



## Navigator Schools

### NS Governance Committee

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#### Date and Time

Thursday July 18, 2019 at 11:00 AM PDT

#### Location

Navigator Schools, Support Office, 650 San Benito Street, 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

Individuals in need of a disability-related accommodation, modification, or auxiliary aid/service, should direct requests to Sean Martin, Executive Assistant to the CEO. Phone: (831) 217-4894 [Email: smartin@navigatorschools.org](mailto:smartin@navigatorschools.org)

An archive of board meeting agendas and minutes is available for public view at the Navigator Schools Support Office, 650 San Benito Street, Suite 230, Hollister CA 95023.

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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 NS Governance Committee on May 28, 2019

## **II. Topical Items**

### Governance

**A.** Review Board Member Self-Assessment Results

Board members will review results from a recent self-assessment.

**B.** 2019-20 Potential Board and Governance Committee Goals

Attendees will discuss potential NS Governance Committee and NS Board goals for the 2019-20 school year.

**C.** Board Member Recruitment Update

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

**D.** 2019-20 Board Dashboard Review

S. Martin will present an update concerning the development of the Board Data Dashboard.

**E.** Recommendations for Board Officers

C. Wright will lead a discussion regarding recommendations for potential board officers.

**F.** February Board Meeting/Retreat Date

Members will discuss potential dates and times for a board meeting/retreat in February.

## **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 NS Governance Committee on May 28, 2019

APPROVED



## Navigator Schools

### Minutes

#### NS Governance Committee

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#### **Date and Time**

Tuesday May 28, 2019 at 10:00 AM

#### **Location**

Navigator Schools, 650 San Benito Street, Suite 230, Hollister CA 95023

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#### Teleconference Locations

- 827 Broadway, Suite 300, Oakland, CA 94607
- 1065 Byers Street, Gilroy, CA 95020
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#### **Committee Members Present**

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

#### **Committee Members Absent**

JP Anderson

#### **Guests Present**

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John Flaherty (remote), 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 Tuesday May 28, 2019 at 10:30 AM.

### C. Approve Minutes

Caitrin Wright made a motion to approve minutes from the NS Governance Committee on 04-16-19 NS Governance Committee on 04-16-19.

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 Absent

## II. Topical Items

### A. 2019-20 Board Goals

Members discussed slides related to the goal-setting process. C. Wright outlined key attributes of board goals and priorities (including measurability). Members shared responses to the framework as well as next steps (dedicated planning in July).

### B. Review 2019-20 Board Dashboard

This topic was not discussed during the meeting. A new iteration of the dashboard is under development.

### C. Board Member Recruitment

Members discussed board member assessments and connections to board goals. C. Wright introduced the topic of competencies and identifying potential candidates for recruitment who manifest targeted competencies. J. Flaherty suggested key attributes of new members. C. Wright noted that we are recruiting to replace in addition to recruiting to grow. A. Gallegos Fambrini shared insights on the process. All members highlighted the importance and urgency of recruitment in Watsonville and building connections in that community.

### D. Strategic Direction: Next Steps

This item was not discussed during the meeting.

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

Members discussed a process for determining the date of the regular board meeting and retreat in February.

### **III. Closing Items**

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

Members generated possible dates for the next NS Governance Committee meeting. C. Wright expressed a need for completing a board assessment before that time. A. Gallegos Fambrini agreed to speak to this at the next board meeting.

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

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

#### **Roll Call**

Alicia Gallegos Fambrini	Aye
Caitrin Wright	Aye
John Flaherty	Abstain
JP Anderson	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:56 AM.

