



Date: October 19, 2017

To: Board of Directors

From: Kevin Sved, CEO

Re: Recommendation to Approve Homeless and Attendance Policies

Recommendation

It is recommended that the Board approve policies for Attendance and Homeless Students.

Background

As fiscally independent charter schools, Gilroy Prep School and Hollister Prep School must comply with various state mandates. As such, the Director of Student Services in collaboration with site staff and the Support Office leadership team, drafted the proposed policy for attendance. The policy was developed in alignment with state truancy laws. The proposed homeless policy has been vetted by the California State Department liaison for homeless education to ensure compliance with the McKinney-Vento Homeless Assistance Act.

Summary

Board approval of the homeless policy and the attendance policy is requested.



Attendance and Truancy Policy

Navigator Schools believes that prompt and regular attendance is essential to the learning process and is an important life and work skill. By choosing to attend Navigator Schools, students and families accept that regular attendance is part of the social contract that helps students succeed. California's compulsory education laws require children between six and eighteen years of age to attend school with a limited number of specified exceptions.

Terms

Tardy	Students who arrive to school after the scheduled start time but less than thirty thirty minutes late are tardy. Excessive tardies will generate a consequence.
Late	Students who arrive to school more than thirty minutes after the scheduled start time are late.
Excused absence	<p>An absence is excused when a student who is absent from school provides an approved excuse to the attendance office within forty-eight hours of the student's return to school. Approved excuses are:</p> <ul style="list-style-type: none"> ● Student illness ● Quarantine of student under the direction of county or city health officer ● Medical, eye, or dental appointments ● Attending funeral services of immediate family members ● Observance of religious holiday <p>Extended absences (more than five days) require verification by a school official or physician.</p>
Unexcused absences	An absence is unexcused when a student who is absent or late from school without an approved excuse communicated to the attendance office within forty-eight hours of the student's return to school. This definition applies to family-approved vacations.
Legally truant	Legally truant is defined as any pupil subject to full-time education who misses more than thirty minutes of instruction (three combined occurrences of unexcused absences or lates) without a valid excuse three or more times in one school year.

Habitual truant	An habitual truant is any pupil subject to full-time education who is absent or late from school without a valid excuse six or more times in one school year. Six combined occurrences of unexcused absences and/or lates will result in a student being classified as an habitual truant.
Early-out	An early-out is when a student departs from school with a parent/guardian prior to the official end of the school day. Excused early-outs apply to medical and dental appointments. Other reasons are not excused. These instances are not part of the normal attendance calculations but can be used to further identify attendance issues for a student. Excessive early-outs will generate a consequence. Medical and dental excuses may require verification by a school official.
Note: Occurrences are combined unexcused absences and lates. For example, a student with one absence and two lates is legally truant. A student with four absences and two lates is an habitual truant.	

Policy

Attendance is taken every morning at the start of the school day. Students who are not in class at that time will be marked absent. Students who arrive after assembly in the morning must first visit the office and receive a hall pass to enter class. Students without a valid hall pass will not be admitted to class. Students who arrive between one and twenty-nine minutes after the scheduled start of class will be marked tardy. Students who are more than thirty minutes late will be marked late. Early-outs from school are recorded in a student's permanent attendance record as excused or unexcused.

Once a student is classified as legally truant (three occurrences) a *Notification of Truancy* (Letter 1) and a copy of the *Attendance and Truancy Policy* are mailed to notify parent/guardian of the student's status [Figure 1].

Student Attendance Review Board (SARB)

An habitually truant pupil (six occurrences) will trigger the Student Attendance Review Board (SARB) process which includes steps listed in the table below.



