



# Navigator Schools

## NS Governance Committee

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### Date and Time

Thursday April 2, 2020 at 2:00 PM PDT

### Location

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

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This meeting will be held in compliance with modified Brown Act requirements as outlined in Executive Order [N-25-20](#).

### Teleconference Locations

- 650 San Benito Street, Suite 230, Hollister CA 95023

Individuals in need of a disability-related accommodation, modification, or auxiliary aid/service, should direct requests to Sean Martin, Executive Assistant to the CEO. Contact: (831) 217-4894  
[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 February 27, 2020

**D.** Approve Minutes

The approval of this set of minutes was deferred from the previous meeting.

Approve minutes for NS Governance Committee on January 28, 2020

## **II. Topical Items**

Governance

**A.** Board Member Recruitment Updates

Members and staff will share updates on NS Board recruitment efforts.

**B.** Potential 2020-21 Board Goals

Members will discuss potential NS Board goals for the 2020-21 school year.

**C.** Planning for Future Board Meetings

Members will discuss potential topics, activities, contexts, and timeframes relating to the planning of future board meetings.

## **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 February 27, 2020

APPROVED



## Navigator Schools

# Minutes

## NS Governance Committee

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### Date and Time

Thursday February 27, 2020 at 2:00 PM

### 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
- 277 IOOF Avenue, Gilroy CA 95020

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### Committee Members Present

Caitrin Wright (remote), JP Anderson (remote), John Flaherty (remote)

### Committee Members Absent

*None*

### Guests Present

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Kevin Sved (remote), Sean Martin

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

John Flaherty called a meeting of the Governance Committee of Navigator Schools to order on Thursday Feb 27, 2020 at 2:04 PM.

### C. Approve Minutes

Caitrin Wright made a motion to defer this item to the next Governance Committee meeting and strike the Finance Committee minutes accidentally listed with the item from the agenda NS Finance Committee on 01-28-20.

JP Anderson seconded the motion.

Finance Committee minutes were listed by mistake instead of Governance Committee minutes.

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

#### Roll Call

Sean Martin Abstain

Kevin Sved Abstain

Caitrin Wright Aye

JP Anderson Aye

John Flaherty Aye

## II. Topical Items

### A. Board Member Recruitment Updates

Members reviewed a new recruitment tracker and provided feedback on its design.

Individual members summarized progress regarding efforts to recruit potential board and committee members. Participants in the discussion also suggested new prospects for recruitment and highlighted the skills and backgrounds of these potential members.

### B. Potential 2020-21 Board Goals

The committee reviewed the annual goals of the current academic year and discussed the extent to which these goals have been achieved. Members discussed the

development of board policies for fundraising and external affairs. J. Flaherty and C.

Wright discussed working together to craft initial drafts of these documents for NS Board approval in June, 2020.

### C. Nomination of Board Treasurer

Members discussed the status of the current treasurer and strategies for identifying and approaching candidates to become the new treasurer. Next steps were discussed, focusing on communication with a prospective candidate. NS Finance Committee membership was also discussed.

### III. Closing Items

#### A. Schedule Next Governance Committee Meeting

Members chose Thursday, April 2nd, from 2:00 PM to 3:00 PM as the date and time for the next meeting.

#### B. Adjourn Meeting

Caitrin Wright made a motion to adjourn the meeting.

JP Anderson seconded the motion.

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

##### Roll Call

Caitrin Wright Aye

Kevin Sved Abstain

Sean Martin Abstain

John Flaherty 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 2:50 PM.

Respectfully Submitted,

Sean Martin

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### Documents used during the meeting

- NS Board Goals 2019-20.pdf

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for NS Governance Committee on January 28, 2020

APPROVED



## Navigator Schools

# Minutes

## NS Governance Committee

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### Date and Time

Tuesday January 28, 2020 at 11:00 AM

### 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
- 277 IOOF Avenue, Gilroy CA 95020

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### Committee Members Present

Caitrin Wright, JP Anderson (remote), John Flaherty (remote)

### Committee Members Absent

*None*

### Guests Present

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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 Jan 28, 2020 at 11:05 AM.

### C. Approve Minutes

Caitrin Wright made a motion to approve the minutes from NS Governance Committee on 09-19-19.

JP Anderson seconded the motion.

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

#### Roll Call

Caitrin Wright Aye

JP Anderson Aye

Kevin Sved Abstain

Sean Martin Abstain

John Flaherty Abstain

## II. Topical Items

### A. Board Member Recruitment Updates

Committee members discussed recent efforts to recruit new directors for the Navigator Schools (NS) Board of Directors. Members reviewed prospective candidates and the statuses of outreach efforts to various individuals.

### B. Review Current Board Member Terms

S. Martin provided a list of terms for current NS Board members. The committee identified members whose terms are expiring in the near future. Next steps were determined. The committee recommended that John Flaherty and Fiaau Ohmann be elected to second terms on the NS Board.

### C. Board Training Preview: Transparency Laws

S. Martin presented an outline of key elements of Senate Bill 126. Members highlighted interests and made suggestions for the upcoming NS Board training regarding Senate Bill 126 and related transparency laws.

### D. Board Member Onboarding Planning

The committee did not address this agenda item.

### III. Closing Items

#### A. Schedule Next Governance Committee Meeting

Members chose the date and time for the next meeting: Thursday, February 27, from 2:00 PM to 3:00 PM.

#### B. Adjourn Meeting

Caitrin Wright made a motion to adjourn the meeting.

JP Anderson seconded the motion.

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

##### Roll Call

Sean Martin Abstain

Caitrin Wright Aye

John Flaherty Abstain

Kevin Sved Abstain

JP Anderson Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:05 PM.

Respectfully Submitted,

Sean Martin

# Coversheet

## Potential 2020-21 Board Goals

**Section:** II. Topical Items  
**Item:** B. Potential 2020-21 Board Goals  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** NS Board Goals 2019-20.pdf

# 2019-20 Board Goals and Measures

Approved October 2019

- Grow the board to ten and replace departing members; with focus on competencies needed and succession planning for officer roles
  - # of members = 10
  - Education/CEO experience, Finance, facilities
- 
- Launch the academic committee officially
    - Add at least one non-board member to the committee
    - Develop a board leader for the committee
  - 4 mtgs. in 2019-2020 year
  - 1 non-board member
  - 1 board lead
- 
- Develop and execute a more comprehensive board orientation and ongoing training approach
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- Agree on the board's role in development and external affairs with the launch of the new approach planned for the 2020-21 year
  - Expectations of board members captured and agreed to (ratified by board?)