Respectfully Submitted,  
Sean Martin

# Coversheet

## 2019-20 Potential Board and Governance Committee Goals

**Section:** II. Topical Items  
**Item:** B. 2019-20 Potential Board and Governance Committee Goals  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Organizational Priorities.pdf  
Board Goals Draft 2019\_05\_28.pdf



**1) Implement highly effective academic intervention programs to ensure strong results at WPS and existing schools.**

Rationale: The strong academic achievement results at Gilroy Prep and Hollister Prep can largely be traced back to the intensive intervention supports students received in the first two years of school launch. Strong early literacy is key to Navigator’s success and will be critical for the effective launch of Watsonville Prep. Strengthening intervention programs at GPS and HPS are also critically important as evidenced by the drop in 2018 SBAC proficiency rates and the increased gap in proficiency as measured by the “distance from standard”. Additionally, intervention programs at GPS and HPS have primarily been focused on students who are not achieving grade level proficiency in English Language with minimal focus on math. In 2019-20, a math intervention program will be solidified.

Criteria for Success

- A) Intervention programs for math, English Language Arts (ELA), and behavior will be implemented according to the timelines established (in development to be shared during August Board meeting)
- B) At least 50% of students in grades 4-8 at performance levels 1 and 2 in English Language Arts (ELA) will move up at least 1 level on the SBAC.
- C) At least 50% of students in grades 4-8 at performance levels 1 and 2 in mathematics will move up at least 1 level on the SBAC.
- D) Measurable growth targets for students (to be developed) will be reached by at least 50% of students receiving intervention services.

**2) Establish a viable pathway for continued growth in the changing political climate, while preserving current charters.**

Rationale: Continued growth is critical for achieving Navigator’s mission to expand impact and serve more students. The changing political climate requires that Navigator adapt to the environment. Navigator must protect and maintain full enrollment at GPS and HPS while successfully launching and growing WPS.

Criteria for Success

- A. WPS will be instructionally sound and operationally sound by the start of school.
- B. Staff will submit a plan for developing and strengthening relationships in Gilroy, Hollister, and Watsonville to the Board for approval no later than October 2019, with measurable objectives to be delivered during 2019-20 school year
- C. Staff will submit a detailed plan to launch School 4 to the Board for approval during 2019-20. The plan will describe measurable objectives to be achieved over the course



of 2019-20. Proposed revisions to the greenlighting process will be shared with the Board in August 2019.

- D. Staff will submit a plan to support long-term facilities for HPS to the Board for approval by June 2020.

### **3) Deliver effective model provision support to partner schools.**

Rationale: Navigator will expand its impact through dissemination. Navigator's positive impact on traditional public schools is also a key strength of the growth strategy.

#### Criteria for Success

- A. Deliver quality support as evidenced by stakeholder feedback, classroom observation rubrics, and other measures to be determined.
- B. Improved results at partner schools (MAP, SBAC, other interim assessments and data sources.)
- C. All dissemination efforts are fully funded by philanthropy and partner fees.

# Discussing Navigator Board's 2019-2020 goals

Governance Committee

May 2019

# Process for developing 2019-2020 board goals

June

- Governance committee launches self-assessment and goal-setting process
- Board takes self-assessment after board meeting as input into our understanding of where we are as a board
- Board reviews and approves organizational priorities

July

Governance committee meeting (timing TBD). Discussion topics:

- Results of board assessment (to be scheduled)
- Draft board goals given board assessment input, Kevin's input and the organization-wide priorities and CEO's priorities
- Begin to discuss what the related governance committee goals might be. Gov committee goals will serve as an example for other committees

August

Board meeting (August 18<sup>th</sup>)

- Governance committee recommends board 2019-20 goals
- Potential for conversation and not approval, then come back in Oct.

Governance meeting (timing TBD). Discussion topics:

- Governance committee goals

# Reminder: draft 2018-19 Board Goals

- Grow to a board of nine members; with focus on representation in new geographies and competencies needed
- Develop and maintain four fully-functioning committees: Finance, Governance, CEO Support and Evaluation, Academics
  - Add at least one non-board member to appropriate committees to strengthen committee structure and develop an expanded pool for new board members
  - Develop a task force to support facilities specifically
- Evolve our governance approach to ensure governing not managing (e.g. ensure the systems, structures and evolve to support this - strong dashboard, right questions posed to board)
- Other?