6 th Occurrence	Letter 2 [Figure 3]	An <i>Habitual Truancy</i> letter and a brochure with suggestions to improve student attendance Are sent home to parent/guardian.
7 th Occurrence	Letter 3 [Figure 4]	<ul style="list-style-type: none"> • <i>Third Notice of Truancy</i> letter is sent home. • A parent/guardian conference with the school administrator is scheduled at which time the SARB process is explained by the administrator. • Student and parent/guardian receive a brochure about attendance and sign a notice verifying understanding of the <i>Attendance and Truancy Policy</i> and expectations.
8 th Occurrence	Letter 4 [Figure 5]	<ul style="list-style-type: none"> • <i>Fourth Notification of Truancy</i> is sent home. The School Resource Office may schedule a home visit and/or contact the Office of the District Attorney.
<p>Beyond eight occurrences in one year</p> <ul style="list-style-type: none"> • A second parent/guardian conference is scheduled. An intervention form with attendance resources is presented to parent/guardian and a student-parent-school agreement is developed and signed. This agreement may include evening parenting classes, a mandatory after-school program, and/or Saturday School attendance to make-up missed work. • If unexcused absences continue, legal action may be taken against the parent/guardian. Enrollment at the school may be jeopardized. The case is referred to the Director of Student Services for review. If legal action is approved, the director will refer the case to the Office of the District Attorney. 		

Early-Out and/or Excessive Tardies

A student who is picked up from school prior to the release of school will only be excused for reasons listed in the definition of excused absences (see above). All other reasons will be marked as unexcused. These occurrences are not added to the calculation of attendance, but they are tracked for review by the school administrator. Excessive early-outs and/or tardies (a combination of ten or more) are discouraged and detract from a student's overall attendance performance. After determining that the excessive early outs and/or tardies are affecting



academic progress, the school administrator will hold a parent conference and discuss consequences and solutions.

Office Staff Responsibilities

The school office staff generates a weekly *Top Truancy Offenders Report* in Illuminate. Letters will be sent to families per the *Attendance and Truancy Policy*. The office staff will contact teachers to identify students with excessive early-outs, tardies, and absences. Meetings with parent/guardian regarding student truancy will be initiated by the school administrator and these meetings will include the student's classroom teacher.

Navigator Schools Policy

Education For Homeless Children

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The charter school shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.

Homeless students shall not be segregated into a separate program based on their status as homeless and shall not be stigmatized in any way.

(cf. 3553- Free and Reduced Price Meals)

The CEO or designee shall ensure that placement decisions for a homeless student are based on the student's best interest as defined by law and administrative regulation.

(cf. 5111.13 Residency for Homeless Children)

Transportation

The Charter School shall provide transportation for a homeless student to and from school when the student is residing within the boundaries of the sponsoring district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries but continues to attend the charter school, the CEO or designee shall consult with the superintendent of the district in which the student is now residing to agree up a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250- Transportation Fees)

(cf. 3541- Transportation Routes and Services)

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

UNITED STATES CODE, Title 42

11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

US DEPARTMENT OF EDUCATION GUIDANCE

Education for Homeless Children and Youth Program, Non-Regulatory Guidance,
July 2004

WEB SITES

California Department of Education, Homeless Children and Youth Education:
<http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

Policy NAVIGATOR SCHOOLS

Adopted: _____

NOTE: Times listed for Agenda Items are estimates only. Actual times may vary substantially dependent on circumstances.

I. Procedural Items

Item

- A. 6:00 pm **Call to Order, Attendance & Opening Remarks**
Caitrin Wright, Chair
- School of Distinction Awards to GPS & HPS
 - No public comment cards
- B. 6:05 pm **Consent Agenda**
1. **May meeting minutes**
 - John Glover moved, Alicia Gallegos-Fambrini 2nd, all approved
 2. **Employment agreements**
 3. **Wellness Plan**
- Caitrin Wright, Chair*
- C. 6:10 pm **Public Comment on items not covered on the regular agenda**
Caitrin Wright, Chair
No Public Comments were shared.

II. Presentations, Discussion & Action Items

Item

- D. 6:20 pm **CEO report**
Kevin Sved
- one year anniversary...a year of adventure
 - submit applications for Prop 51
 - great work that James and team have been doing since CCSA...building trust
 - Clayton Christiansen Institute out to take video footage of our classrooms
 - Director updates:
 - Kirsten Carr: playing a lead role in getting input/feedback for LCAP
 - Sharon Waller: working on many projects, Boys and Girls Club project will jump start next year
 - Ben Moeller: tightening up our work calendars (site, different roles, SO)
 - Caitrin asked about future calendars...budget, evaluation
 - Melissa Alatorre Alnas: job descriptions created and posted (Special Projects and Community Engagement...pending Board approval)
- E. 6:35 pm **Finance**
1. Financial update
Bryan Adams
 - 2016-17: coming in well within budget
 2. Approval of Local Control Accountability Plans (2017-18)
 - Gilroy Prep School
 - Hollister Prep School

