Regular Meeting of the Board of Directors
Wednesday, September 21, 2016 6:00-9:00 PM

BOARD PACKET
TABLE OF CONTENTS

Mission - Navigator Schools drives phenomenal student achievement by developing top tier teachers and leaders who consistently improve innovative classrooms and schools.

AGENDA
Regular Meeting of the Board of Directors
Wednesday, September 21, 2016 6:00-9:00 PM
Navigator Schools Support Office
275 IOOF Avenue, Gilroy

POSTED AT:
Gilroy Prep School Office
Hollister Prep School Office
Support Office
Websites

Mission - Navigator Schools drives phenomenal student achievement by developing top tier teachers and leaders who consistently improve innovative classrooms and schools.

NOTE: Times listed for Agenda Items are _**estimates only**_. Actual times may vary substantially dependent on circumstances.

I.	**Procedural Items**	
	Item	**Objective**
A.	6:00 pm **Call to Order, Attendance and Opening Remarks** *Caitrin Wright, Chair*	Discussion
B.	6:05 pm **Consent Agenda** *Caitrin Wright, Chair* 1. **June 7, June 16, August 5 meeting minutes** 2. **Policy for the Education of Homeless Children** 3. **Student Records Policy** 4. **Approve Updated Employee Technology Agreement** 5. **Approve Updated Student Technology Agreement**	Action
C.	6:10 pm **Public Comment on items not covered on the regular agenda** *Caitrin Wright, Chair*	Discussion

II.	**Presentations, Discussion & Action Items**	
	Item	**Objective**
D.	6:20 pm **Board, Staff & CEO presentations** **2015/16 SBAC Results Presentation – James Dent, Christin Barkas, Heather Parsons**	Discussion
E.	6:50 pm **CEO Strategic Priorities** *Kevin Sved*	Action
F.	7:20 pm **Approval of Performance Management Process** **Approval of Support Office Salary Bands** *Kevin Sved & Melissa Alatorre Alnas*	Action Action
G.	7:50 pm **Governance** **Committee structure and composition for 2016/17** *Caitrin Wright, Chair*	Discussion/Action Action
H.	8:30 pm ***Finance*** **Update from Board Treasurer** **Accept Unaudited Actuals**	Discussion/Action Discussion Action

Approval of Support Office Structure & New Positions (Director of Information Technology, Business Analyst, Student Information Systems Administrator and Maintenance & Operations Manager)   Action
Joyce Montgomery, Treasurer
Kevin Sved

III.	Close of Meeting	
	Item	**Objective**

I.	8:50 pm	**Meeting Closure and Next Steps**	Action
		Caitrin Wright, Chair	
J.	9:00 pm	**Adjourn**	Action
		Caitrin Wright, Chair	

a. Meeting minutes (June 7, June 16, August 5)

b. Policy for the Education of Homeless Children – Board approved policy is a requirement for federal funding.

c. Student Records Policy – Upon advice from counsel and in conjunction with the site leadership teams, this student records policy establishes guidelines for the maintenance & distribution of student information and records.

d. Updated Employee Technology Agreement – In our efforts to both stay E-Rate compliant and continue to build healthy systems, the Employee Technology Agreement needs to be approved by the Board of Directors.

e. Updated Student Technology Agreement - In our efforts to both stay E-Rate compliant and continue to build healthy systems, the Employee Technology Agreement needs to be approved by the Board of Directors.

Minutes
Regular Meeting of the Board of Directors
Tuesday, June 7, 2016 6:00-9:00 PM
Hollister Prep School
881 Line Street, Hollister, CA

I. Procedural Items

	Item		**Objective**
A.	6:00 pm	**Call to Order, Attendance, Opening Remarks, & introduction of Kevin Sved, CEO, Navigator Schools** *Brett Mosher, Chair* *Meeting called to order 6:07*	Discussion

B.	6:05 pm	**Consent Agenda**
		    1. April & May meeting minutes
		    2. Revised financial policies
		    3. Revised travel & expense policy
		    4. Employment agreements
		Brett Mosher, Chair
		
		Joyce Montgomery moved to pull items 2, 3, 4 from the Consent Agenda. John seconded.
		Motion passed unanimously.
		Moved to approve revised consent agenda item. BJ moved, Alicia 2nd,
		Motion passed unanimously.
			Action

C.	6:10 pm	**Public Comment on items not covered on the regular agenda** *Brett Mosher, Chair* *No public comment.*	Discussion

II. Presentations, Discussion & Action Items

	Item		**Objective**
D.	6:20 pm	**Board & CEO presentations** 1. Board goals/direction for CEO 2. CEO strategic vision for the CEO (30/60/90 days) *Brett & Caitrin reviewed board priorities (in packet).* *Board discussed board goals & process for reviewing and changing the calls to action.* *Kevin reviewed the CEO goals for 30/60/90. (in packet) Board discussed those goals with him, questions, and clarification.*	Discussion
E.	6:45 pm	**Dashboard Review** *Board asked for any previews on SBAC results. Staff shared these were preliminary numbers and want to be sure of data before sharing.* *Board also discussed goal of ensuring a balance of ELL & FRL students entering kindergarten annually.*	Discussion
F.	7:10 pm	**Community Outreach** Hollister School District collaboration request	Discussion/Action

Staff presented R.O. Hardin collaboration request. Board members requested staff create a process for measuring success of this pilot program (metrics, opportunities for input, stepping back, etc…).

Joyce moved to approve MOU, Alicia 2nd.
Motion passed unanimously.

G. 7:35pm **Finance**

1. Approval of Educator Effectiveness Funding Plan for GPS & HPS
    Joyce moves to approve F1. Alicia 2nded, Unanimously approved.

2. Approval of Education Protection Act 15/16 Funds for GPS & HPS
    Joyce moved to approve, BJ seconded.
    Motion passed unanimously.

3. Review financials through April
    Mary reviewed financials.

H. 7:50 pm **Governance**

1. Election of Nora Crivello and JP Anderson to Board of Directors
    Caitrin moved to nominated JP Anderson, Alicia 2nd
    Motion passed – Joyce, Alicia, Caitrin – yes
    BJ – nay

    Caitrin, moved to nominated Nora Crivello to the board, Alicia 2nd.
    Motion passed unanimously.

2. Election of officers for 2016-17
    Caitrin nominated Joyce Montgomery as treasurer, Alicia 2nd
    Motion passed – Joyce abstained
    Caitrin nominated Alicia as Secretary, BJ 2nd
    Motion passed – Alicia abstained
    Alicia nominated Caitrin as chair, BJ 2nd
    Motion passed – Caitrin abstained

3. Board Retreat –
    Board called for a meeting to discuss and approve the LCAP & budget on afternoon June 16th (1st choice), 17th Doodle poll. Staff will conduct a Doodle poll on Wednesday, June 8th.

    Staff & Chair will send out a Doodle poll for August retreat.

4. Recognition of outgoing board members
    Staff recognized outgoing board members, BJ Scheid & Brett Mosher.

III. Close of Meeting

Item			**Objective**
I.	8:20 pm	**Adjourn**	Action
		Brett Mosher, Chair	

Caitrin moved to agenda, Alicia 2nd. Meeting adjourned 8:49.

I.   Procedural Items

	Item		**Objective**
A.	2:00 pm	**Call to Order, Attendance, & Opening Remarks**	Discussion
		Caitrin Wright, Chair	
		Meeting called to order, 2:00pm	
B.	2:05 pm	**Public Comment on items not covered on the regular agenda**	Discussion
		Caitrin Wright, Chair	
		No public comment made.	

II.   Presentations, Discussion & Action Items

	Item		**Objective**
C.	2:10	**Re-election of John Glover to Navigator Schools Board of Directors**	Discussion/Action

Alicia moved to re-elect John Glover, Joyce 2nd
Joyce – aye
Alicia – aye
John – abstain
Caitrin – aye
Motion passed.

D.   2:15   **Approval of Employment Agreements**
John moved to approve employment agreements.
Alicia 2nd -
Joyce – aye
Alicia – aye
John – aye
Caitrin -aye

E.   2:20 pm   **Approval of Local Control Accountability Plans (2016-17)**   Discussion/Action
1. Gilroy Prep School

2. Hollister Prep School

Joyce – moved to approve LCAPs
Alicia – 2nd
Joyce - aye
Alicia - aye
John - aye
Caitrin - aye

F.   2:40 pm   **Approval of 2016-2017 Budget**   Discussion/Action
Mary reviewed the budget with the board and answered clarifying questions from board members. Board members shared concern regarding CMO budget, budget process, and need for procedure changes.

John Glover moved to approve the 2016-17 budget, with the Board requirement that Support Office salary increases be limited to 3% until a CMO salary review and compensation system is Board approved. After Board approval, the CEO will be able to be provide salary increases based on the approved compensation system retroactively to July 1, 2016. Joyce 2nd

Joyce – aye
Alicia – aye
John – aye
Caitrin - aye

G.   2:55 pm   **Approval of revised signature cards**   Discussion/Action

Tabled until signature cards names are inserted.

III. Close of Meeting

Item   **Objective**

H.   3:00 pm   **Adjourn**   Action
Caitrin Wright, Chair

Meeting adjourned 3:09.

TELECONFERENCE LOCATIONS:
1827 Clifford Street, Santa Clara, CA 95050
5858 Horton St., Suite 451, Emeryville, CA 94608

Navigator Mission Navigator Schools drives phenomenal student achievement by developing top tier teachers and leaders who consistently improve innovative classrooms and schools.

NOTE: Times listed for Agenda Items are *estimates only*. Actual times may vary substantially dependent on circumstances.

I.	Procedural Items	
	Item	**Objective**
A.	4:00 pm **Call to Order, Attendance, & Opening Remarks**	Discussion
	Caitrin Wright, Chair	
	Attendees: Caitrin Wright, Alicia Gallegos-Fambrini, Nora Crivello, JP Anderson	
	4:14pm	
	Staff – Kevin Sved, Kirsten Carr	
B.	4:05 pm **Public Comment on items not covered on the regular agenda**	Discussion
	Caitrin Wright, Chair	
	No public comment	

II.	Presentations, Discussion & Action Items	
	Item	**Objective**
C.	4:10 **Approval of Resolution 2017-1 – CEO Signatory Authority**	Discussion/Action
	Kevin Sved, CEO	
	Alicia moved to approve, Nora 2nd	
	Alicia – aye	
	JP – aye	
	Nora – aye	
	Caitrin - aye	
	Motion passed unanimously	
D.	4:15 **Approval of Resolution 2017-2 – Banking and Check Signing Authority**	Discussion/Action
	Kevin Sved, CEO	
	Alicia moved to approve	
	JP 2nd	
	Alicia – aye	
	JP – aye	
	Nora – aye	
	Caitrin - aye	
	Motion passed unanimously	

E.   4:20   **Authorize CEO to expend up to $25,000 of GPS Reserve Funds for Capital**   Discussion/Action
                  Improvement
                  Kevin Sved, CEO
                  Kevin provided history of need.
                  Nora moved to approve
                  Alicia 2nd
                  Alicia – aye
                  JP – aye
                  Nora – aye
                  Caitrin - aye
                  Motion passed unanimously.

III. Close of Meeting

Item   **Objective**

F.   4:25 pm   **Adjourn**   Action
                  Caitrin Wright, Chair – Meeting adjourned at 4:24.

Navigator Schools Policy

Education For Homeless Children

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.

Homeless students shall not be segregated into a separate program based on their status as homeless and shall not be stigmatized in any way.

(cf. 3553- Free and Reduced Price Meals)

The CEO or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

(cf. 5111.13 Residency for Homeless Children)

Transportation

The district shall provide transportation for a homeless student to and from school when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend the charter school, the CEO or designee shall consult with the superintendent of the district in which the student is now residing to agree up a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250- Transportation Fees)

(cf. 3541- Transportation Routes and Services)

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

UNITED STATES CODE, Title 42

11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

US DEPARTMENT OF EDUCATION GUIDANCE

Education for Homeless Children and Youth Program, Non-Regulatory Guidance, July 2004

WEB SITES

California Department of Education, Homeless Children and Youth Education: http://www.cde.ca.gov/sp/hs/cy

National Center for Homeless Education at SERVE: http://www.serve.org/nche

National Law Center on Homelessness and Poverty: http://www.nlchp.org

U.S. Department of Education: http://www.ed.gov/programs/homeless/index.html

Policy NAVIGATOR SCHOOLS

Adopted: _____

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

The Board of Directors of Navigator Schools, a California nonprofit public benefit corporation operating Gilroy Prep and Hollister Prep Charter Schools ("Navigator"), adopts this Educational Records and Student Information Policy to apply to all educational records and student information maintained by Navigator.

I.   DEFINITIONS

1.   Education Record

An education record is any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche containing information directly relating to a student that is maintained by Navigator or by a party acting for Navigator. Such information includes, but is not limited to:

a.   Date and place of birth; parent and/or guardian's address, mother's maiden name and where the parties may be contacted for emergency purposes;

b.   Grades, test scores, courses taken, academic specializations and school activities;

c.   Special education records;

d.   Disciplinary records;

e.   Medical and health records;

f.   Attendance records and records of past schools attended;

g.   Personal information such as, but not limited to, a student's name, the name of a student's parent or other family member, student identification numbers, social security numbers, photographs, biometric record or any other type of information that aids in identification of a student.

An education record does not include any of the following:

a.   Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other

person except a substitute;

b.   Records maintained by a law enforcement unit of Navigator that were created by that law enforcement unit for the purpose of law enforcement;

c.   In the case of a person who is employed by Navigator but who is not in attendance at such agency or institution, records made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose;

d.   Records of a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at Navigator; or

e.   Records that only contain information about an individual after he or she is no longer a student at Navigator.

2.   <u>Personally Identifiable Information</u>

Personally identifiable information is information about a student that is contained in his or her education records that cannot be disclosed without compliance with the requirements of FERPA. Personally identifiable information includes, but is not limited to: a students name; the name of a student's parent or other family member; the address of a student or student's family; a personal identifier, such as the students Social Security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combinations, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Navigator reasonably believes knows the identify of the student to whom the education record relates.

3.   **<u>Directory Information</u>**

Navigator may disclose the personally identifiable information that it has designated as directory information, consistent with the terms of Navigator' annual notice provided pursuant to the Family Educational Rights and Privacy Act of 2001 (20 U.S.C. § 1232g) ("FERPA"). Navigator has designated the following information as directory information:

- Student's name
- Student's address
- Parent/guardian's address
- Telephone listing
- Student's electronic mail address
- Parent/guardian's electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

4.   **Parent**

Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

5.   **Eligible Student**

Eligible student means a student who has reached eighteen (18) years of age.

5.   School Official

A school official is a person employed by Navigator as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Directors of Navigator. A school official also may include a volunteer or an independent contractor outside of Navigator who performs an institutional service or function for which Navigator would otherwise use its own employees and who is under the direct control of Navigator with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or

therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

6. Legitimate Educational Interest

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

II. DISCLOSURE OF DIRECTORY INFORMATION

At the beginning of each year, Navigator shall provide parents and eligible students with a notice containing the following information: 1) The type of personally identifiable information it designates as directory information; 2) The parent's or eligible student's right to request that Navigator not release "directory information" without obtaining prior written consent from parent or eligible student; and 3) The period of time within which a parent or eligible student may notify Navigator in writing of the categories of "directory information" that it may not disclose without the parent or eligible student's prior written consent.

III. ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS

At the beginning of each school year, in addition to the notice required for directory information, Navigator shall provide parents and eligible students with a notice of their rights under the FERPA. The notice shall inform the parents and eligible students that they have the right to:

1. Inspect and review the student's education records;

2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure is permitted without prior written consent pursuant to FERPA; and

4. File with the U.S. Department of Education a complaint concerning alleged failures by Navigator to comply with the requirements of FERPA and its promulgated regulations.

5. Request that Navigator not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

1. The procedure for exercising the right to inspect and review educational records;

2. The procedure for requesting amendment of records;

3. A statement that Navigator forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll;

4. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

IV. PARENTAL AND ELIGIBLE STUDENT RIGHTS RELATING TO EDUCATION RECORDS

Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Principal. Within five (5) business days, Navigator shall comply with the request.

1. **Copies of Education Records**

    Navigator will provide copies of requested documents within five (5) business days of a written request for copies. Navigator may charge reasonable fees for copies it provides to parents or eligible students. The charge will not include a fee to search for or to retrieve the education records.

2. **Request for Amendment to Education Records**

    Following the inspection and review of a student's education record, a parent or eligible student may file a written request with the Principal to correct or remove any information in the student's education record that is any of the following:

    (1) Inaccurate;

    (2) An unsubstantiated personal conclusion or inference;

    (3) A conclusion or inference outside of the observer's area of competence;

(4)   Not based on the personal observation of a named person with the time and place of the observation noted;

(5)   Misleading; or

(6)   In violation of the privacy rights of the student.

Navigator will respond within thirty (30) days of the receipt of the request to amend. Navigator' response will be in writing and if the request for amendment is denied, Navigator will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record.

If the Principal sustains any or all of the allegations, he or she must order the correction or the removal and destruction of the information. The Principal or Principal's designee must then inform the parent or eligible student of the amendment in writing. However, the Principal shall not order a pupil's grade to be changed, unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the grade.

3.   **Hearing to Challenge Education Record**

If Navigator denies a parent or eligible student's request to amend an education record, the parent or eligible student may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student. This request must be made within ten (10) calendar days of the date of the Principal's written denial.

The hearing to challenge the education record shall be held within thirty (30) days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by Navigator to the parent or eligible student no later than twenty (20) days before the hearing.

The hearing will be conducted by the Director of Student Services, Chief Academic Officer, or Board Chair ("Hearing Officer"). The Hearing Officer may convene a hearing panel to assist in making determinations regarding educational record challenges provided that the parent has given written consent to release information from the pupil's records to the members of the panel convened. The hearing panel shall consist of the following persons:

1) The Principal of a public school other than the public school at which the record is on file;

2) A certificated employee; and

3) A parent appointed by the Principal or by the Board of Directors, depending upon who convenes the panel.

The Hearing Officer and/or Hearing Panel shall not be required to use formal rules of evidence or procedure. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The decision of the Principal or his/her designee will be based solely on the evidence presented at the hearing and is final. Within thirty (30) days after the conclusion of the hearing, Navigator' decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the Navigator decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, Navigator decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of Navigator, or both. If Navigator places a statement by the parent or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

V.   DISCLOSURE OF EDUCATION RECORDS AND DIRECTORY INFORMATION

Navigator must have a signed and dated written consent from the parent or eligible student before releasing any non-directory information from a student's education record except as provided below. The written permission must specify the records that may be disclosed, the

purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent.

Navigator will only disclose personally identifiable information on the condition that the receiving party not disclose the information to any party without the prior written consent of the parent or eligible student and that the receiving party use the information for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below. Navigator must maintain the appropriate records related to these disclosure exceptions, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, or directory information or to parents or eligible students, the Navigator will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made.

Navigator will disclose education records, without prior written consent of the parent or eligible student, to the following parties:

1. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;

2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. Navigator will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, Navigator will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;

3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;

4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;

5. Organizations conducting certain studies for the Navigator in accordance with 20 U.S.C. § 1232g(b)(1)(F);

6. Accrediting organizations in order to carry out their accrediting functions;

7.   Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;

8.   Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;

9.   Persons who need to know in cases of health and safety emergencies;

10. State and local authorities, within a juvenile justice system, pursuant to specific State law;

11. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by Navigator with respect to that alleged crime or offense. Navigator may disclose the final results of the disciplinary proceeding, regardless of whether Navigator concluded a violation was committed.

VI.   RECORD KEEPING REQUIREMENTS

Navigator will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record must include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of Navigator in accordance with 34 C.F.R. 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of Navigator and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents and eligible students, Navigator officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, Navigator officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of Navigator.

Student cumulative records may not be removed from the premises of the Navigator, unless the individual removing the record has a legitimate educational interest, and is authorized by the Principal, or by a majority of a quorum of the Board of Directors at a duly agendized meeting. Employees who remove student cumulative records or other student records from the Navigator premises without a legitimate educational interest and authorization may be subject to discipline. Employees are permitted to take student work-product, or other appropriate student records, off premises without authorization for legitimate academic purposes (e.g. grading work-product, assigning credit, reviewing materials for classroom discussion, etc.)

VII.   COMPLAINTS

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Navigator to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

<div align="center">

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-5920

</div>

NAVIGATOR SCHOOLS
ADOPTED/RATIFIED:
REVISION DATE:

Navigator Schools Computer Device & Network Access: Acceptable Use Policy for Employees

This document contains the Acceptable Use Policy for Employee use of the Navigator Schools network and computer/tablet equipment.

Navigator Schools offers computer/tablet and Internet access for educational, instructional, and research purposes for all Navigator Schools Employees. Use of any computer/tablet, node or other device on Navigator Schools wireless or wired network, or receipt of one for more authorized Navigator Schools domain accounts requires explicit agreement with this AUP. This AUP applies to any computing devices such as laptop, desktop, iPad, cell phone, wearable technology, etc., regardless of whether the device is owned by the school or personally owned by the Employee. It is your responsibility to read and understand this agreement, as well as all other agreements as a condition of network use. All user agree to this AUP as a condition of use of Navigator Schools network.

We in Navigator Schools are pleased to be able to offer our students, staff, and guests access to computer technology, including access to the Internet, certain online services, and the Navigator Schools information technology network. We are dedicated to access and support of appropriate technology, which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an education resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

A. **Educational Purpose**
1. Main Purpose
   a. Navigator Schools network provides Internet access, establish for the primary purpose for education and instruction (i.e. research, class assignments). Navigator Schools Internet access is provided as an additional tool for purposes of better preparing Navigator Schools Employees and Students to become educated,

effective Citizens in the world today. All use of the Navigator Schools network is to be direct with the premise of enhancing classroom instruction, with an eye towards activities that build positive character.

b. Navigator Schools network has not been established as a public access service or public forum. Navigator Schools has the right to place reasonable restrictions on the material accessed or posts through the network and on communications taking place on the network.

c. Navigator Schools network is not to be misused for individual commercial gain. No products or services may be offered, provided, or purchased through Navigator Schools network unless for a legitimate Navigator Schools fundraiser, school store sales, or other approved entrepreneurial venture to the benefit of Navigator Schools. Unacceptable uses include selling or purchasing personal items online or through the unreasonable use of Internet auction sites such as ebay.com.

d. Navigator Schools network may not be used for any non-sectioned political lobby.

e. The computers/tablets provided for employee use remain the property of Navigator Schools. Non-portable computer systems are not to be removed from the campuses under any circumstances. Laptop, notebook, and table computers may be used offsite with permission from the School and IT Department. Laptop, notebook, and tablet computer will be turned back into the IT Department at an agreed upon date. Exceptions include summer course work, continuing education, summer school and other approved uses.

B. Employee Internet Access

1. Responsibilities and Procedures

a. All employees have access to the Internet (Wold Wide Web) for access to information resources. Connectivity is provided in classrooms, offices, libraries, MPR/GYMs, and all assembly areas. Employees are required to follow the rules of computer/tablet use set forth in the Acceptable Use Policy as well as to obey all campus-specific rules regarding computer/tablet use and employee conduct requirements. Further, employees are expected to comply with all local,state and federal laws especially as they relate to cyber-bullying, unauthorized access to computer/tablet systems and copyright infringement.

b. Employees may install trusted software on their device(s). If an employee does not know if the software is trusted, they must first seek approval from their on site tech or from the Manager of IT. Untrusted software can contain malware and viruses.

c. Downloading of files from the internet for academic purposes is acceptable only when attention is given to the following areas:
   • Save all files to disk and scan every download file for viruses before opening.
   • Ensure that you are not breaking any copyright laws by downloading file(s).
   • If unsure,ask the on site tech and/or the Manager of IT.

d. Employees will be assigned the standard level of permission on the local machine and/or server domain for which there exists a legitimate need.

e. Employees should rely on their Navigator Schools accounts for the majority of authentication requirements.

C. Employee Conduct and Expectations

1. Employee Behavior and Responsibility

a. Many behaviors, conducted activities are prohibited by or inconsistent with the Navigator Schools code of conduct or are prohibited but the criminal law. Although it is impossible to outline each and every negative behavior is a single document, it is expected, that each employee exercise good judgment and common sense on a daily basis. Employee using Navigator Schools network are required to comply with all Navigator Schools policies, including the AUP and the employee requirements set forth in the Navigator Schools handbook. There may be some question as to which behaviors are specifically prohibited. It is your responsibility to read and understand this agreement, as well as all other agreements provided by the Navigator Schools now and in the future revisions. In addition to all published codes of conduct, school policies and campus-specific rules, this AUP sets forth a set of criteria as a condition of network access. If you have any questions, please do not hesitate to see guidance of the on site tech and/or Manager of IT for assistance in clarifying any content in this document. By connecting to and/or using the Navigator Schools network, employees affirm the following.

