



Navigator Schools

NS Finance Committee

Date and Time

Tuesday April 14, 2020 at 3:00 PM PDT

Location

Navigator Schools Support Office, 650 San Benito Street, Suite 230, Hollister CA 95023

This meeting will be conducted via teleconference due to restrictions imposed by local, regional, and state authorities in response to COVID-19.

This meeting will be held in compliance with modified Brown Act requirements as outlined in Executive Order [N-25-20](#). Individuals requiring a disability-related accommodation, modification, or auxiliary aid/service, should submit requests to Sean Martin via phone (831-217-4894) or [Email](mailto:smartin@navigatorschools.org) (smartin@navigatorschools.org). An archive of board meeting minutes is available for public view at the Navigator Schools, 650 San Benito Street, Suite 230, Hollister CA 95023.

Agenda

I. Opening Items

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order

II. Finance

Finance

A. Financials Through March 31, 2020

A. Ortiz will present the March 31, 2020 financial documents.

B. 2020-21 Budget Planning Discussion

A. Ortiz will lead a discussion regarding 2020-21 budget planning.

C. Board Treasurer

C. Wright will provide an update on planning and next steps for the election of a new NS Board Treasurer.

III. Other Business

A. Facilities Update

K. Sved will provide an update regarding facilities for Navigator Schools.

B. Board Meeting Planning

A. Ortiz will review potential action items related to business and finance to be presented at future meetings.

C. Schedule Next Meeting

Members will determine a date and time for the next NS Finance Committee meeting.

IV. Closing Items

A. Adjourn Meeting

Coversheet

Financials Through March 31, 2020

Section: II. Finance
Item: A. Financials Through March 31, 2020
Purpose: Discuss
Submitted by:
Related Material: March 31 2020 Financials.pdf



2019-20 Financial Report Narrative
 April 28, 2020 Board Meeting
 Financials through March 31, 2020

	NET INCOME	
	<u>Current Projection</u>	<u>BOD Approved Budget</u>
CMO	\$345k	\$21k
Gilroy Prep	\$157k	\$190k
Hollister Prep	\$206k	\$221k
Watsonville Prep	<u>-\$61k</u>	<u>-\$122k</u>
Total	\$823k	\$310k

- Charter Management Office (CMO) projected net income variance highlights
 - \$415k favorable variance in fundraising due to fundraising and grant revenue coming in higher than what was budgeted
 - \$64k unfavorable variance in books & supplies which includes additional technology and hotspots for families and staff due to school closure
 - \$51k unfavorable variance in services due to the use of non instructional consultants not budgeted, including \$30k for Edgility Consulting for the Compensation Study

- Gilroy Prep School (GPS) projected net income variance highlights
 - \$48k favorable variance in Local Control Funding Formula (LCFF) revenue due to new Fiscal Crisis Management Assistance Team (FCMAT) calculation
 - \$40k unfavorable variance in other revenue due to school closure and food service sales and spirit wear sales have ceased
 - \$102k unfavorable variance in fundraising is projected due to the departure of staff responsible for site-based fundraising
 - \$92k favorable variance in services due to school closure and operations have ceased for the remainder of the year