Kevin Sved

 - connected goal statements to our Board priorities and Navigator 5 Compass Points
 - Culture of Excellence, Data Driven Instruction, Consistent Coaching, Equitable Access to Curriculum (MTSS...Equity...Inclusive), Cutting Edge Instructional Technology

- Questions:
 - (J. Glover) Is anything different than what we would have turned in if we did not have parent input?
 - (J. Montgomery) What does 'Highly Appropriate Credentialed Teacher'?
 - will take out 'highly'
 - (J. Montgomery) Start LCAP work earlier next year?
 - Yes
 - (C. Wright) How does LCAP align to Charter petitions/renewals?
- Motion to approve GPS LCAP, Caitrin Wright moved, John Glover 2nd, all in favor
 - Discussion: Alicia Gallegos-Fabrini
- Motion to approve HPS LCAP, Caitrin Wright, moved, Nora Crivello 2nd, all in favor

3. Approval of 2017-2018 Budget

Joyce Montgomery, Treasurer, Bryan Adams

- Questions:
 - (J. Montgomery) One-time funding deferred...other changes at state level...What is delta for organization?
- Motion to approve, John Glover, 2nd Alicia Gallegos-Fambrini, all in favor

F. 7:20 pm

Navigator Schools Strategic Plan Update

Kevin Sved & Andrew Bray

- Andrew Bray: Background and timeline review
- Questions:
 - (Caitrin Wright) Generally, how are we feeling about this?
 - inspiring, motivating
 - (Alicia Gallegos-Fambrini) Road map is so helpful, super enthusiastic and feeling positive. Biggest risks: The talent piece, facilities are both huge. Making sure we are serving low-income communities: need to be very deliberate and purposeful about the work that we are doing around recruitment and trust-building in the communities that we want to serve.
 - (John Glover) This is a display of thoughtfulness and maturity...existing in partnership with boundless enthusiasm and optimism. Biggest risk: Systems and practices and ways of thinking that have caused us to be successful up to this point...will be different in schools 3, 4, and 5. Most excited about the 'big old chunk of land'...potential to make a huge impact.
 - (J.P. Anderson) Two hats: that of a parent...excitement...nervous. As a Board member...we have learned from our mistakes...a lot of people spending a lot of time, thoughtful work...ready now. Biggest risk: (Parent) Will it take away from our existing schools? (Board) Always going to be risks...but there has been so much thought put into it...we are going to 'get there' no matter what.
 - (Nora Crivello) Every once in a while, you realize why this school is different...ABSOLUTELY about the kids. The thought of having that authentic mission spread to other communities is amazing. Biggest risk: talent, maintaining culture, philanthropic aspect. Overall, an achievable amount of work for an extremely good cause
 - (Joyce Montgomery) Pleased overall, skeptical at first. In awe of the heavy lift that all did to get us where we are now. Biggest risk: facilities, finance, state economic risk...may delay us but will not dissuade us. Stars are aligning for Navigator! Results, team...start building a name for ourselves. Ready to execute!
- Andrew Bray: What is next in the process? Between now and the September Board meeting...
 - work over summer months
- Kevin Sved: Mission/Values update
 - Board input (words that come to mind):
 - community //

- family
- joy
- commitment//
- excellence ///
- citizenship
- forward-thinking
- grit
- collaboration
- relentless
- caring
- persistence
- possibility
- ganas
- connected
- dedication
- continuous improvement
- determination
- innovation
- perseverance

G. 8:20 pm **Governance**

1. Board Priorities
 - Caitrin Wright, update
 - How do we feel about living within the broader structure of our current priorities?
 - To what do we want to hold ourselves accountable?
 - Potential Board member update
2. Board Retreat Update
 - Still looking for a location
3. Election of officers for 2017-18
 - must elect every year
 - Motion to approve Alicia as Secretary: John Glover moved, 2nd JP Anderson, all in favor
 - Motion to approve Joyce as Treasurer: Nora Crivello moved, 2nd Alicia Gallegos-Fambrini, all in favor
 - Motion to approve Caitrin as Board Chair: JP Anderson moved, 2nd Joyce Montgomery all in favor

