



Date: April 15, 2021
To: Board of Directors
From: Kevin Sved, CEO
Subject: Structures to Support Development Efforts

Strengthening Navigator's development capacity is essential to sustain current operations; enhance programming to better serve our students, families, and communities; and expand to serve a greater number of students and families. Creating structures for board engagement and expanding the volunteer effort can play instrumental roles in a successful long-range development plan. The Governance Committee proposed this agenda item to engage the full board in discussing these needs and possible strategies. Sample descriptions of a board development committee and an advisory council are attached. A description of the affiliated Navigator Schools Support Corporation is also attached as this entity and its board can also be integrated components of a successful development structure.

Development Committee

General Purpose

The Development Committee is commissioned by and responsible to the board of trustees to assume the primary responsibility for raising non-grant funds to support the organization's mission. This committee ensures that the organization has sufficient funding to support the growth and expansion of the organization is critical to long term sustainability.

Appointments and Composition

Appointments of the chair and members of the Development Committee shall be made annually by the chair of the board with the advice and consent of the board in accordance with the bylaws.

The chair of this committee shall be a member of the Board of Trustees.

Members of this committee shall be members of the board of trustees, subject to the conditions stated in the bylaws. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

The Development Committee has the following primary functions within the organization:

- Develop annual and multi-year fundraising plans that will generate the funds needed to meet the non-public and non-grant fundraising goal.
- Coordinate the implementation of the fundraising plan with fundraising efforts by senior staff, parents, and other volunteers.
- Develop the necessary sub-committee systems to successfully carry out the fundraising events and activities that are part of the annual fundraising plan; supervise the functions of the sub-committees.
- Develop a plan for involving all board members in the non-grant resource development activities of the organization.
- Arrange for board training on development issues, as needed.
- Create specific, measurable, board-level goals for the year as part of the full board planning process.
- Report to the board of trustees at its regular meetings in a manner determined by the board.
- Annually evaluate its work as a committee and the objectives it has committed itself to, and report on the same to the board of trustees

Navigator Advisory Council (or other title like Board of Advisors)

draft: 4/15/21

Purpose

This advisory group will be composed of highly-respected individuals whose affiliation will enhance Navigator's reputation and reach to support long-term sustainability and deepen impact. The expertise of these advisors will contribute to the organization's continuous improvement efforts.

Key Responsibilities

- 1) Provide counsel to the CEO and Board of Navigator Schools (NS)
- 2) In collaboration with the CEO and the NS Board, advise on fulfilling the mission of NPS including supporting the long-term sustainability of the organization
- 3) Assist in bringing financial resources to NS
- 4) Serve as outreach for NS in the larger context of public education and beyond

NAC Members:

- Will serve a one year term
- Attend two meetings per year (virtual or in person)
- Actively participate in the functioning of the council
- Be available for individual consultations to the CEO and the NS Board
- Will be nominated by the CEO and approved by the NS Board

Navigator Advisory Council is not a committee created by the NS Board. It is not under the Brown Act, however, the interactions between NAC and the NS Board will follow all Brown Act requirements.

Navigator Schools Support Corporation

The Navigator Schools Support Corporation (NSSC) was created in December 2020 as an affiliated 501c3 with the immediate need to facilitate the 407 Main Street facility deal. Since there are many advantages to separating privately raised funds from those received through public sources, NSSC could play an important role in raising private funds to support the Navigator Schools' mission. Staff would like to collaborate with the Board and NSSC Board to explore how to best utilize the NSSC to support fundraising as well as possibly operating non-core programming like dissemination. Our founding NSSC Board is composed of:

- Annie Millar, retired Executive Director of Ceiba Public Schools;
- John Glover, CEO of Alpha Public Schools (and former Navigator Board Member); and
- Patrick Walsh, charter advocate and former regional director of CCSA.

The terms of these founding board members runs through June 30, 2021. While the roles of the initial board members were primarily focused on the founding organizational documents and approving aspects of the 407 Main Street facilities deal, roles in 2021-22 and beyond could be shaped to be more directly related to supporting organizational development efforts. NSSC membership is approved by the Navigator Schools Board of Directors.