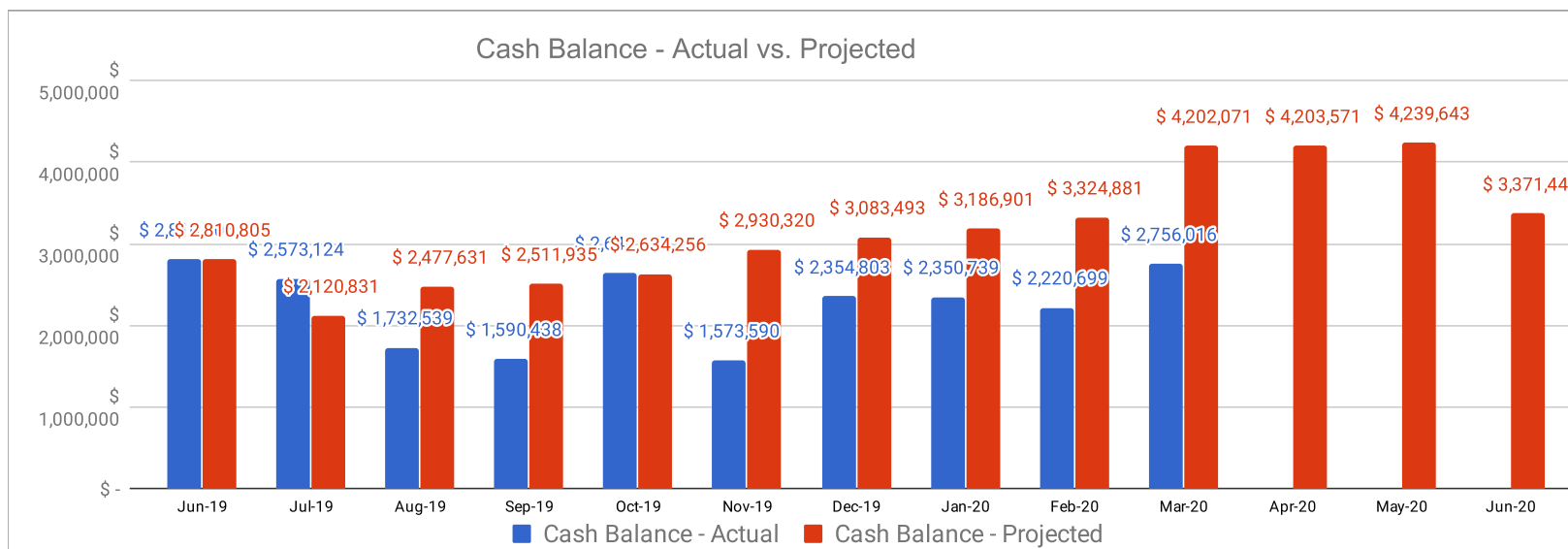
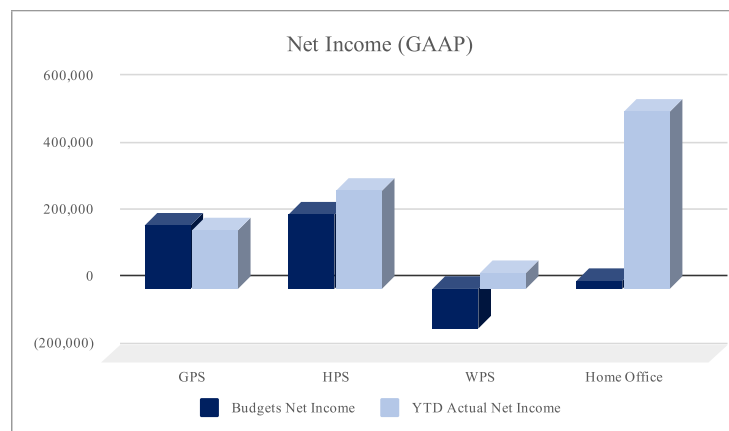
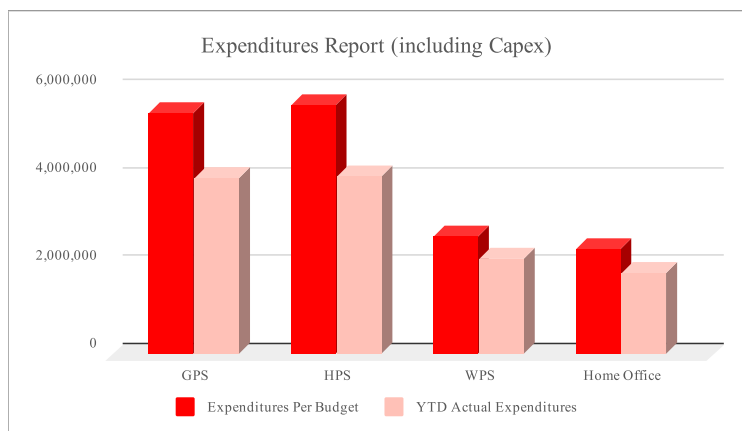
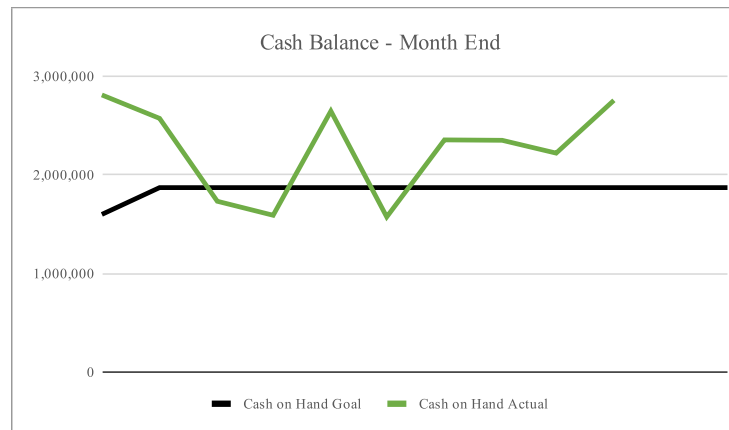
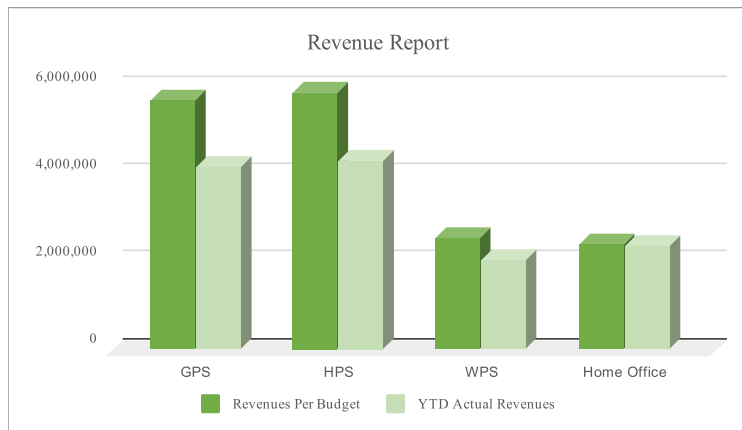
- Hollister Prep School (HPS) projected net income variance highlights
 - \$15k unfavorable variance in LCFF revenue due to new FCMAT calculation
 - \$91k unfavorable variance in fundraising is projected due to the departure of staff responsible for site-based fundraising
 - \$38k unfavorable variance in other revenue due to school closure and food service sales and spirit wear sales have ceased
 - \$70k favorable variance in services due to school closure and operations have ceased for the remainder of the year
 - \$60k favorable variance in books & supplies due to technology expenses being lower than budgeted



