



## Navigator Schools

### Governance Committee Meeting

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#### Date and Time

Wednesday February 28, 2024 at 3:30 PM PST

#### Location

[Join Zoom Meeting](#)

ID: 96219070344

Passcode: 720306

[\(US\) +1 646-876-9923](#)

Passcode: 720306

Meeting host: [ami.ortiz@navigatorschools.org](mailto:ami.ortiz@navigatorschools.org)

Join Zoom Meeting:

<https://navigatorschools.zoom.us/j/96219070344?pwd=R2d2MnJoemtWbHQ3SU9vOXhJU1hNUT09>

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This meeting will be held in compliance with the Brown Act.

Individuals in need of a disability-related accommodation, modification, or auxiliary aid/service, should direct requests [via e-mail](#) to Ami Ortiz, Director of Business & Finance.

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>3:30 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		John Flaherty	1 m
<b>B.</b> Call the Meeting to Order		John Flaherty	1 m
<b>C.</b> Approval of Minutes from Previous Committee Meeting	Approve Minutes	John Flaherty	1 m
Members will vote on the approval of minutes from the previous meeting.			
Approve minutes for Governance Committee Meeting on January 26, 2024			
<b>II. Topical Items</b>			<b>3:33 PM</b>
Governance			
<b>A.</b> Support Services Contract Development for Polytechnic Academy	Discuss	Caprice Young	20 m
Dr. Caprice Young, Chief Executive Officer & Superintendent, will present a discussion on the preliminary consideration of further development of a vendor/partner relationship with Polytechnic Academy.			
<b>B.</b> Board Skills Matrix Discussion	Discuss	Caprice Young	10 m
Dr. Caprice Young, Chief Executive Officer & Superintendent, will lead a discussion on the Board Skills Matrix.			
<b>C.</b> Review of Policies	Discuss	Tom Peraic	15 m
The Committee will review and discuss the following policies:			
1. Classroom Based Attendance Policy			
2. Sabbatical Leave Policy			
3. School Sponsored Trips Policy			
<b>D.</b> Board Member Agreement	Discuss	Tom Peraic	5 m
Tom Peraic, General Counsel, will lead a discussion about the Board Member Agreement			

	Purpose	Presenter	Time
<b>III. Closed Session</b>			<b>4:23 PM</b>
<b>A.</b> Announcement and Vote to Enter Closed Session	Vote	Board Chair	1 m
The Board Chair will announce the reasons for closed session.			
<ul style="list-style-type: none"> <li>• Anticipated Litigation Gov't Code 54956.9(b): One Item</li> </ul>			
Proposed Motion: Enter Closed Session			
<b>B.</b> Closed Session	Discuss	Tom Peraic	35 m
The Committee will meet in closed session.			
<b>C.</b> Announcement of Action Taken During Closed Session	FYI	Board Chair	1 m
Returning to open session, the Board Chair will announce action taken during closed session.			
<b>IV. Closing Items</b>			<b>5:00 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Board Chair	1 m
The Committee will hold a roll call vote on the adjournment of the meeting.			
Proposed Motion: Adjourn			

# Coversheet

## Approval of Minutes from Previous Committee Meeting

**Section:** I. Opening Items  
**Item:** C. Approval of Minutes from Previous Committee Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governance Committee Meeting on January 26, 2024

APPROVED



## Navigator Schools

# Minutes

## Governance Committee Meeting

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### Date and Time

Friday January 26, 2024 at 3:30 PM

### Location

[Join Zoom Meeting](#)

ID: 95833243317

Passcode: 863697

[\(US\) +1 301-715-8592](#)

Passcode: 863697

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This meeting will be held in compliance with the Brown Act.

Individuals in need of a disability-related accommodation, modification, or auxiliary aid/service, should direct requests [via e-mail](#) to Christopher Copus, Manager of Information Technology.

