

NAVIGATOR SCHOOLS
SCHOOL-CONNECTED ORGANIZATIONS BOARD POLICY

Board Policy #

Adopted: August 29, 2023, Gilroy, California

The Governing Board of Navigator Schools (“Board”) recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting Navigator Schools (“Navigator”) and its educational and extracurricular programs and/or activities. The Board appreciates the contributions made by such organizations in support of Navigator’s mission and the Board's vision for high-quality educational and extracurricular opportunities for all Navigator students. The Board values the relationship between Navigator and the parent group(s) which are organized for the purpose of supporting Navigator’s educational and extracurricular programs and/or the individual schools operated by Navigator. Such school-connected organizations shall be recognized only if they comply with all of the conditions this policy, as set forth below.

Parent Involvement: A school-connected organization, including a booster club, parent-teacher association or organization must be properly formed, established, and maintained according to law in good standing as a separate legal entity, and specifically, a California non-profit public benefit corporation and a 501(c)(3) tax-exempt organization, with its own EIN. Such organization(s) shall be subject to its own bylaws and operational procedures, as applicable. In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

Relationship between School-Connected Organizations and Navigator Schools: In order to become a school-connected organization, the group shall submit sufficient information to Navigator for review and approval. Such information shall include, at a minimum, copies of their articles of incorporation, their bylaws, their tax-exempt determination letter, and their EIN. The school-connected organization shall enter into a memorandum of understanding (“MOU”) with Navigator that shall set forth the basis for the relationship. The school-connected organization must comply with the terms and conditions of the MOU in order to be recognized by Navigator and in order to be able to use the name of “Navigator Schools” and/or the name of the individual school being supported by the school-connected organization. Navigator will provide ancillary fiscal/operational support to the organization as set forth in the MOU.

Relationship between School-Connected Organizations and Navigator Staff: The directors, volunteers, or agents of a school-connected organization are not under the control or direction of Navigator staff. The directors, volunteers, or agents of a school-connected organization may not use the services of Navigator staff during regular work hours. The school-connected organization may not make any payment or offer any gifts to Navigator staff.

Fundraising: A school-connected organization shall request permission from Navigator to engage in their associated activities, including but not limited to fundraising. The school-connected organization must first obtain the prior written approval of Navigator's CEO & Superintendent (or designee) prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of Navigator, the school operated by Navigator which is being supported by the school-connected organization, or for Navigator students. The school-connected organization must provide Navigator's CEO & Superintendent (or designee) with an annual proposed list of fundraising activities which must be approved in advance. All directors and officers of a school-connected organization must certify that they have reviewed the *Attorney General of California's Guide for Charities: Best Practices for Nonprofits that Operate or Fundraise in California*, including specifically, chapter 9 regarding fundraising.

Navigator Facilities: Public schools are considered civic centers where under certain conditions school-connected organizations and other civic clubs may meet. Navigator may grant the use of any Navigator Schools' facility to a school-connected organization pursuant to a facility use agreement specifying the terms and conditions of the use, including dates, times, and purposes of the proposed use.

Non-Discrimination: The Board is committed to providing equal opportunity for all students. Therefore, all school-connected activities must be free from any and all unlawful discrimination, including based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information, a perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

Donor Status: Potential donors, including parents/guardians of the school communities, must not be unduly pressured to make donations in support of fundraising efforts. School-connected organizations must express and are expected to emphasize that donations are always voluntary. Navigator students may not be barred from an event or activity because they or their parents/guardians did not participate in fundraising or make a donation. Any participation in fundraising activities by students and/or their parents/guardians shall be strictly voluntary.

Booster Club Training: All directors and officers of all associated school-connected organizations must participate in FCMAT Booster Club Training within 90 days of the approval of an MOU as referenced above, as per the attached Exhibit "A" to this policy.

Authorized Signatory: Navigator's CEO & Superintendent (or designee) is authorized to take all steps necessary to effectuate the foregoing, including but not limited, entering into the MOU or other associated relevant documents on behalf of Navigator.



Date: August 29, 2023
To: Navigator Schools Board of Directors
From: Sean Martin, Board Secretary
Subject: School Connected Organizations Policy

Navigator Schools is reviewing, optimizing, and updating its collection of organizational policies to ensure compliance, transparency, and effective services. This effort will increase shared knowledge across all levels of the organization, building and strengthening culture as we pursue our mission together.

Parent and Guardian Involvement

Every school in the Navigator family has a strong tradition of parental involvement. This extends to dynamic, dedicated booster clubs. These groups promote Navigator Schools within the local community, throughout the region, and across the state as we recruit students and families, build partnerships with districts, and develop innovative programs and Community Schools. Ultimately, our parent clubs serve as organized ambassadors for the greater charter school movement.

Adopting a new School Connected Organizations Policy will empower groups of supporters to work in harmony with confidence, utilizing clear, helpful guidelines. The policy will establish a secure and robust foundation upon which school connected groups can grow and thrive. In addition, the policy will harness the financial, compliance, and communications expertise of the Support Office to serve school connected groups with added efficiency and standardization.

The new policy has been researched, developed, and reviewed by Tom Peraic, General Counsel of Navigator Schools. We look forward to sharing the achievements of school connected groups at future board meetings as the benefits of policy implementation become manifest through increased parental participation, leadership, and community action.