2. Unacceptable, illegal, and prohibited uses
   a. I will not create, send or post any material that is likely to cause offense or needles anxiety to other people of bring the school or any fault or staff person into disrepute
   b. I will use appropriate language-remember that you are a representative of the school on the web, a global public communications system.
   c. I will not engage in any illegal activities or harassment of any kind. I will comply with Navigator Schools employee conduct requirements in a my use of the network and online activities.
   d. I will not use language, phrases or verbiage that could stir up hated against any ethnic, religious or other minority group.
   e. I will not reveal any personal information (i.e. home address, telephone number) about myself or others on the Internet.
   f. I will not take suggestive, risqué, or nude photos of myself or others, and if I come into possession of such photos, will not post these photos on the web, send or forward these images to others.
   g. I will not trespass into other user's social media account
   h. I will not compromise another user's social media account
   i. I will not share anyone else's login details (username or password)
   j. I will ensure that if someone has learned my password, I will change it immediately.
   k. I will log off after my network session has finished.
   l. If I find an unattended machine logged on under other user's username I will not continue using the machine - I will log it off immediately and log back in under my own account.
   m. I understand that I am not allowed access to unsupervised and/or unauthorized chat rooms and should not attempt to gain access to them.
   n. I am aware that e-mails are not guaranteed to be private. Messages supporting illegal activities will be reported to the authorities. Anonymous/unnamed messages are not permitted.
   o. I will report to my supervisor any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable.

p. I will not introduce USB drives or other portable media into the network without having them checked for viruses.
q. I will not attempt to visit websites that might be considers inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
r. I will not download and/or install any unapproved software, system utilities or resources from the Internet.
s. I realize that employees under reasonable suspicion of misuse in term of time, activity or content may have their usage closely monitored or have their past use investigated.
t. I will not knowingly receive, send, or publish material that violate copyright law.
u. I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.
v. I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails
w. I will not attempt to subvert the web content filter.
x. I will not attempt to delete my browser history or activities using an anonymous or any other means
y. I agree to comply with the acceptable use policy of any other network that I access.

3. Unacceptable, Illegal, ad Prohibited Users
    a. You will not attempt to gain unauthorized access to the Navigator Schools network or to any other computer network using Navigator Schools network resources or attempt to elevate current authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are not only against school policy, but they are illegal (see United States Code Title 18 - Crimes and Criminal Procedure - Part I - Charter 47 - Sec 1030).
    b. You will not make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses, deleting system files or by any other means. These actions are not only against school policy, but they are illegal (see United States Code Title 18 - Crimes and Criminal Procedure - Part I - Chapter 47 - Sec. 1030)
    c. You will not use the Navigator Schools network to engage in any illegal act or to violate any applicable copyright, trademark, or other pirated software, illegal MP3 files, and/or other software licenses to others.
    d. Computers equipped with CDRW, DVDRW, (CDROM & DVD writers) must never be used to make illegal copies of any copyrighted materials including, but not limited to software and music CDROMS. Any person caught doing so will face appropriate repercussions.
    e. Employees must not use the Navigator Schools network in a way that violates the Navigator Schools conduct standards, established policies or requirements or which violates Navigator Schools code of conduct.

4. Network Security
    a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no

conditions should you provide your password to another person. Do not store your written password in a conspicuous location where others may observe it.
   b. You will immediately notify the on site Tech member if you have identified a possible security problem, including someone gaining access to your account.
   c. You will avoid the inadvertent spread of computer viruses by scanning all files when importing files via removable storage device, downloading email attachments, or transferring files across the network, etc.

5. Inappropriate Communication
   a. You will not post sensitive personal information that could cause damage, loss or reputation, disruption or division.
   b. You will not engage in personal attacks, including prejudicial or discriminatory attacks
   c. You will not harass others. Harassment is persistently acting in a manner that the other party perceives as distressing or annoying
   d. You will not knowingly or recklessly post false or defamatory information about a person or organization
   e. You will not engage in any conduct, which would violate Navigator Schools conduct standards for employees.

6. Respect for Privacy
   a. You will not publicly re-post digital communication (i.e. Email or IM) sent to you privately, without permission of the person who sent you the message. This includes posting a message or contents of a message to a public chat room, public bulletin board system, social networking site (Facebook, Myspace) or similar public-access system. Avoid forwarding an email message to a third party unless a legitimate reason warrants such behavior.
   b. You will not post private or personal information about another person.

7. Respecting Resource Limits
   a. You may use the network for educational purposes. There is no limit on use for education activities. You will refrain from using the network for purely entertainment purposes as this wastes bandwidth, and other resources.

8. Inappropriate Access to Material
   a. You will not use the Navigator Schools network to access material that is profane or obscene such as pornography, or any material that advocates illegal acts, violence or discrimination towards other people, such as hate literature, or otherwise violates Navigator Schools conduct standards. Exceptions may be allowed for certain, similar activities with regard to previously approved, legitimate research and/or course projects.
   b. You may not use Navigator Schools network resources to engage in online gaming, "fantasy football", or other distractions that do not constitute equation use of Navigator Schools computer systems and networks.
   c. Web content filters are in place to help shield employees from negative and hurtful images, and protection from viruses and malware while on campus. However, these tools are not perfect and employees must remain vigilant against these threats by practicing good digital citizenship whenever spending time online.

D. Your Rights
1. Search and Seizure
    a. All data transmissions and information transmitted via the Navigator Schools network is the property of Navigator Schools. There is no expectation of privacy in the contents of the computer files on the Navigator Schools network or to information received or transmitted over the Navigator Schools network. Should the situation arise which, in Navigator School's sole discretion merits a search of your device, Navigator Schools reserves the right to access any and all data for the purpose of investigation and to take disciplinary action, up to and including suspension or explosion for any violation of this policy, for violation of Navigator Schools conduct standards, or other Navigator Schools policies. This includes, but is not limited to, the use of cell phones, iPads, and the devices while on premises.
    b. Routine maintenance and monitoring of Navigator Schools network may lead to discovery that a violation of local, state, federal laws, this policy, or Navigator Schools conduct standards has occurred.
    c. An individual search may be conducted, at any time if Navigator Schools, in its sole discretion, has a reasonable suspicion that you have violated this policy, or local, state, or federal laws or Navigator Schools conduct standards. The investigation will be reasonable and related to the suspected violation. However, Navigator Schools may in the course of investigating discover other violations of this policy, other Navigator Schools policies or Navigator Schools code of conduct standards and reserves the right to take appropriate disciplinary action up to and including, suspension or expulsion.
    d. Navigator Schools reserves the right to search cell phones, computers, iPads, and any other devices hat would assist in any investigation as deemed necessary by Navigator Schools Administration.

2. Procedure
    a. Navigator Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Navigator Schools network.
    b. In the event there is a claim that you have violated this Policy or disciplinary code in your use of the Navigator Schools network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a campus administrator. Depending on the nature of the suspected violation, your network access may be suspended until the problem is resolved.
    c. If the violation also involves a violation of other provisions of this policy, student conduct, local, state, or federal laws, additional sanctions may occur.

E. Liability
1. Limitations of Liability
    a. Navigator Schools makes no guarantee that the functionality or services provided by or through the Navigator Schools network will be error-free or without defect.
    b. Navigator Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service.
    c. Navigator Schools is not responsible for the accuracy or quality of the information obtained through or stored on the network.

      d. Navigator Schools will not be responsible for financial obligations arising through the unauthorized use of the network or Internet.

2. Release and Indemnification
      a. Release - You agree to release and hold forever harmless, Navigator Schools, its agents, employees, network administrators, and contractors form any and all claims arising from or relating, in any way to your sue of the Navigator Schools network or any violation of this Policy, including but not limited to, any claims and damages of any nature arising from my use of, or inability to use, the Navigator Schools network, and also including, but not limited to claims that may arise from the unauthorized use of the network to purchase products or services
            Indemnification - You agree to indemnify Navigator Schools, its agents, employees, network administrators and contractors, against any claims, loss or expense, including attorney's fees and costs, incurred or sustained, arising in whole or in part from any violation by you of this Policy.

G. **Severability**
1. If any provision, or portion of this agreement is held to be invalid or unenforceable by any court or arbitrator of competent jurisdiction, such provision, or portion thereof, shall be modified or deleted in such a manner so as to make this agreement, as modified, legal and enforceable under applicable laws and shall not affect the validity of the other clauses or portions thereof of this agreement.

The following sites are off limits:
- Any site related to computer hacking, or any other criminal act.
- Sites not in English, unless required for class.
- Any site with inappropriate language or pictures as judged by the school staff.
- Any attempt by an employee to defeat any security measures on the computers/tablets or attempt to access data on the Navigator Schools networks that is not relevant to a student's schoolwork is a violation of the California Penal Code section 502.

Users must respect and protect the privacy of others by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to the site tech or Manager of IT.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a site tech or Manager of IT of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws, not making illegal copies of music, games, or movies.
2. Citing sources when using others' work (not plagiarizing)

Users must respect and practice the principles of community by:

1. Communication only in ways that are kind and respectful.
2. Reporting threatening or discomforting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailing.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or video conferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses (student must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the schools' information technology resources. Further, discipline maybe imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of Navigator Schools owned Information Technology resources is not private. School and network administrators and their authorized employees monitor the use of Information Technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, and discipline, or security of any employee, student, or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Navigator Schools reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and use.

Google Apps in Educational Applications

Navigator Schools offers a free educational suite of applications for use to enhance teaching and learning. Google apps is a concept known as "cloud computing" where services and storage are provided over the Internet.

Terms and Conditions

These are examples of inappropriate activity on Navigator Schools network, but Navigator Schools reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the Navigator Schools network, Users, schools, network or computer/tablet resources; 2) that expend Navigator Schools resources on content it determines lacks legitimate educational content/purpose; 3) other activities as determined by Navigator Schools as inappropriate.

1. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage other to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
7. Deleting, copying, modifying, or forgoing other Users' names, emails, files, or data, disguising ones' identity, impersonating other users, or sending anonymous email.
8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer/tablet system performance.
9. Using any Navigator Schools computer/tablet/mobile device to pursue "hacking," internal or external to Navigator Schools, or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
11. Using web sites, email, networks, or other technology for political uses or personal gain.
12. Navigator Schools Internet and intranet property must not be used for personal benefit.
13. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; to harass, insults or attacks others.
14. Advertising, promoting non-Navigator Schools sites or commercial efforts and events.
15. Users must adhere to all copyright laws.
16. Users are not permitting to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
17. Users are not permitted to use Navigator Schools technology for hacking.

Cybersafety and Cyberbullying

All Users

Despite every effort for supervision and filtering, all employees are advised that access to the network may include the potential for access to content inappropriate for school-aged

students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

Personal Safety

In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information and then selves or others on the Internet.

Active Restriction Measures

Navigator Schools will utilize filtering software or the technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. Navigator Schools will also monitor the online activities of Users through direct observation and/or other technological means.

Interactive Web 2.0 Tools

Technology provides an abundance of opportunities of Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users may be held accountable for the user of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of this knowledge are legitimate and safe. As the site is "public" and the teacher, schools and Navigator Schools in not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provided in this agreement also apply to User-owned devices utilizing the Navigator Schools network.

Student Use of Interactive Web 2.0 Tools

Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of Google Documents, Edmodo, classroom blogs, student e-mail, podcast projects, email chat features, or other Web interactive tools follow as establish Internet safety guidelines including:

1. The use of Docs, Edmodo, blogs, podcasts or other Web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in

the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. This includes but is not limited to profanity, racist, sexist, or discriminatory remarks.

2. Students using Docs, Edmodo, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
3. Students should NEVER post personal information on the web (including, but not limited to, last names, personal details, such as address or phone numbers, or photographs).
4. Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
5. Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile and therefor must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.
6. Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
7. Student using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
8. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time.

Security and Damages

Responsibility to keep the devices secure rests with the individual owner. Navigator Schools is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the school administration and IT department. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are required for tablets.

B. Y. O. D. Employee Agreement (Bring Your Own Device)

> As a condition to, and in consideration of, my use of a personally owned electronic device on campus or while performing school duties and responsibilities, I acknowledge and agree as follows:

1. I acknowledge that Navigator Schools (the "School") needs to protect confidential information, including confidential information pertaining to its applicants, students, donors, and employees.

2. I acknowledge that "device" as used throughout this Opt-In Agreement ("Agreement") includes mobile phones, tablets, notebook computers, and any other electronic devices with networking and/or communication capabilities.

3. I acknowledge and agree to the following user rules, policies, and understandings:

   a. The School does not guarantee that its network will be up and running 100% of the time.
   b. The School is not responsible for destroyed, lost, missing or damaged data or devices.
   c. I am required to contact the Manager of IT immediately about any security problems I may encounter.
   d. Location Services and Mobile Device Management ("MDM") software may be installed and activated on my device, by the School at any time, to track, manage, monitor, and regulate devices.
   e. Encryption, encrypted data, or encrypted backups may be required, at the School's sole discretion.
   f. Backing up all personal data is my responsibility. I recognize that during the course of the School's network backups, personal data residing on my personal device may be included in the backup.
   g. I understand that I should not have any expectation of privacy with respect to any information (either personal or related to my work duties) stored on my personal device, and that the School may monitor any and all activity on my device.
   h. The School may at any time limit, restrict, disable or control my use of features or technology, including applications, login information, iTunes or other electronic stores, cameras, screenshots, network access, internet browsing, passwords, upgrades, updates, encryption, accessories, and software.
   i. I agree to use only the VPN technology provided by the School, and to abide by all VPN protocols established.
   j. The School may, at any time, change software, applications, upgrades, updates, profiles, configurations, and network settings, including over the air (wireless) changes, with or without notifying me or obtaining my consent.

k. The School may, at any time, and at its sole discretion, perform a remote data wipe, resulting in the loss of all data, including personal data, on my device.

l. Before using any device for School-related business, I will make the device available to the School's IT personnel for implementation of security settings and deployment of mandatory applications or software.

m. I will immediately report the theft or loss of any device that I have used for the School's business, whether personally or School owned.

n. I understand that I may not purchase or subscribe to any cloud-based backup services for devices shared or used directly for the School's business, without prior written consent of the School's IT Director.

o. I accept the duty to personally enforce records management and litigation hold directives in the event of legal proceedings or litigation and further agree not to delete any information from personally owned or School-issued devices without consent of the School's IT Director.

p. I agree to use all devices used for business purposes in an efficient, legal, and ethical manner.

q. I understand that my signature on this Agreement does not guarantee me the right to connect to the School's network or use the School's resources, tools, or permissions.

r. I further understand that the School reserves the right to restrict or remove access at any time.

4. This Agreement shall be governed by and construed in accordance with the laws of the California without regard to its choice of law rules. Any action, suit, or other legal proceeding that is commenced to resolve any matter arising under or relating to any provision of this Agreement shall be commenced only in a court of the California (or, if appropriate, a federal court located within California), and the School and I each consent to the jurisdiction of such a court.

5. I acknowledge that this Agreement does not constitute a contract of employment and does not imply that the School will continue my employment for any period of time. I understand that my employment with the School is "at will" and may be terminated by me or the School at any time and for any reason, unless otherwise provided by the School in a written agreement.

Please, advance to the next page to sign the agreement.

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I understand and will abide by the above policy and guidelines. I further understand that any violations is unethical and may result in the loss of my network and/or laptop/tablet privileges as well as other disciplinary action.

Site: _____

Employee Name _____

Signature of Employee _____

Date _____

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enhancing classroom instruction, with an eye towards activities that build positive character.

b. Navigator Schools network has not been established as a public access service or public forum. Navigator Schools has the right to place reasonable restrictions on the material accessed or posts through the network and on communications taking place on the network.

c. Navigator Schools network is not to be used for individual commercial gain. No products or services may be offered, provided, or purchased through Navigator Schools network unless for a legitimate Navigator Schools fundraiser, school store sales, or other approved entrepreneurial venture to the benefit of Navigator Schools. Unacceptable uses include selling or purchasing personal items online or through the unreasonable use of Internet auction sites such as ebay.com.

d. Navigator Schools network may not be used for any non-sectioned political lobby.

e. The computers/tablets provided for student use remain the property of Navigator Schools. Non-portable computer systems are not to be removed from the campuses under any circumstances. Laptop, notebook, and table computers may be used offsite with permission from the School and IT Department. Laptop, notebook, and tablet computer swill be turning back into the IT Department at an agreed upon date. Exceptions include summer course work, continuing education, summer school and other approved uses.

B. Student Internet Access
1. Responsibilities and Procedures

   a. All students have access to the Internet (Wold Wide Web) for access to information resources. Connectivity is provided in classrooms, offices, libraries, MPR/GYMs, and all assembly areas. Students are required to follow the rules of computer/tablet use set forth in the Acceptable Use Policy as well as to obey all campus-specific rules regarding computer/tablet use and student conduct requirements. Further, students are expected to comply with all local, state and federal laws especially as they relate to cyber-bullying, unauthorized access to computer/tablet systems and copyright infringement.

   b. Technology Department staff must install all software without exception. Students must never install software of any kind into Navigator Schools computer/tablet systems including seeming innocuous software such as search toolbars, browser add-ons, etc. These often come with malware and viruses attached.

   c. Downloading of files from the internet for academic purposes is acceptable only when attention is given to the following areas:
      - Save all files to disk and scan every download file for viruses before opening.
      - Ensure that you are not breaking any copyright laws by downloading file(s).
      - If unsure, ask a teacher, librarian or technology staff person for advice.

   d. Do not download freeware, shareware and/or demo programs. Do not download games, screensaver or MP3 files. Any audio/video streaming through such applications QuickTime, Radio, Spotify, Spotify, Windows Media Player, Bestsradio, Apple Music, etc. may be viewed as part of valid research in preparation for, or in conjunction with, curriculum and/or class assignments and

not solely for entertainment purposes. This sort of activity wastes bandwidth and is an unacceptable use of network resources.

    e. Students will be assigned the standard level of permission on the local machine and/or server domain for which there exists a legitimate need.

    f. Students should rely on their Navigator Schools accounts for the majority of authentication requirements.

C. Student Conduct and Expectations

1. Student Behavior and Responsibility

    a. Many behaviors, conducted activities are prohibited by or inconsistent with the Navigator Schools code of conduct or are prohibited by the criminal law. Although it is impossible to outline each and every negative behavior on a single document, it is expected, that each student exercise good judgment and common sense on a daily basis. Students using Navigator Schools network are required to comply with all Navigator Schools policies, including the AUP and the student requirements set forth in the Navigator Schools handbook. There may be some question as to which behaviors are specifically prohibited. It is your responsibility to read and understand this agreement, as well as all other agreements provided by Navigator Schools now and in the future revisions. In addition to all published codes of conduct, school policies and campus-specific rules, this AUP sets forth a set of criteria as a condition of network access. if you have any questions, please do not hesitate to see guidance of a teacher, administrator, or IT staff for assistance in clarifying any content in this document. By connecting to and/or using the Navigator Schools network, students affirm the following.

2. Unacceptable, illegal, and prohibited uses

    a. I will not create, send or post any material that is likely to cause offense or needless anxiety to other people that bring the school or any fault on staff person into dispute.

    b. I will use appropriate language-remember that you are a representative of the school on the web, a global public communications system.

    c. I will not engage in any illegal activities or harassment of any kind. I will comply with Navigator Schools student conduct requirements in any use of the network and online activities.

    d. I will not use language, phrases or verbiage that could stir up hated against any ethnic, religious or other minority group.

    e. I will not reveal any personal information (i.e. home address, telephone number) about myself or others on the Internet.

    f. I will not take suggestive, risqué, or nude photos of myself or others, and if I come into possession of such photos, will not post these photos on the web, send or forward these images to others.

    g. I will not trespass into other user's social media account

    h. I will not compromise another user's social media account

    i. I will not share anyone else's login details (username or password)

    j. I will ensure that if someone has learned my password, I will change it immediately or request to have it changed.

    k. I will log off after my network session has finished.

    l. If I find an unattended machine logged on under other user's username I will not continue using the machine - I will log it off immediately and log back in under my own account.

m. I understand that I am not allowed access to unsupervised and/or unauthorized chat rooms and should not attempt to gain access to them.

n. I am aware that e-mails are not guaranteed to be private. Messages supporting illegal activities will be reported to the authorities. Anonymous/unnamed messages are not permitted.

o. I will report to an adult any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable.

p. I will not introduce USB drives or other portable media into the network without having them checked for viruses.

q. I will not attempt to visit websites that might be considers inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.

r. I will not download and/or install any unapproved software, system utilities or resources from the Internet.

s. I realize that students under reasonable suspicion of misuse in term of time, activity or content may have their usage closely monitored or have their past use investigated.

t. I will not knowingly receive, send, or publish material that violate copyright law.

u. I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.

v. I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails

w. I will not attempt to subvert the web content filter.

x. I will not attempt to hide/delete my browser history or activities using an anonymous or any other means

y. I agree to comply with the acceptable use policy of any other network that I access.

3. Unacceptable, Illegal, ad Prohibited Users
   a. You will not attempt to gain unauthorized access to the Navigator Schools network or to any other computer network using Navigator Schools network resources or attempt to elevate current authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are not only against school policy, but they are illegal (see United States Code Title 18 - Crimes and Criminal Procedure - Part I - Charter 47 - Sec 1030).

   b. You will not make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses, deleting system files or by any other means. These actions are not only against school policy, but they are illegal (see United States Code Title 18 - Crimes and Criminal Procedure - Part I - Chapter 47 - Sec. 1030)

   c. You will not use the Navigator Schools network to engage in any illegal act or to violate any applicable copyright, trademark, or other pirated software, illegal MP3 files, and/or other software licenses to others.

   d. Computers equipped with CDRW, DVDRW, (CDROM & DVD writers) must never be used to make illegal copies of any copyrighted materials including, but not

limited to software and music CDROMS. Any person caught doing so will face appropriate repercussions.
   e. Students must not use the Navigator Schools network in a way that violates the Navigator Schools conduct standards, established policies or requirements or which violates Navigator Schools code of conduct.

4. Network Security
   a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Do not store your written password in a conspicuous location where others may observe it.
   b. You will immediately notify the on site Tech member if you have identified a possible security problem, including someone gaining access to your account.
   c. You will avoid the inadvertent spread of computer viruses by scanning all files when importing files via removable storage device, downloading email attachments, or transferring files across the network, etc.

5. Inappropriate Communication
   a. You will not post sensitive personal information that could cause damage, loss or reputation, disruption or division.
   b. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
   c. You will not harass others. Harassment is persistently acting in a manner that the other party perceives as distressing or annoying
   d. You will not knowingly or recklessly post false or defamatory information about a person or organization
   e. You will not engage in any conduct, which would violate Navigator Schools conduct standards for students.

6. Respect for Privacy
   a. You will not publicly re-post digital communication (i.e. Email or IM) sent to you privately, without permission of the person who sent you the message. This includes posting a message or contents of a message to a public chat room, public bulletin board system, social networking site (Facebook, Myspace) or similar public-access system. Avoid forwarding an email message to a third party unless a legitimate reason warrants such behavior.
   b. You will not post private or personal information about another person.

7. Respecting Resource Limits
   a. You may use the network for educational purposes. There is no limit on use for education activities. You will refrain from using the network for purely entertainment purposes as this wastes bandwidth, and other resources.

8. Inappropriate Access to Material
   a. You will not use the Navigator Schools network to access material that is profane or obscene such as pornography, or any material that advocates illegal acts, violence or discrimination towards other people, such as hate literature, or otherwise violates Navigator Schools conduct standards. Exceptions may be

allowed for certain, similar activities with regard to previously approved, legitimate research and/or course projects.

   b. You may not use Navigator Schools network resources to engage in online gaming, "fantasy football", or other distractions that do not constitute equation use of Navigator Schools computer systems and networks.

   c. Web content filters are in place to help shield student from negative and hurtful images, and protection from viruses and malware while on campus. However, these tools are not perfect and students must remain vigilant against these threats by practicing good digital citizenship whenever spending time online.

D. Your Rights
1. Search and Seizure

   a. All data transmissions and information transmitted via the Navigator Schools network is the property of Navigator Schools. There is no expectation of privacy in the contents of the computer files on the Navigator Schools network or to information received or transmitted over the Navigator Schools network. Should the situation arise which, in Navigator School's sole discretion merits a search of your device, Navigator Schools reserves the right to access any and all data for the purpose of investigation and to take disciplinary action, up to and including suspension or explosion for any violation of this policy, for violation of Navigator Schools conduct standards, or other Navigator Schools policies. This includes, but is not limited to, the use of cell phones, iPads, and the devices while on premises.

   b. Routine maintenance and monitoring of Navigator Schools network may lead to discovery that a violation of local, state, federal laws, this policy, or Navigator Schools conduct standards has occurred.

   c. An individual search may be conducted, at any time if Navigator Schools, in its sole discretion, has a reasonable suspicion that you have violated this policy, or local, state, or federal laws or Navigator Schools conduct standards. The investigation will be reasonable and related to the suspected violation. However, Navigator Schools may in the course of investigating discover other violations of this policy, other Navigator Schools policies or Navigator Schools code of conduct standards and reserves the right to take appropriate disciplinary action up to and including, suspension or expulsion.

   d. Navigator Schools reserves the right to search cell phones, computers, iPads, and any other devices that would assist in any investigation as deemed necessary by Navigator Schools Administration.

2. Procedure

   a. Navigator Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Navigator Schools network.

   b. In the event there is a claim that you have violated this Policy or disciplinary code in your use of the Navigator Schools network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a campus administrator. Depending on the nature of the suspected violation, your network access may be suspended until the problem is resolved.

   c. If the violation also involves a violation of other provisions of this policy, student conduct, local, state, or federal laws, additional sanctions may occur.

E. Liability

1. Limitations of Liability
   a. Navigator Schools makes no guarantee that the functionality or services provided by or through the Navigator Schools network will be error-free or without defect.
   b. Navigator Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service.
   c. Navigator Schools is not responsible for the accuracy or quality of the information obtained through or stored on the network.
   d. Navigator Schools will not be responsible for financial obligations arising through the unauthorized use of the network or Internet.