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### Committee Members Present

Ian Connell (remote), John Flaherty (remote), Shara Hegde (remote)

### Committee Members Absent

*None*

### Guests Present

Caprice Young (remote), Neena Goswamy (remote), Tom Peraic (remote)

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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 Friday Jan 26, 2024 at 3:15 PM.

### C. Approval of Minutes from Previous Committee Meeting

John Flaherty made a motion to approve the minutes from Governance Committee on 06-14-23.

Ian Connell seconded the motion.

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

#### Roll Call

John Flaherty Aye

Ian Connell Aye

Shara Hegde Abstain

## II. Topical Items

### A. Follow-up from Board Governance Discussion

The Governance Committee engaged in a discussion about general governance issues, including the status of the bylaws, a potential Executive Committee, potential new Board members, and a potential new Board chair.

### B. Review of Policies

The Committee reviewed the proposed policies for the upcoming Board meeting. The Committee recommended the creation of an Audit Committee and the preparation of Financial Policies for the April Board meeting.

### C. Hayward Collegiate Material Revision

The Governance Committee was updated with the status of the Hayward Collegiate material revision.

### D. Form 700

The Governance Committee was reminded of their Form 700 requirements.

## III. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,  
Tom Peraic

# Coversheet

## Review of Policies

**Section:** II. Topical Items  
**Item:** C. Review of Policies  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**

1. Classroom Based Attendance Policy - DRAFT (02.23.24).pdf
2. Sabbatical Leave Policy - DRAFT (02.26.24).pdf
3. School Sponsored Trips Policy - DRAFT (02.23.24).pdf



## CLASSROOM-BASED ATTENDANCE POLICY

It is the intent of the Board of Directors (“Board”) of Navigator Schools (“Navigator” or the “Charter School”) to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

### Definitions

- *“Tardy”*: Navigator starts at [INSERT TIME]. Students shall be classified as tardy if the student arrives after that time.
- *“Unexcused Absence”*: A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.
- *“Truant”*: A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the Executive Director or designee.
- *“Habitual Truant”*: A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on five (5) occasions in one school year, or any combination thereof.
- *“Chronic Truant”*: A student shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date.
- *“School Attendance Review Team (“SART”)*: The SART panel will be composed of [INSERT ADMINISTRATORS AND/OR OTHER CERTIFICATED PERSONNEL WHO WILL BE ON THE SART PANEL]. The SART panel will discuss the absence problem with the student’s parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and student’s family, and establish a plan to resolve the attendance issue.
  1. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.

2. The parent/guardian shall be required to sign a contract formalizing the agreement by the parent/guardian to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
  - a. Parent/guardian to attend school with the child for one day
  - b. Student retention
  - c. After school detention program
  - d. Required school counseling
  - e. Loss of field trip privileges
  - f. Loss of school store privileges
  - g. Loss of school event privileges
  - h. Mandatory Saturday school
  - i. Required remediation plan as set by the SART
  - j. Notification to the County District Attorney
3. The SART panel may discuss other school placement options.
4. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

### **Excused Absences for Classroom Based Attendance**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as required by law or permitted under this Attendance Policy.

A student's absence shall be excused for the following reasons:

1. Personal illness, including an absence for the benefit of the pupil's mental or behavioral health
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic appointments:
  - a. Students in grades 7-8, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
4. Attendance at funeral services for a member of the student's immediate family:
  - a. Excused absence in this instance shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state.

- b. "Immediate family" shall be defined as parent or guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any other relative living in the student's household.
5. Participation in religious instruction or exercises as follows:
  - a. The student shall be excused for this purpose on no more than four (4) school days per month.
6. For the purposes of jury duty in the manner provided for by law.
7. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excusal).
8. To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
9. For the purpose of serving as a member of a precinct board for an election pursuant to Election Code section 12302.
10. Attendance at the student's naturalization ceremony to become a United States citizen.
11. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
12. Authorized at the discretion of the Executive Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
13. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
14. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
15. For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people.

