

APPROVED



## Navigator Schools

### Minutes

#### Board Meeting

---

**Date and Time**

Monday December 8, 2025 at 6:00 PM

**Location**

**Gilroy Prep School**

**Address:** 277 I. O. O. F. Ave, Gilroy, CA 95020

---

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 Google Meet.

Google Meet joining info

Video call link: <https://meet.google.com/kbv-isks-wuj>

Or dial: (US) +1 530-994-2226 PIN: 544 527 047#

More phone numbers: <https://tel.meet/kbv-isks-wuj?pin=5319190040444>

**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 (Santa Clara County)
-

5. 3410 Moraga Boulevard, Lafayette, CA 94549
6. 5357 Federation Ct., San Jose, CA 95123 (Santa Clara County)
7. 326 Sierra Trace, Coralville, IA 52241
8. 857 West Cove Way, Sacramento, CA. 95831

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 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**

Chuck Daggs (remote), Claire Grissom, Ian Connell (remote), Jan Mazyck (remote), Margaret “Macke” Raymond (remote), Niña Rosete, Nora Crivello, Rosie Arroyo, Shara Hegde (remote)

### **Directors Absent**

---

Anthony Di Vittorio

### **Guests Present**

Ami Ortiz (remote), Andrea Hernandez (remote), Caprice Young (remote), Christopher Copus (remote), Crystal O'Rourke (remote), Frank Gonzalez (remote), Gabriela Roldan (remote), Jaime Quiroga (remote), Kathy Dominguez (remote), Kirsten Carr (remote), Melissa Alatorre Alnas (remote), Noël Russell-Unterburger (remote), Roger Castillo (remote), Tina Hill (remote), Tom Peraic (remote)

---

## **I. Opening Items**

### **A. Call the Meeting to Order**

Nora Crivello called a meeting of the board of directors of Navigator Schools to order on Monday Dec 8, 2025 at 6:16 PM.

### **B. Pledge of Allegiance**

The Pledge of Allegiance was conducted.

### **C. Record Attendance and Guests**

### **D. Approve Minutes from Previous Board Meeting**

Niña Rosete made a motion to approve the minutes from Special Board Meeting on 08-11-25.

Claire Grissom seconded the motion.

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

### **E. Approve Minutes from Previous Board Meeting**

Margaret "Macke" Raymond made a motion to approve the minutes from Board Meeting on 09-15-25.

Niña Rosete seconded the motion.

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

### **F. Public Comments**

There was no public comment.

### **G. Opening Remarks by Board Chair**

Nora Crivello, Board Chair, briefly welcomed Board members, staff, and guests.

### **H. Chief Executive Officer & Superintendent Update**

Dr. Caprice Young, CEO & Superintendent, deferred on this item given the length of the agenda.

## II. Consent Agenda

### A. Approval of the Consent Agenda

Chuck Daggs made a motion to approve the consent agenda.

Margaret "Macke" Raymond seconded the motion.

1. ICA - Casala Group, Inc. (09.11.25)
  - 2a. ICA - Education Facilities Group (12.08.25)
  - 2b. ICA - Education Facilities Group, Exhibit A (12.08.25)
  - 2c. Education Facilities Group Portfolio (12.02.25)
  3. Fundraising Policy (09.18.25)
  4. ELL Policy (11.10.25)
  5. Grading Policy (10.02.25)
  - 6a. Hollister Prep School - Traffic Analysis Proposal (10.20.25)
  - 6b. Hollister Prep School - Traffic Analysis Cost Letter (10.20.25)
  7. Amended Consulting Agreement - Pinnacle Strategy LLC (10.20.25)
  - 8 Prop 28 Revised Annual Reports - GPS, HCC, HPS, WPS (10.20.25)
  - 9a. Ratification: GPS Master Contract (10.20.25)
  - 9b. Ratification: HPS Master Contract (10.20.25)
  - 9c. Ratification: WPS Master Contract (10.21.25)
  10. Ratification: ICA - Larson Communications (10.23.25)
  11. Tobacco-Free Schools Policy (11.20.25)
  12. Volunteer Policy (11.20.25)
  13. Visitors and Removal Policy (11.20.25)
  14. Limitation on Seclusion and Restraint Policy (11.20.25)
  15. Anti-Human Trafficking Policy (11.20.25)
  - 16a. Revised Title IX Harassment Intimidation Discrim. and Bullying Policy (12.08.25)
  - 16b. Title IX Harassment Intimidation Discrim. and Bullying Policy - Redline (12.01.25)
- The board **VOTED** unanimously to approve the motion.

## III. Committees

### A. Governance Committee

Dr. Caprice Young, CEO & Superintendent, briefly shared that several Governance Committee items are on the remaining portions of the agenda.

### B. Academic Success Committee

Crystal O'Rourke, Chief Academic Officer, provided a summary of the most recent Academic Success Committee meeting.

### C. Development Committee

Kirsten Carr, Chief Communications & Engagement Officer, provided a summary of the most recent Development Committee meeting in Shun Dorsey's absence.

**D. Finance Committee**

Roger Castillo, Charter Impact, and Noël Russell-Unterburger, Chief Financial & Operating Officer, provided a summary of the most recent Finance Committee Meeting.

**IV. Topical - Part 1 of 2**

**A. Approval of First Interims**

Nora Crivello made a motion to approve the first interim financials.

Chuck Daggs seconded the motion.

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

**B. Renewals for Gilroy Prep School and Hollister Prep School**

Niña Rosete made a motion to approve the the renewals of Gilroy Prep School and Hollister Prep School in substantially the form presented.

Claire Grissom seconded the motion.

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

**C. MOU - Navigator Schools and Orange County Board of Education**

Margaret "Macke" Raymond made a motion to approve the Memorandum of Understanding (MOU) between Navigator Schools and the Orange County Board of Education.