# Draft 2018-19 Board Goals and Measures

- Grow to a board of nine members; with focus on representation in new geographies and competencies needed
  - # of members = 9
  - Competencies/geographies covered
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- Develop and maintain four fully-functioning committees: Finance, Governance, CEO Support and Evaluation, Academics
    - Add at least one non-board member to appropriate committees to strengthen committee structure and develop an expanded pool for new board members
    - Develop a task force to support facilities specifically
  - # of committees as of 6/2019
  - Frequency of meetings
  - Composition of committees
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- Evolve our governance approach to ensure governing not managing (e.g. ensure the systems, structures and evolve to support this - strong dashboard, right questions posed to board)
  - Dashboard in place that the board frequently refers to
  - Survey measure of board meeting effectiveness
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- Other?

# Coversheet

## 2019-20 Board Dashboard Review

**Section:** II. Topical Items  
**Item:** D. 2019-20 Board Dashboard Review  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** NS Board Dashboard Draft 2019\_07\_12.pdf

BOARD DASHBOARD (Draft 07/12/19) <span style="color: red;">Sample Data</span>											
Component	Topic	Cycle	Span	#	Subtopic	Unit	Target	GPS	HPS	WPS	NS
<b>Alumni Engagement</b>	Alumni	Annual	9+	1	Alumni Cohort Contact Rate	%	0.8	—	—	—	0.81
				2	Alumni Cohort HS Graduation Rate	%	0.96	—	—	—	0.98
<b>Business and Finance</b>	Budget	Monthly	K-8	3	Cash on Hand	Months	2	—	—	—	3
<b>Human Resources</b>	Retention	Monthly	K-8	4	Instructional Staff Retention Rate	%	0.75	—	—	—	0.83
<b>Coaching</b>	Sessions Year-to-Date	Monthly	K-8	5	Staff On-track for 20 Sessions	%	0.8	0.97	0.96	0.9	0.94
				6	Staff Nearly On-track for 20 Sessions	%	1	0.98	1	1	0.99
<b>Local Indicators</b>	Parent Survey	Annual	K-8	7	Satisfied with Academic Results	%	0.75	0.92	0.94	0.95	0.94
				8	Child is Safe and Supported	%	0.75	0.84	0.83	0.81	0.83
	Staff Survey	Biannual	K-8	9	Pride in Place of Work	%	0.75	0.97	0.98	0.98	0.98
				10	Recommend to a Friend	%	0.75	0.82	0.86	0.87	0.85
	Student Survey	Triannual	3-8	11	Caring Adults	%	0.75	0.62	0.65	0.81	0.69
				12	Proud to Belong	%	0.75	0.61	0.68	0.99	0.76
13				I Feel Safe at School	%	0.75	0.67	0.64	0.77	0.69	
<b>Student Achievement</b>	English Language Proficiency (ELPAC)	Biannual	K-8	14	English Learner Redesignation Rate	%	0.2	0.21	0.17	0.08	0.15
	Measures of Academic Progress (MAP)	Triannual	K-2	15	Students Met Growth Target	%	0.7	0.83	0.79	0.77	0.80
				16	Students with Valid Score	%	0.8	0.9	0.98	0.81	0.90
	Smarter Balanced (SBAC): ELA	Annual	3-8	17	Achievement Level 3-4: All Students	%	0.7	0.85	0.86	NA	0.86
				18	Distance from Standard: All Students	Points	2	1.8	1.9	NA	1.85
				19	Distance from Standard: Socioeconomic	Points	2	-3	-3	NA	-3.00
				20	Distance from Standard: English Learner	Points	2	-2.6	-3.9	NA	-3.25
				21	Distance from Standard: Hispanic	Points	2	2.5	2.8	NA	2.65
	Smarter Balanced (SBAC): Math	Annual	3-8	22	Achievement Level 3-4: All Students	%	0.7	0.86	0.85	NA	0.86
				23	Distance from Standard: All Students	Points	2	1.9	1.8	NA	1.85
24				Distance from Standard: Socioeconomic	Points	2	-3	-3	NA	-3.00	
25				Distance from Standard: English Learner	Points	2	-3.9	-2.6	NA	-3.25	
26				Distance from Standard: Hispanic	Points	2	2.8	2.5	NA	2.65	
<b>Student Engagement</b>	Attendance	Monthly	K-8	27	Average Daily Attendance (ADA)	%	0.96	0.97	0.98	0.97	0.97
	CA Schools Dashboard	Monthly	K-8	28	Chronic Absenteeism	%	0.05	0.07	0.08	0.09	0.08
				29	Expulsions	%	0	0	0	0	0.00
				30	Suspensions	%	0.015	0.017	0.018	0.019	0.02
<b>Student Services</b>	CA Schools Dashboard	Annual	3-8	31	Special Ed SBAC Participation Rate	%	0.95	0.92	0.91	NA	0.92
	Multi-tiered Systems of Support (MTSS)	Monthly	K-8	32	Percent of Students in Tier I	%	>=.8	0.87	0.88	0.86	0.87
				33	Percent of Students in Tier II	%	.10 to .15	0.15	0.15	0.11	0.14
				34	Percent of Students in Tier III	%	<=.05	0.03	0.02	0.04	0.03