16. For the purpose of a middle or high school pupil engaging in a civic or political event as indicated below, provided that the pupil notifies the school ahead of the absence. A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
- a. A middle school or high school pupil who is absent pursuant to this provision is required to be excused for only one schoolday-long absence per school year.
  - b. A middle school or high school pupil who is absent pursuant to this provision may be permitted additional excused absences in the discretion of a school administrator.
17. For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student’s parent or guardian and approval by the Executive Director or designee pursuant to uniform standards:
- a. Appearance in court.
  - b. Observance of a holiday or ceremony of the pupil’s religion.
  - c. Attendance at religious retreats.
  - d. Attendance at an employment conference.
  - e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

A student who is absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within a reasonable period of time. The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence.

### **Method of Verification**

When a student who has been absent returns to school, the student must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from the student’s parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student’s parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student;
  - b. Name of parent/guardian or parent representative;
  - c. Name of verifying employee;
  - d. Date or dates of absence; and
  - e. Reason for absence.

3. Visit to the student’s home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including the information outlined above.
4. Healthcare provider verification:
  - a. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. A healthcare provider’s note of illness will be accepted for any reported absence. When a student has had fourteen (14) absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider’s note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students’ learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians’ knowledge or consent except in cases of medical emergency.

### **Unexcused Absences/Truancy for Classroom Based Attendance**

The Executive Director, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student’s progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student’s attendance problem are unsuccessful, the Charter School will implement the processes described below.

### **Process for Addressing Truancy**

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. The student’s classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. In addition, the student’s classroom teacher may also call home and/or the Charter School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive “**Truancy Letter #1 – Truancy Classification Notice**” from the Charter School notifying the parent/guardian of the student’s “Truant” status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested,

or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4<sup>th</sup>) unexcused absence.

3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive **“Truancy Letter #2 – Habitual Truant Classification Notice and Conference Request,”** notifying the parent/guardian of the student’s “Habitual Truant” status and a parent/guardian conference will be scheduled to review the student’s records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching six (6) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a **“Truancy Letter #3 – Referral to SART Meeting”** and the student will be referred to a Student Success Team (SST) and the SART.
5. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School, consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student’s last known school district of residence.
6. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent’s or guardian’s responsibility to update the Charter School with any new contact information.
7. If a student is absent ten (10) or more consecutive school days without valid excuse and the student’s parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School’s communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be disenrolled in compliance with the Involuntary Removal Process described below. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student’s enrollment and attendance at another public or private school (i.e., a CALPADS report).

### **Process for Students Who Are Not in Attendance at the Beginning of the School Year**

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student’s parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student’s parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance by the sixth (6<sup>th</sup>) day of the school year due to an unexcused absence will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.



1. Students who are not in attendance on the first (1<sup>st</sup>) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.
2. Students who have indicated their intent to enroll but have not attended by the third (3<sup>rd</sup>) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment.
3. Students who have indicated their intent to enroll but have not attended by the fifth (5<sup>th</sup>) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.
4. Students who are not in attendance by the sixth (6<sup>th</sup>) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. The Charter School will follow the Involuntary Removal Process described below, which includes an additional five (5) schooldays for the parent/guardian to respond to the Charter School and request a hearing before disenrollment.
5. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).
6. The Charter School will use the contact information provided by the parent/guardian in the registration packet.
7. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

### **Involuntary Removal Process**

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of the Charter School's intent to remove the student ("Involuntary Removal Notice"). The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) schooldays before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student
2. An explanation of the student's basic rights including the right to request a hearing before the effective date of the action
3. The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon a parent's or guardian's request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

### **Referral to Appropriate Agencies or County District Attorney**

It is the Charter School's intent to identify and remove all barriers to the student's success, and the Charter School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a student's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents/guardians fail to attend a required SART meeting, the Charter School shall notify the County District Attorney's office, which then may refer the matter for prosecution through the court system. Students twelve (12) years of age and older may be referred to the juvenile court for adjudication.