2. Release and Indemnification
   a. Release - You agree to release and hold forever harmless, Navigator Schools, its agents, employees, network administrators, and contractors form any and all claims arising from or relating, in any way to your sue of the Navigator Schools network or any violation of this Policy, including but not limited to, any claims and damages of any nature arising from my use of, or inability to use, the Navigator Schools network, and also including, but not limited to claims that may arise from the unauthorized use of the network to purchase products or services
        Indemnification - You agree to indemnify Navigator Schools, its agents, employees, network administrators and contractors, against any claims, loss or expense, including attorney's fees and costs, incurred or sustained, arising in whole or in part from any violation by you of this Policy.

G. Severability

1. If any provision, or portion of this agreement is held to be invalid or unenforceable by any court or arbitrator of competent jurisdiction, such provision, or portion thereof, shall be modified or deleted in such a manner so as to make this agreement, as modified, legal and enforceable under applicable laws and shall not affect the validity of the other clauses or portions thereof of this agreement.

General iPad Use Policies
   • Students are responsible for any activity conducted on their iPads. Administrators may search phones and iPads/personally owned electronic devices to determine appropriate activity.
   • iPads on a Navigator Schools are to enhance student learning and organization. They are not to replace meaningful, positive social interaction that should occur during breaks and lunchtime. Students are expected to use iPads for either school work or positive interactions with their peers. Students who are isolated and interacting only with their iPad in an on-academic capacity may be asked by an administrator to put the iPad away.
   • Please review the Navigator Schools Acceptable Use of Networking Access for further details about internet use on campus.

iPad Classroom Use Policies
   • Students may only take pictures and videos in the classroom with the express permission of the teacher.

- iPads will be used in the classroom at the discretion of the teacher. Non-educational games, personal communications, social networking, surfing web, etc. during class time will be considered off task behavior.

The following sites are off limits:
- Any site related to computer hacking, or any other criminal act.
- Sites not in English, unless required for class.
- Any site with inappropriate language or pictures as judged by the school staff.
- Any attempt by a student to defeat any security measures on the computers/tablets or attempt to access data on the Navigator Schools networks that is not relevant to a student's schoolwork is a violation of the California Penal Code section 502.

Users must respect and protect the privacy of others by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws, not making illegal copies of music, games, or movies.
2. Citing sources when using others' work (not plagiarizing)

Users must respect and practice the principles of community by:

1. Communication only in ways that are kind and respectful.
2. Reporting threatening or discomforting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailing.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or video conferencing (students require a teacher's permission).

3. Install or download software, if also in conformity with laws and licenses (student must be under the supervision of a teacher).
4. Use the the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the schools' information technology resources. Further, discipline maybe imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of Navigator Schools owned Information Technology resources is not private. School and network administrators and their authorized employees monitor the use of Information Technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, and discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Navigator Schools reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and use.

Google Apps in Educational Applications

Navigator Schools offers a free educational suite of applications for use to enhance teaching and learning. Google apps is a concept known as "cloud computing" where services and storage are provided over the Internet.

Terms and Conditions

These are examples of inappropriate activity on Navigator Schools network, but Navigator Schools reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the Navigator Schools network, Users, schools, network or computer/tablet resources; 2) that expend Navigator Schools resources on content it determines lacks legitimate educational content/purpose; 3) other activities as determined by Navigator Schools as inappropriate.

1. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage other to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
5. Causing harm to others or damage to their property.

6. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
7. Deleting, copying, modifying, or forgoing other Users' names, emails, files, or data, disguising ones' identity, impersonating other users, or sending anonymous email.
8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer/tablet system performance.
9. Using any Navigator Schools computer/tablet/mobile device to pursue "hacking," internal or external to Navigator Schools, or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
11. Using web sites, email, networks, or other technology for political uses or personal gain.
12. Navigator Schools Internet and intranet property must not be used for personal benefit.
13. Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; to harass, insults or attacks others.
14. Advertising, promoting non-Navigator Schools sites or commercial efforts and events.
15. Users must adhere to all copyright laws.
16. Users are not permitting to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
17. Users are not permitted to use Navigator Schools technology for hacking.

Cybersafety and Cyberbullying

All Users

Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

Personal Safety

In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information and then selves or others on the Internet.

Active Restriction Measures

Navigator Schools will utilize filtering software or the technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. Navigator Schools will also monitor the online activities of Users through direct observation and/or other technological means.

Interactive Web 2.0 Tools

Technology provides an abundance of opportunities of Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users may be held accountable for the user of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of this knowledge are legitimate and safe. As the site is "public" and the teacher, schools and Navigator Schools in not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provided in this agreement also apply to User-owned devices utilizing the Navigator Schools network.

Student Use of Interactive Web 2.0 Tools

Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of Google Documents, Edmodo, classroom blogs, student e-mail, podcast projects, email chat features, or other Web interactive tools follow as establish Internet safety guidelines including:

1. The use of Docs, Edmodo, blogs, podcasts or other Web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. This includes but is not limited to profanity, racist, sexist, or discriminatory remarks.
2. Students using Docs, Edmodo, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
3. Students should NEVER post personal information on the web (including, but not limited to, last names, personal details, such as address or phone numbers, or photographs).
4. Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
5. Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile and therefor must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's

blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.

6. Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
7. Student using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
8. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Student Use of Mobile Devices

1. Navigator Schools has provided some students with iPads for use both in school and as well as away from school. The Navigator Schools owned devices follow the stipulations outlined in this agreement.
2. The Student iPad Checkout Agreement is required for a student to take a Navigator Schools device home.
3. School Administration and Navigator Schools Technology Staff may search the student's memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.
4. Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they permission from both a staff member and those whom they are recording.
5. These rules apply to student-owned devices as well. A student-owned mobile device is a non-district supplied used while at school or during school or district-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.

Student Supervision and Security

Navigator Schools does provide content filtering controls for student access to the Internet using Navigator School's network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent Navigator Schools technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlines in this document and are accountable for their use.

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time.

Security and Damages

Responsibility to keep the devices secure rests with the individual owner. Navigator Schools is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the school administration and IT department. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are required for tablets.

B. Y. O. T. Student Agreement (Bring Your Own Technology)

The use of technology to provide educational material is required and Navigator schools provides such technology to every student. A student does not have the right to use his or her laptop, cell phone, or other electronic device while at school without permission from the IT Department and School Administration. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in B.Y.OT. Must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Internet Safety.
Additionally, technology:

1. Student takes full responsibility for his or her laptop/tablet and keeps it with himself or herself at all times. The school is not responsible for the security of the laptop, tablet, smartphone, etc.
2. Must be in silent mode while on school campuses or have headphones plugged in.
3. May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
4. May not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours.
5. Student access only files on the computer/tablet or Internet sites which are relevant to the classroom curriculum. Games are not permitted.
6. Student complies with teachers' request to shut down the computer or close the screen.
7. Student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
8. Student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information in violation of the AUP policy and will result in disciplinary actions.
9. Student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
10. Navigator Schools has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
11. Student realizes printing from personal laptops/tablets will not be possible at school.
12. Laptop/Table is charged prior to bringing in to school and runs off its own battery while at school.
13. Case is required and needs to be approved by IT Mgr.
14. Meraki MDM app must be on device for tablets and smartphones.

15. Student Apps with unique codes will be setup by a member of the IT Department.
16. An up to date IT Policy form must be signed and on file.

Please, advance to the next page to sign the agreement.

Navigator Schools Computer Device & Network Access: Acceptable Use Policy for Students Agreement

I understand and will abide by the above policy and guidelines. I further understand that any violations is unethical and may result in the loss of my network and/or laptop/tablet privileges as well as other disciplinary action.

Student Number _____   Student Name _____

Signature of Student _____

Date _____

Parent/Guardian Name _____

Signature of Parent/Guardian _____

Date _____

Navigator Schools 2016 SBAC Results

What led to improvements from 2015 to 2016

- Incorporation of math centers

- Afterschool intervention for Tier 2 and 3 students

- Implementation of RELAY strategies

- Focus on Data Driven Instruction

- Retention and development of phenomenal teachers

- Improved data tracking of blended learning APPS

- Each site had Principal and Academic Dean focused solely on academics

A few definitions:

- **English-language learners**, or ELLs, are students who are unable to communicate fluently or learn effectively in English, who often come from non-English-speaking homes and backgrounds, and who typically require specialized or modified instruction in both the English language and in their academic courses.

- Students are considered **socioeconomically disadvantaged** if they participate in the free and reduced-price lunch program or if neither parent graduated from high school. The National School Lunch program provides free lunches to students whose family income is below 130% of the federal poverty line; it offers reduced-price lunches to students whose family income is between 130% and 185% of the poverty line. Lunch program participation is often used as an indication of family income levels at the school.

Our question to the board:

What does a closed achievement gap look like?

Support Office recommendation:

90% in all sub-groups meet or exceed standard in math and ELA.

After discussion, does the board agree?

2016 SBAC Proficiency Rates

	California	Gilroy Unified	Gilroy Prep	Hollister School District	Hollister Prep
ELA	49%	49%	82%	41%	86%
Math	37%	40%	67%	29%	76%

■ ELA   ■ Math
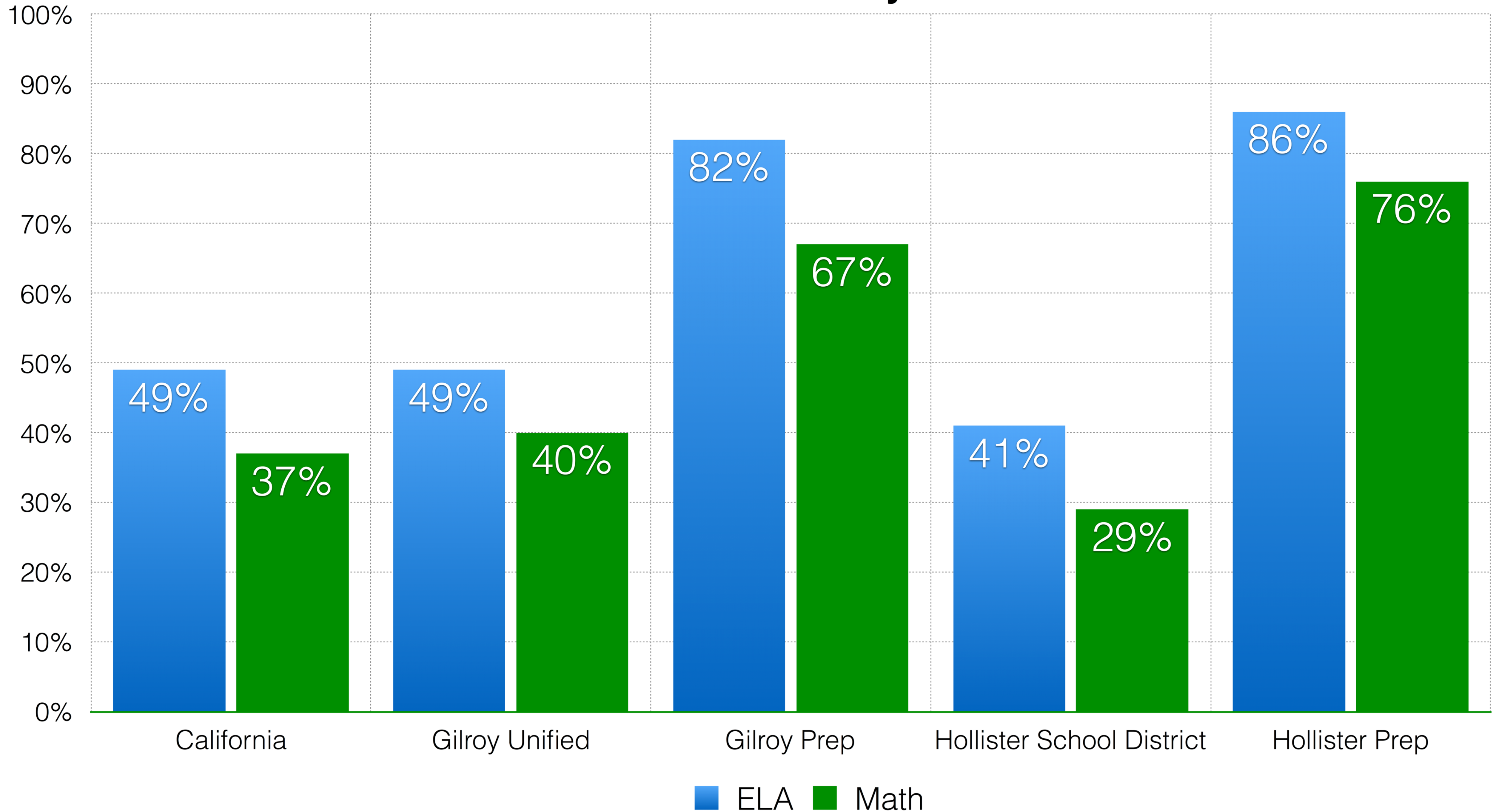
Gilroy Prep SBAC Proficiency Growth

	CA ELA	CA MATH	Gilroy Prep ELA	Gilroy Prep Math
2015	41%	35%	78%	65%
2016	49%	37%	82%	67%
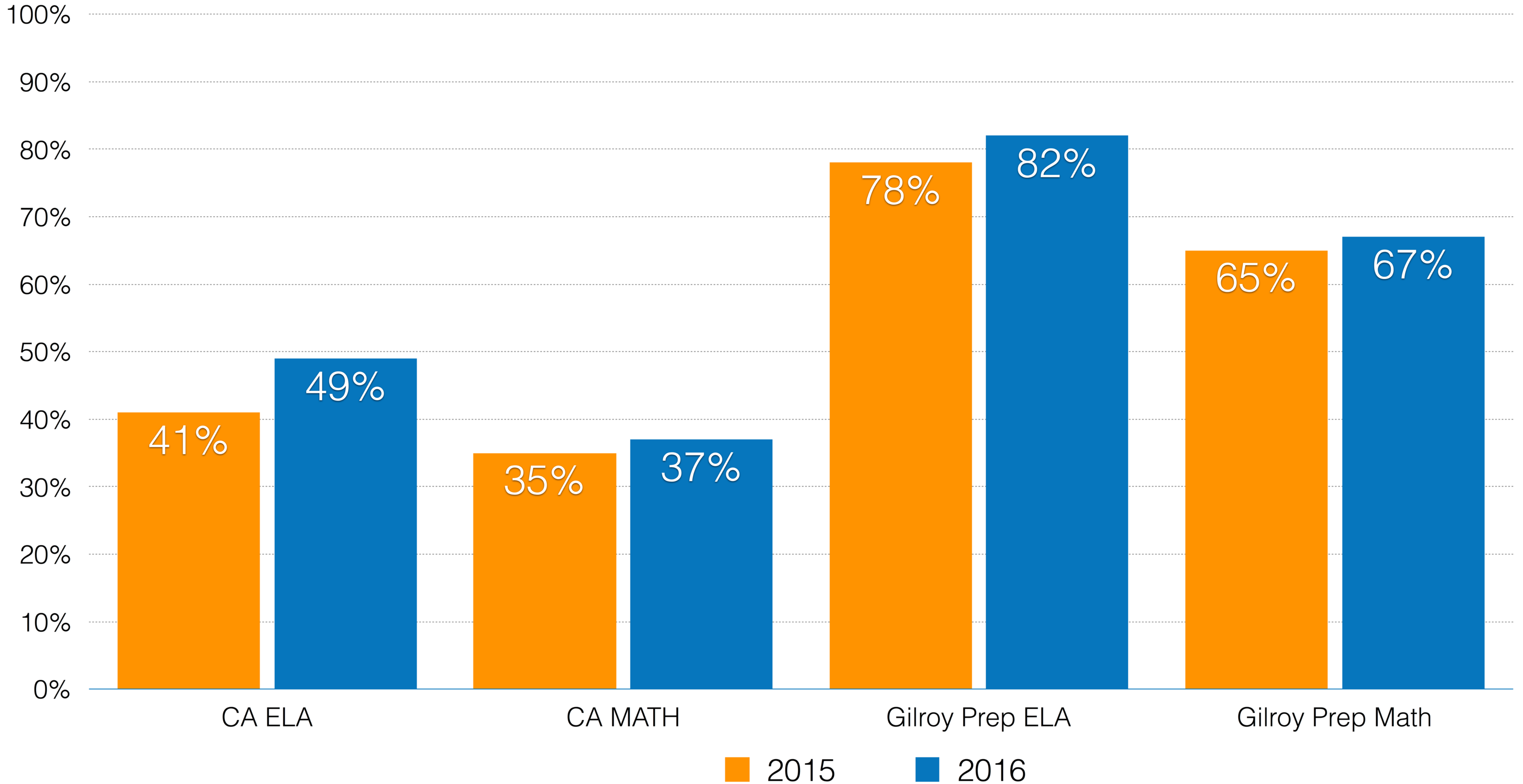
Hollister Prep SBAC Proficiency Growth

	CA ELA	CA MATH	Hollister Prep ELA	Hollister Prep Math
2015	41%	35%	82%	53%
2016	49%	37%	86%	76%

2016 SBAC Economic Status Achievement Gap English Language Arts
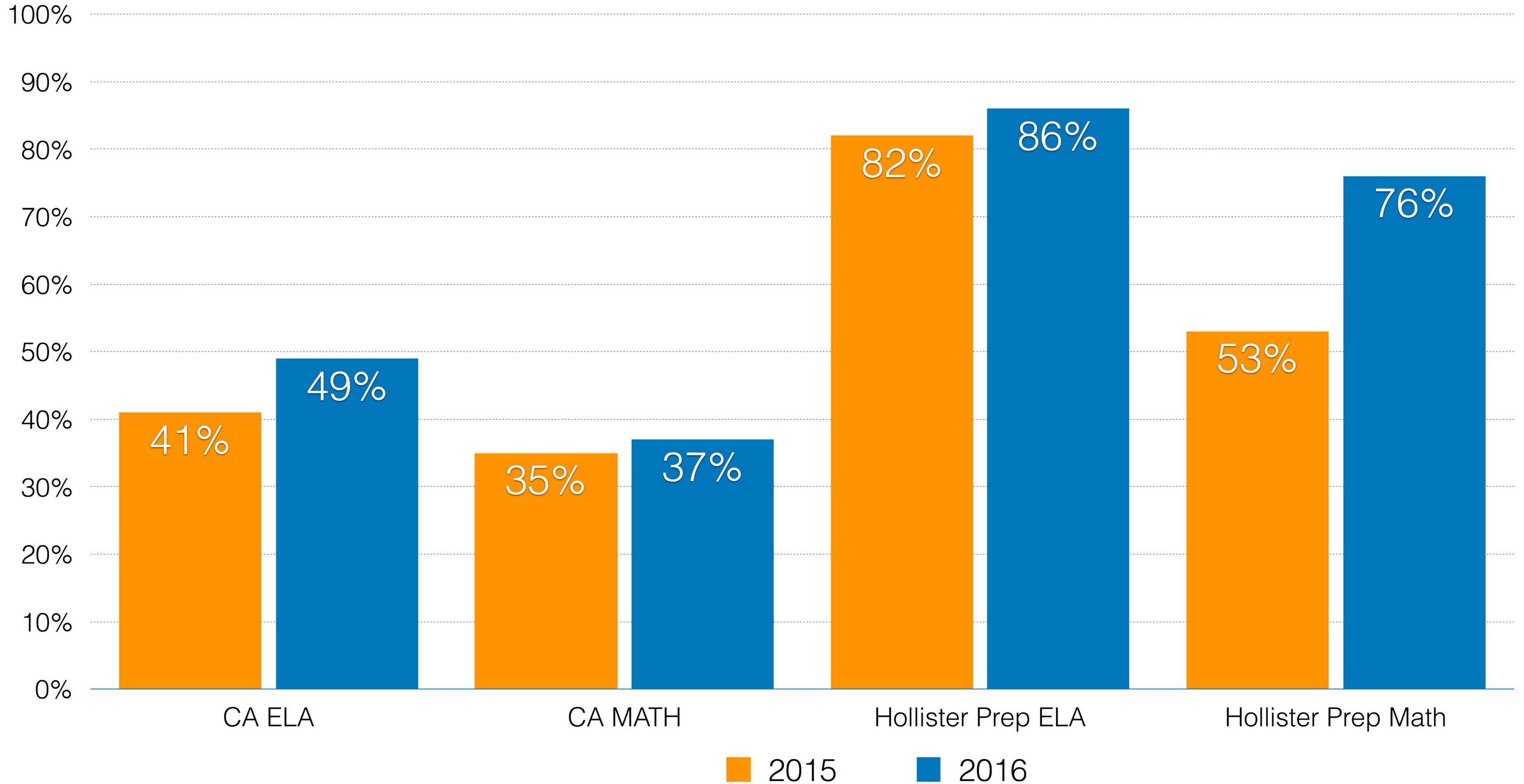
Source: CDE Website 2016 SBAC Data

2016 SBAC Economic Status Achievement Gap Math
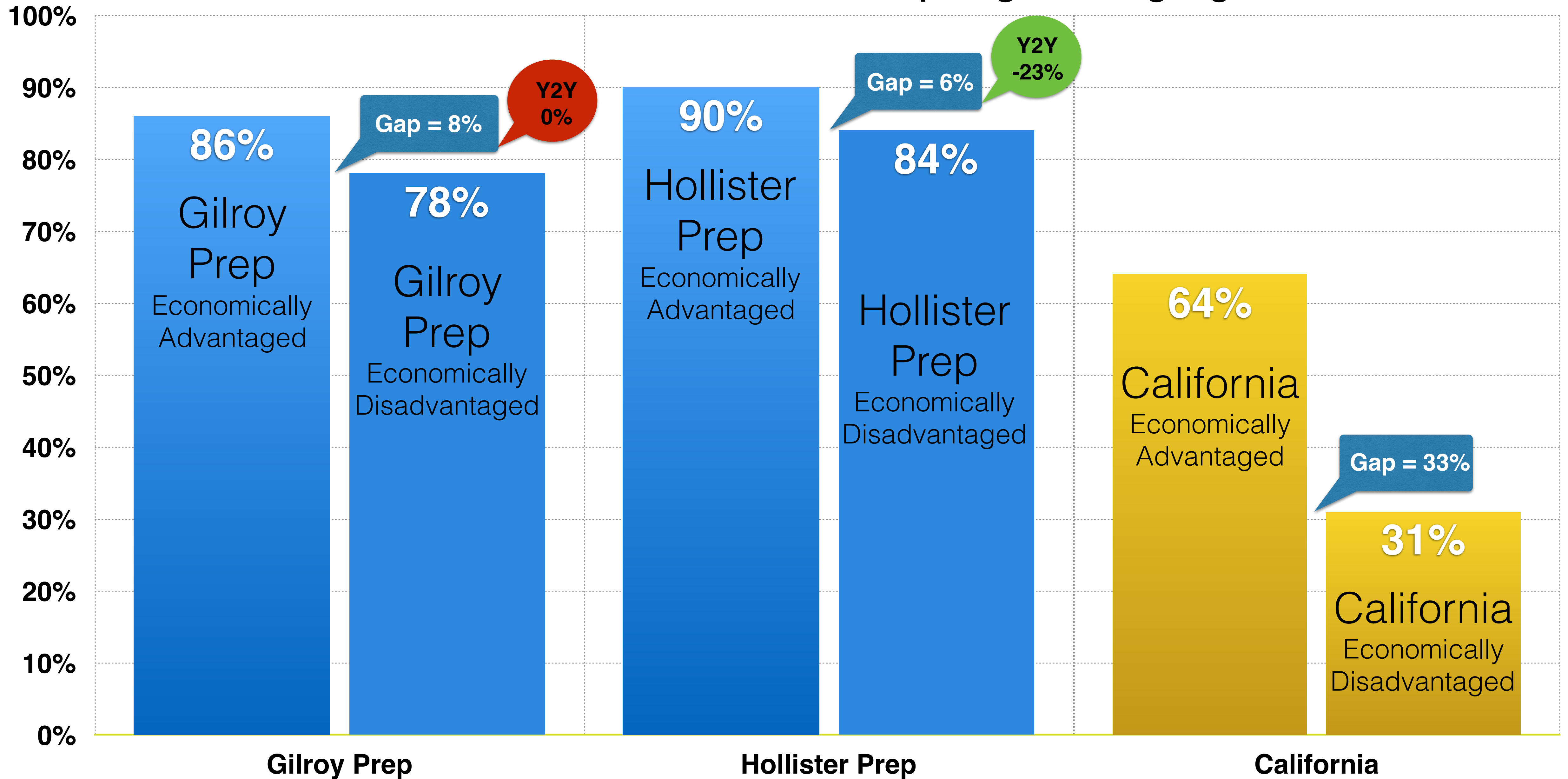
2015-16 SBAC Growth Economically Disadvantaged Math
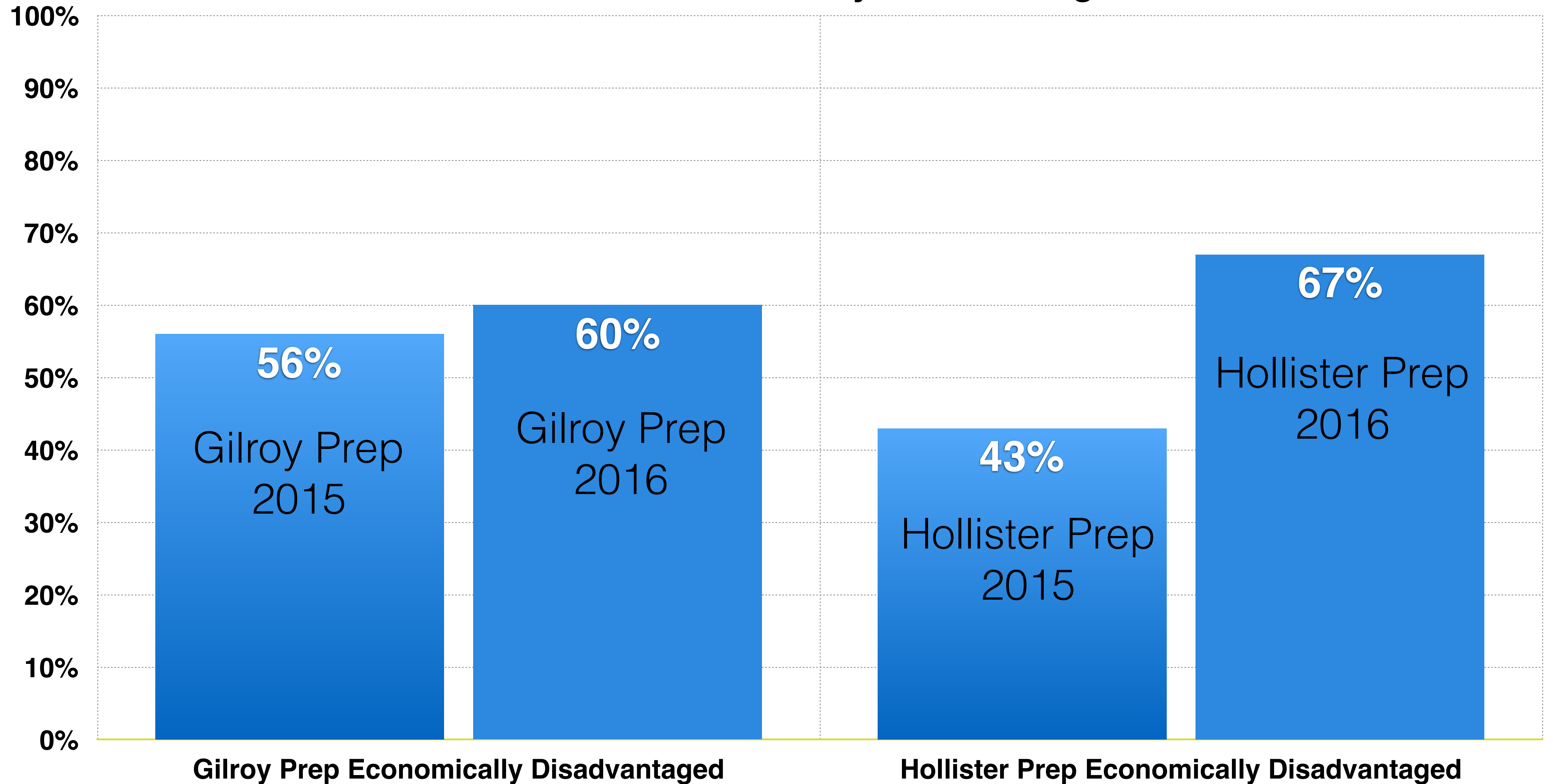
Source: CDE Website 2016 SBAC Data

