



# Navigator Schools

## NS Governance Committee

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### Date and Time

Tuesday April 16, 2019 at 10:00 AM PDT

### Location

Navigator Schools, Support Office (Zoom), 650 San Benito St., Suite 230, Hollister, CA 95023

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### Teleconference Locations

- 827 Broadway, Suite 300, Oakland, CA 94607
  - 1065 Byers Street, Gilroy, CA 95020
  - 1827 Clifford Street, Santa Clara, CA 95050
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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 February 14, 2019

## **II. Topical Items**

### Governance

#### **A. Brown Act Updates and Reminders**

S. Martin will provide a brief review of recent news regarding the Brown Act, highlighting best practices.

#### **B. Review of Board Terms**

K. Sved will summarize next steps for continuing terms of board members.

#### **C. Board Member Recruitment**

C. Wright will provide an update on board member recruitment efforts.

#### **D. April 29th Board Meeting Planning**

Committee members will participate in an agenda planning discussion for the upcoming regular board meeting on April 29, 2019.

#### **E. 2019-20 Draft Board Meeting Schedule**

K. Sved will present a draft calendar for board meetings during the 2019-2020 school year.

## **III. Closing Items**

#### **A. Schedule Next Governance Committee Meeting**

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 February 14, 2019

APPROVED



## Navigator Schools

# Minutes

## Governance Committee

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### Date and Time

Thursday February 14, 2019 at 9:00 AM

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### Teleconference Locations

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

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### Committee Members Present

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

### Committee Members Absent

*None*

### Guests Present

Kevin Sved, 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 Thursday Feb 14, 2019 at 9:02 AM.

### **C. Approve Minutes**

JP Anderson made a motion to approve minutes from the Governance Committee on 11-15-18 Governance Committee on 11-15-18.

Alicia Gallegos Fambrini seconded the motion.

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

#### **Roll Call**

JP Anderson	Aye
Caitrin Wright	Aye
Alicia Gallegos Fambrini	Aye

## **II. Topical Items**

### **A. NS Board Data Dashboard**

Members discussed proposed components of the dashboard. They provided feedback, clarifying questions, and suggestions. Issues discussed included the inclusion of goals in a more explicit manner, considering when to aggregate or disaggregate data (organization versus school sites, elementary school versus middle school), the standardization of visuals across committees and board meetings (for business and finance, specifically), levels of narrative detail, and the shared opinion of board members that initial dashboard iterations will be paper-based (as opposed to online versions).

### **B. Recommendation to Add Victor Paredes-Colonia as Board Member**

C. Wright reviewed V. Paredes-Colonia's feedback after previous board meeting. She she expressed support for his membership on the board due to his qualifications and interests. JP Anderson affirmed his support. All members agreed that a vote to add the new board member should be brought before the full board.

### **C. Academic Success Committee Proposed Membership**

K. Sved is considering reaching out to M. Watkins as a potential member of the Academic Success Committee.

### **D. Board Member Recruitment**

This item was not discussed.

### **E. Retreat Planning**

K. Sved sought consensus from the committee that a potential date for a retreat be brought before the board. He suggested the retreat occur in March. A. Galegos Fambrini expressed support for a retreat, as did JP Anderson.

### III. Closing Items

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

#### 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 9:34 AM.

Respectfully Submitted,  
Sean Martin

# Coversheet

## Brown Act Updates and Reminders

**Section:** II. Topical Items  
**Item:** A. Brown Act Updates and Reminders  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Brown Act Notes for Gov Com.pdf

Sean Martin  
April 9, 2019

## **Brown Act Notes**

There are changes in the air due to pending transparency-focused legislation. At the California Charter School Association Conference in March, the law offices of Young, Minney & Corr highlighted requirements for charter schools. Additional changes may be on the way, and the Governance Committee will be notified of these changes, if and when they become the law of the land.

## **Reminders and Updates**

1. Members are very strongly encouraged not to teleconference from home! Teleconferencing in such a manner opens the member's home to the public.
2. Agendas posted at teleconference locations must be accessible to the general public. For example, if an agenda is posted in an office setting, the public must have open access to the location of the posting (without being stopped at the lobby by security, for example).
3. Teleconferencing from an automobile is not allowed.
4. If a board member misses the 72-hour teleconference agenda posting deadline, he or she may view or listen to the meeting, but the member cannot participate in the meeting in any way.
5. Executive compensation reports must include all administrative staff, including principals and vice principals.
6. All forms of executive compensation must be reported in open session, including health care and retirement benefits, travel allowances, and any other item of monetary value.
7. It is important to establish a standard time limit for public speakers in the agenda (2-3 minutes for each comment, for example). Create a policy and enforce it consistently.
8. The content of closed sessions is strictly confidential and must not be discussed outside of closed sessions.

## **Starting January 1, 2020**

1. A majority of board members must be in the required jurisdiction during a board meeting. In January 2020, the jurisdiction will shift from the district level to the county level. Meetings must be held in the county in which the largest number of students reside.
2. Charter schools must record audio and/or video of all meetings, starting in January 2020 (probably with captions/transcriptions).



# Coversheet

## 2019-20 Draft Board Meeting Schedule

**Section:** II. Topical Items  
**Item:** E. 2019-20 Draft Board Meeting Schedule  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Board Schedule 2019-20 (Draft).pdf

**2019-20 NS Board Meeting Schedule**

Regular board meetings are held from 6:00 pm to 9:00 pm unless otherwise noted.

<i>Date</i>	<i>Activity/Agenda Items</i>
August 20	<ul style="list-style-type: none"> <li>● WPS Opening News</li> <li>● Unaudited actuals from 2017-18</li> <li>● SBAC scores presentation</li> <li>● Board goals</li> <li>● School 4 greenlighting market development (possible)</li> </ul>
October 8	<ul style="list-style-type: none"> <li>● Updates, Reports, and Priorities</li> <li>● Facilities: Prop 39 requests (Due to Districts Nov. 1)</li> </ul>
December 10	<ul style="list-style-type: none"> <li>● 2018-19 audit approval</li> <li>● Fall survey: staff results</li> <li>● ELAC 2019-20 goals and EL progress report</li> <li>● Preliminary 2020-21 Budget</li> <li>● School Accountability Report Card</li> <li>● School 4 greenlighting charter submission (possible)</li> </ul>
February 11 MEETING AND RETREAT <b>2p-8p</b>	<p><b><i>Retreat Agenda - To be decided</i></b></p> <p><b><i>Meeting Agenda</i></b></p> <ul style="list-style-type: none"> <li>● Facilities: Prop 39 Responses (due to districts Mar. 1)</li> <li>● Preliminary 2019-20 budget presentation, salary authorizations</li> <li>● 2020-21 school calendar approval</li> <li>● LCAP review</li> <li>● Annual SELPA agreement</li> <li>● Closed Session: CEO Mid-Year Eval</li> </ul>
April 28	<ul style="list-style-type: none"> <li>● ELAC annual review presentation</li> <li>● Officer nomination process</li> <li>● LCAP and 2020-21 preliminary budget updates</li> </ul>
June 16	<ul style="list-style-type: none"> <li>● Election of officers</li> <li>● End of year staff and parent survey results</li> <li>● LCAP approval</li> <li>● 2020-21 budget approval</li> <li>● CEO evaluation (closed session)</li> </ul>