### **Non-Discrimination**

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or



any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

### **Reports**

The Executive Director, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

4883-2620-1992, v. 2

DRAFT

## Navigator Schools Sabbatical Leave Policy

Navigator Schools seeks to retain high-performing leadership employees who stay with the organization for a long period of time. We value maintaining personal wellness, remaining committed to the work, and being passionate about the work. In order to support these goals, our sabbatical leave policy provides time for renewal and rejuvenation to eligible employees in our leadership team.

### Objectives

Our sabbatical leave policy has the following objectives:

- To enhance productivity, creativity, and passion for education;
- To encourage eligible employees to continue their career at Navigator Schools;
- To help eligible employees reach a wider understanding of their work by pulling back from the rigors of the workday and gaining a broader perspective.

### Eligibility

The following positions are eligible for sabbatical leave under this policy:

- Chief Executive Officer & Superintendent (“CEO & SUPERINTENDENT”)
  - Chief Financial and Operations Officer (“CFOO”)
  - Chief Academic Officer (“CAO”)
- 
- The CEO & SUPERINTENDENT, CFOO, and CAO shall be eligible to take up to six (6) months of sabbatical leave, once every six (6) years, or up to one (1) year once every twelve (12) years.
  - Requests to take sabbatical leave must be in writing to the Board of Directors.
  - The Board of Directors shall use the following criteria in deciding whether to grant sabbatical leave:
    - Performance;
    - Effect of the sabbatical on grantees, programs, and other employees;
    - Availability of replacement personnel;
    - Effect on the budget; and/or
    - Benefit to the organization.
  - The decision of the Board of Directors regarding a sabbatical leave is final and not subject to review or appeal.
  - The CEO & SUPERINTENDENT, CFOO, and CAO may not take a sabbatical prior to serving six (6) years with the organization or prior to six (6) years since the completion of a previous sabbatical.

### Terms of Sabbatical Leave

- During an approved sabbatical, Navigator Schools will provide 100% of the eligible employee's full-time salary, and will continue to provide the health and retirement benefits in the manner the employee received immediately prior to the beginning of their sabbatical.
- Sabbatical leave does not accrue. An employee may not receive cash in lieu of time off for a sabbatical. Sabbatical leave cannot be converted into a cash benefit upon separation of employment.
- An employee on sabbatical leave is understood to be free of ongoing regular responsibilities related to their position, but understands that they may receive occasional calls or correspondence if certain matters require their involvement.
- A written commitment to stay with the organization for one (1) year following return from the sabbatical is required. If the eligible employee resigns within one (1) year of returning from sabbatical leave, the employee shall provide full repayment to the organization for the costs of salary and benefits provided during the sabbatical.
- Despite the written commitment, employment remains "at-will" at all times while the employee is on sabbatical leave and after their return. Sabbatical arrangements will not affect unforeseen organizational changes such as reductions in force or reorganization, or in any way alter or impair the at-will nature of employment.

## School Sponsored Trips

The Navigator Charter School Board or Directors recognizes that field trips and excursions are important components of student development. Field trips and excursions are educationally sound, an important component of the instructional program of our school, and aligned to the NCS mission and vision. They also provide opportunities for students to perform in unique venues and learn from community experiences outside of school. Field trips and excursions supplement and enrich classroom learning and encourage new interests among students, make them more aware of community resources and help students relate their educational experience to the outside world. Properly planned and executed, field trips and excursions enrich the school's educational program and the social development of our students.

All field trips and excursions are to be planned and carried out with safety as a priority and in a manner that minimizes the school's legal liability and financial responsibility.

### Monitoring Field Trips and Excursions

Academy administrators will work with teachers and staff to ensure that the effectiveness of field trips and excursions are monitored and continually evaluated to ensure that such activities continue to promote the goals and objectives of the school's educational program. Teachers are encouraged to have a high degree of innovation in planning trips and work together with grade level teams and/or department colleagues to plan interdisciplinary experiences which directly connect to academic content standards and the school's instructional goals.