56% Gilroy Prep 2015

60% Gilroy Prep 2016

43% Hollister Prep 2015

67% Hollister Prep 2016

Gilroy Prep Economically Disadvantaged

Hollister Prep Economically Disadvantaged

2016 SBAC English Language Fluency Achievement Gap English Language Arts

Source: CDE Website 2016 SBAC Data

2015-16 SBAC Growth English Language Learners ELA

Source: CDE Website 2016 SBAC Data

72% — Gilroy Prep 2015
71% — Gilroy Prep 2016
76% — Hollister Prep 2015
84% — Hollister Prep 2016

Gilroy Prep English Language Learner

Hollister Prep English Language Learner
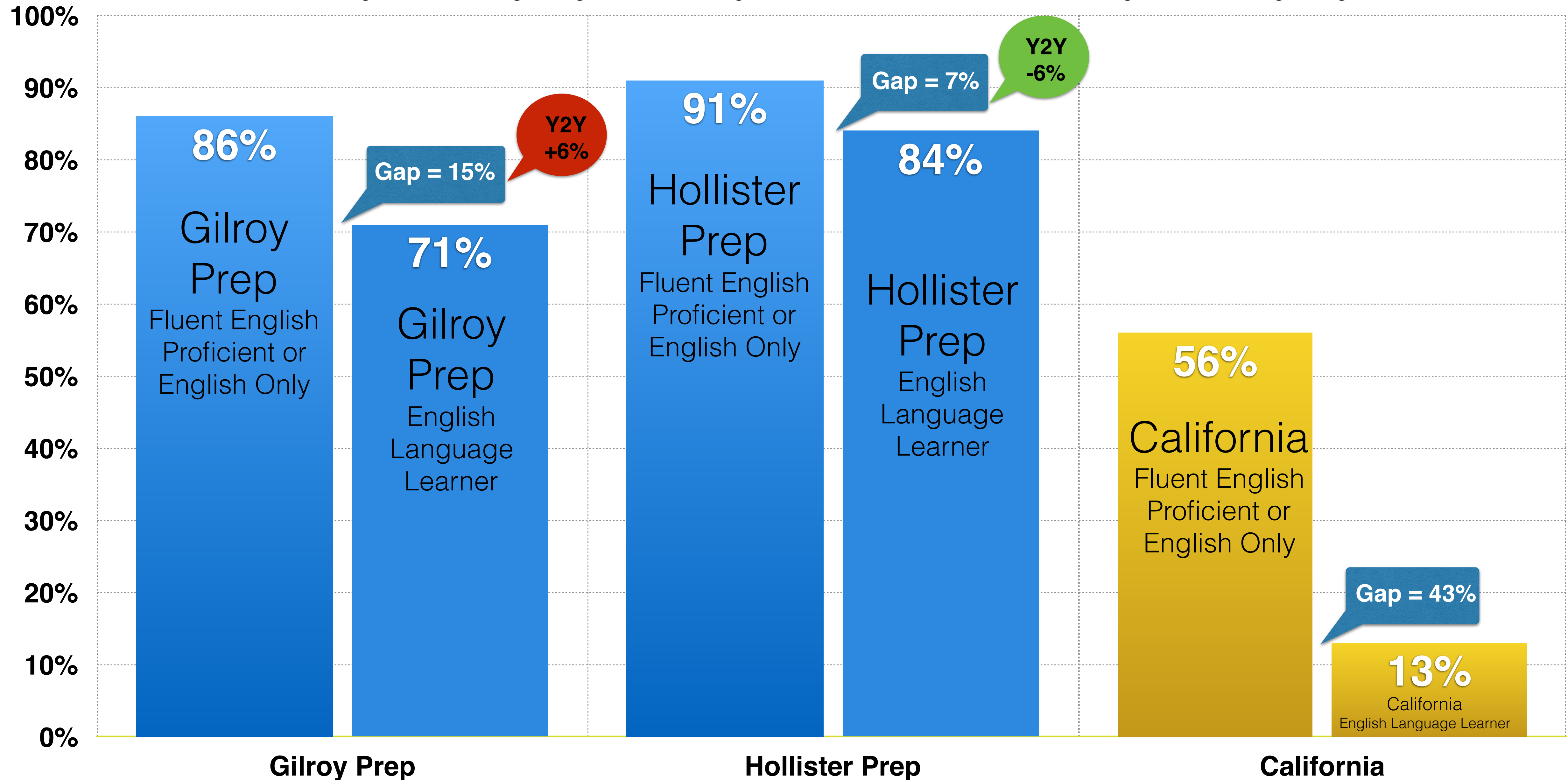
2016 SBAC English Language Fluency Achievement Gap Math
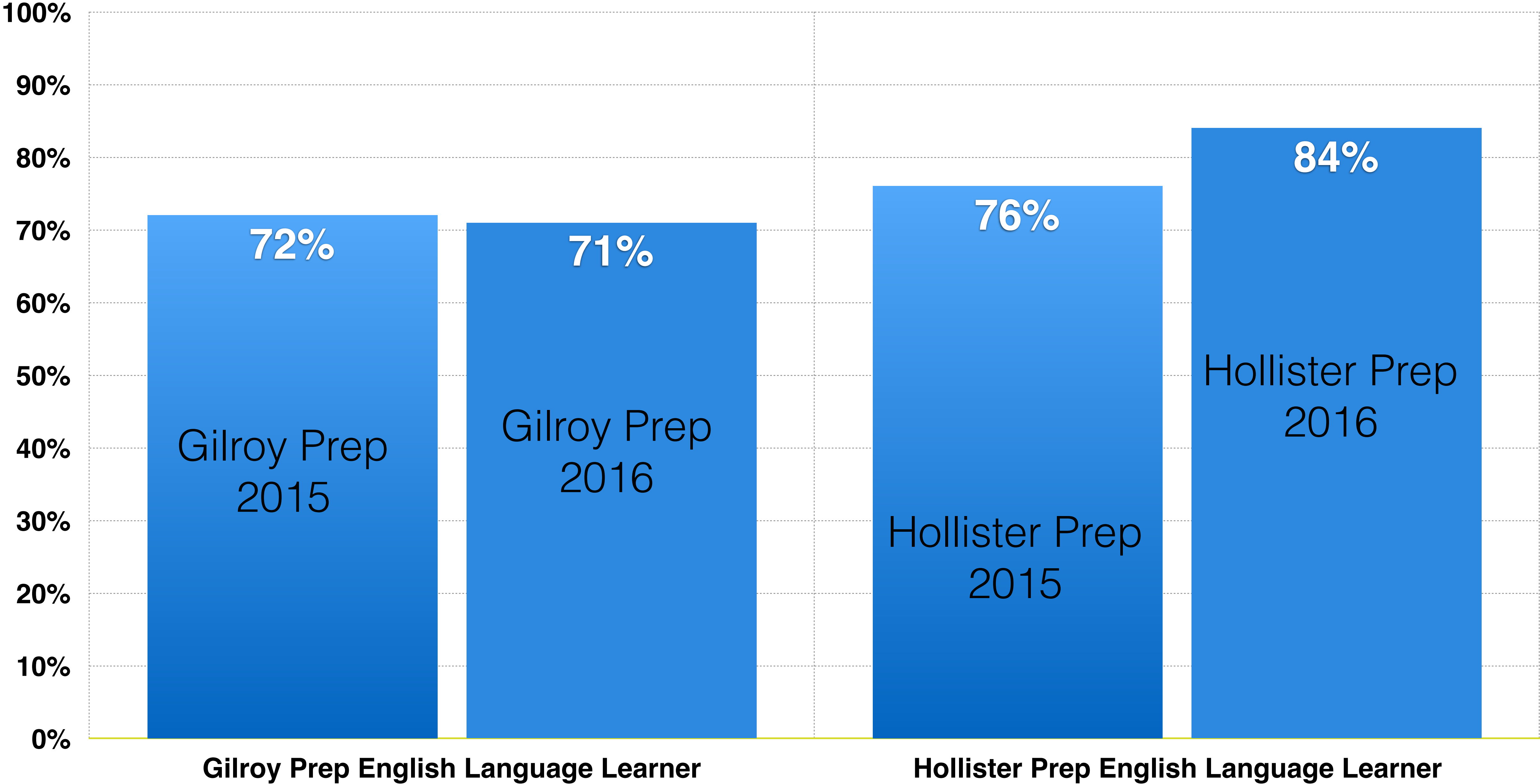
Source: CDE Website 2016 SBAC Data
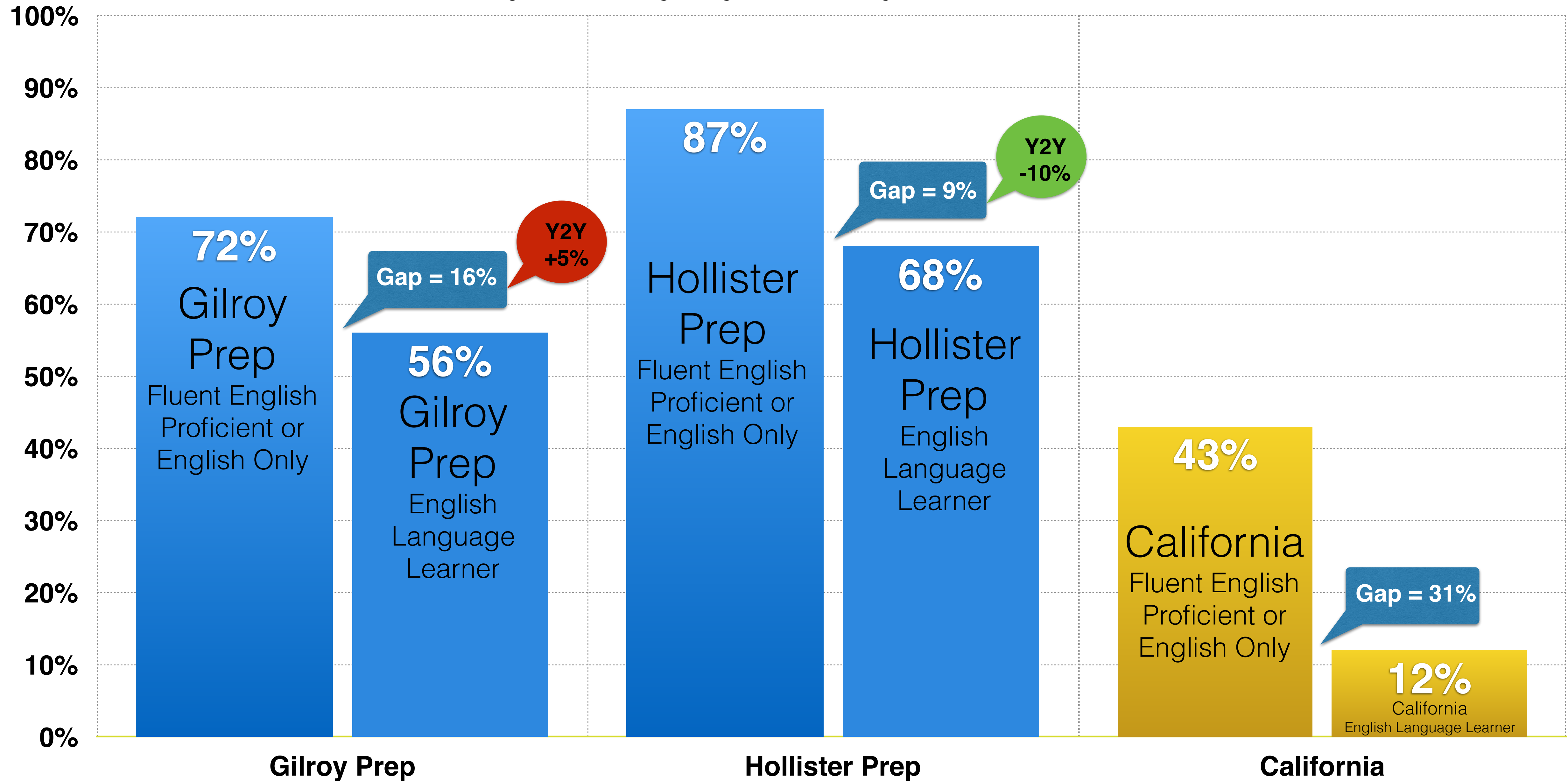
2015-16 SBAC Growth English Language Learners Math
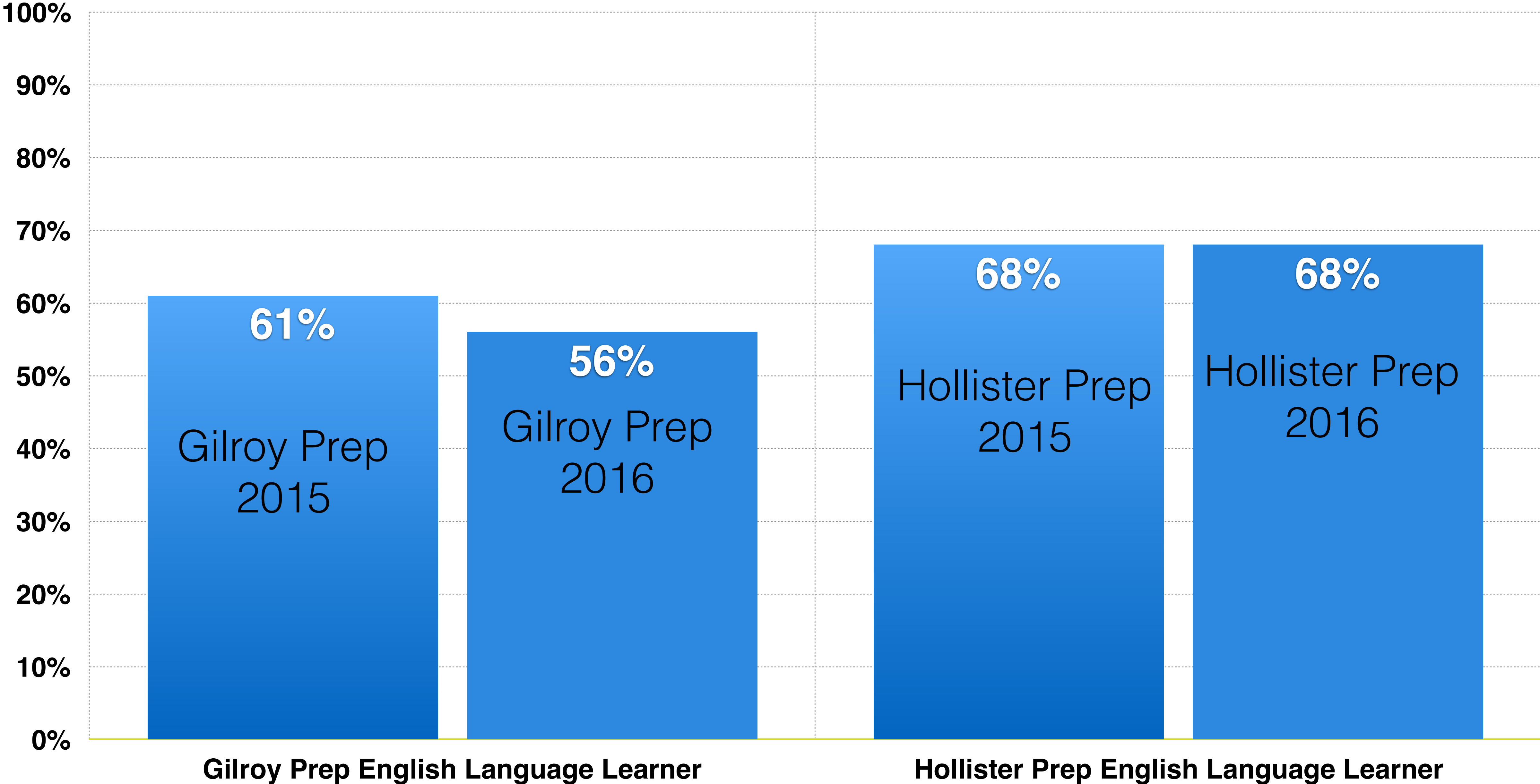
2016 SBAC Ethnicity Achievement Gap English Language Arts
Source: CDE Website 2016 SBAC Data
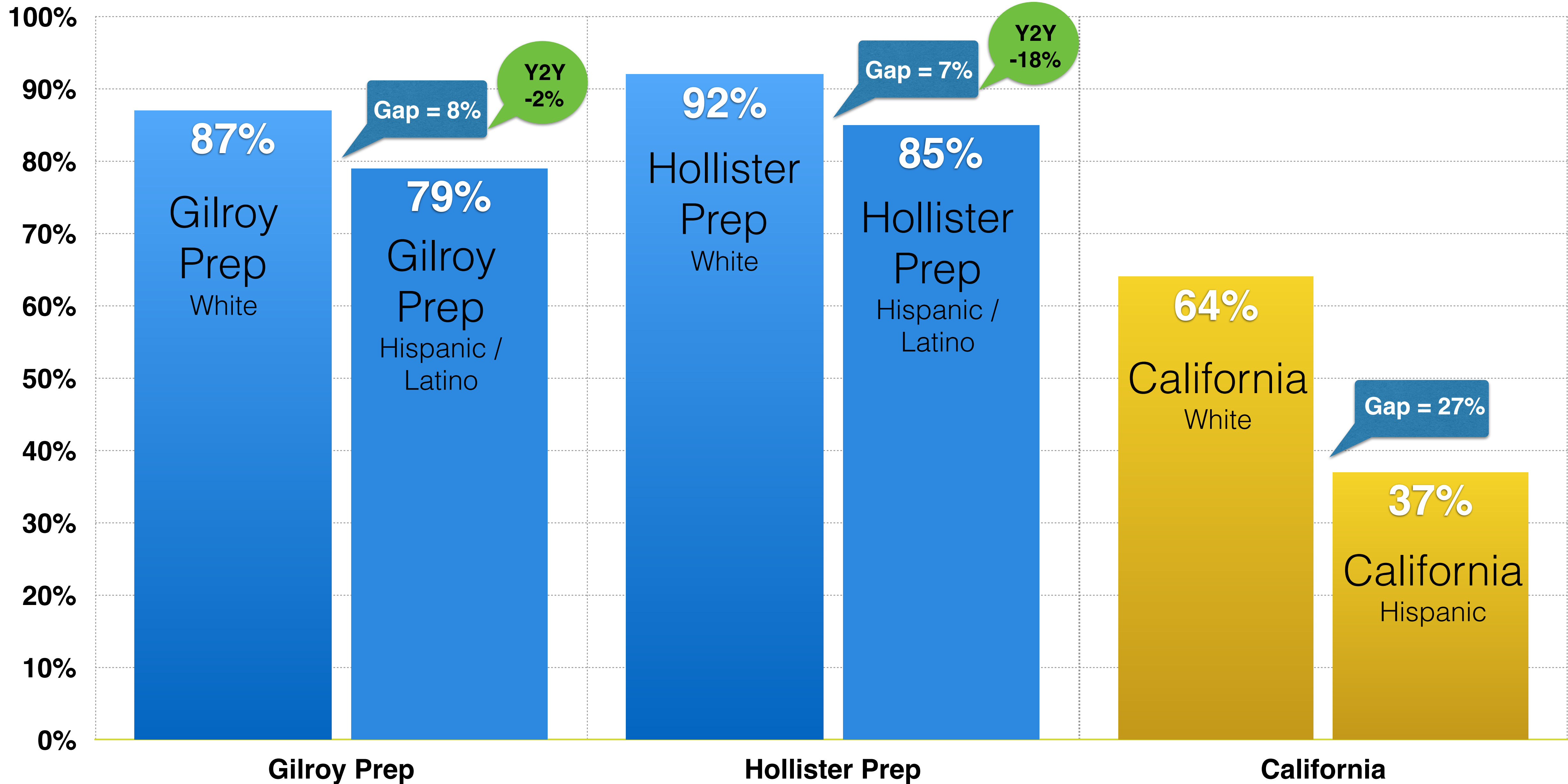
2015-16 SBAC Growth Hispanic / Latino ELA