- Watsonville Prep School (WPS) projected net income variance highlights
 - \$59k unfavorable variance in LCFF revenue due to new FCMAT calculation using current enrollment and Average Daily Attendance (ADA) numbers
 - \$100k favorable variance in fundraising
 - \$25k favorable variance in services due to special education contractors expenses being lower than budgeted
 - \$300k (Board approved) has been added to capital outlay for the 407 project

Navigator Schools
 Consolidated Balance Sheet Comparison
 March 31, 2020

	<u>3/31/2020</u>	Actual <u>6/30/2019</u>	Actual <u>6/30/2018</u>
Cash	2,756,016	2,810,805	2,981,724
Accounts Receivable	2,120,189	1,230,222	776,899
Prepaid Expense	90,320	110,473	221,301
Fixed Assets, net of depreciation	483,166	443,235	324,446
Other Assets	4,763	0	2,915
Total Assets	5,454,454	4,594,735	4,307,284
Accrued Liabilities	662,128	739,182	845,666
Loans Payable	113,379	0	0
Total Liabilities	775,507	739,182	845,666
Beginning Fund Balance	3,855,553	3,461,617	2,937,269
Net Income	823,394	393,936	524,348
Ending Fund Balance	4,678,947	3,855,553	3,461,617
Total Liabilities & Fund Balance	5,454,454	4,594,735	4,307,284