### Field Trip and Excursion Planning and Approval

All field trips and excursions that take place during school hours must receive prior written approval by the appropriate academy administrator. The academy administrator shall ensure that the sponsoring teacher has set out in writing a brief description of the educational objective of the activity and how the proposed field trip or excursion relates to the school's educational program. The sponsoring teacher will also provide the ratio of adult/students for the activity and plans for adequate restroom facilities, that proper food and water will be available during the activity and the means of transportation to and from the activity.

Field trips and excursions lasting longer than the school day require the above procedure, along with documentation outlining lodging accommodations and room assignment procedures. Overnight field trips and excursions must be approved by the school's Executive Director or Board of Directors. Any reasons for not approving a trip must be stated in writing.

Field trips outside of the state and to another country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study. Trips outside of the state or to another country must be approved by the Executive Director or Board of Directors. Any reasons for not approving a trip must be stated in writing.

The academy administrator and/or school administrator may exclude from the field trip or excursion any student whose presence on the field trip or excursion would pose a safety or disciplinary risk.

### **Permission Slips**

No student will be permitted to go on a field trip or excursion without a permission slip signed by the student's parent or guardian. The permission slip shall include a waiver of all claims against Navigator Charter School, its employees and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. In addition, the permission slip shall include an emergency telephone number for the student; any medications the student is required to take, along with the time and dosage required; and any medications the student is allergic to or other medical information necessary to ensure the student's safety. Permission slips must be collected in advance of the trip. One copy of the permission slip shall remain on the school campus with the academy administrator and one copy shall be given to the teacher to take on the field trip or excursion.

### **Accident and Medical Insurance**

The charter school does not provide student accident or medical insurance. However, information and applications for student injury and medical insurance are available from the academy administrator or designee.

### **Supervision of Field Trips and Excursions**

The sponsoring teacher must be present to supervise the field trip or excursion. The academy administrator or their designee shall be designated as the emergency contact for the group on the field trip or excursion. The sponsoring teacher or school employee accompanying the group shall have completed a first aid course which is certified by the American Red Cross.

A first aid kit shall be accessible to the sponsoring teacher or accompanying school employee at all times during the field trip or excursion. If the field trip or excursion is conducted in areas known to be infested with poisonous snakes, the first aid kit must contain medically accepted snakebite remedies. The sponsoring teacher or charter school employee must also be certified in a first aid course emphasizing treatment of snakebites.

All school employees and chaperones shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while supervising students on a field trip or excursion. In addition, all school employees and chaperones shall not enter any private space alone and must enter in teams of two.

Any injuries or unusual incidents occurring during the field trip or excursion shall be documented in writing by the sponsoring teacher or other school employee accompanying the field trip or excursion.

### **Adult/Student Ratio**

The minimum adult/student supervision ratio appropriate for the grade level be observed at all times during the field trip or excursion (1:4 TK-3rd, 1:8 4th-5th, 1:10 6th-12th). Depending on the nature of the field trip, teachers may request additional adults to attend as chaperones. The academy administrator or Executive Director can adjust these ratios depending on the nature of the field trip. Students are under the jurisdiction of Navigator Charter School all times during the field trip or excursion and school rules are to be adhered to at all times. Students are to be reminded that they are representing Navigator Charter School during a field trip or excursion and need to model the core values of our school community.

All school rules must be followed while on the field trip or excursion. This includes, but is not limited to horseplay, practical jokes, harassment, taunting, rough play, aggressive or violent behavior, theft, profanity, viewing of pornographic material, and use of alcohol or controlled substances during the field trip or excursion are strictly prohibited. Students will receive disciplinary consequences similar to those issued while at school. Students may receive additional disciplinary consequences after returning from the trip. A parent/guardian may be called at any time to pick up a student who repeatedly fails to follow direction from school staff and/or violates disciplinary expectations.