Source: CDE Website 2016 SBAC Data

2016 SBAC Ethnicity Achievement Gap Math

2015-16 SBAC Growth Hispanic / Latino Math
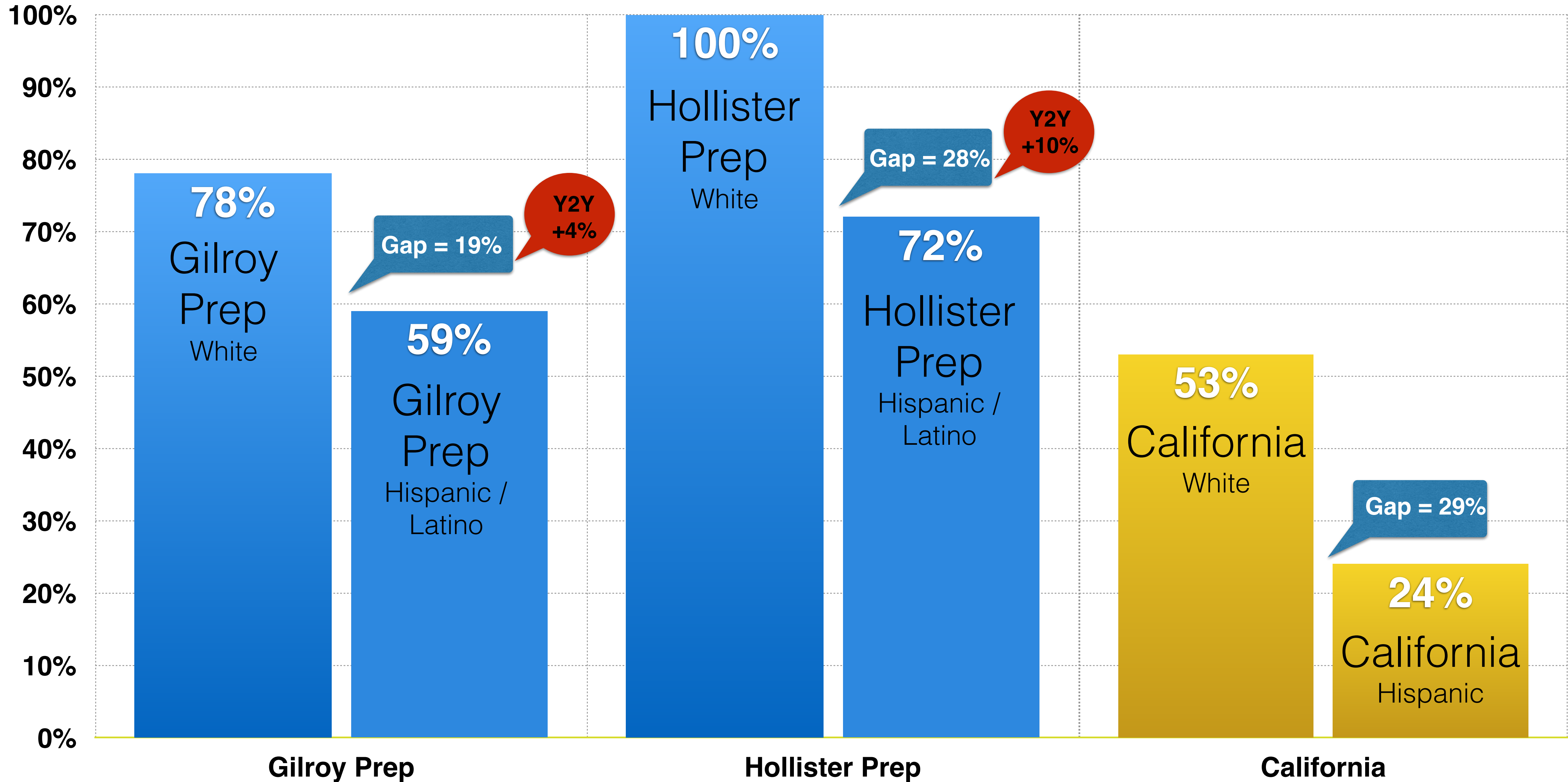
Source: CDE Website 2016 SBAC Data
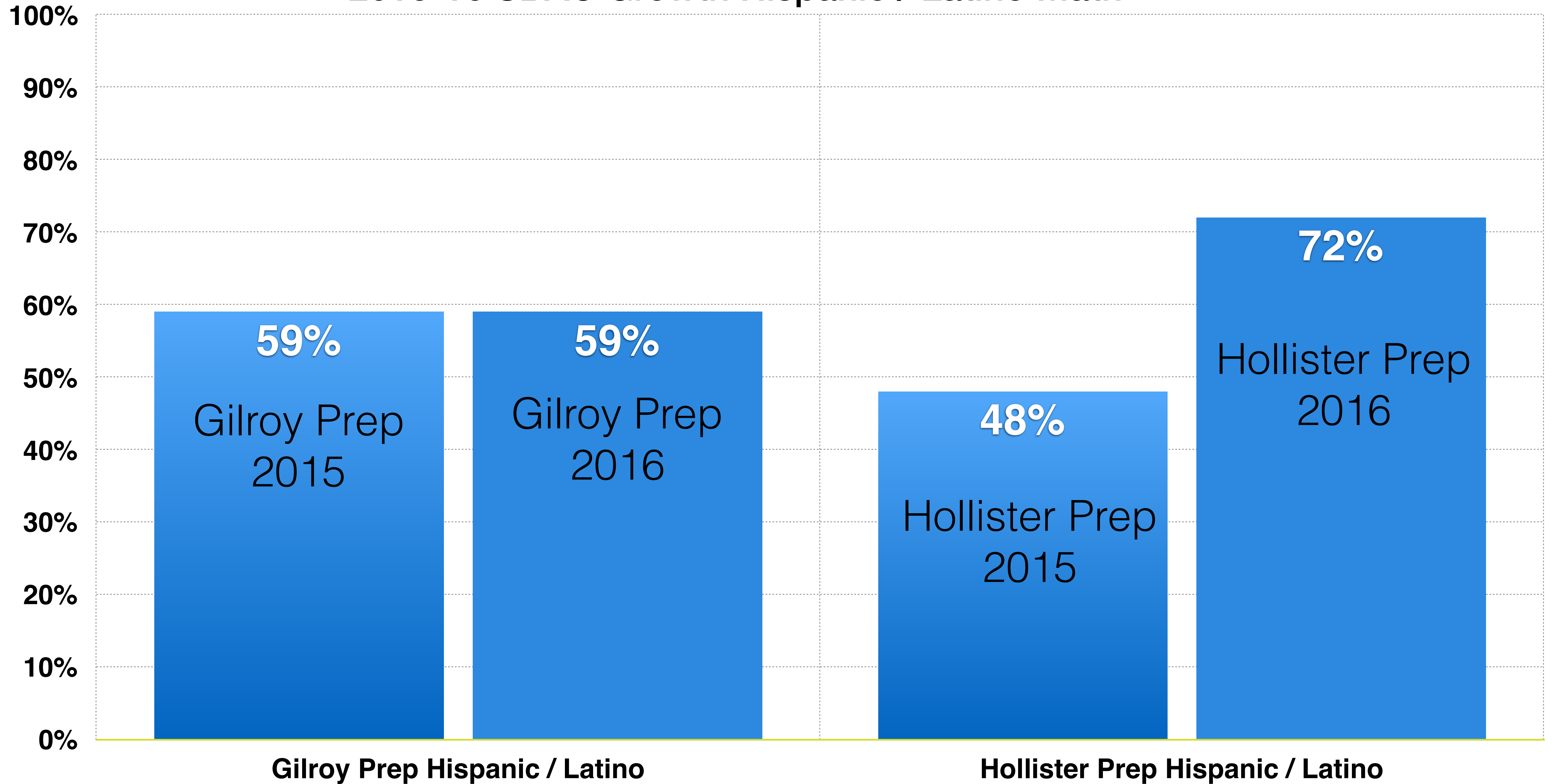
Navigator Schools' Hispanic / Latino subgroup reverses trend
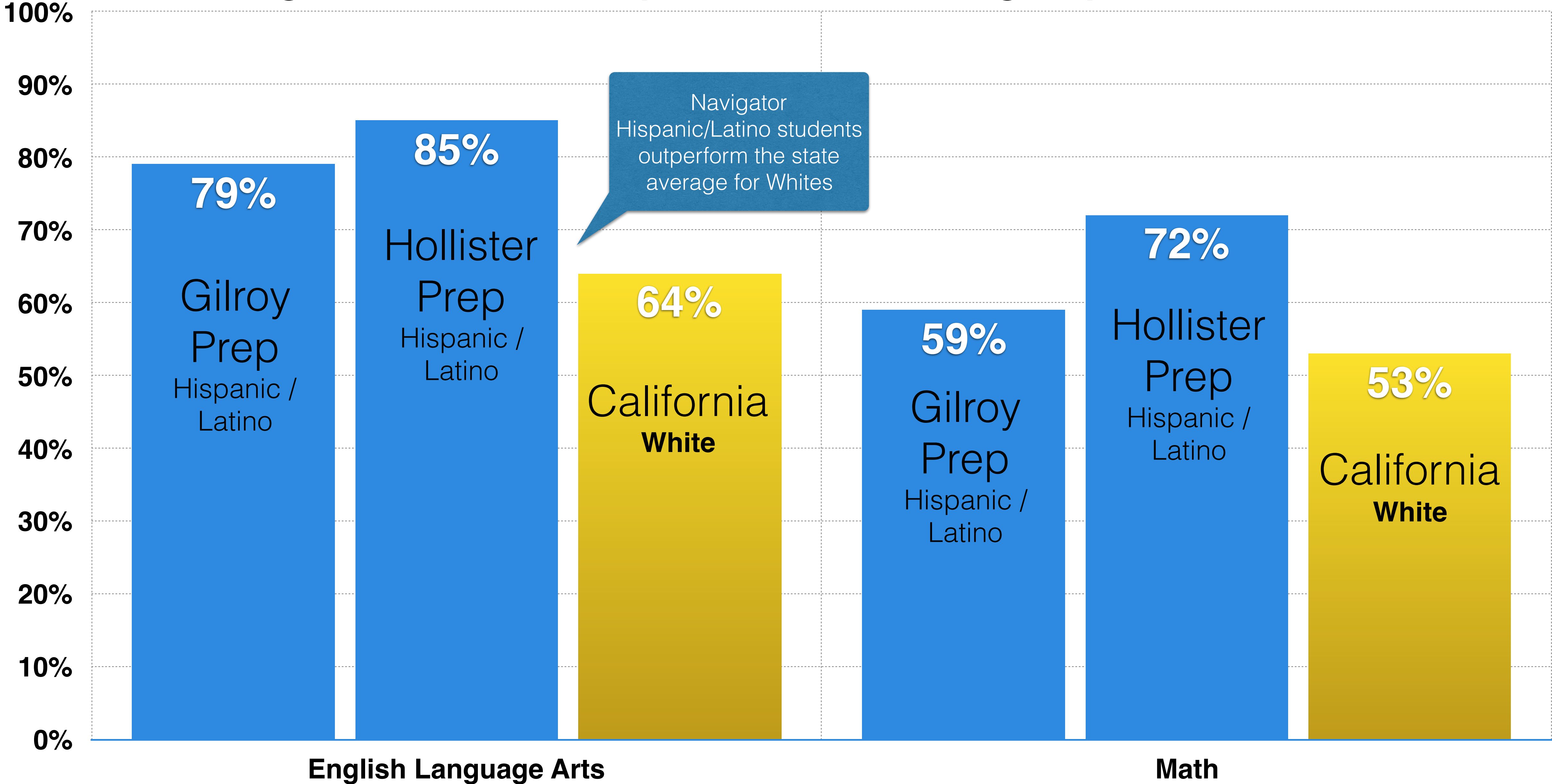
Navigator Hispanic/Latino students outperform the state average for Whites

English Language Arts

Gilroy Prep — Hispanic / Latino — 79%
Hollister Prep — Hispanic / Latino — 85%
California — White — 64%

Math

Gilroy Prep — Hispanic / Latino — 59%
Hollister Prep — Hispanic / Latino — 72%
California — White — 53%

Source: CDE Website 2016 SBAC Data

Navigator Schools' economic status subgroup have reversed the trend
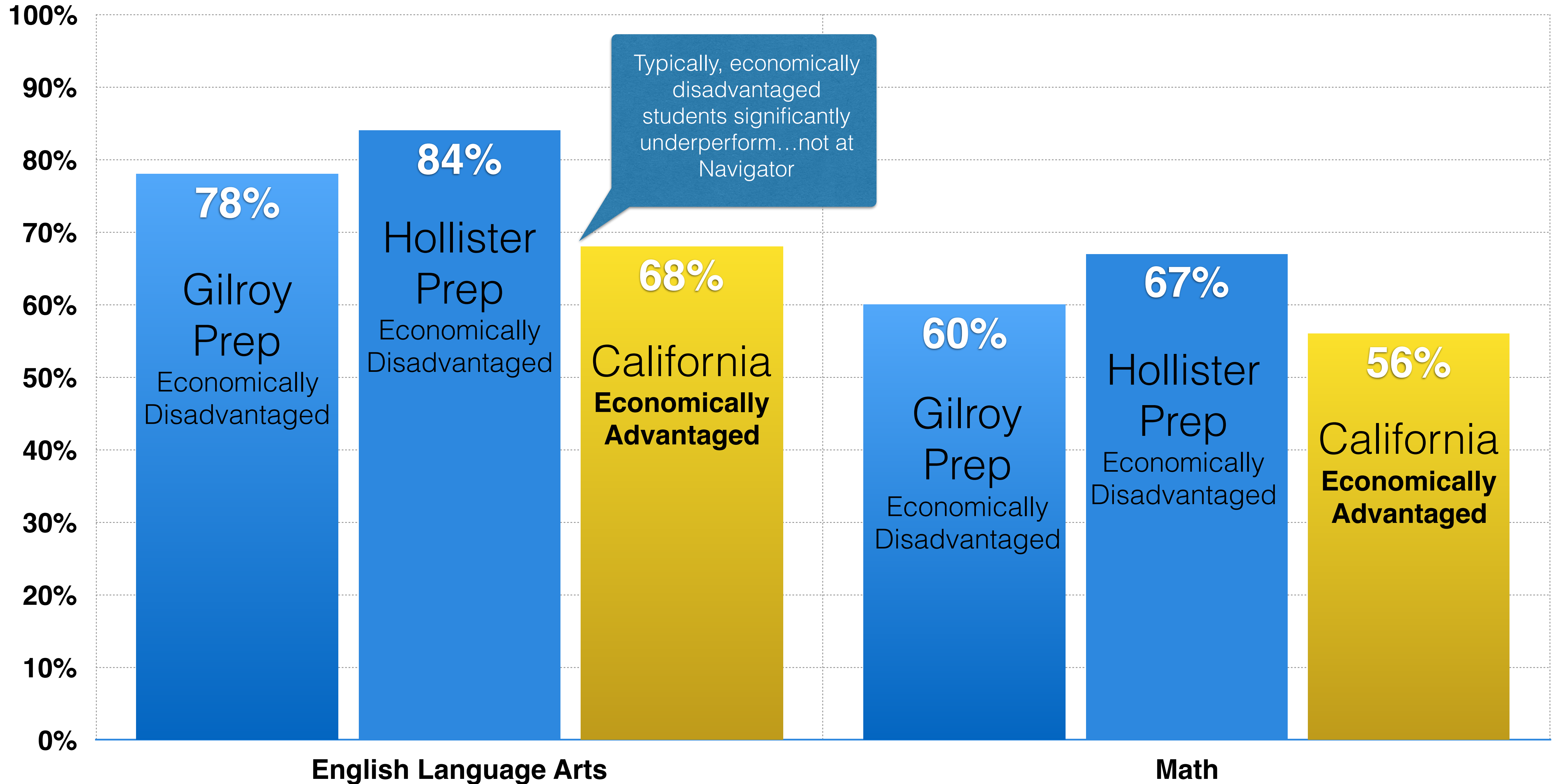
Navigator Schools' subgroups have reversed trends
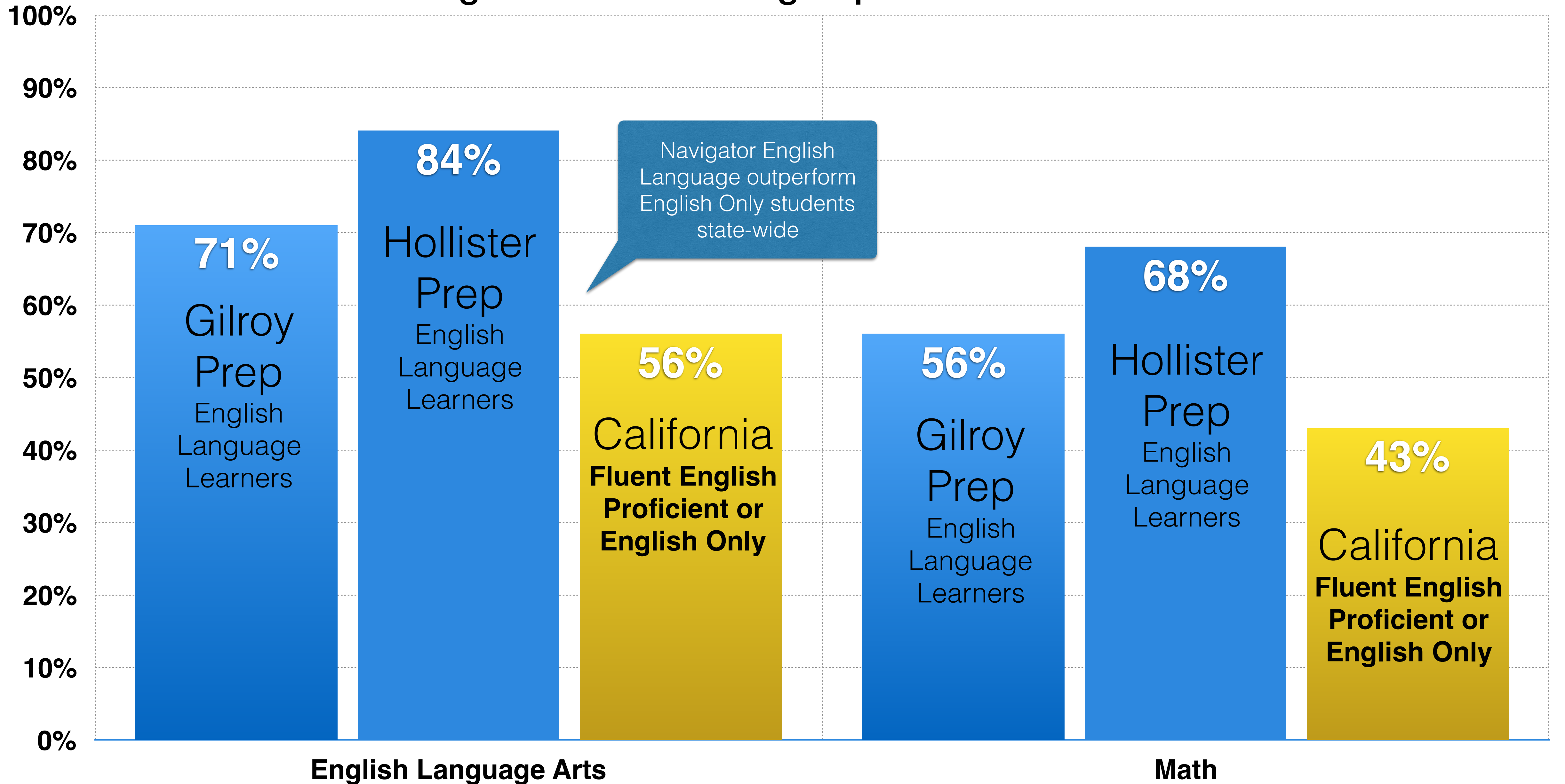
Site Next Steps for Reaching (90%)

GPS

- Extended day to allow for teacher led intervention, this include SGI support for blended learning

- After school reading intervention for grades 1st - 7th

- Strategic SPED push in to target specific learning blocks where students need the most support

- Varying class ratios/class sizes for 6th and 7th grade students in reading and math

- Consistent data meetings on Wednesday with collaboration

HPS

- Extended day to allow for teacher led intervention

- Creating a list of of tier II & III students in reading and deploying "teacher in training" support to independent learning times

- After school reading intervention redesigned to include smaller groups of reading intervention for first and second grades

- Strategic SPED push in to target specific learning blocks where students need the most support

- Leader and coach development through RELAY to provide more structure and rigor to coaching model

Support Office Next Steps for Reaching (90%)

- Utilization of CAO position

- Bi-weekly release days

- Cross-site ELTs

- Differentiated PD

- Improved coaching model and Whetstone

- New and refreshed recruitment efforts to increase FRL and ELL percentages

Date: September 15, 2016

To: Board of Directors

From: Kevin Sved, CEO

Re: 2016-17 Strategic Priorities

To continue to align Board, CEO, and staff priorities, the CEO priorities are based on the Board Priorities approved in the June 2016 meeting. These priorities are:

- Build on and codify the existing <u>academic excellence</u> in schools.
- Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture.
- Lead a <u>thoughtful growth</u> initiative.

Achieving these priorities will only be possible with the collective and aligned efforts of many stakeholders. Each Support Office team member created individual work plans to align our work to these priorities. Since much of my work will be to support the team's work, there are many priorities that I share that are not listed here as they are the primary work of other personnel. The priorities focused on for the CEO are those that I plan to be most directly involved. I have also included the strategic priorities of all Support Office Staff as supporting the success of Support Office personnel will be a key lever in achieving the CEO and organizational priorities. While this would not be the typical level of detail reporting to the Board, at this transitional stage in the organization and in the early phase in developing CEO and Board trust, I believe it will be helpful for Board Members to understand the high level of engagement from the Support Office in achieving the 2016-17 Board Priorities. It will also show how my success will be accomplished by effectively utilizing three key leadership levers:
  1) Maximizing Support Office Effectiveness
  2) Maximizing School Leader Effectiveness
  3) Developing and Aligning Governance and Structures and External Resources

I look forward to your feedback on these priorities as they are yours as much as they are mine.

2016-17 CEO Priorities

Priority: Build on and codify the existing <u>academic excellence</u> in schools.

1) Work with team to ensure the NS Academic Model is codified; support team through coaching and inquiry; and hold team accountable for deliverables.
    a. Collaborate with the Chief Academic Officer to ensure that the Academic elements of the next Navigator charter will be solid by April 1.
    b. Collaborate with the Chief Academic Officer to ensure that the existing Middle School Model will be documented and continually developed and refined in 2016-17 with the full 6th-8th plan completed by March 1.
    c. Identify the student performance gaps in areas not measured by the SBAC by December 1, and develop plans to address these gaps in 2017-18 by April 1.

2) Effectively coach, support, and supervise Principals to provide excellent site leadership and Support Office staff to be a high functioning team that provides excellent services to Schools that support school focus on student achievement.
    a. Actively seek to build trust through open and honest communication and by modeling responsibility and vulnerability.
    b. Effectively implement a rigorous performance management protocol to improve performance of all direct reports.
    c. Maintain regular team meetings (Cross-site Educational Leadership Team, Principals and Chiefs Meeting, Support Office Meetings) that promote constructive dialogue and problem-solving towards organizational coherence and high performance.

 3) Collaborate with Director of Human Resources and Principals to retain quality staff members and recruit quality staff.

4) Collaborate with Board Chair, Board Members, Board Committee Members, and other community and external partners to strengthen the academic program.
    a. Support the work of the Academic Excellence
    b. Seek external resources to provide knowledge, expertise, and funding to support research, initiatives, and appropriate programmatic enhancements.

Priority: Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture.

1) Create organizational clarity and alignment to support organizational priorities.
    a. CEO will collaborate with each SO staff member to ensure that staff have clear annual priorities that align with organizational priorities by September 30 and these priorities will be included in the annual performance management evaluation tool.
    b. CEO will maintain effective communication with employees and will implement a variety of strategies to maintain visibility and help create common language and positive organizational culture, including providing a monthly update to staff to help

create organizational clarity regarding important information and maintaining a regular presence on school sites attending a morning staff huddle and assembly at each campus at least once a week.

2) Ensure effective business, finance, and reporting functions are in place.
   a. Collaborate with Finance Consultant and Bookkeeper to clean up the financial records and close out 2015-16.
   b. Implement strengthened systems and processes to ensure accurate and timely reporting to oversight agencies
   c. Provide monthly financial reports to the Finance Committee

Priority: Lead a <u>thoughtful growth</u> initiative

1) Collaborate with Director of Community Outreach to prepare a Board recommendation for the plan to launch School #3.

2) Collaborate with stakeholders to develop a strategic plan that includes 5-year growth plan and economic model for schools and CMO by April 30, 2017.

3) Work with Board Chair and Board Members to effectively align Board activities to appropriately support a thoughtful growth initiative.

4) Seek external resources to provide knowledge and expertise to support research and planning efforts.

2016-17 Organizational Priorities and Support Office Alignment
DRAFT Sept 15, 2016

<u>**Chief Academic Officer**</u>

Priority: Build on and codify the existing <u>academic excellence</u> in schools

1) Work with teams on Tuesdays and Thursdays to develop and codify the NS Academic Model
    a. NS Data Driven Instruction Model by December 31
    b. NS Coaching Model by November 30
    c. NS Blended Learning Model by January 31
    d. NS School Culture by March 31
    e. NS Response to Intervention program by January 31
    f. Complete Middle School Model by January 31

2) Perform weekly walkthroughs of all NS classrooms and provide feedback and support to site leadership teams around management, rigor and differentiation in classrooms by September 15
    a. Whetstone implementation

3) Monitor student achievement data weekly and support site leaders in addressing areas of need by September 15
    a. Meeting with Academic Deans on bi-monthly basis until there is strong alignment between the two ADs by Sept 15th.

Priority: Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture.

1) Ensure that teaching staff is supported/coached in the implementation of the NS instructional model by Sept. 15th

2) Develop annual ongoing professional development that is differentiated by experience by Dec. 31

Priority: Lead a <u>thoughtful growth</u> initiative

1) Ensure that the Instructional Program section of the petition is rock solid by February 28.

2) Attend and support community outreach activities in target district as needed.

3) Ensure partnership with R.O. Hardin and Hollister School District is a success
    a. Develop metrics to measure what success by Sept. 30
    b. By May 30, HSD renews contract for support in 2017-18

<u>**Director of Student Services**</u>

Priority: Build on and codify the existing <u>academic excellence</u> in schools

1) Create and implement RtI model, specifically focused on Tier 2 and Tier 3 interventions in both academics and behavior.
   a. RTI Tier 2 Model draft procedural guide developed and implemented by October 14, 2016
   b. RTI Tier 3 Model draft procedural guide developed and implemented by October 14, 2016

2) Co-implement and co-create data-driven Wednesdays based on Dufour's Professional Learning Communities model

3) Create and implement coaching and training programs to strengthen special education staff performance and increase leadership opportunities .
   a. Create a professional development calendar September 30
   b. Coaching begins by September 3

Priority: Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture.

1) Help ensure that special education staff are provided the tools and clarity needed to perform their job in excellence. (Roles, responsibilities, and job descriptions are clear.)
   a. Procedure guide by November 30, 2016.

2) Create and implement student services systems that are clearly understood, manageable, and useful, for example: referral process, new student process, triennial review standards, RtI model, health alerts, health screenings, etc…

Priority: Lead a <u>thoughtful growth</u> initiative

1) Help ensure Navigator Schools is ready to implement a growth initiative by creating organizational clarity through the following: clearly defined roles and responsibilities, systems and procedures documentation and building capacity within the student services department.