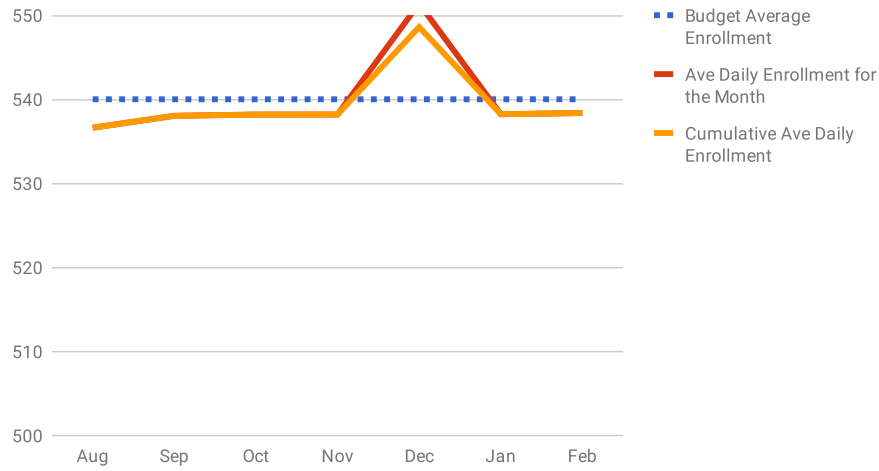


Navigator Schools - NS Finance Committee - Agenda - Tuesday April 14, 2020 at 3:00 PM

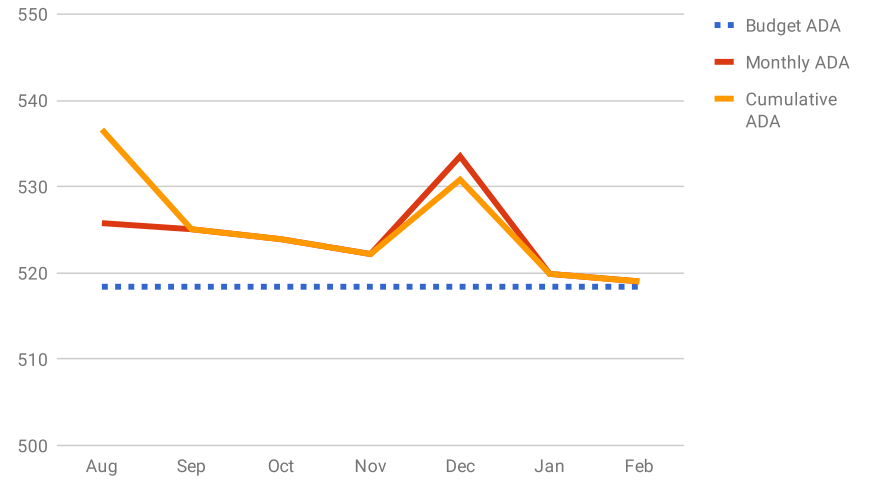
Navigator Schools - 2019-20 Budget vs. Projection