### **Parent/Guardian Participation in Field Trips and Excursions**

Parents/guardians are encouraged to participate in field trips and excursions as chaperones to assist with supervision of students. Chaperones accompanying the school group shall receive clear information regarding their responsibilities from the sponsoring teacher. Prior to the field trip or excursion, the sponsoring teacher and academy administrator or designee may hold a meeting for chaperones accompanying the group to discuss trip logistics, safety procedures, rules for the field trip or excursion, strategies for keeping a group together, and review emergency plans.

All chaperones will be assigned a specific group of students and shall be responsible for the continuous monitoring of these students at all times. Chaperones shall not consume alcohol or use controlled substances (except for medications taken under a physician's orders) while supervising students on a field trip or excursion. All chaperones participating in field trips and excursions are required to pass a criminal background check with Navigator Charter School and a tuberculosis screening for overnight field trips in advance of the field trip/excursion.

Any parent/guardians or other guests, such as siblings and relatives, appearing at the field trip location may be excluded from the field trip group unless they are an identified chaperone.

### **Transportation**

Consideration will be given to the safest mode of transportation and the safest routes of travel. If travel is by van or school bus the legal occupancy limit must not be exceeded. Seat belts are to be used at all times while traveling if the vehicle contains safety restraints. When transportation is being provided by the school, students must travel with the student groups. If transportation for the field trip or excursion is provided by parents/guardians, such parents/guardians shall provide proof of liability insurance. A copy

of the insurance policy shall be given to the Business Office of the charter school or their designee. The parents/guardians shall acknowledge in writing that their insurance carrier is the primary agent responsible for insurance for the field trip or excursion and their insurance meets the minimum liability requirements. The school shall take reasonable precautions to ensure that individuals volunteering to transport students are responsible and capable operators of the vehicles to be used. Students may not transport themselves or other students on field trips.

### **Defraying Expenses of Field Trips and Excursions**

When planning a field trip, the supervising teacher shall work directly with the academy administrator to develop a comprehensive budget for the trip. Families may be asked and are encouraged to help defray field trip and excursion costs through donations and field trip fees. A student may not be denied participation in a field trip or excursion due to lack of funds. Other school funding may also offset expenses of field trips and excursions.

The sponsoring teacher must provide alternative educational activities for those students not participating in the field trip or excursion due to choosing not to attend or whose parents/guardians do not give permission for the student to participate in the field trip or excursion.

### **Rooming Assignments for Overnight Field Trips**

For overnight field trips all students must have rooming assignments identified in advance of the trip. Parents/Guardians will be informed of all policies and procedures regarding lodging and accommodations in advance of the trip. To the greatest extent possible, students will sleep in separate beds for all overnight sleeping accommodations. Lodging options with three or more individual beds per room will be prioritized when selecting accommodations by the supervising teacher.

For group lodging accommodations (ex: dormitory lodging), students will be assigned lodging locations by the supervising teacher. At least two chaperones will also be assigned to each group lodging location.

In the event that students will sleep in a room without direct adult supervision (ex: hotel rooms), the room assignments must be approved by both the student's parent/guardian and sponsoring teacher. Students will be assigned to rooms in multiples of three or more students. In the event the sponsoring teacher cannot adequately accommodate all requests, the teacher will work with parents/guardians and the academy administrator to develop alternative arrangements. Any requests to change room assignments must be provided to the sponsoring teacher at least two weeks in advance of the start of the trip.

Students who are dating may not be assigned to the same room. In accordance with Education Code 221.5(f) students will be assigned a sleeping location based on their gender identity, irrespective of the gender listed on the pupil's record. Parents/guardians will be informed of this policy as part of the permission slip process. Parents/guardians are encouraged to contact the supervising teachers with any additional questions or concerns which the supervising teacher will address while also maintaining student privacy rights.

In the event a chaperone must enter a student sleeping location, chaperones must do so in teams of two. Sponsoring teachers will plan field trip activities so that students are in hotel rooms or similar sleeping arrangements to the least extent possible.

