



Date: August 18, 2020

To: Navigator Schools Board

From: Sean Martin, Executive Assistant to the CEO / Special Projects Coordinator

Subject: Annual Board Member Agreement Form

As part of an expanded effort to support the onboarding of new board members, a new Annual Board Member Agreement form was shared with the Governance Committee during its most recent meeting on August 11, 2020. This form, to be signed by all board members annually, provides a clear and comprehensive list of expectations. The expectations are presented within a framework of key commitments. These include commitments to stakeholder health and safety, governance, board development, financial management, oversight, active participation, defending high-quality California charter schools, and ethical conduct.

The Annual Board Member Agreement was reviewed by the Governance Committee. It is recommended that the board approve the agreement, including additions or modifications to the text approved by motion, if any, at the regular board meeting on August 25, 2020.



BOARD MEMBER AGREEMENT FORM (Draft)

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. Board members will

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

Commitment to Oversight

The board ensures that the Chief Executive Officer (CEO) has the moral and professional support needed to further Navigator’s goals. Annually in June, the board will review the Chief Executive Officer’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

- Participate in six regular board meetings per year
- Attend a majority of special and emergency board meetings
- Attend annual trainings and other professional development approved by the board
- Serve on at least one board committee
- Complete an annual school site visit (when possible based on COVID-19 guidelines)
- Communicate with the Chief Executive Officer on a regular basis via email or phone
- Check the email account provided by Navigator Schools on a weekly basis and respond to Google Calendar invitations to support effective communication and scheduling
- RSVP to all meetings via [Board On Track](#) to ensure prompt public notice of quorums
- Read all board meeting materials prior to board meetings
- Complete annual board self-evaluations, board surveys, and CEO evaluations
- Submit an annual Form 700 prior to the deadline announced by the Board Chair
- Submit a Form 700 within thirty days of leaving the board
- Submit an annual Board Member Agreement Form

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.

Signature of Board Member

Printed Name

Date