Ian Connell seconded the motion.

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

**D. 2025-26 Committee Assignments - Revised**

Claire Grissom made a motion to approve Nora Crivello as a member of the Finance Committee.

Niña Rosete seconded the motion.

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

**E. Update on Growth Progress**

Kirsten Carr, Chief Communications & Engagement Officer, updated the Board on the status of growth activities, including the status of activity in Orange and Monterey Counties, and various options moving forward (the FYI item was inadvertently identified for a vote.)

**F. Temporary Line of Credit Expansion**

Dr. Caprice Young, CEO & Superintendent, and Noël Russell Unterburger, Chief Financial & Operating Officer, informed the Board on updates with a \$2 million expansion of the East West Bank line of credit.

**G.**

**Resolution: CEO and Superintendent Compensation Comparability Study**

Claire Grissom made a motion to accept the resolution re CEO and Superintendent Compensation Comparability study.

Niña Rosete seconded the motion.

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

**V. Closed Session**

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

Nora Crivello made a motion to enter closed session.

Niña Rosete seconded the motion.

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

**Roll Call**

Jan Mazyck	Aye
Claire Grissom	Aye
Margaret "Macke" Raymond	Abstain
Shara Hegde	Aye
Anthony Di Vittorio	Absent
Niña Rosete	Aye
Nora Crivello	Aye
Ian Connell	Aye
Chuck Daggs	Abstain
Rosie Arroyo	Aye

**B. Closed Session**

The Board engaged in closed session discussions.

**C. Return to Open Session**

The Board Chair announced that an employment agreement with Dr. Caprice Young as Navigator Schools CEO & Superintendent was approved.

**VI. Topical - Part 2 of 2**

**A. Required Oral Report Regarding Employment Agreement for CEO and Superintendent**

The Board Chair made the required oral report regarding the employment agreement with Dr. Caprice Young for CEO & Superintendent.

**B. Ratification of Employment Agreement for Navigator Schools CEO and Superintendent**

Chuck Daggs made a motion to ratify Dr. Caprice Young employment agreement with Navigator Schools as CEO & Superintendent.

Ian Connell seconded the motion.

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

## **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 8:52 PM.

Respectfully Submitted,  
Nora Crivello

---

## **Documents used during the meeting**

- 1. ICA - Casala Group, Inc. (09.11.25).pdf
- 2a. ICA - Education Facilities Group (12.08.25).pdf
- 2b. ICA Education Facilities Group - Exhibit A (12.08.25).pdf
- 2c. Education Facilities Group Portfolio (12.01.25).pdf.pdf
- 3. Fundraising Policy (09.18.25).pdf
- 4. ELL Policy (11.10.25) .pdf
- 5. Grading Policy (10.02.25).pdf
- 6a. Hollister Prep School - Traffic Analysis Proposal (10.20.25).pdf
- 6b. Hollister Prep School - Traffic Analysis Cost Letter (10.20.25).pdf
- 7. Pinnacle Strategies LLC Amended Consulting Agreement (10.20.25).pdf
- 8a. Prop 28 - GPS Revised Annual Report (10.20.25).pdf
- 8b. Prop 28 - HCC Revised Annual Report (10.20.25).pdf
- 8c. Prop 28 - HPS Revised Annual Report (10.20.25).pdf
- 8d. Prop 28 - WPS Revised Annual Report (10.20.25).pdf
- 9a. Master Contract - GPS (10.20.25).pdf
- 9b. Master Contract - HPS (10.20.25).pdf
- 9c. Master Contract - WPS (10.21.25).pdf
- 10. Larson Communications - Professional Services Agreement (10.23.25).pdf
- 11. Tobacco-Free Schools Policy (11.20.25).pdf
- 12. Volunteer Policy (11.20.25).pdf
- 13. Visitors and Removal Policy (11.20.25).pdf
- 14. Limitation on Seclusion and Restraint Policy (11.20.25).pdf
- 15. Anti-Human Trafficking Policy (11.20.25).pdf

- 16a. Revised Title IX Harassment Intimidation Discrim. and Bullying Policy (12.08.25).pdf
- 16b. Title IX Harassment Intimidation Discrim. and Bullying Policy - Redline (12.01.25).pdf
- 2024-25\_SBAC\_Comparison\_Data.pdf
- Academic Updates for 12\_8\_25 Board Meeting.pdf
- Development\_Committee\_Meeting\_\_DEC\_2025.pptx.pdf
- KPMG Fraud Risk Assessment Deliverable Final 9.25.25.pdf
- 250930 Claude Memo on KPMG Engagement\_shared with Navigator.pdf
- Navigator\_-\_PPT\_Board\_Summary\_-\_October\_2025\_1st\_Interim.pdf
- 2025\_12\_01\_Proposed\_Dashboard.pdf
- 2025\_12\_01\_Facilities\_Update.pdf
- FY26-NVS GPS-First Interim Alternative Form.xlsm
- FY26-NVS HPS-First Interim Alternative Form.xlsm
- FY26-NVS WPS-First Interim Alternative Form.xlsm
- FY26-NVS HCC-First Interim Alternative Form.xlsm
- \_Memo Charter Submissions 10.10.25.pdf
- Gilroy Prep School Charter Renewal 2026-2031 (Board version 10.10.25).docx (2).pdf
- Hollister Prep School Charter Renewal 2026-2031 (Board version 12.8.25).docx.pdf
- Standard Agreement\_OCPREP.pdf
- 2025-26 Committee Assignments - Revised (12.01.25).pdf
- 2025 12 08 Growth Update.pdf
- BR\_2025-26.01 - CEO Comp Comparability Study (12.08.25).pdf