DRAFT



# Coversheet

## Board Member Agreement

**Section:** II. Topical Items  
**Item:** D. Board Member Agreement  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Board Member Agreement and Survey - DRAFT (02.23.24).pdf



## **BOARD MEMBER AGREEMENT (2023-2024)**

### **Board Member Commitments**

The objectives of the Navigator Schools Board of Directors are to promote the success of the charter schools it governs and to ensure adherence to the mission and educational philosophy of Navigator Schools. To accomplish these objectives, board members must be willing to attend meetings, follow through on commitments, and participate fully in the decision-making process. Board members are asked to commit to this policy as part of their initial orientation. They will annually review and renew their individual commitments in the following areas.

#### **Commitment to Mission**

Navigator board members promote our shared mission, generating good will for the organization and encouraging support for the efforts of the staff and volunteers.

*Navigator Schools equips students to be learners and leaders in high school, college, and beyond. We develop top-tier teams of educators who continuously improve and innovate schools that deliver phenomenal outcomes for all students, regardless of their circumstances.*

#### **Commitment to Governance**

Board members keep all board deliberations confidential and accept and support final decisions. They encourage and respect the participation and contributions of fellow board members. Once a decision has been made through a collectively defined process, the board speaks with one voice.

Board members agree to act on behalf of the organization and its interests, putting aside personal concerns, affiliations, or constituencies. They guard against conflicts of interest and excuse themselves from discussions and votes where a conflict exists.

#### **Commitment to Board Development**

Board members agree to help recruit, mentor, and assist with the orientation of new board members.

#### **Commitment to Financial Management**

The board, in order to remain accountable to donors, the public, and to safeguard Navigator's tax-exempt status, assists in ensuring that proper financial controls are in place. Members will

1. Review revenues and expenses on a quarterly basis
2. Participate in the strategic planning and the setting of long-term goals
3. Advise and approve Navigator's annual budget (and scheduled budget revisions)
4. Review the results of the external audits and recommend actions if needed

### **Commitment to Oversight**

The board ensures that the Chief Executive Officer & Superintendent has the moral and professional support needed to further Navigator's goals. Annually in June, the board will review the Chief Executive Officer & Superintendent's performance and compensation.

### **Commitment to Improving, Promoting, and Defending California Public Charter Schools**

California charter schools are public, free, accountable, and open to all. They provide families with a voice and a choice to select innovative educational models that best serve the needs of children, young adults, and the community. Board members support and defend high-quality public charter schools in California.

### **Commitment to Active Participation**

Board members agree to

1. Participate in six regular board meetings per year
2. Attend a majority of special and emergency board meetings
3. Attend annual trainings and other professional development approved by the board
4. Serve on at least one board committee
5. Visit each of Navigator's school sites at least once per year
6. Communicate with the Chief Executive Officer & Superintendent on a regular basis via email or phone
7. Check the email account provided by Navigator Schools on a weekly basis and respond to Google Calendar invitations to support effective communication and scheduling
8. RSVP to all meetings via Board On Track to ensure prompt public notice of quorums
9. Review all board meeting agendas and materials prior to board meetings
10. Complete an annual board self-evaluation, CEO evaluation, and ad hoc surveys
11. Complete background checks and fingerprinting when required by law
12. Submit an annual Statement of Economic Interest ([Form 700](#)) upon request
  - a. Submit a Form 700 within thirty days of joining or leaving the board

### **Commitment to Ethical Conduct and Discourse**

Board members will act in accordance with board bylaws and all state and federal legislation for ethics, fairness, transparency, and open meetings, including the Brown Act.

### **Term of Service**

Board members shall serve two-year terms. Board membership may be renewed for up to three consecutive terms. Board members who do not fulfill obligations listed in the Board Agreement Form may be asked to resign before the completion of their term.

### **Board Member Agreement**

I agree to fulfill the above commitments and expectations and to comply with the governance policies as a member of the Board of Directors of Navigator Schools.

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Signature of Board Member

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Printed Name

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Date