Summary Level	March 31, 2020	Total				GPS				HPS				WPS				CMO			
		2019-20	2019-20	2019-20	Total Projection	2019-20	2019-20	2019-20	Total Projection	2019-20	2019-20	2019-20	Total Projection	2019-20	2019-20	2019-20	Total Projection	2019-20	2019-20	2019-20	Total Projection
		BOD Approved	YTD	Projection	Variance to Budget	BOD Approved	YTD	Projection	Variance to Budget	BOD Approved	YTD	Projection	Variance to Budget	BOD Approved	YTD	Projection	Variance to Budget	BOD Approved	YTD	Projection	Variance to Budget
REVENUE:	Enrollment	1252	1248	0		540	539	0		540	541	0		172	168	0					
	LCFF Revenue	11,527,937	8,829,759	11,502,442	(25,495)	4,727,826	3,575,662	4,776,039	48,213	5,031,476	3,803,363	5,016,744	(14,732)	1,768,635	1,450,734	1,709,659	(58,976)	0	0	0	0
	Federal Revenue	772,692	390,732	772,692	0	327,356	192,534	327,356	0	246,894	129,548	246,894	0	198,442	68,650	198,442	0	0	0	0	0
	Other State Revenue	978,114	738,706	978,114	0	427,661	317,320	427,661	0	405,140	331,710	405,140	0	145,313	89,676	145,313	0	0	0	0	0
	Donations & Grants	1,153,170	1,349,620	1,472,000	321,200	108300	4,171	6,000	(102,300)	107,500	15,358	16,000	(91,500)	400,000	400,000	500,000	100,000	535,000	930,091	950,000	415,000
	Other Revenue	203,530	144,751	156,391	(47,139)	110,670	67,863	70,000	(40,670)	73,517	30,599	35,000	(38,517)	18,428	18,791	18,791	363	915	27,498	32,600	31,685
	CMO Management Fees	1,871,856	1,398,825	1,865,097	(6,759)													1,871,856	1,398,825	1,865,097	(6,759)
	REVENUE	16,504,929	12,852,393	16,746,736	241,807	5,701,813	4,157,550	5,607,056	(94,757)	5,864,527	4,310,578	5,719,778	(144,749)	2,530,818	2,027,851	2,572,205	41,387	2,407,771	2,356,414	2,847,697	439,926
EXPENDITURES:																					
	Salaries	8,811,933	6,151,102	8,811,933	0	2,993,603	2,057,953	2,993,603	0	2,934,268	2,061,019	2,934,268	0	1,237,309	841,593	1,237,309	0	1,646,753	1,190,537	1,646,753	0
	Benefits & Taxes	2,183,979	1,625,689	2,183,979	0	749,075	584,764	749,075	0	717,355	548,186	717,355	0	292,689	242,066	292,689	0	424,860	250,673	424,860	0
	Books & Supplies	1,210,872	1,097,530	1,252,000	41,128	335,773	364,975	366,000	30,227	400,318	269,145	340,000	(60,318)	443,185	392,976	450,000	6,815	31,596	70,434	96,000	64,404
	Services & Other Operating Expense	2,071,469	1,538,059	1,935,000	(136,469)	642,356	407,158	550,000	(92,356)	770,042	537,968	700,000	(70,042)	375,773	275,948	350,000	(25,773)	283,298	316,985	335,000	51,702
	CMO Management Fees	1,865,097	1,398,825	1,865,097	0	756,452	567,342	756,452	0	805,036	603,774	805,036	0	303,609	227,709	303,609	0				0
	Capital Outlay	30,000	217,794	332,369	302,369	15,000	16,396	16,396	1,396	15,000	15,973	15,973	973	0	185,425	300,000	300,000	0	0	0	0
	EXPENDITURES	16,173,350	12,028,999	16,380,378	207,028	5,492,259	3,998,588	5,431,526	(60,733)	5,642,019	4,036,065	5,512,632	(129,387)	2,652,565	2,165,717	2,933,607	281,042	2,386,507	1,828,629	2,502,613	116,106
	REVENUE LESS EXPENDITURES	331,579	823,394	366,358	34,779	209,554	158,962	175,530	(34,024)	222,508	274,513	207,146	(15,362)	(121,747)	(137,866)	(361,402)	(239,655)	21,264	527,785	345,084	323,820
	GAAP Adjustments:																				
	Revenue Less Expenditures	331,579	823,394	366,358	34,779	209,554	158,962	175,530	(34,024)	222,508	274,513	207,146	(15,362)	(121,747)	(137,866)	(361,402)	(239,655)	21,264	527,785	345,084	323,820
	Add back Capita Outlay to Net Income	30,000	217,794	332,369	116,944	15,000	16,396	16,396	1,396	15,000	15,973	15,973	973	0	185,425	300,000	114,575	0	0	0	0
	Subtract Depreciation Expense	(52,000)	0	(52,000)	0	(35,000)	0	(35,000)	0	(17,000)	0	(17,000)	0	0	0	0	0	0	0	0	0
	Net Income - GAAP Basis 2018-19	309,579	1,041,188	646,727	337,148	189,554	175,358	156,926	(32,628)	220,508	290,486	206,119	(14,389)	(121,747)	47,559	(61,402)	60,345	21,264	527,785	345,084	323,820
	Beginning Net Assets @ 6/30/19	3,855,550	3,855,550	3,855,550		1,861,759	1,861,759	1,861,759		1,787,623	1,787,623	1,787,623		124,997	124,997	124,997		81,171	81,171	81,171	
	Net Income - GAAP Basis 2019-20	309,579	1,041,188	646,727		189,554	175,358	156,926		220,508	290,486	206,119		(121,747)	47,559	(61,402)		21,264	527,785	345,084	
	Ending Net Assets @ 6/30/20	4,165,129	4,896,738	4,502,277		2,051,313	2,037,117	2,018,685		2,008,131	2,078,109	1,993,742		3,250	172,556	63,595		102,435	608,956	426,255	