Director of Human Resources

Priority: Build on and codify the existing <u>academic excellence</u> in schools

1) Support retention and recruitment of high quality staff.
    a. Create and document a hiring process (from position need to fully hired and in place at work) approved by Board at October Board meeting, training and presentation to school and SO leaders by November 2016, and in place by November/December 2016

2) Create, implement performance management systems that improve employee performance and treat employees with fairness and respect.
    a. In collaboration with the CEO and other SO leaders, create and document a Support Office Performance Management System, approved at September 2016 Board meeting

3) Co-create and implement coaching and training programs to strengthen employee performance.
    a. Research BTSA (current and new) expectations and parameters, present information to SO team August and September 2016
    b. With outcomes and information from (a.), create a timeline for next steps by October 26 SO meeting

Priority: Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture.

1) Help ensure that employees are provided the tools and clarity needed to perform their job in excellence. (Roles, responsibilities, and job descriptions are clear.)
    a. Collaborate with SO staff and site leaders to refine current job descriptions
        i. SO staff by end of October 2016
        ii. Site Leaders by end of November 2016
    b. Collaborate with SO and site leaders to refine school site leaders and staff to refine site staff job descriptions by end of January 2016

2) Create and implement performance management systems that are clearly understood, manageable, and useful.

Priority: Lead a <u>thoughtful growth</u> initiative

1) Help ensure Navigator Schools is ready to implement a growth initiative by creating organizational clarity with roles and responsibilities and building capacity.

Manager of IT

Priority: Build on and codify the existing <u>academic excellence</u> in schools

1) Create and deploy technology training.
   a. Create training models in September
   b. Begin launch of training models in October

2) Ensure daily classroom technology success.
   a. Weekly observations beginning by September 1

3) Support all team members and students related to information technology.
   a. Continue to use and build on IT Dashboard

Priority: Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture.

1) Continue to build the IT departments playbook with site techs.
   a. Playbook completed with Site Tech buy-in by May 1, 2017

2) Continue to build the resources the NS IT folder.
   a. Completed by May 1, 2017

3) Build the FAQ portion of Help Desk.
   a. Launched by January 1, 2017

4) Continue to provide superior customer service and assume positive intent.
   a. Goal of 90% overall in survey data by June 30, 2017

5) Provide ongoing technology training/courses.

Priority: Lead a <u>thoughtful growth</u> initiative

1) Formalize the IT department structure, procedures, and culture to be able to be duplicated for schools outside of navigator to adopt and for new Navigator Schools by May 1, 2017.

Director of Operations

Priority: Build on and codify the existing <u>academic excellence</u> in schools

1) Provide a safe, clean and comfortable environment for staff and students to achieve academic excellence.
    a. Launch Safety committees at each campus - October
    b. Ensure all Maintenance & Operations staff have a clear guidelines on responsibilities - October
    c. Provide clear process for all facilities needs by October 1
    d. GPS asphalt repaired by November 15, 2016
    e. Prop 39 submitted by November 1, 2016 with Navigator Board sign off during October Meeting

Priority: Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture.

1) Develop clear procedures and policy around operational elements within the environment.
    a. Food services, safety, etc.
2) Lead by example by demonstrating attributes of organizational health in positive culture building.

Priority: Lead a <u>thoughtful growth</u> initiative

1) Ensure our policies and procedures are sustainable, replicable and scalable in not only our current environments, but in growth environments.
2) Communicate and commit to enforcing procedures for an efficient operation.
3) Develop and maintain a working relationship with authorizing organizations that will promote collaborative growth.
4) Be a partner rather than a bother to authorizers' staff.

<u>**Director of Community Outreach**</u>

Priority: Build on and codify the existing <u>academic excellence</u> in schools

1) Catalog Navi-in-a-Box to create a playbook for current & future academic success. - March 2017

Priority: Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture.

1) Manage & drive Navigator Schools organizational health dashboard to maintain & ensure committee work is being conducted to reach measures of success.

2) In conjunction with school site leaders, create & implement action steps to address areas of concern or need from end of year staff & family surveys.
   a. Ensure staff surveys are conducted 2x/year - December & June
   b. Ensure family engagement surveys are conducted annually - June
   c. Ensure implementation of action steps by December meeting
3) Draft communications plan to present to board at October meeting

Priority: Lead a <u>thoughtful growth</u> initiative

1) Help manage partnerships with authorizing districts and other partners on model to implement Navigator methods into traditional public classrooms.
   a. Have Navi 101 survey results ready to be discussed and evaluated by Aug. 31 cross site ELT.
   b. Write weekly blog post documenting the partnership
2) Draft & drive green lighting process through committee and board approval process.
3) Create background research for future home districts - October 14, 2016
4) Draft & write elements of a solid charter petition.- April 2017
5) Collaborate with CEO and Support Staff to prepare a Board recommendation for the plan to launch School #3. – May 2017

Date: September 21, 2016

To: Navigator Schools Board of Directors

From: Kevin Sved, Chief Executive Officer (CEO)

Re: Approval of Performance Management Evaluation process for Support Office staff

Recommendation
It is recommended that the Board approve the proposed Navigator Schools Support Office Staff Performance Management Evaluation process.

Background
At the request of the Board, the Performance Management Evaluation process for Navigator Schools Support Office (SO) staff was created. Navigator Schools CEO and Director of Human Resources, with the input of other SO staff, collaborated to create an evaluation process that supports SO staff to maximize job performance and professional effectiveness. The proposed evaluation process will ensure that the CEO is able to bolster and improve a culture of excellence, strengthen and create healthy systems, and support the organization to continuously evolve by aiding the professional growth of SO staff.

Professional effectiveness, maximizing job performance and continuous improvement of Support Office staff is essential to Navigator Schools success and future growth. The proposed Performance Management Evaluation process for SO staff has been created in alignment with Navigator Schools Board priorities and SO staff core functions. It will provide our CEO with a framework to ensure organizational focus on Board priorities, while also providing a tool to expedite individual goal attainment.

Summary
Professional effectiveness, maximizing job performance and continuous improvement of Support Office staff is essential to Navigator Schools success and future growth. Approval of the proposed Performance Management Evaluation process will enable the CEO and the SO staff to collaboratively move forward toward yearly goal attainment and overall organizational success.

Navigator Schools Performance Management Evaluation Process

Summary:
The Performance Management Evaluation process for Navigator Schools Support Office (SO) staff was created collaboratively by Navigator Schools Chief Executive Officer (CEO) and Director of Human Resources, with the input of other SO staff. It has been created in alignment with Navigator Schools Board priorities and Support Office staff core functions.The system assists SO staff in maximizing job performance and professional effectiveness. The Performance Management Evaluation process will ensure that the CEO is able to bolster and improve a culture of excellence, strengthen and create healthy systems, and support the organization to continuously evolve by aiding the professional growth of SO staff.

Purpose:
-Maintain and strengthen a culture of excellence
-Refine current and establish new healthy systems
-Ensure continuous improvement endeavors

How Process Will Be Used:
-Support professional growth and continuous improvement
-Serve as a platform to discuss structure of organization and plan for growth
-To inform:
>Retention/promotion
>Change in duties/role
>Improvement Plan/dismissal
>Salary adjustment

Process Includes:
-SO Performance Management Evaluation Checklist
-Performance Management Evaluation template

Future Refinements:
*utilize feedback from schools as another data point for goal-setting and performance review
*refinement of rubric
*transfer template to an online platform
*adding 360_o survey
*create role-specific surveys for feedback on SO staff

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SO Performance Management Evaluation Checklist

Step	Due by	Date completed	Signature of CEO and SO staff
CEO and SO staff meet to agree on performance goals and core functions for evaluation cycle	September 23		
CEO and SO staff meet, SO staff outline tasks associated with each performance goal, CEO and SO staff agree on tasks for evaluation cycle	September 30		
CEO and SO staff meet to review quarter 2 performance and update goals and tasks for quarter 3	December 16		
CEO and SO staff meet to review quarter 3 performance and update goals and tasks for quarter 4; 2017-18 plans and priorities discussed	March 24		
CEO and SO staff meet to set 2017-18 plans and priorities and quarter 1 performance goals	May 19		
CEO and SO staff meet to review quarter 4 performance; CEO presents final performance management evaluation report and narrative	June 9		

Draft: SO Performance Management Evaluation, Blank Template

Sample Form- For review purposes only

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Performance Management Evaluation

Staff Name: Position:
Evaluator Name: Position:

2016-2017 **Board Priorities** and Performance Goals	Notes/Details
Build on and codify the existing <u>academic excellence</u> in schools	
Goal 1	
Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture	
Goal 2	
Lead a <u>thoughtful growth</u> initiative	
Goal 3	

Board Priority: Build on and codify the existing <u>academic excellence</u> in schools

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Goal 1	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
task						
task						
task						
task						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

Board Priority: Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Goal 2	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
task						
task						
task						
task						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

Board Priority: Lead a _thoughtful growth_ initiative

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Goal 3	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
task						
task						
task						
task						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

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Foundational Expectations

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Professionalism	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
Consistently displays a positive attitude and demeanor						
Demonstrates professional responsibility, integrity, and ethical conduct						
Engages in respectful, appropriate ways when communicating						
Demonstrates flexibility and willingness to adjust when needs arise						
Collaborates with colleagues and the broader professional community to support teacher and student learning						
Engages in positive talk about students						
Complies with the Navigator dress code						
Resolves conflict in a positive, constructive manner						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Leadership	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
Continually focuses on Navigator goals and is a mission fit						
Establishes professional goals and continuously strives to improve						
Is receptive to feedback and other's input						
When confronted with a challenge, actively problem solves						
Willing to mentor and support other colleague's development						
Consistently maintains a leader's lens on school issues and conflicts						

Strengths

Quarter 2:

Quarter 3:

Quarter 4:

Next Steps

Quarter 2:

Quarter 3:

Quarter 4:

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Role Specific Core Functions	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
core function						
core function						
core function						
core function						
core function						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

Navigator Schools
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SO Performance Management Evaluation Checklist

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CEO and SO staff meet to review quarter 4 performance; CEO presents final performance management evaluation report and narrative	June 9		

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Performance Management Evaluation

Staff Name: Melissa Alatorre Alnas   Position: Director of Human Resources
Evaluator Name: Kevin Sved   Position: Chief Executive Officer

2016-2017 **Board Priorities** and Performance Goals	Notes/Details
Build on and codify the existing <u>academic excellence</u> in schools	
<u>Goal 1</u> *Create and implement performance management systems that improve employee performance and treat employees with fairness and respect*	
Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture	
<u>Goal 2</u> *Support recruitment and retention of high quality staff*	
Lead a <u>thoughtful growth</u> initiative	
<u>Goal 3</u> *Help ensure NS is ready to implement a growth initiative by creating organizational clarity of roles and responsibilities.*	

Navigator Schools
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Board Priority: Build on and codify the existing <u>academic excellence</u> in schools

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Goal 1 *Create and implement performance management systems that improve employee performance and treat employees with fairness and respect*	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
In collaboration with the CEO and other SO leaders: create and document a Support Office Performance Management tool, approved at September 2016 Board meeting						
In collaboration with the CEO, SO leaders, and site leaders: refine and document existing Site Leader Performance Management tool, approved at June 2017 Board meeting						
In collaboration with the CEO, SO leaders, site leaders, and other NS staff:refine and document existing Staff Performance Management tool, approved at June 2017 meeting						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

Navigator Schools
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Board Priority: Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Goal 2 *Support recruitment and retention of high quality staff*	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
In collaboration with the CEO, SO leaders, site leaders, and other NS staff: refine and document the NS hiring process (from position need to fully hired and in place at work) approved by Board at November 2016 Board meeting						
In response to Board approval of refined NS Hiring Process: train and present refined NS Hiring Process to all SO and site staff by December 2016						
Support the implementation of refined NS Hiring Process beginning January 2016						
Seek feedback on refined NS Hiring Process via all-staff survey May 2016						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

Navigator Schools
Charting a new course in education

Board Priority: Lead a __thoughtful growth__ initiative

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Goal 3 *Help ensure NS is ready to implement a growth initiative by creating organizational clarity of roles and responsibilities.*	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
In collaboration with the CEO and other SO leaders: create, document, and continually refine a RACI (R=responsible, A-accountable, C=consulted, I=informed) chart to account for responsibilities and tasks						
In collaboration with the CEO, other SO staff, site leaders, and other NS staff: refine and document current job descriptions by dates defined below						
Refine SO job descriptions by end of October 2016						
Refine site leader job descriptions by end of November 2016						
Refine site staff job descriptions by end of February 2017						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

Navigator Schools
Charting a new course in education

Foundational Expectations

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Professionalism	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
Consistently displays a positive attitude and demeanor						
Demonstrates professional responsibility, integrity, and ethical conduct						
Engages in respectful, appropriate ways when communicating						
Demonstrates flexibility and willingness to adjust when needs arise						
Collaborates with colleagues and the broader professional community to support teacher and student learning						
Engages in positive talk about students						
Complies with the Navigator dress code						
Resolves conflict in a positive, constructive manner						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

Navigator Schools
Charting a new course in education

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Leadership	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
Continually focuses on Navigator goals and is a mission fit						
Establishes professional goals and continuously strives to improve						
Is receptive to feedback and other's input						
When confronted with a challenge, actively problem solves						
Willing to mentor and support other colleague's development						
Consistently maintains a leader's lens on school issues and conflicts						

Strengths
Quarter 2:
Quarter 3:
Quarter 4:

Next Steps
Quarter 2:
Quarter 3:
Quarter 4:

1- No Evidence	2- Inconsistent	3- Consistent	4- Exemplar

Role Specific Core Functions	Self Q2	Q2	Mid Q3	Q3	Self Q4	Q4
Implement recruiting and hiring process with excellence						
Collaborate with NS leaders to successfully implement Performance Management evaluations						
Collaborate with NS leaders to implement performance action plans and dismissal process						
Monitor all stages of credentialing process with precision						
Maintain records in a confidential, accurate, and organized manner						
Support staff in acquiring and maintaining required documentation (training, credential)						
Provide support to eligible employees to successfully complete and benefit from the insurance enrollment process						
Ensure that Navi Net information is current and relevant to NS employees						
Collaborate with fellow SO staff and staff in general to continuously refine and improve NS organizational health and academic excellence						
Strengths						
Quarter 2:						
Quarter 3:						
Quarter 4:						
Next Steps						
Quarter 2:						
Quarter 3:						
Quarter 4:						

Navigator Schools Performance Management

Support Office Staff Evaluation Process

Navigator SO Performance Management: Purpose

*culture of excellence

*healthy systems

*continuous improvement

Navigator SO Performance Management: Process and Timelines

Step	Due by
CEO and SO staff meet to agree on performance goals and core functions for evaluation cycle	September 23
CEO and SO staff meet, SO staff outline tasks associated with each performance goal, CEO and SO staff agree on tasks for evaluation cycle	September 30
CEO and SO staff meet to review quarter 2 performance and update goals and tasks for quarter 3	December 16
CEO and SO staff meet to review quarter 3 performance and update goals and tasks for quarter 4; 2017-18 plans and priorities discussed	March 24
CEO and SO staff meet to set 2017-18 plans and priorities and quarter 1 performance goals	May 19
CEO and SO staff meet to review quarter 4 performance; CEO presents final performance management evaluation report and narrative	June 9

Navigator SO Performance Management: How Used

*professional growth and continuous improvement

*retention/promotion

*change in duties/role

*improvement plan/dismissal

*salary adjustment

*platform to discuss structure of organization and plan for growth

Navigator SO Performance Management: Refinements

*utilize feedback from schools as another data point for goal-setting and performance review

*refinement of rubric

*transfer template to an online platform

*adding 360° survey

*create role-specific surveys for feedback on SO staff

Date: September 21, 2016

To: Board of Directors

From: Kevin Sved, Chief Executive Officer (CEO)

Re: Approval of Proposed Support Office Staff Compensation Bands

Recommendation
It is recommended that the Board approve the proposed Support Office (SO) compensation bands.

Background
At the request of the Board, Navigator Schools CEO and Director of Human Resources researched school district and charter school salary information. Research resulted in the acquisition of salary information from two school districts and six charter school organizations. After reviewing all information, CEO and Director of HR took into consideration aspects such as: staying competitive with neighboring districts, workload, and attracting great talent in our geographical location. The proposed recommended salary bands (below, Item 1) are a result of research, considerations, and ensuring that Navigator Schools balances fiscal responsibility with respecting the professional caliber of the individuals that contribute to strong academic results and the organization's success.

Item 1:

Role Category	Salary Band Recommendation
Director	85-130
Manager	60-75
Analyst/Associate	50-75
Site Technology Support Technician	40-60

Summary
The success and future growth of Navigator Schools are dependent upon the recruitment and retention of high caliber professionals. Approval of the Support Office Compensation Bands (Item 1) will provide the CEO with guidelines to balance fiscal responsibility with situational flexibility when hiring and retaining great talent at the Support Office level.

Compensation

Research and Recommendations

Research: District and Charter Comparisons

	GUSD	HSD	Alpha	Aspire	KIPP	Discovery	Rocketship	ACE
Director	120-143	103-123	75-120	90-130	105-165	84-103	150-156	117
Manager of Maintenance/Operations	94	58-81	56-75	75-100	55-60			
Accountant/Financial Analyst	67-86	56	50-75	60-85				
Data Analyst/SIS Administrator			50-56	49-58	50-60			
Site Technology Support Technician	49-74	42-45		48-53-66				

Title	Range	Median Salary	Average
Director	75-165	120	119
Manager of Maintenance/Operations	55-100	77	73
Accountant/Financial Analyst	50-86	77	68
Data Analyst/SIS Administrator	49-60	54	54
Site Technology Support Technician	42-74	63	54

Considerations

>competitive with neighboring districts

>flexibility for experience and special skills

>salary in last employment

>attracting great talent in our geographical area

> increases for COLA, performance

>bonuses

>work calendar

>workload

Recommendations:
Salary Bands for Navigator Support Office Staff

Role Category	Salary Band Recommendation
Director	85-130
Manager	60-75
Analyst/Associate	50-75
Site Technology Support Technician	40-60

2016-17 Navigator Priorities

2016-17 Priorities

- Build on and codify the existing <u>academic excellence</u> in schools

- Create excellent, sustainable <u>organizational health</u> through strong systems, processes and procedures, and culture

- Lead a <u>thoughtful growth</u> initiative
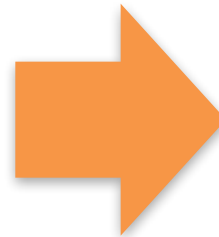
Navigator Calls to Action

1. All Navigator Schools achieve at the top 10% in the state on SBAC with no achievement gap.

2. Navigator Schools delivers an exceptional instructional coaching model and leadership development program.

3. Navigator Schools is a leading innovator in the field of blended learning.

4. Navigator Schools operates five successful schools by 2018 proving its scalability.

Questions to consider: Navigator Board's goals for 2016.17 school year

- What are the board's objectives for the 2016.17 school year? How do they support the organizational priorities and CEO priorities?

- What is the work the board wants to and can accomplish this year? Where does the board want to be a year from now?

- What committees should the board focus on in 2016.17 to deliver on these objectives and work? *(review Navigator Schools: Committee Information for the 2015.16 committees)*

Navigator Schools

Committee Information

Standard Operating Policy for Navigator Board Committees

Committees are essential to the effective operation of an organization. Strong committee leadership and dedicated committee members are necessary for the organization to be successful.

The relationship between the board of trustees and its committees and between the committees and the staff require a delicate balance and constant communication. Committees perform the work of the board and report to the board. Staff, particularly the CEO, serve as a primary resource to committees during all committee deliberations. Staff also uses committees to help in decision-making and planning.

Committees and staff operate within board-adopted plans (e.g., mission and goals) and annual budget. Activities of the organization including programming, public relations, fund raising, etc., all happen within the structure of plans and budgets. Any initiative or activity outside these fundamental annual guidelines requires board approval prior to development and funding.

Remember that committee members need not be board members. Look to your community. There are people out there who would willingly serve on committees but may not want to serve on the board.

Establishment of Committees

1. Each committee is chaired by a member of the board of trustees. Committee members may include non-board members as well as board members.

2. All board members are expected to serve on one committee. It is recommended that board members not be given multiple committee assignments; this can be too burdensome.

3. The chair of the board of trustees, in consultation with the CEO, appoints all committee chairs.

4. Committee chairs are responsible to recruit their own committee members, in consultation with the chair and CEO. (Exception: The Governance Committee chair and members are appointed by the chair.)

5. The chair is an ex-officio member of all committees except the Governance Committee.

6. It is recommended that the chair and CEO meet with each committee chair after the board election, in order to review the committee responsibilities and direction for the new year. Committees may have tasks remaining from the previous year; critical issues may have surfaced during annual planning.

7. If the board, staff and/or committees identify new initiatives, prior approval by the board of trustees is required before the committee begins developing plans.

Operations of Committees

1. Committees report to the board of trustees. Regular reports, presented by the committee chair, should be presented at each board meeting.

2. The chair of the board monitors activities of the committees and ensures task completion. The chair maintains regular (i.e., at least monthly) contact with committee chairs. Committee chairs should report to the board chair on a regular basis, at least monthly. It is recommended that the board chair share this task with the vice chair. Committee monitoring can be divided between the chair and vice chair.

3. The committee chair and CEO coordinate committee meeting dates.

4. The committee chair and CEO establish the agenda of each committee meeting.

5. Each committee must take its own minutes and, if possible, reproduce and distribute its materials to committee members, the board chair, and CEO.

6. While staff are usually completely responsible for implementation, due to limited resources of the organization, volunteers and board members may actually help carry out some activities. This implementation is done under the guidance/approval of the CEO. (Be careful! Role confusion can sometimes result when board members get involved in management implementation. It is vital that the board members keep in mind their appropriate role in relationship to management decision-making even though they may be implementing certain tasks.)

Relationship of Staff and Committees

- Committee and staff responsibilities are a delicate balance. The CEO and committees may develop some activities together. At other times, staff may pursue activities, within budget and strategic plan, without committee participation. This requires careful judgment on the part of the CEO and constant communication between CEO, board chair, and committee chairs.
- The CEO (or his or her staff designee) serves as staff to all committees.
- The staff person assigned to a committee serves as primary resource to all committee deliberations.
- Activities and materials require approval by the staff person assigned. While this cooperative process rarely encounters conflict, sometimes disagreement between staff and committee may occur. At that time, the CEO and committee chair should convene a meeting with the chair so that the situation can be resolved.

Responsibilities of Committee Members

1. Know and understand the committee's purpose, scope, and authority.

2. Attend meetings and participate in discussion.

3. Participate in group decision making.

4. Put aside personal agendas for the larger purpose.

5. Carry out specific task assignments by the due date, and report back to the committee.

6. Use the staff as key resource and guide.

Responsibilities of Committee Chairs

1. Together with the CEO (or other staff person assigned to support the committee), schedule committee meetings, and identify the purpose and agenda of each meeting.

2. Together with the CEO, ensure that proper information is provided to the committee.

3. Define tasks to be accomplished and select appropriate committee members to do each job and report back to the committee.

4. Monitor activities of each committee member. If the assigned individual does not accomplish his or her tasks, assign the work to another individual.

5. Maintain notes of the committee meetings as needed. (Depending upon size of staff, this may be a staff function.)

6. Maintain proper records and files of projects and activities.

7. Report progress, at least monthly, to the board chair.

8. Notify the board chair if the committee requires any action to be taken at the board meeting.

9. Make reports at board meetings as necessary.

Responsibilities of the CEO (or staff assigned to support the committee)

1. Work with the board chair to identify committee chairs.

2. Work with the board chair to ensure effective committee operations.

3. Work with the board chair to determine what/when issues should be referred to committees.

4. Together with the committee chair, schedule committee meetings, and establish the purpose and agenda for each meeting.

5. Attend all committee meetings.

6. Provide information and guidance to committees.

7. Ensure that the committee has the necessary information for decision-making.

8. Alert the board chair if there is any difficulty within committee operations.

9. Work with the committee chair to ensure smooth committee operations.

Task Forces

- Task forces (rather than numerous standing committees) can result in a more manageable number of committees. Try ad hoc task forces, and limit the number of your standing committees.
- Ad hoc task forces are convened to address a specific issue and then dissolve.
- Task forces allow board members to participate in diverse experiences during the course of the year.

COMMITTEES

Academic Excellence Committee

General Purpose

The Academic Excellence Committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for working with the Navigator Executive Director to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals.

Appointments and Composition

1. Appointments of the chair and members of the Academic Excellence Committee shall be made annually by the chair of the Board with the advice and consent of the Board and the Navigator Executive Director and in accordance with the bylaws.

2. The chair of this committee shall be a member of the Board of Trustees.

3. Members of this committee shall be members of the Board of Trustees, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Trustees.[1]

Responsibilities

It is important to note that this is a governance function, not a management function, and it is anticipated that the Navigator Executive Director will have a great deal of input into the work and composition of this committee. The committee's main role is to assure that academic excellence is defined, and that the board approves annual goals to attain academic excellence.

1. Define and continue to refine what academic excellence means for our charter school.

2. Ensure that all board members understand the key charter promises we have made to our community and to our authorizer.

