



Navigator Schools

Governance Committee

Date and Time

Tuesday June 5, 2018 at 10:30 AM PDT

Location

Navigator Schools, 650 San Benito St., Suite 230, Hollister, CA 95023

Teleconference Locations

- 827 Broadway, Suite 300, Oakland, CA 94607
- 1065 Byers Street, Gilroy, CA 95020
- 1827 Clifford Street, Santa Clara, CA 95050

Teleconference Instructions

- Join from PC, Mac, Linux, iOS or Android: <https://navigatorschools.zoom.us/j/446882990> or iPhone or telephone: dial (for higher quality, dial a number based on your current location): US: +1 646 876 9923 or +1 669 900 6833
 - Meeting ID: 446 882 990
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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 May 3, 2018

II. Topical Items

Governance

A. New Members On-Boarding Update

Members will receive an update regarding the on-boarding process for new board members.

B. Board Member Recruitment Update

Caitrin Wright will provide an update and lead a discussion concerning the recruitment of new NS board members.

C. Developing Board Goals 2018-19

The committee will review a draft of CEO priorities as originally presented at the May 15 board meeting.

D. Retreat Planning

The committee will review proposed retreat dates and discuss proposed agenda, goals, and outcomes.

E. 2018-19 Board Calendar

The committee will review proposed meeting dates based on the results of a related survey.

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 May 3, 2018 |

APPROVED



Navigator Schools

Minutes

Governance Committee

Date and Time

Thursday May 3, 2018 at 9:00 AM

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

Committee Members Present

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

Committee Members Absent

None

Guests Present

Kevin Sved (remote), Sean Martin

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Sean Martin called a meeting of the Governance Committee of Navigator Schools to order on Thursday May 3, 2018 at 9:04 AM.

C. Approve Minutes

Alicia Gallegos Fambrini made a motion to approve minutes from the Governance Committee on 04-10-18 Governance Committee on 04-10-18.

JP Anderson seconded the motion.

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

II. Topical Items

A. Board On Track Presentation

Caitrin demonstrated BOT tools. She solicited input from members regarding documents and BOT resources. Suggestions included creating a folder for board-approved policies, incorporating up-to-date school performance and demographic data, adding the text of the Brown Act, and including a copy of the mission in the system. Alicia wondered if there was a way to establish a message board to post questions and answers between members and staff and whether or not such a system would be compliant with the Brown Act.

B. Terms Update

The committee discussed the terms of Nora, JP, and Alicia. The committee recommended that these members' terms be renewed.

C. On-Boarding Process for New Board Members

Kevin presented the proposed on-boarding process for new board members. He solicited feedback. Suggestions included providing demographic information about the students served by NS, more information about what makes NS unique, and the awards NS has received.

D. 2018-19 Board Calendar

The committee discussed the proposed calendar and was in agreement with its structure.

III. Closing Items

A. Schedule Upcoming Meeting(s)

The next meeting will be take place on June 5th at 10:30 am.

B.

Adjourn Meeting

Alicia Gallegos Fambrini made a motion to adjourn the meeting.

JP Anderson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:01 AM.

Respectfully Submitted,

Kevin Sved

Alicia Gallegos Fambrini made a motion to adjourn the meeting.

JP Anderson seconded the motion.

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

Coversheet

Developing Board Goals 2018-19

| | |
|--------------------------|-----------------------------------|
| Section: | II. Topical Items |
| Item: | C. Developing Board Goals 2018-19 |
| Purpose: | Discuss |
| Submitted by: | Kevin Sved |
| Related Material: | Developing Board Goals Memo.pdf |



Date: May 31, 2018

To: Governance Committee Members

From: Kevin Sved, CEO

Re: Developing Board Goals for 2018-19

During the May 15, 2018 Board Meeting, I presented a number of proposed priorities for the 2018-19 school year. One priority addressed strengthening our governance structures. This priority is shared below. I would like to discuss this potential priority and related objectives with the Governance Committee to determine if it is appropriate for 2018-19. Additionally, I would like to discuss the process by which the Board will formally adopt board goals (or priorities) for 2018-19.

From CEO Report on Priorities from May 15, 2018 Board Meeting:

Staffing the Board of Directors at a high level of excellence was a stated priority in 2017-18, and continues to be a top CEO priority. Additionally, developing detailed metrics and a system for monitoring these metrics will be necessary to drive improved staff performance and accountability. Supporting this priority will be the implementation of a dashboard, a meaningful way for the Board to monitor organizational performance in key areas. Specific objectives proposed for 2018-19 in this area include:

- 1) Grow to a board of nine members, with four fully-functioning committees, including:
 - Finance*
 - Governance*
 - CEO Support and Evaluation*
 - Academics and Programs**
- 2) Add at least one non-board member to each committee to strengthen committee structure and develop an expanded pool for new board members*
- 3) High-quality Board materials will be provided to Board members one week before board meetings, with all materials being vetted by a committee*
- 4) Staff support for Board and Committee work will meet or exceed Board member expectations. A rubric and system for monitoring this will be developed. An easy first step could be a quick evaluation tool for board members to complete at the end of each board meeting.*