaherty asked the speaker if she would like to have the entire meeting translated into Spanish from the recording. The speaker accepted the offer. The Board Chair thanked the speaker for calling in and for her interest.

D. Opening Remarks of the Board Chair

The Board Chair thanked Board Member Alfred Morikang for coming to the meeting directly from the airport. He offered that he attended a luncheon that Board Member Shara Hegde attended in her capacity as Chief Executive Officer of Alpha Schools. CEO & Superintendent Dr. Caprice Young helped to put the luncheon together with key staffers from surrounding charter schools in Santa Clara County. The Board Chair offered that the luncheon provided an excellent opportunity to establish communications channels for the sharing of common questions and realities.

E. Opening Remarks of the Chief Executive Officer & Superintendent

Dr. Young offered that LJH, a recent Gilroy Prep School graduate, recently published their first novel entitled "RedWatson and the Gifted Lands." The event was covered by local media and Dr. Young found LJH to be very articulate.

F. Approve Minutes from Previous Regular Board Meeting

Chuck Daggs made a motion to approve the minutes from Board Meeting on 12-12-23. JP Anderson seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve Minutes from Board Retreat

Ian Connell made a motion to approve the minutes from The Navigator Schools Board Retreat on 01-20-24.
Claire Grissom seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Consent Agenda

A. Approval of the Consent Agenda

JP Anderson made a motion to Approve Consent Agenda.
Shara Hegde seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Finance

A. Financial Audit

Chuck Daggs made a motion to Approve the Financial Audit.
Ian Connell seconded the motion.
Chief Financial and Operating Officer Noël Russell-Unterburger co-presented the financial audit along with Lili Huang from CLA. Ms. Russell-Unterburger and Ms. Huang answered questions from the Board.
The board **VOTED** unanimously to approve the motion.

B. Financial Update

Ms. Russell-Unterburger presented a financial report. There is a projected net income of \$242K with adjustments. Projections may change but the Board will be kept updated. There is \$5.1M in cash reserves, just under 2.5 months. There is an ongoing compensation review process a staffing and compensation plan is being created. This will be revisited every year because attracting talent and increasing retention is important. Dr. Young offered that we need to consider hourly staff and living wage issues. Dr. Young and Ms. Russell-Unterburger answered questions from the Board.

IV. Committees

A. Audit Committee

Shara Hegde made a motion to Create an Audit Committee, as amended.

JP Anderson seconded the motion.

The Board Chair offered that the creation of an Audit Committee will support Navigator in its efforts to manage its financial affairs.

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

B. Governance Committee Authority

John Flaherty made a motion to Grant the Governance Committee authority to approve contracts over CEO & Superintendent signatory capacity.

Chuck Daggs seconded the motion.

The Board Chair offered that because the Board meets bi-monthly and sometimes contracts need approval in the interim, granting this authority to the Governance Committee will support operations and would not require otherwise calling special meetings of the full board.

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

C. Report out from Academic Committee

Chief Academic Officer James Dent briefly reported out to the Board on the potential classroom expansion at Hayward Collegiate, the Kindergarten at Watsonville Prep School, the external support for the special education programs, and ELA adoption.

D. Report out from Development Committee

Director of Engagement & Partnerships Kirsten Carr briefly reported out to the Board about continuing efforts to interview candidates. The next round is scheduled for after winter break.

V. Topical

A. Mid-Year Local Control and Accountability Plan

Dr. Young presented the mid-year LCAPs for each school. She offered that progress is good, a little behind budget, there were challenges with SGIs. All of the schools have the

same 10 goals. The staff survey is positive but can do better and the DEIA process will help. Watsonville Prep School's chronic absenteeism is high at 24%, the other 3 schools are at 10%. Efforts to decrease chronic absenteeism being considered include Family Fun nights, purchasing vans, absent students getting phone calls, creation of a heat map, and texting instead of calling. Hayward Collegiate has one of the lowest rates. Dr. Young shared that she is implanting Saturday school even if ADA recovery is not available so that Navigator scholars can keep up with studies. The Board engaged in a general discussion and Dr. Young answered questions and addressed comments.

B. Safety Update

The Board Chair shared the risks that we all face concerning safety. Ms. Carr offered that an outside vendor has been retained who is in the process of providing a safety audit. Findings will consider site specific lockdown training and other recommendations and that Manager of Operations and Maintenance David LeBarre has been supporting Ms. Carr's activities in this regard. Dr. Young offered that funds will be available. The Board offered and shared general thoughts concerning this important issue. Dr. Young offered that safety plans will come to the Board at the next meeting and that work will then be done on the Workplace Violence Prevention Plan. The Board Chair stated that no staff member will complain about the training that they will receive to implement these findings.

C. Facilities Update

Ms. Russell-Unterburger offered the facilities update. Growth from 1755 scholars to 2360 scholars is expected so there is a need for facilities expansion. Gilroy Prep School is adding TK, Hayward Collegiate is adding portables, Hollister Prep School is looking at private facilities, and Watsonville Prep School is looking to lease portions of an adjacent building. Board Member Ian Connell offered that just one of these projects is enough, the combination is complicated and harder, but success will have a meaningful impact on scholar outcomes.

D. Presentation of New Website and Enrollment Outreach Update

Ms. Carr offered that Navigator now has a new website. Ms. Carr also offered that the lottery for enrollment is April 13, that applications are due March 31, and that outreach is being done to parents who may not have otherwise heard about Navigator including on social media.

E. Special Education Board Update

Director of Student Services Tina Hill presented this item and shared an outside vendor's findings. There is overall effectiveness of the program at all schools. Gilroy Prep School was well coordinated, Hayward Collegiate was implementing least restrictive teaching strategies with lower amounts of verbalization, Hollister Prep School was using sensory tools for sensory integration, and Watsonville Prep School was keeping scholars engaged. The next steps include de-esclation spaces and designated behavior

specialists. The Board Chair thanked Board Member Jaime Quiroga for raising this issue a few months ago.

VI. Closed Session

A. Announcement and Vote to Enter Closed Session

Chuck Daggs made a motion to go into closed session.

Claire Grissom seconded the motion.

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

B. Closed Session

The Board engaged in a closed session discussion.

C. Announcement of Action Taken During Closed Session

The Board Chair announced that no action was taken.

VII. 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 9:13 PM.

Respectfully Submitted,
Tom Peraic