3. Work with the Navigator Executive Director to devise clear and consistent ways to measure progress towards stated goals.

4. Work with the Navigator Executive Director to set annual academic achievement goals, to be presented to and approved by the full board.

5. Work with the Navigator Executive Director to share with the board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.

6. Arrange for Board training on issues related to academic oversight and academic achievement, as needed.

7. Create specific measurable board-level goals for the year as part of the full board planning process.

8. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.

Community Outreach Committee

General Purpose

The Navigator Schools Committee on Outreach & Expansion is commissioned by and responsible to the Navigator Schools Board of Directors. Its primary responsibility is to promote an effective and healthy school/home/community partnership while also increasing interest in the Navigator Schools approach and

philosophy to new students and parents. This committee is also responsible for overseeing the green lighting process for growth.

Committee Composition

- 2 board members
- Executive Director
- Director of Community Outreach
- School site staff

Committee Roles & Responsibilities

1. In conjunction with the Executive Director & Director of Community Outreach, members of this committee will work together share the Navigator message with the local community, as well as the greater Central Coast area.
2. Committee members will help build partnerships with business and community leaders in current and future districts
3. Committee members will assist the Executive Director & Director of Outreach with community events and outreach opportunities.
4. This committee will assist and suggest community forums throughout current and future districts to identify concerns, questions & areas of interest.
5. This committee will work with staff to ensure all communication with school staff, parents, community, press, and funders is timely & accurate while also ensuring the communication efforts eliminate rumors & misinformation.
6. Committee members will be aware of CMO communication & outreach practices to ensure they elicit ideas, suggestions, & reactions from community and staff.
7. Committee will attend and speak, if necessary, at petition submission meetings and hearings.
8. In conjunction with the Executive Director & Director of Community Outreach, monitor the progress of petition submissions.
9. Committee will keep the board informed of CMO & school site communication, outreach, & growth activities.

Finance Committee

General Purpose

The finance committee is commissioned by and responsible to the Board of Trustees. It has the responsibility for working with the Navigator Executive Director and the Director of Business Services to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter school's assets. The

finance committee shall be assisted by the Navigator Executive Director and the Director of Business Services.

Appointments and Composition

1. The members of the finance committee shall be the treasurer of the Board who shall serve as chair, the Chair who shall serve as an ex-officio member, together with other trustees appointed by the Chair with the advice and consent of the Board in accordance with the bylaws.

2. Both the Navigator Executive Director and the Director of Business Services will be members of the finance committee.

3. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Prepare an annual budget for the organization in collaboration with the Navigator Executive Director and Director of Business Services.

2. Also in collaboration with the Navigator Executive Director and Director of Business Services, develop and annually revise a three-year financial forecast and develop long-range financial plans based on the forecast.

3.   Arrange for an annual audit to be provided to the Board of Trustees.

4.   Provide oversight of the procurement process.

5. Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.

6.   Create specific measurable board-level goals for the year as part of the full board planning process.

7. Develop and implement a board-level training program to ensure that all trustees (especially those without a financial background) can be effective stewards of the organization's financial resources.

8. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.

Governance Committee

General Purpose

The governance committee is commissioned by and responsible to the Board of Trustees to assume the primary responsibility for matters pertaining to Board of Trustees recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the organization as well as established policies and practices approved by the Board of Trustees.

Appointments and Composition

1. Appointments of the chair and members of the Board governance committee shall be made annually by the Chair of the Board with the advice and consent of the Board in accordance with the Bylaws.

2. The chair of this committee shall be a member of the Board of Trustees.

3. Other members of this committee shall be members of the Board of Trustees.

4. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Analyze the skills and experience needed on the Board.

2. Create a short and long-term board recruitment strategy.

3. Work with Board Chair and CEO on a succession plan for board officers.

4. Recruit members to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws.

5. Develop and review annually the procedures for Board recruitment.

6. Develop an orientation and training plan for new trustees.

7. Assist in the planning of an annual Board retreat and other deeper strategy sessions as needed.

8. Develop and revise a Board member handbook outlining the responsibilities of the Board and Board members, Board policies, and other relevant information.

9. Conduct board education as needed.

10. Create specific measurable board-level goals for the year as part of the full board planning process.

11. Regularly evaluate the effectiveness of board meetings, and make recommendations for improvement to the chair and the full board as needed.

12. Annually coordinate an evaluation of the full board and individual trustees.

13. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.

14. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.

Leadership Development Committee

General Purpose

The Navigator Schools Leadership Development Committee is commissioned by and responsible to the Navigator Schools Board of Directors. Its primary responsibility is to promote an effective and healthy

leadership development/coaching model for Navigator Schools.

Committee Composition

- 2 board members
- Executive Director
- Academic leadership team member
- School site staff

Committee Roles & Responsibilities
The committee will focus on ensuring Navigator's leadership development model continually increases staff effectiveness.

1. Ensure implementation of coaching model across school sites
2. Create rubrics to gauge proficiency in areas of interest/concern to Navigator Schools
3. Develop opportunities to share coaching model with classrooms outside of Navigator Schools
4. Create opportunities for Navigator Schools teachers to become teacher leaders

Navigator Schools - Financial Dashboard
September 2016 Board Report

# Students	Total	GPS	HPS	
2015-16 ADA (average daily attendance)	694.94	405.63	289.31	
2016-17 ADA - Approved Budget	806.4	460.8	345.6	
2016-17 ADA Projection	806.4	460.8	345.6	
2016-17 Enrollment - Approved Budget	840	480	360	
2016-17 Opening Day Enrollment	829	468	361	
2016-17 Enrollment as of 9/15/16	833	475	358	

	Total	GPS	HPS	CMO
FTE Count - Approved Budget	88.75	48	31.75	9
FTE Count - Projected	87.75	48	31.75	8

Financial Snapshot - all three entities (GPS/HPS/CMO):

Cash on Hand per bank statements as of 9/15/16	837,815	
Annual Expenditures (not including CMO Mgmt Fees)	8,348,242	
Number of Months Cash on Hand	1.20	

	2015-16 Actual (Estimate)	2015-16 Original Budget	Variance Favorable (Unfavorable)	2016-17 Projected (Estimate)	2016-17 Original Budget	Variance Favorable (Unfavorable)
Revenue	8,276,684	8,093,121	183,563	9,770,601	9,725,917	44,684
Expenses	7,663,695	7,598,924	-64,771	9,722,090	9,456,335	-265,755
Net Income - GAAP basis (audit)	612,989	494,197	118,792	48,511	269,582	-221,071
Less Capital Outlay	-169,715	-348,503	178,788	-72,053	-72,053	0
Revenue less expenses & capital outlay	443,274	145,694	297,580	-23,542	197,529	-221,071

2015-16 Results (prelim)

Potential Restatements of 2014-15 Net Income (all estimates):	Restatement Amounts	Permanent Effects	Tfr earnings to 2015-16
Expenses belonging in 2014-15 currently recorded in 2015-16 - GPS	111,000		111,000
Potential writeoff of federal startup grant receivable - HPS	48,000	48,000	
Potential writeoff of Receivable from Gilroy School District - GPS	103,000	103,000	
Total potential negative effect to 2014-15 net income	262,000	151,000	111,000
Less potential write off of 6/30/15 balance of state aid liability - GPS	-100,000	-100,000	
Estimate of potential restatement of earnings - 2014-15	162,000	51,000	111,000

2016-17 Latest Projection

Fund Balance Projection:	Current Estimate	Restatement Estimate	Potential Restated
Fund Balance - 6/30/14	1,892,296		1,892,296
Net Income - 2014-15	-101,453	-162,000	-263,453
Fund Balance - 6/30/15	1,790,843	-162,000	1,628,843
Net Income - 2015-16 (est.)	612,989	111,000	723,989
Fund Balance - 6/30/16	2,403,832	-51,000	2,352,832
Net Income - 2016-17 (projected)	-72,053	0	-72,053
Fund Balance - 6/30/17	2,331,779	-51,000	2,280,779

Note: The potential restatement would reduce 2014-15 results by the total amount above ($162,000),
   but increase our 2015-16 results by shifting the $111,000 expenses from 2015-16 to 2014-15.
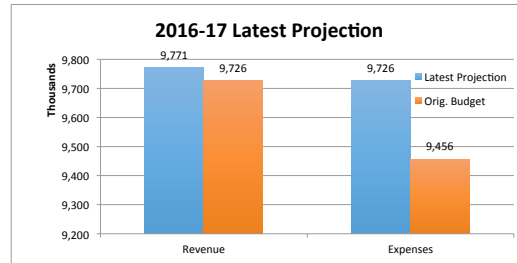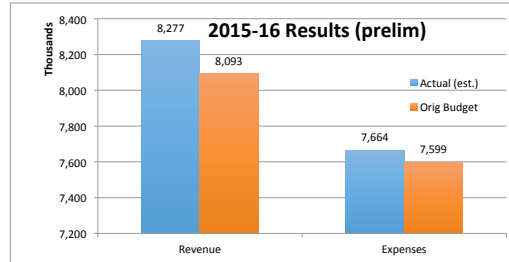
Nvigator Schools
September 2016 Board Report

Combined Balance Sheet:

	6/30/15	6/30/16
ASSETS		
Cash	1,485,651	1,884,454
Accounts Receivable	820,497	848,785
Prepaid Expenses	67,669	72,379
Fixed Assets, net	57,087	188,935
TOTAL ASSETS	2,430,904	2,994,553
LIABILITIES		
Accounts Payable & Other Accrued Liabilities	442,140	465,721
CDE Note Payable	197,920	125,000
TOTAL LIABILITIES	640,060	590,721
Beginning Net Assets	1,892,296	1,790,843
Net Income	-101,453	612,989
Ending Net Assets	1,790,843	2,403,832
TOTAL LIABILITIES & NET ASSETS	2,430,904	2,994,553

2015-16 Budget to Actuals:

	Total Actuals	Total Budget	Variance Fav (Unfav)	GPS Actuals	GPS Budget	Variance Fav (Unfav)	HPS Actuals	HPS Budget	Variance Fav (Unfav)	CMO Actuals	CMO Budget	Variance Fav (Unfav)
REVENUE:												
LCFF Revenue	5,794,424	5,672,114	122,310	3,184,818	3,192,060	-7,242	2,609,606	2,480,054	129,552	0	0	0
Federal Revenue	307,489	288,040	19,449	212,702	192,563	20,139	94,787	95,477	-690	0	0	0
Other State Revenue	921,457	813,285	108,172	593,306	479,935	113,371	328,151	333,350	-5,199	0	0	0
Donations & Grants	113,258	82,800	30,458	24,181	740	23,441	5,264	0	5,264	83,813	82,060	1,753
Other Revenue	67,505	142,164	-74,659	52,701	115,608	-62,907	14,765	26,556	-11,791	39	0	39
CMO Management Fees	1,072,551	1,094,718	-22,167							1,072,551	1,094,718	-22,167
REVENUE	**8,276,684**	**8,093,121**	**183,563**	**4,067,709**	**3,980,906**	**86,803**	**3,052,572**	**2,935,437**	**117,135**	**1,156,402**	**1,176,778**	**-20,376**
EXPENDITURES:												
Salaries	3,907,397	3,863,030	-44,367	1,743,416	1,718,361	-25,055	1,372,107	1,372,098	-9	791,874	772,571	-19,304
Benefits & Taxes	850,809	854,122	3,312	410,382	417,384	7,002	307,677	307,020	-657	132,750	129,717	-3,033
Books & Supplies	812,133	670,675	-141,458	491,604	436,322	-55,282	291,625	212,853	-78,772	28,904	21,500	-7,404
Services & Other Operating Expense	982,937	1,116,380	133,442	516,046	494,033	-22,013	287,022	410,844	123,821	179,869	211,503	31,634
CMO Management Fees	1,072,551	1,094,718	22,167	610,773.00	616,068.00	5,295	461,778	478,650	16,872			
Capital Outlay	169,715	348,503	178,788	138,093	216,733	78,641	31,622	131,770	100,148	0	0	0
EXPENDITURES	**7,795,543**	**7,947,427**	**151,884**	**3,910,314**	**3,898,902**	**-11,412**	**2,751,832**	**2,913,234**	**161,402**	**1,133,398**	**1,135,291**	**1,894**
REVENUE LESS EXPENDITURES	**481,141**	**145,694**	**335,447**	**157,395**	**82,004**	**75,391**	**300,741**	**22,203**	**278,538**	**23,005**	**41,487**	**-18,482**

GAAP Adjustments:

	Total Actuals	Total Budget	Variance	GPS	GPS	Variance	HPS	HPS	Variance	CMO	CMO	Variance
Revenue Less Expenditures	481,141	145,694		157,395	82,004		300,741	22,203		23,005	41,487	
Add back Capita Outlay to Net income	169,715	348,503		138,093	216,733		31,622	131,770		0	0	
Subtract Depreciation Expense	-37,867	0		-33,012	0		-4,855	0		0	0	
Net Income - GAAP Basis	612,989	494,197	118,792	262,476	298,737	-36,261	327,508	153,973	173,535	23,005	41,487	-18,482
Beginning Net Assets	1,790,843			1,101,797			792,836			-103,790		
Net Income - GAAP Basis	612,989			262,476			327,508			23,005		
Ending Net Assets	2,403,832			1,364,273			1,120,344			-80,785		

2016-17 Approved Budget v. Projection:

	Total Latest Projection	Total Approved Budget	Variance Favorable (Unfavorable)	GPS Latest Projection	GPS Approved Budget	Variance Favorable (Unfavorable)	HPS HPS Projection	HPS HPS Budget	Variance Favorable (Unfavorable)	CMO CMO Projection	CMO CMO Budget	Variance Favorable (Unfavorable)
REVENUE:												
LCFF Revenue	7,118,383	7,118,383	0	3,869,734	3,869,734	0	3,248,649	3,248,649	0	0	0	0
Federal Revenue	338,070	338,070	0	223,188	223,188	0	114,882	114,882	0	0	0	0
Other State Revenue	799,792	757,608	42,184	453,208	453,208	0	346,584	304,400	42,184	0	0	0
Donations & Grants	0	0	0	0	0	0	0	0	0	0	0	0
Other Revenue	140,508	138,008	2,500	85,708	85,708	0	32,300	32,300	0	22,500	20,000	2,500
CMO Management Fees	1,373,848	1,373,848	0							1,373,848	1,373,848	0
REVENUE	**9,770,601**	**9,725,917**	**44,684**	**4,631,838**	**4,631,838**	**0**	**3,742,415**	**3,700,231**	**42,184**	**1,396,348**	**1,393,848**	**2,500**
EXPENDITURES:												
Salaries	4,735,751	4,717,763	-17,988	2,140,391	2,147,577	7,186	1,643,407	1,555,996	-87,411	951,953	1,014,190	62,237
Benefits & Taxes	1,119,910	1,119,910	0	548,899	548,899	0	381,043	381,043	0	189,968	189,968	0
Books & Supplies	1,114,249	1,084,065	-30,184	623,043	623,043	0	469,393	439,209	-30,184	21,813	21,813	0
Services & Other Operating Expense	1,226,332	1,160,749	-65,583	552,904	515,404	-37,500	458,604	492,746	34,142	214,824	152,599	-62,225
CMO Management Fees	1,373,848	1,373,848	0	746,859	746,859	0	626,989	626,989	0			
Capital Outlay	72,053	72,053	0	29,353	29,353	0	42,700	42,700	0			0
Contingency (unforeseen expenses)	100,000	0	-100,000	50,000	0	-50,000	50,000	0	-50,000			
EXPENDITURES	**9,742,143**	**9,528,388**	**-213,755**	**4,691,449**	**4,611,135**	**-80,314**	**3,672,136**	**3,538,683**	**-133,453**	**1,378,558**	**1,378,570**	**12**
REVENUE LESS EXPENDITURES	**28,458**	**197,529**	**-169,071**	**-59,611**	**20,703**	**-80,314**	**70,279**	**161,548**	**-91,269**	**17,790**	**15,278**	**2,512**
GAAP Adjustments:												
Revenue Less Expenditures	28,458	197,529	-169,071	-59,611	20,703		70,279	161,548		17,790	15,278	
Add back Capita Outlay to Net income	72,053	72,053	0	29,353	29,353		42,700	42,700		0	0	
Subtract Depreciation Expense	-52,000	0	-52,000	-45,000	0		-7,000	0		0	0	
Net Income - GAAP Basis	48,511	269,582	-221,071	-75,258	50,056	-125,314	105,979	204,248	-98,269	17,790	15,278	2,512

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2015 to June 30, 2016

Charter School Name: Gilroy Prep School

CDS #: Gilroy Prep 2015-16 Unaudited Actuals

Charter Approving Entity: Gilroy Unified School District

County: Santa Clara

Charter #: 1278

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

[X] **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

[ ] **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	1,112,458.00		1,112,458.00
Education Protection Account State Aid - Current Year	8012	469,464.00		469,464.00
State Aid - Prior Years	8019	(15,809.00)		(15,809.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,618,706.00		1,618,706.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		3,184,819.00	0.00	3,184,819.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind	8290		67,926.00	67,926.00
Special Education - Federal	8181, 8182		45,358.00	45,358.00
Child Nutrition - Federal	8220		99,418.00	99,418.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299			0.00
Total, Federal Revenues		0.00	212,702.00	212,702.00
3. Other State Revenues				
Special Education - State	StateRevSE		197,495.00	197,495.00
All Other State Revenues	StateRevAO	52,793.00	343,019.00	395,812.00
Total, Other State Revenues		52,793.00	540,514.00	593,307.00
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	76,882.00		76,882.00
Total, Local Revenues		76,882.00	0.00	76,882.00
5. TOTAL REVENUES		3,314,494.00	753,216.00	4,067,710.00
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	460,271.00	493,152.00	953,423.00
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300	299,721.00		299,721.00
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		759,992.00	493,152.00	1,253,144.00
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	265,111.00		265,111.00
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	17,886.00		17,886.00
Clerical and Office Salaries	2400	81,728.00		81,728.00
Other Noncertificated Salaries	2900	125,547.00		125,547.00
Total, Noncertificated Salaries		490,272.00	0.00	490,272.00
Description	**Object Code**	**Unrestricted**	**Restricted**	**Total**
3. Employee Benefits				
STRS	3101-3102	92,980.00	36,675.00	129,655.00
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	40,641.00	16,031.00	56,672.00
Health and Welfare Benefits	3401-3402	128,675.00	50,754.00	179,429.00
Unemployment Insurance	3501-3502	15,295.00	6,033.00	21,328.00
Workers' Compensation Insurance	3601-3602	16,708.00	6,590.00	23,298.00
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902			0.00
Total, Employee Benefits		294,299.00	116,083.00	410,382.00
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	10,891.00	19,616.00	30,507.00

Charter School Name: Gilroy Prep School

CDS #: Gilroy Prep 2015-16 Unaudited Actuals

Description	Object Code	Unrestricted	Restricted	Total
Books and Other Reference Materials	4200	27,387.00		27,387.00
Materials and Supplies	4300	117,526.00	20,002.00	137,528.00
Noncapitalized Equipment	4400	174,475.00		174,475.00
Food	4700	17,345.00	104,363.00	121,708.00
Total, Books and Supplies		347,624.00	143,981.00	491,605.00
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	39,312.00		39,312.00
Dues and Memberships	5300	15,881.00		15,881.00
Insurance	5400	22,227.00		22,227.00
Operations and Housekeeping Services	5500	81,077.00		81,077.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	36,126.00		36,126.00
Transfers of Direct Costs	5700-5799	222.00		222.00
Professional/Consulting Services and Operating Expend.	5800	923,438.00		923,438.00
Communications	5900	8,537.00		8,537.00
Total, Services and Other Operating Expenditures		1,126,820.00	0.00	1,126,820.00
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900	37,840.00		37,840.00
Total, Capital Outlay		37,840.00	0.00	37,840.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		3,056,847.00	753,216.00	3,810,063.00

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		257,647.00	0.00	257,647.00
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		257,647.00	0.00	257,647.00
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	1,234,395.00		1,234,395.00
b. Adjustments/Restatements	9793, 9795	(132,598.00)		(132,598.00)
c. Adjusted Beginning Fund Balance /Net Position		1,101,797.00	0.00	1,101,797.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		1,359,444.00	0.00	1,359,444.00
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00

Charter School Name: Gilroy Prep School

CDS #: Gilroy Prep 2015-16 Unaudited Actuals

c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				0.00
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	159,922.00		159,922.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A	1,199,522.00	0.00	1,199,522.00

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110	1,088,814.00	(136,702.00)	952,112.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120			0.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	294,893.00	136,702.00	431,595.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	39,647.00		39,647.00
7. Other Current Assets	9340			0.00
8. Capital Assets (accrual basis only)	9400-9489	159,922.00		159,922.00
9. TOTAL ASSETS		1,583,276.00	0.00	1,583,276.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	223,832.00		223,832.00
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650			0.00
5. Long-Term Liabilities (accrual basis only)	9660-9669			0.00
6. TOTAL LIABILITIES		223,832.00	0.00	223,832.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2)				
(must agree with Line F2)		1,359,444.00	0.00	1,359,444.00

L. FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING
ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH
THE FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service
Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are
the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")		Capital Outlay	Debt Service	Total
a. NONE	$			0.00
b.				0.00

Charter School Name: Gilroy Prep School

CDS #: Gilroy Prep 2015-16 Unaudited Actuals

c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures		Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999	0.00
b. Noncertificated Salaries	2000-2999	0.00
c. Employee Benefits	3000-3999	0.00
d. Books and Supplies	4000-4999	0.00
e. Services and Other Operating Expenditures	5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. State and Local Expenditures to be Used for Annual NCLB Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2014-15 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis will result in reduction to allocations for covered programs in 2017-18.

a. Total Expenditures (B8)	3,810,063.00
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	212,702.00
c. Subtotal of State & Local Expenditures [a minus b]	3,597,361.00
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	37,840.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	$ 3,559,521.00

Charter School Name: Hollister Prep School
CDS #: Gilroy Prep 2015-16 Unaudited Actuals
Charter Approving Entity: Hollister School District
County: San Benito
Charter #: 1507

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

[X] Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

[ ] Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	1,979,580.00		1,979,580.00
Education Protection Account State Aid - Current Year	8012	57,862.00		57,862.00
State Aid - Prior Years	8019	108,717.00		108,717.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	510,254.00		510,254.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		2,656,413.00	0.00	2,656,413.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind	8290		64,465.00	64,465.00
Special Education - Federal	8181, 8182		30,322.00	30,322.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299			0.00
Total, Federal Revenues		0.00	94,787.00	94,787.00
3. Other State Revenues				
Special Education - State	StateRevSE		141,462.00	141,462.00
All Other State Revenues	StateRevAO	35,450.00	175,127.00	210,577.00
Total, Other State Revenues		35,450.00	316,589.00	352,039.00
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	20,029.00		20,029.00
Total, Local Revenues		20,029.00	0.00	20,029.00
5. TOTAL REVENUES		2,711,892.00	411,376.00	3,123,268.00
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	435,533.00	324,598.00	760,131.00
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300	271,619.00		271,619.00
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		707,152.00	324,598.00	1,031,750.00
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	206,086.00		206,086.00
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	18,235.00		18,235.00
Clerical and Office Salaries	2400	55,481.00		55,481.00
Other Noncertificated Salaries	2900	60,554.00		60,554.00
Total, Noncertificated Salaries		340,356.00	0.00	340,356.00
Description	**Object Code**	**Unrestricted**	**Restricted**	**Total**
3. Employee Benefits				
STRS	3101-3102	82,685.00	25,622.00	108,307.00
PERS	3201-3202			0.00
OASDI / Medicare / Alternative	3301-3302	29,050.00	9,002.00	38,052.00
Health and Welfare Benefits	3401-3402	101,220.00	31,366.00	132,586.00
Unemployment Insurance	3501-3502	10,153.00	3,146.00	13,299.00
Workers' Compensation Insurance	3601-3602	11,782.00	3,651.00	15,433.00
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902			0.00
Total, Employee Benefits		234,890.00	72,787.00	307,677.00
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	17,320.00		17,320.00

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2015 to June 30, 2016

Charter School Name: Hollister Prep School

CDS #: Gilroy Prep 2015-16 Unaudited Actuals

Description	Object Code	Unrestricted	Restricted	Total
Books and Other Reference Materials	4200	14,054.00		14,054.00
Materials and Supplies	4300	86,795.00	13,991.00	100,786.00
Noncapitalized Equipment	4400	112,976.00		112,976.00
Food	4700	46,467.00		46,467.00
Total, Books and Supplies		277,612.00	13,991.00	291,603.00
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	41,823.00		41,823.00
Dues and Memberships	5300	6,903.00		6,903.00
Insurance	5400	9,450.00		9,450.00
Operations and Housekeeping Services	5500	25,895.00		25,895.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	24,981.00		24,981.00
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	634,100.00		634,100.00
Communications	5900	5,714.00		5,714.00
Total, Services and Other Operating Expenditures		748,866.00	0.00	748,866.00
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900	6,904.00		6,904.00
Total, Capital Outlay		6,904.00	0.00	6,904.00
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00
8. TOTAL EXPENDITURES		2,315,780.00	411,376.00	2,727,156.00

Description	Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		396,112.00	0.00	396,112.00
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)		396,112.00	0.00	396,112.00
F. FUND BALANCE / NET POSITION				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	794,301.00		794,301.00
b. Adjustments/Restatements	9793, 9795	(1,465.00)		(1,465.00)
c. Adjusted Beginning Fund Balance /Net Position		792,836.00	0.00	792,836.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		1,188,948.00	0.00	1,188,948.00
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00

Charter School Name: Hollister Prep School

CDS #: Gilroy Prep 2015-16 Unaudited Actuals

Description	Object Code	Unrestricted	Restricted	Total
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796	29,013.00		29,013.00
b. Restricted Net Position	9797			0.00
c. Unrestricted Net Position	9790A	1,159,935.00	0.00	1,159,935.00

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	1,073,056.00	(184,847.00)	888,209.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	244,751.00	184,847.00	429,598.00
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	29,013.00		29,013.00
7. Other Current Assets	9340			0.00
8. Capital Assets (accrual basis only)	9400-9489	31,516.00		31,516.00
9. TOTAL ASSETS		1,378,336.00	0.00	1,378,336.00
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	64,388.00		64,388.00
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650			0.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	125,000.00		125,000.00
6. TOTAL LIABILITIES		189,388.00	0.00	189,388.00
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
K. FUND BALANCE /NET POSITION				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2)				
(must agree with Line F2)		1,188,948.00	0.00	1,188,948.00

L. FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING
ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH
THE FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT:

1. **Federal Revenue Used for Capital Outlay and Debt Service**
Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are
the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. NONE	$		0.00
b.			0.00

Charter School Name: Hollister Prep School

CDS #: Gilroy Prep 2015-16 Unaudited Actuals

c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures		Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999	0.00
b. Noncertificated Salaries	2000-2999	0.00
c. Employee Benefits	3000-3999	0.00
d. Books and Supplies	4000-4999	0.00
e. Services and Other Operating Expenditures	5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. State and Local Expenditures to be Used for Annual NCLB Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2014-15 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis will result in reduction to allocations for covered programs in 2017-18.

a. Total Expenditures (B8)	2,727,156.00
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	94,787.00
c. Subtotal of State & Local Expenditures [a minus b]	2,632,369.00
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	6,904.00
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	$ 2,625,465.00

Date: September 15, 2016

To: Board of Directors

From: Kevin Sved, CEO

Re: CEO Authorization to Implement Support Office Staffing Change

Recommendation
It is recommended that the Board authorize the CEO to implement Support Office staffing changes within the current board approved Support Office expenditures. The staffing changes include the creation of the following positions: Director of Human Resources, Business Analyst, Student Information Systems Administrator, Director of Information Technology, Maintenance and Operations Manager, and contracted Financial Consultant. Additional staffing changes include eliminating the positions of Human Resources Manager, Bookkeeper, IT Manager, Director of Business and Finance and the future elimination of the Director of Operations and Facilities.