Close of Open Session

- H. 8:02 pm **Closed Session --Public Employment – CEO Evaluation**
- Caitrin announced commencement of closed session at 8:02

Open Session Reconvened

- I. 8:56 **Open Session Reconvened**
- Caitrin reconvened open session at 8:56. No action was taken during closed session.
- J. 8:57pm **Adjourn**
- John Glover motioned to adjourn, second by Nora Crivello, all in favor

MINUTES

Board of Directors Retreat
Thursday, August 17, 2017
10:00 am to 4:00 pm
St. Francis Retreat Center
549 Mission Vineyard Road
San Juan Bautista, CA 95045

Mission: Navigator Schools drives phenomenal student achievement by developing top tier teachers and leaders who consistently improve innovative classrooms and schools.

I. Procedural Items

<u>Item</u>	<u>Objective</u>
A. 10:08 am Call to Order, Attendance and Opening Remarks <i>Caitrin Wright, Chair</i> Meeting called to order by Caitrin Wright <ul style="list-style-type: none"> ○ Board members present: JP Anderson, Nora Crivello, John Glover, Joyce Montgomery, Caitrin Wright ○ Board member absent: Alicia Gallegos-Fambrini ○ Staff and guests present: Melissa Alatorre Alnas, Andrew Bray, Kirsten Carr, James Dent, Victoria Garcia, Sean Martin, Heather Parsons, Kevin Sved, Sharon Waller Motion to change the agenda by Caitrin Wright <ul style="list-style-type: none"> ○ Move compensation review (comparables) to September meeting; remove agenda items J, K, and L; agenda item O shifted to lunch time <ul style="list-style-type: none"> ▪ Motion carried 	Discussion
B. 10:18 am Public Comment on Items not Covered on the Regular Agenda <i>Caitrin Wright</i> No public comment was requested.	Discussion

II. Presentations, Discussion & Action Items

<u>Item</u>	<u>Objective</u>
C. 10:19 am Framing the Day <i>Andrew Bray, Facilitator</i> The board participated in an ice-breaker exercise.	Discussion
D. 10:53 am Board Self-Assessment Discussion <i>Andrew Bray</i> The board discussed the results of McKinsey Non-Profit Board Self-Assessment survey.	Discussion
E. 11:25 pm Mission and Core Values <i>Caitrin Wright, Kevin Sved, CEO</i> The board reviewed mission and core values work submitted by staff. The board was in general agreement regarding the mission and values. Staff will revise and submit for board review and approval.	Discussion
F. 12:16 pm Lunch	
G. 1:26 Board Review of Comparable Compensation Data for Charter School Executive Directors, CEOs, and Superintendents Deferred to September board meeting	Discussion
H. 1:26 Public Announcement of Reasons for Closed Session <i>Caitrin Wright</i>	
I. 1:30 PM Closed Session, Public Employment: Chief Executive Officer <i>Caitrin Wright</i>	Discussion

- J. **Open Session**
Caitrin Wright
This item was deferred to the September board meeting.
- K. **Public Report of Action Taken in Closed Session and Vote or Abstention of Each Board Member**
Caitrin Wright
This item was deferred to the September board meeting.
- L. **Possible Board Approval of Resolution Regarding Executive Compensation** Action
Caitrin Wright
This item was deferred to the September board meeting.
- M. **Possible Board Approval of Updated Employment Contract for Chief Executive Officer** Action
Caitrin Wright
This item was deferred to the September board meeting.
- N. 2:42 pm **Board Role and Goals** Discussion
Andrew Bray
The board reviewed staff survey results regarding board roles and expectations. The board discussed direction of responsibilities for board and staff with the understanding that this is an ongoing discussion.
- O. **Team Building Activity** Discussion
Andrew Bray & Caitrin Wright
This became an informal activity, and it was incorporated into lunch time.

III. Close of Meeting

- | | <u>Item</u> | <u>Objective</u> |
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| P. | 3:58 pm Wrap-up and Next Steps
<i>Kevin Sved</i>
The board will continue these discussions at the September board meeting. | Discussion |
| Q. | 4:03 pm Meeting Closure & Adjournment
<i>Caitrin Wright</i>
The board retreat was adjourned by Caitrin Wright at 4:03 pm. | Action |