NOTES FOR TARGETS				
Component	#	Subtopic	Target	Note
<b>Alumni Engagement</b>	1	Alumni Cohort Contact Rate	0.8	Percent of alumni successfully engaged per year by cohort
	2	Alumni Cohort HS Graduation Rate	0.96	Percent of alumni who graduate from high school by cohort
<b>Business and Finance</b>	3	Cash on Hand	2	Number of months
<b>Human Resources</b>	4	Instructional Staff Retention Rate	0.75	Percent of instructional staff retained
<b>Coaching</b>	5	Staff On-track for 20 Sessions	0.8	Percent of staff on-track to complete 20 sessions
	6	Staff Nearly On-track for 20 Sessions	1	Percent staff nearly on-track to complete 20 sessions
<b>Local Indicators</b>	7	Satisfied with Academic Results	0.75	Percent of respondents who agree or strongly agree
	8	Child is Safe and Supported	0.75	Percent of respondents who agree or strongly agree
	9	Pride in Place of Work	0.75	Percent of respondents who agree or strongly agree
	10	Recommend to a Friend	0.75	Percent of respondents who agree or strongly agree
	11	Caring Adults	0.75	Percent of respondents who agree or strongly agree
	12	Proud to Belong	0.75	Percent of respondents who agree or strongly agree
	13	I Feel Safe at School	0.75	Percent of respondents who agree or strongly agree
<b>Student Achievement</b>	14	English Learner Redesignation Rate	0.2	Percent of English Learners reclassified Fluent English Proficient
MAP	15	Students Met Growth Target	0.7	Percent of students who achieved individual growth target
	16	Students with Valid Score	0.8	Percent of students who have consecutive triannual scores
SBAC	17, 22	Achievement Level 3-4: All Students	0.7	Percent of students who met or exceeded standard
	18, 23	Distance from Standard: All Students	2	Distance in points from "met standard"; LCAP target is +2 points from previous year
	19, 24	Distance from Standard: Socioeconomic	2	Distance in points from "met standard"; LCAP target is +2 points from previous year
	20, 25	Distance from Standard: English Learner	2	Distance in points from "met standard"; LCAP target is +2 points from previous year
	21, 26	Distance from Standard: Hispanic	2	Distance in points from "met standard"; LCAP target is +2 points from previous year
<b>Student Engagement</b>	27	Average Daily Attendance (ADA)	0.96	Percent based on total site enrollment
	28	Chronic Absenteeism	0.05	Not to exceed .5%
	29	Expulsions	0	Not to exceed .0%
	30	Suspensions	0.015	Not to exceed 1.5%
<b>Student Services</b>	31	Special Ed SBAC Participation Rate	0.95	95% of Special Ed students are expected to participate in SBAC testing per CA Dashboard
	32	Percent of Students in Tier I	>=.8	No less than 80% of students should be designated Tier I
	33	Percent of Students in Tier II	.10 to .15	10-15% of students should be designated Tier II
	34	Percent of Students in Tier III	<=.05	No more than 5% of students should be designated Tier III