Background
As a start-up charter organization, the Navigator Schools Support Office has gone through many staff transitions to meet the changing needs of the growing schools. With additional change needed to strengthen support office services, it will be important to keep organizational health as a primary focus and understand the context of the changes over the last 16 months.

Organizational Health
It is imperative to maintain and build on the gains made by Navigator Schools in strengthening organizational health over the last year. Treating employees fairly and with respect for their contributions and expertise is key to maintaining a positive organizational culture. As CEO, I am committed to working closely with all staff involved in these organizational changes to be treated fairly and with respect, and seek to provide new opportunities within the organization for any employee holding a position that is eliminated.

Significant Transitions and Change
A summary of the major Support Office staffing changes in the last 16 months includes:

1. Hiring a Finance Director in July 2014 who left in December 2014 and then hiring a Director of Business and Finance in May 2015.
2. Ending back office service support from EdTec as of Summer 2015, bringing functions in house.
3. Resignation of Student Information Systems administrator in July 2015.
4. Director of Operations absorbing SIS and reporting functions in July 2015.
5. Resignation of HPS Principal in December 2015.
6. Transition of Blended Learning Coordinator to HPS Principal in January 2016.
7. Leadership transition decided in January 2016 to hire a new CEO and transition Executive Director to Chief Academic Officer.

8. Hiring of CEO in May 2016 with June 1, 2016 start date.
9. Resignation of Human Resources Manager in June 2016.
10. Resignation of Director of Business and Finance in July 2016.
11. Hiring of a Director of Human Resources in in July 2016.
12. Contracting the services of a Financial Consultant to manage finances in August 2016.

Given the extent of recent changes, it is not surprising that there have been challenges in maintaining smooth Support Office operations. Since arriving in June 2016, I have been involved with two major transitions in Human Resources and Finance / Business Services. A more recent area of focus is in the area of Student Information Systems, Operations, Maintenance, and Facilities. I will address these transitions and plans for further improvement below.

Human Resources

A Human Resources Manager reported under the Director of Finance and Business Services. With the resignation of the Human Resources Manager in June, I made a decision that a Director of Human Resources reporting directly to the CEO would strengthen the Support Office ability to provide high quality services to the schools. The position was posted in EdJoin and then filled later in July by Melissa Alatorre Alnas. The resignation and urgent need for hiring happened in between the June and August Board Meetings, so as CEO I sought Board Member feedback and then initiated these changes, informing the Board of the outcome. *Board ratification of the establishment of the Director of Human Resources Position is recommended.*

Business and Finance

The Director of Finance and Business Services resigned effective July 30, 2016. Due to the urgency of the need and with the rescheduling of the planned August Board Meeting, I made another structure decision by seeking feedback and then informing the Board of the changes. In evaluating the work load of the Director of Business Services and the capacity of our current Bookkeeper, in consultation with the Chief Academic Officer (and former Executive Director) Board Chair, and Board Treasurer, I decided to seek a financial consultant who could focus on the financial matters of the organization with a higher degree of support from the Bookkeeper, Melynda Tan, who began working with Navigator part-time in November 2015. Melynda has an accounting degree and experience and service to Navigator warranting an advancement opportunity. The Director of Finance and Business Services was hired at a time in which the organization was expecting to bring on two additional charter schools in the near future and the situation is different at this time. There would be elements of the Business functions that would require a higher degree of involvement from the CEO than ideal but for the transition period while we build the foundation of the organization for future growth, this allows me to be more involved. In addition, contracting the services of Bryan Adams through Abacus Education Partners has provided high level experienced charter school CFO services that would have been extremely difficult if not impossible to secure through a direct hire in the budget range and timeline needed. Melynda Tan has proven to be extremely valuable in supporting the Financial Consultant and CEO while continuing to maintain payroll and accounts payable functions. Ms. Tan has picked up new areas in accounting and supporting budget management and reporting. The change in function and scope of Ms. Tan's duties warrants a title and compensation change. *It is recommended that a new position of Business Analyst be created.*

Student Information Systems and Information Technology
Services provided by EdTech included CALPADS and other reporting functions utilizing the Student Information Systems supports. Navigator also had a Student Information Systems Administrator until she resigned in July 2015. The SIS and reporting functions were absorbed by the Director of Operations and Facilities. Assessment of the duties, systems, and quality of state data reporting indicates a need to provide more focused attention. It is recommended that the position of Student Information Systems Administrator be created.

In assessing the work and function of the IT Manager, Benjamin Moeller, it became apparent that the level of his assumed responsibilities were at a level better represented as a Director. The Manager of IT did not have Director level supervision capable of directing his highly skilled and technical work. His previous and current supervisors recognize Mr. Moeller for attention to detail and high quality performance. The Director of Information Technology would absorb the Student Information Systems reporting functions and would oversee the new Student Information Systems Administrator. *It is recommended that the position of Student Information Systems Administrator be established.*

Maintenance and Operations
The current level of services provided to the school sites by the Support Office in the area of maintenance and operations, including oversight of custodians, can be more efficiently provided through a manager level position as compared to Director-level supervision. Moreover, a full-time Maintenance and Operations Manager will be able to devote more time to the needs of the school sites in areas of maintenance, campus cleanliness, safety, and security. *It is recommended that the position of Maintenance and Operations Manager be established.*

Next Steps and Timeline
With approval of this board report, the Director of Operations and Facilities will play a key role in supporting the onboarding process of the Student Information Systems Administrator and the transition of oversight responsibilities to the Director of IT. The Director of Operations and Facilities, Paul Nadeau, will also play a key role onboarding the Maintenance and Operations Manager. In addition to these responsibilities, the Director of Operations and Facilities will develop policies and procedures manuals related to these functions. The timeline below shows a sample of the transition timeline though the actual timeline will be based on the availability and hiring of appropriate personnel. Identifying internal candidates who have the capacity to take on new challenges may help expedite the hiring timeline.

Proposed Timeline

Promote IT Manager to Director of IT	September 22, 2016
Promote Bookkeeper to Business Analyst	September 22, 2016
Post Opening for Student Information Systems Administrator (0.5 FTE)	September 22, 2016
Post Job Opening for Maintenance and Operations Manager	September 22, 2016
SIS Duties and Reporting Functions Transition to IT Director	October-December 2016
Hiring of SIS Administrator	October 2016
Onboarding of SIS Administrator	October-January 2017
Hiring of Maintenance and Operations Manager	November 2016
Onboarding of Maintenance and Operations Manager	November-February 2017

<u>Fiscal Impact</u>
There will be no fiscal impact as the proposed changes will be accomplished within the June 2016 Board Approved CMO budget. The salaries for the new positions will be funded through salary savings resulting primarily from eliminating the position of the Director of Business and Finance and the proposed future elimination of the Director of Operations and Facilities.

Summary
The Navigator Schools Support Office has endured many changes in the last 16 months. A position was added and another eliminated by the CEO and should be ratified by the Board. Additionally, in order to improve the quality of Support Office services, additional changes are necessary to create new positions who can focus more time and attention on student information systems, date reporting, and maintenance and operational matters. It is recommended that the Board authorize the CEO to implement Support Office staffing changes as described in the Board Report.

Attachments:

1) Job Description for Director of Human Resources
2) Job Description for Business Analyst
3) Job Description for Student Information Systems Administrator
4) Job Description for Director of Information Technology
5) Job Description for Maintenance and Operations Manager
6) Proposed Organization Chart

Director of Human Resources: Job Description

The **Director of Human Resources**, under the direction of the Chief Executive Officer, will play an integral role on the leadership team, supporting high standards of performance for all employees.

Essential Duties and Responsibilities:
-Help create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.
-Manage the hiring process, from employee recruitment to on-boarding.
-Draft and update job descriptions; assist in clarifying roles and responsibilities
-Support research and evaluation in strengthening compensation systems.
-Verify appropriate credentialing requirements of all applicable employees, supporting staff in acquiring and clearing credentials as needed.
-Administer employee benefit programs.
-Support the development and implementation an effective performance management system.
-Maintain employee records.
-Manage new hire, termination, and change of status forms with payroll.
-Ensure compliance with applicable employment laws and regulations.
-Other duties as assigned.

Qualifications
The ideal candidate for this position will have:
- A strong commitment to Navigator's Mission
- A Bachelor's Degree (required). Advanced degree in human resources, personnel management, or school administration strongly preferred.
- Minimum of 5 years' professional experience in human resources and/or educational management, preferably in a K-8 school setting.
- A commitment to maintaining ethical standards and accuracy in professional practices
- Positive attitude, strong presentation and communication skills
- Ability to work effectively in a start-up environment; comfortable with ambiguity

Other Requirements and Information
Must possess Valid California Driver's License

Pre-Employment Process:
Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

Working Conditions:

Environment:
Office and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions.

Physical Requirements

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

Non-Discrimination Policy:

Navigator Schools does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

Navigator Schools
Charting a new course in education

Business Analyst

Summary

Under the direction of the CEO, the **Business Analyst** is responsible for supporting the business functions of Navigator Schools and its school sites.

General Responsibilities:
- Assist CEO with all business and finance responsibilities including budget management
- Maintain regular communication and advise CEO in all areas of responsibility.
- Being part of the Finance Team to plan for future needs
- Assist in implementation of school mission and vision and program development activities as related to school business and finance.
- Assist in creating and implementing policies and procedures for all accounting processes

Essential Job Functions
- Handle direct purchasing for the Charter Management Organization (CMO) and its school sites.
- Responsible for all Accounts Payable:
  - Ensure appropriate approvals for payments as part of internal controls
  - Track, enter and pay all debts as they come due.
- Responsible for all Accounts Receivable: Track, enter and process all funds received and deposit funds into the bank.
- Prepare payroll and maintain records for CMO and its sites.
- Generate quarter and annual payroll tax reports
- Enter journal entries and maintain GL accounts
- Produce financial statements and budget reports
- Input approved budgets for all sites
- Reconcile all bank accounts
- Assist in fiscal audit
- Assist Director of Human Resources with retirement and benefit plans and providers.
- Special reports and tasks as assigned.

Education
- Bachelors' degree in Accounting or related field preferred.
- Combination of education experience and training, which would indicate possession of the required knowledge, skills and competencies listed herein.

Work Experience
- Minimum of 2-3 years of finance experience.
- Knowledge of finance and accounting.
- Experience in working in charter schools, education, and/or non-profits preferred.

Knowledge, skills, and competencies
- Word, Excel and PowerPoint literacy.
- QuickBooks proficiency.
- Excellent organizational, analytical and interpersonal skills.
- Works independently.
- Attention to detail and accuracy.

This job description reflects essential functions of this position. It does not restrict management's right to reassign duties and responsibilities to this job at any time.

Student Information Systems Administrator (DRAFT)

Summary:

The Student Information Systems Technician is responsible for all student information systems in the setup, organization, standards, and reporting. They will work with school offices, school administrators, and school teachers to support and train on how to use, access, and share best practices with the student information systems.

Degree of Supervision:

The Student Information Systems Technician works directly under the supervision of the Manager of Information Technology.

Duties & Tasks:

1. Manages Illuminate for the purpose of ensuring an effective and efficient student information system.
2. Manages the student data collection and reporting for CALPADS, attendance, and other district, county, state, and federal reporting requirements.
3. Setup and maintain student enrollment and registration in collaboration with school office personnel.
4. Setup and maintain new school year enrollment and rosters in collaboration with school office personnel.
5. Manages and supports the day to day operation of the student information system and student applications.
6. Uses a help desk ticket system to collect, track, and resolve issues and share solutions.
7. Interprets state and federal mandates regarding data.
8. Collaborates with internal and external parties (e.g. technology staff, educator leaders, state and/or federal agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.
9. Sets appropriate access rights for users bases on district policies and security procedures.
10. Participates in meetings, trainings, and workshops for the purpose of conveying and gathering information required to perform job functions.
11. Prepares documentation (e.g. published standards, training materials) for the purpose of documenting activities, providing reference, and conveying information.
12. Responds to inquiries from a variety of sources (e.g. staff, administrators, school site staff, patrons, vendors, and service providers, etc) for the purpose of providing technical assistance, advise, and support.
13. Serves as technical resource for student information systems design, setup, and best practices for the organization.
14. Trains selected staff for the purpose of ensuring their ability to use new and/or existing student information systems and related software.
15. Performs related duties as assigned for the purpose of ensuring the efficient and effective function of the work unit.
16. Travel to school sites for trainings and professional development to attend and/or facilitate.

Knowledge Skill, and Abilities:

1. Working Knowledge of:

    A. Read, watch, and listen to technical information.
    B. Compose a variety of documents.
    C. Facilitate group discussions.
    D. Analyze situations to define issues and draw conclusions.
    E. Specific knowledge of how student information systems work and should function.
    F. Understand the California school report requirements.

2. Skills:

    A. Be able to perform multiple, highly complex, technical tasks.
    B. Periodically upgrade skills in order to meet changing job conditions.
    C. Operate standard office equipment
    D. Plan and manage projects.
    E. Prepare and maintain accurate records.
    F. Utilize student information systems software/applications.

3. Abilities:

    A. Able to schedule activities and meetings.
    B. Gather, collate, and classify data.
    C. Analyze data.
    D. Work with a wide diversity of individuals.
    E. Work with data.
    F. Problem solve to identify issues and solutions.
    G. Communicate well with others.
    H. Establish and maintain effective working relationships.
    I. Work as a part of a team.
    J. Able to adapt to chaining priorities.
    K. Apply local processes and analytical skills.

Qualifications:

1. College degree or trade school certification or years of experience that indicates
 knowledge and skills required by the position;
2. Possession of a California Motor Vehicle Operator's License;
3. Tuberculosis screening and clearance every four years.
4. Friendly disposition, customer service oriented, able to multi-task, remains calm and
able to listen to technology issues without judging the user's level of ability, and
industrious.
5. Resourceful and self-starter.
6. Takes initiative.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use fingers repetitively, use wrists or hands in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental and muscular coordination, hear and understand speech at normal levels; have the ability to distinguish color and shades; sit at work station, stand, and/or walk for extended periods of time while at the school site.

The position requires lifting and/or carrying objects up to fifty (50) pounds, bend, twist, stoop, or kneel, and reach in all directions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly working both inside and outside in changing temperatures, in direct contrast with District personnel alone and in the absence of an immediate supervisor; work with a high volume of work with tight deadlines.

Director of Information Technology

Summary:

The Director of Information Technology is responsible for the leadership, design, implementation, management, and maintenance of all applications, infrastructure, security, networks, technology training and communications for Navigator Schools.

Degree of Supervision:

The Director of Information Technology works directly under the supervision of the Chief Executive Officer.

Duties & Tasks:

1. Works collaboratively with schools and departments to support technology integration and innovation. Identifies and supports instructional applications for technology.
2. Provides oversight and direction for integrated data communications networks and the use of integrated database management systems.
3. Forecasts needs, requirements and future direction for technology plan across all schools and Support Office. Leads the development, writing, and implementation of the 3-year Technology Plan. Completes yearly updates, as needed.
4. Collaborates with Office Managers, Vice Principals, Principals, Technology Staff, and Educational Technology Specialists along with external partners to present and implement cohesive technology across Navigator Schools.
5. Recommends department and school(s) budget to Chief Executive Officer and ensures function operates within fiscal guidelines.
6. Participates in weekly Support Office Director and ELT meetings. Represents technology teams, but also demonstrates how technology can help other departments. Occasionally presents to the Navigator Schools board and at principal meetings.
7. Develops Total Cost of Ownership (TCO) and Return on Investment (ROI) analyses for proposed technology projects.
8. Sets policy, regulations, system standards and operating procedures. Takes responsibility for CIPA, FERPA, and all state and federal laws and policies as they apply to technology in public schools.
9. Provides leadership and assumes responsibility for computers, servers, tablets, and backup systems.
10. Systematically plans for the development and implementation of new, efficient and effective technology solutions that maximize Navigator School's resources and other external resources.
11. Leads and interfaces with the technology team, and technology partners to resolve technical problems, ensure stability and maintain availability at the agreed upon SLA.
12. Manages operations of mission critical systems and technology platforms that include Google Apps, hosted applications, and cloud-based collaboration and business applications used in both the Support Office and school sites.
13. Manages systems (such as Illuminate) and other information systems such that

the quality, quantity, timelines, and facility of data retrieval and reporting support business office and site needs.
14. Coordinates with schools and internal/external partners to complete reporting requirements including CALPADS.
15. Responsible for security firewall, enterprise switches, site networks, Ethernet, and an integrated system- wide enterprise-class wireless infrastructure.
16. Oversees the help desk and support function so that staff and students have acceptable technical supports in place.
17. Sets policy for the purchase and maintenance of computers, peripherals, and audiovisual equipment. Tracks inventory of computers, peripherals, and audiovisual equipment.
18. Explores, evaluates, and implements innovative cost-saving Web 2.0, SAAS, and Cloud Computing solutions.
19. Manages organization-wide voice systems (POTS/VOIP) with established vendors and explores new options
20. Supervises and evaluates technical staff and external consultants (as needed).
21. Conducts regular training for staff and direct reports; develops training handbooks and guidelines.
22. Collaborates closely with the Chief Academic Officer and the Principals to coordinate technology hardware, software and digital development to support classrooms, schools, offices and departments; implements integrated instructional technology programs organization-wide.
23. Builds and maintains positive working relationships with all areas of the Navigator Schools community, including the Education Team, School Administration and Operations, and all academic and student programs by completing regular visits, classroom tours, meetings, and trainings at each site.
24. Systematically shares the latest applications of technology as an instructional tool.
25. Works with Senior Education team in creating, implementing, sustaining and expanding the Technology Plan.
26. Evaluates technology integrated instructional professional development programs to improve instruction.
27. Accesses digital resources for classroom teachers and administrators.
28. Works to develop and administer surveys to students and staff to measure effectiveness.
29. Ensures Internet safety for students and staff through thoughtful policies and following laws and regulations that govern internet usage within a school environment (CIPA).
30. Other projects as determined.
31. Performs related duties as assigned for the purpose of ensuring the efficient and effective function of the work unit.

Knowledge Skill, and Abilities:

1. **Working Knowledge of:**

   A. Student Data Systems.
   B. Classroom Technology.
   C. Computer systems, such as macOS, iOS, Windows, Chrome OS, Android
   D. Networking Administration

2. **Skills:**

   A. Highly organized with strong project management skills, and drive to meet
organizational and departmental objectives; ability to manage projects on interrelated time lines.
Be able to perform multiple, highly complex, technical tasks.
   B. Website development and maintenance
   C. Periodically upgrade skills in order to meet changing job conditions.

3. **Abilities:**

   A. Lead, plan, and manage, in an entrepreneurial, team oriented environment.
   B. Communicate with and work well with all levels with in an organization specifically
working effectively with in the culture and processes used in education organizations.
   C. Negotiate and work with vendors and consultants.
   D. Work effectively with parent, community, and staff on various organization-wide, and
Board Advisory Committees.
   E. Supervise professional level staff.

Qualifications:

1. Bachelor degree (Management Information Sytems, Information Technology;
2. Three years or more in a leadership reole with supervisory experience required.
3. Possession of a California Motor Vehicle Operator's License;
4. Tuberculosis screening and clearance every four years.
5. Friendly disposition, customer service oriented, able to multi-task, remains calm and
able to listen to technology issues without judging the user's level of ability, and
industrious.
6. Resourceful and self-starter.
7. Takes initiative.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use fingers repetitively, use wrists or hands in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental and muscular coordination, hear and understand speech at normal levels; have the ability to distinguish color and shades; sit at work station, stand, and/or walk for extended periods of time while at the school site.

The position requires lifting and/or carrying objects up to fifty (50) pounds, bend, twist, stoop, or kneel, and reach in all directions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly working both inside and outside in changing temperatures, in direct contrast with District personnel alone and in the absence of an immediate supervisor; work with a high volume of work with tight deadlines.

Maintenance and Operations Manager (DRAFT)

Summary:

The Maintenance and Operations Manager will be responsible for managing maintenance and custodial issues, safety, operations, and security needs at school sites and the support office.

Supervision:

The Maintenance and Operations Manager will report to the CEO or designee.

Duties & Tasks:

1. Ensuring all sites are well maintained, serviced, and supplied.

2. Maintaining tight communications with site leaders relating to all custodial, maintenance safety, security, and operational issues.

3. Raising the bar on site cleanliness and beautification, involving parents students and other community stakeholders to support school beautification projects.

4. Daily communication with Vice Principals and relevant support office staff.

5. Oversight and supervision of custodians, gardeners, and other assigned staff.

6. Addressing repair and maintenance needs, utilizing his/her personal skills and abilities and those of other staff members, and contracting out when needed.

7. Maintaining processes and procedures to ensure regular and appropriate maintenance schedules are adhered to.

8. Collaborating with site leadership to improve operational systems including drop off and pick up procedures and parking situations at both sites.

9. Managing custodial supplies in inventory to ensure campuses are clean and safe and conducive towards maintaining healthy standards for students and staff.

10. Performs related duties as assigned for the purpose of ensuring the efficient and effective function of the work unit.

Knowledge Skill, and Abilities:

1. **Working Knowledge of:**

   A. Custodial techniques, safety and supplies
   B. Preventative maintenance procedures and standards

C. Working knowledge of HVAC, plumbing, electrical and basic carpentary

2. Skills:

A. Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
B. Be able to perform multiple, highly complex, technical tasks.
C. Ability to perform repairs typically found in schools
D. Periodically upgrade skills in order to meet changing job conditions.

3. Abilities:

A. Lead, plan, and manage, in an entrepreneurial, team oriented environment.
B. Communicate with and work well with all levels with in an organization specifically working effectively with in the culture and processes used in education organizations.
C. Negotiate and work with vendors and consultants.
D. Work effectively with parent, community, and staff on various organization-wide.
E. Supervise other personnel.

Qualifications:

1. Three years or more of relevant experience required.
2. Possession of a California Motor Vehicle Operator's License;
3. Tuberculosis screening and clearance every four years.
4. Friendly disposition, customer service oriented, able to multi-task, remains calm and able to listen to technology issues without judging the user's level of ability, and industrious.
5. Resourceful and self-starter.
6. Takes initiative.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individual with disabilities to perform the essential functions.

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The position requires lifting and/or carrying objects up to fifty (50) pounds, bend, twist, stoop, or kneel, and reach in all directions.

Work Environment:

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While performing the duties of this job, the employee is regularly working both inside and outside in changing temperatures, in direct contrast with District personnel alone and in the absence of an immediate supervisor; work with a high volume of work with tight deadlines.

Navigator Schools Support Office
Organizational Chart
Proposed November 2016

CEO

- Director of Community Outreach
- Director of Student Services
- Chief Academic Officer
- Director of information Technology
  - Student Information Systems Manager (0.5 FTE)
- Director of Human Resources
- Director of Operations and Facilities
- Maintenance & Operations Manager
- Business Analyst