Navigator Schools

Governance Committee

Date and Time

Thursday November 15, 2018 at 10:30 AM PST

Location

650 San Benito Street, 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

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 September 13, 2018

II.   Topical Items

Governance

A.   Board Member Recruitment Update

C. Wright and K. Sved will provide an update on the recruitment of potential new board members.

B.   Dashboard Development Update

S. Martin will review potential components for the board data dashboard. The committee will discuss dashboard development strategies. A list of potential dashboard components, LCAP goals, and NS charter commitments is included in the agenda packet.

C.   Academic Success Committee

K. Sved will present the purpose, role, membership, and responsibilities of a new Academic Success Committee. Board members will provider feedback and discuss the development of the committee.

D.   Board Retreat

C. Wright will lead the committee in a discussion regarding topics and dates for a future board 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 September 13, 2018

Navigator Schools

Minutes

Governance Committee

Date and Time
Thursday September 13, 2018 at 9:00 AM

Location
Navigator Schools, Support Office, 650 San Benito Street, 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

Committee Members Present
Alicia Gallegos Fambrini (remote), Caitrin Wright (remote), JP Anderson (remote)

Committee Members Absent
None

Guests Present
Kevin Sved, Sean Martin

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 Thursday Sep 13, 2018 at 9:06 AM.

C. Approve Minutes

JP Anderson made a motion to approve minutes from the Governance Committee Meeting on 07-24-18 Governance Committee Meeting on 07-24-18.
Alicia Gallegos Fambrini seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

JP Anderson	Aye
Alicia Gallegos Fambrini	Aye
Caitrin Wright	Aye

II. Topical Items

A. Board Goals 2018-19

C. Wright introduced the goals document. JP Anderson expressed enthusiasm for expanding the board based on his recent visit with K. Sved to a board member cultivation event (Board Match). A. Gallegos Fambrini asked clarifying questions about the composition of committees (membership) and potential overlap of participation. K. Sved explained potential structures for committees and volunteers. C. Wright mentioned key points in the board bylaws. Members discussed opinions regarding the possibility of having a board consisting of nine members. A. Gallegos Fambrini asked Kevin to consider and share ways that NS is engaging the community.

C. Wright expressed interest in learning more about a potential academic committee. K. Sved shared ideas concerning the strengths of this concept, especially relating to the review of achievement results and, more broadly, scaling, and expansion. A. Gallegos Fambrini shared interest in naming certain qualifications for members of specific committees. She also mentioned the benefits of ensuring a diverse collection of skills and backgrounds. C. Wright suggested researching the potential academic committee very carefully to develop its optimal role and effectiveness.

A. Gallegos Fambrini recommended that board members complete self-assessments at the end of board meetings, especially to delineate goals and priorities. She also mentioned professional development ideas and resources for the board. Members discussed building a foundation of knowledge via professional development and training.

C. Wright addressed potential tools to track accountability and outcomes, including a dashboard. A. Gallegos Fambrini emphasized the importance of simplicity as a design factor. Members mentioned more self-assessment in this area as well. C. Wright

suggested focusing on developing key deliverables as a next step for our meeting in October.

K. Sved described a potential facility development task force and members discussed reasons for (and levels of) board involvement in this process. A. Gallegos Fambrini considered potential roles and structures for such a task force relating to facilities.

B. Board Development

K. Sved and JP Anderson recounted their visit to Board Match and shared impressions of people they met at the event, including their respective strengths as potential board members. C. Wright inquired as to how NS learned of this event and how participants were drawn to it. K. Sved explained the background and structure of the event. K. Sved and JP Anderson described other organizations at the event, including those related to education. C. Wright elicited next steps from the committee. K. Sved suggested starting with school visits. A. Gallegos Fambrini suggested codifying wants and needs for new members. C. Wright reminded the committee of the tracker related to this topic.

C. Review of Preliminary Dashboard Framework

This topic was not discussed in the meeting. Conversations concerning the dashboard will continue in other organizational meetings.

III. Closing Items

A. Schedule Upcoming Meeting

Members decided to hold the next meeting on Monday, October 22 from 9:00 am to 10:00 am.

B. Adjourn Meeting

Caitrin Wright made a motion to adjourn the meeting.
Alicia Gallegos Fambrini seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Alicia Gallegos Fambrini Aye
Caitrin Wright   Aye
JP Anderson   Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 AM.

Respectfully Submitted,
Sean Martin

Coversheet

Dashboard Development Update

Section: II. Topical Items
Item: B. Dashboard Development Update
Purpose: Discuss
Submitted by:
Related Material: LCAP Goals and Dash Shortlist.pdf

Navigator Schools: LCAP Annual Update Goals (2017)

Goal 1

Create a Culture of Excellence within the school community (students, staff, and parents) to foster a positive school climate, promote a sense of belonging and nurture social, emotional, and academic growth.
1. Staff survey
2. Parent survey
3. Student survey
4. Suspension rate (<2.5%)
5. Student attendance rate (≥96%)

Goal 2

All students will receive Data-Driven Instruction in Common Core State Standards (CCSS), Next Generation Science Standards (NGSS) and other California State Standards (ELD, Social Studies) from appropriately credentialed teachers and staff.
1. SBA (ELA, mathematics)
2. English Learner Progress (ELP)
3. Science and social studies assessments (pending CDE)

Goal 3

Provide weekly coaching and feedback to all staff to support continuous improvement for teaching and student learning.
1. Weekly coaching for teachers an average of 30 times a school year
2. Weekly coaching for SGI's an average of 30 times a school year
3. Weekly coaching for administrators an average of 30 times a school year

