



# Navigator Schools

## Governance Committee

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### Date and Time

Thursday May 3, 2018 at 9:00 AM PDT

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### Teleconference locations:

- 827 Broadway, Suite 300 Oakland, CA 94607
- 1827 Clifford Street, Santa Clara, CA 95050

### Teleconference (Zoom) instructions:

- Join from PC, Mac, Linux, iOS or Android: <https://navigatorschools.zoom.us/j/742331808>
  - Telephone: +1 408 638 0968 or +1 646 876 9923 or +1 669 900 6833
  - Meeting ID: 742 331 808
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## Agenda

### I. Opening Items

Opening Items

**A.** Record Attendance and Guests

**B.** Call the Meeting to Order

**C.** Approve Minutes

Approve minutes for Governance Committee on April 10, 2018

## **II. Topical Items**

### Governance

#### **A. Board On Track Presentation**

Seth Wolfman, Director of Member Success, will present Board On Track (BOT), our online board governance tool. He will highlight the important features, philosophy, and value of the product.

#### **B. Terms Update**

The committee will confirm the timeline and process for the renewing of board member terms and the selection of officers.

#### **C. On-Boarding Process for New Board Members**

Staff and Board Chair will present on-boarding plan for review and feedback.

#### **D. 2018-19 Board Calendar**

Staff and Board Chair will present draft schedule for 2018-19 board meetings and annual retreat.

## **III. Closing Items**

#### **A. Schedule Upcoming Meeting(s)**

Members will choose a date and time for future meeting(s).

#### **B. Adjourn Meeting**

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governance Committee on April 10, 2018

APPROVED



## Navigator Schools

# Minutes

## Governance Committee

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### Date and Time

Tuesday April 10, 2018 at 11:00 AM

### Location

Navigator School, 650 San Benito Street, 95023

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### Teleconference Locations

- 827 Broadway, Suite 300, Oakland CA 94607
- 2660 Solace Place, Mountain View, CA 94040

### Teleconference Instructions

- Join from PC, Mac, Linux, iOS or Android: <https://navigatorschools.zoom.us/j/392583271>
- Or Telephone: US: +1 669 900 6833 or +1 408 638 0968 or +1 646 876 9923
- Meeting ID: 392 583 271

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### Committee Members Present

Alicia Gallegos Fambrini (remote), Caitrin Wright (remote), JP Anderson (remote)

### Committee Members Absent

*None*

### Guests Present

Sean Martin

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

Caitrin Wright called a meeting of the Governance Committee of Navigator Schools to order on Tuesday Apr 10, 2018 at 11:02 AM.

## II. Topical Items

### A. Onboarding Plan for New Board Members

The committee discussed identifying key topics for onboarding. Suggestions included a series of meetings with key groups (NS leadership team, for example) and new board members. Committees could also meet with new members to provide overviews. A binder could be provided with key documents (charters, finance documents, etc.) However, binder materials should be carefully chosen so as not to be overwhelming.

The importance of relationship-building was highlighted, and how simple sit-down meetings and board retreats might support that process. These conversations could be informally structured at the start then progress into more structured introductions. One-on-one meetings for complicated subjects (finance, for example) might be helpful.

The role of the board could be further defined. Onboarding experiences at other institutions were discussed. Perhaps staff (Ami) and Joyce could both meet with new members concerning finance. Orientation conversations might focus on specific topics in an orientation binder. School visits (big-picture) can support the mission and academic topics, as well as provide deeper insight into staff positions and behind-the-scenes roles.

The committee is interested in further exploring the CEO's perspective (a follow-up meeting will be scheduled).

Prep calls and debrief calls could be employed to assist new board members before and after board meetings.

### B. 2018-19 Board Meeting Schedule & Retreat

The committee discussed altering the meeting schedule to be more evenly-spaced throughout the year. What things drive our board calendar? Joyce had feedback on this matter from a finance perspective (as part of a separate conversation). Bryan might have similar insights. The committee suggested that Kevin and Sean provide a new draft of the calendar (that evens-out the occurrences of meetings), perhaps providing annotations to explain key events within the chronology of the year.

### C.

### **Review of Current Board Member Terms and Next Steps**

This topic will be addressed at the next committee meeting.

### **III. Closing Items**

#### **A. Schedule Next Meeting(s)**

An additional meeting of the Governance Committee was scheduled for Thursday, May 3rd from 9:00 am - 10:00 am. All members agreed that they could meet at that time.

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:28 AM.

Respectfully Submitted,

Sean Martin

Caitrin Wright made a motion to adjourn the meeting.

Alicia Gallegos Fambrini seconded the motion.

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

# Coversheet

## 2018-19 Board Calendar

**Section:** II. Topical Items  
**Item:** D. 2018-19 Board Calendar  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018\_19 NS Brd Schedule Draft.pdf

**2018-19 NS Board Meeting Schedule**

Date	Activity/Agenda Items
August	Board Retreat
September	<ul style="list-style-type: none"> <li>● Unaudited actuals from 2017-18</li> <li>● SBAC scores presentation</li> <li>● Board goals, dashboard adoption</li> <li>● ELAC 20180-19 goals (introduce new ELAC members)</li> </ul>
October	No meeting scheduled.
November	
December	<ul style="list-style-type: none"> <li>● 2017-18 audit approval</li> <li>● Fall survey: staff results</li> <li>● English Learner progress report</li> <li>● Preliminary 2019-20 Budget Presentation and Feedback</li> </ul>
January	No meeting scheduled.
February	
March	<ul style="list-style-type: none"> <li>● Preliminary 2019-20 budget presentation                             <ul style="list-style-type: none"> <li>○ Recommendation for 2019-20 Salary Adjustments</li> </ul> </li> <li>● 2019-20 School Calendar Approval</li> <li>● LCAP review</li> <li>● Annual SELPA Agreement</li> </ul>
April	No meeting scheduled.
May	<ul style="list-style-type: none"> <li>● ELAC Annual Review Presentation</li> <li>● Officer nomination process</li> <li>● LCAP approval</li> <li>● 2019-20 Budget approval</li> <li>● CEO Evaluation (Closed Session: Memo Review and Agreement)</li> </ul>
June	<ul style="list-style-type: none"> <li>● Election of officers</li> <li>● End of year staff &amp; parent survey results</li> <li>● CEO Final evaluation (closed session)</li> </ul>