Goal 4

Ensure equitable access to curriculum, programs, and pathways for student success through a multi-tiered system of supports.
1. 98% or better of students with exceptional needs placed in inclusive environment
2. 98% or better of students not meeting standards on SBAC will receive intervention support

Goal 5

Use cutting edge instructional technology to encourage student engagement, increase staff effectiveness to improve student learning, and prepare students for the future.
1. 100% of students with a 1:1 I-pad ratio
2. 100% of students with access to adaptive applications to support personalized learning

3. 98% customer Satisfaction rates: IT job tickets resolved satisfactorily
4. 98% of customers indicate job tickets completed in a reasonable time

Charter Commitments (2018)

NS is committed to:
1. Eliminating the academic achievement gap for the underserved students of Gilroy and Hollister.
2. Providing high quality teachers trained on the latest best practices.
3. Instilling a culture of excellence among students and staff.
4. Operating a full inclusion model of education to offer a well-rounded educational experience for all students.
5. Engaging our families in helping their children achieve at their highest potential.
6. Affording blended learning opportunities for all students, including one-to-one technology.
7. Using data driven instruction to effectively educate all students in their greatest areas of need.
8. Working with our colleagues in authorizing districts to share our knowledge, strategies, and techniques to benefit all students.

DASHBOARD SHORTLIST: Ten Potential Board Data Dashboard Components
(Draft: 11/09/18)

#	Title	Domain	Component(s)
1.	Demographics and Programs Overview	Enrollment, Programs	a. General overview of student population disaggregated by subgroup and program designation
2.	Behavior Overview	Behavior	a. Suspensions and expulsions by subgroup (YTD) b. Distribution of incidents (YTD) a. 504, Migrant b. Race c. Special Education (SPED)
3.	SBAC Overview	Achievement *SBAC (CAASPP) ELA/Math*	a. Percent at proficiency level (PL) by subgroup b. Distance from "met proficiency" (DF3) by subgroup

4.	Weekly Assessments	Achievement *Weekly Navi Assessments ELA/Math*	a. Percent and PL by house with site alignment b. Percent of students meeting or exceeding 70% proficiency
5.	Business and Finance Overview	Business and Finance	a. Target and average enrollment b. Average Daily Attendance (ADA) c. Cash on hand d. Donations and fundraising
6.	Coaching Dashboard	Top-Tier Teams	a. Number of coaching sessions YTD (per LCAP 30-session target): teachers, SGIs, administrators b. Percent of staff coached per month
7.	Expansion Overview	Expansion	a. Number of Intent-to-Enroll (ITE) forms submitted b. Greenlighting checklist (percent of items completed)
8.	Instructional Staff	Human Resources	a. Teacher and leader retention rates b. Length of employment table
9.	MAP Review	Achievement *MAP (K-2) Reading/Math*	a. Percent of students meeting expected growth by site and subgroup b. Average RIT score by site and subgroup
10.	MTSS Overview	Achievement *Multi-Tiered Systems of Supports (MTSS)*	a. Number and percent of students per tier (monthly, by subgroup)

Coversheet

Academic Success Committee

Section: II. Topical Items
Item: C. Academic Success Committee
Purpose: Discuss
Submitted by:
Related Material: Academic Success Committee Description.pdf

Academic Success Committee

General Purpose

The Academics Success Committee analyzes the extent to which Navigator Schools achieves its mission-driven charge to deliver phenomenal outcomes for all students, regardless of their circumstances. These outcomes are defined in the mission, charter, LCAP, board priorities, and CEO priorities. In short, the committee focuses on outcomes to determine whether or not Navigator Schools is keeping its promise to the children, families, and communities it serves, specifically in relation to the academic, behavioral, social, and emotional success of its students.

The committee will generate regular, systematic reviews of school performance in key areas, including attendance, behavior, academic performance, and social-emotional learning (SEL). An essential element of all analysis, guided by the mission of Navigator Schools, includes research and reflection on the success of major subgroups, including gender, race, English language proficiency, students with disabilities, economically disadvantaged students, migrant students, foster students, and homeless students.

Duties

The Academic Success Committee measures organizational outcomes against stated goals for metrics such as

- Performance on annual standardized tests prescribed by the State of California (CAASPP)
- Performance on external, nationally-normed assessments in reading and math (NWEA MAP)
- Performance on internal assessments, including weekly assessments in English Language Arts (ELA) and mathematics
- Rates of attendance, suspension, and expulsion
- Student grades
- Resignation rates for English language learners
- Student and staff retention
- Surveys of family or staff satisfaction
- Surveys of student social-emotional learning and perceptions of school culture
- Percentage of students distributed across Multi-Tiered Systems of Student Support (MTSS)
- The degree to which the provision of external professional development services promotes student achievement at partner schools and contributes to the development and success of the academic model of Navigator Schools

Role

The overall role of the Academic Excellence Committee is to ensure that:

- The board and CEO have a clear and shared definition of "academic excellence" for the organization.

- The board and CEO have a clear and shared sense of how well the organization is currently performing in reaching that definition of excellence, as guided by data inventories, calendars, and key strategies for analysis.
- The board and CEO agree on what the next steps the organization will take in order to reach that goal of excellence.
- All trustees understand the promises in the charter and accountability plan and understand how well the organization is currently performing against those promises.
- All trustees understand what standardized assessments the school administers, what each one assesses, when each one is administered, and how the data from each is used to inform teaching and programmatic changes.
- The board and CEO have a clear and structured process for updating the board on the organization's performance on key academic outcomes on a regular basis (at least four times per year).
- Work with CEO to provide board training, as necessary, to understand how the organization is achieving the board approved goals.