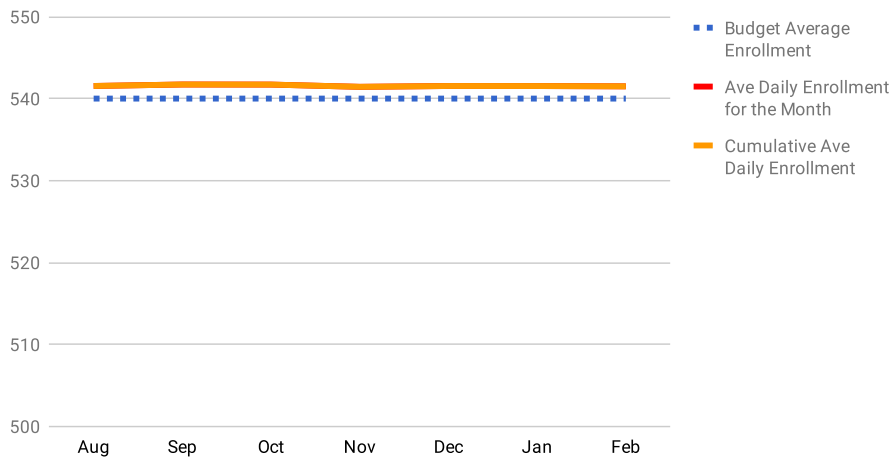
GPS Enrollment



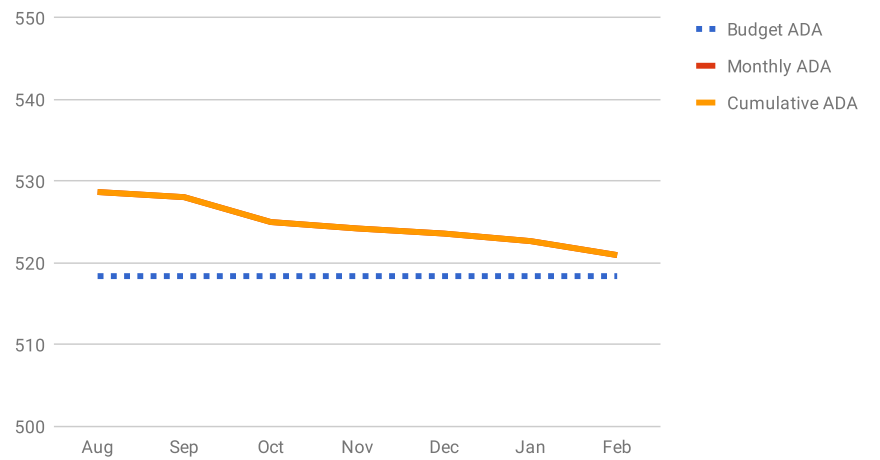
GPS ADA

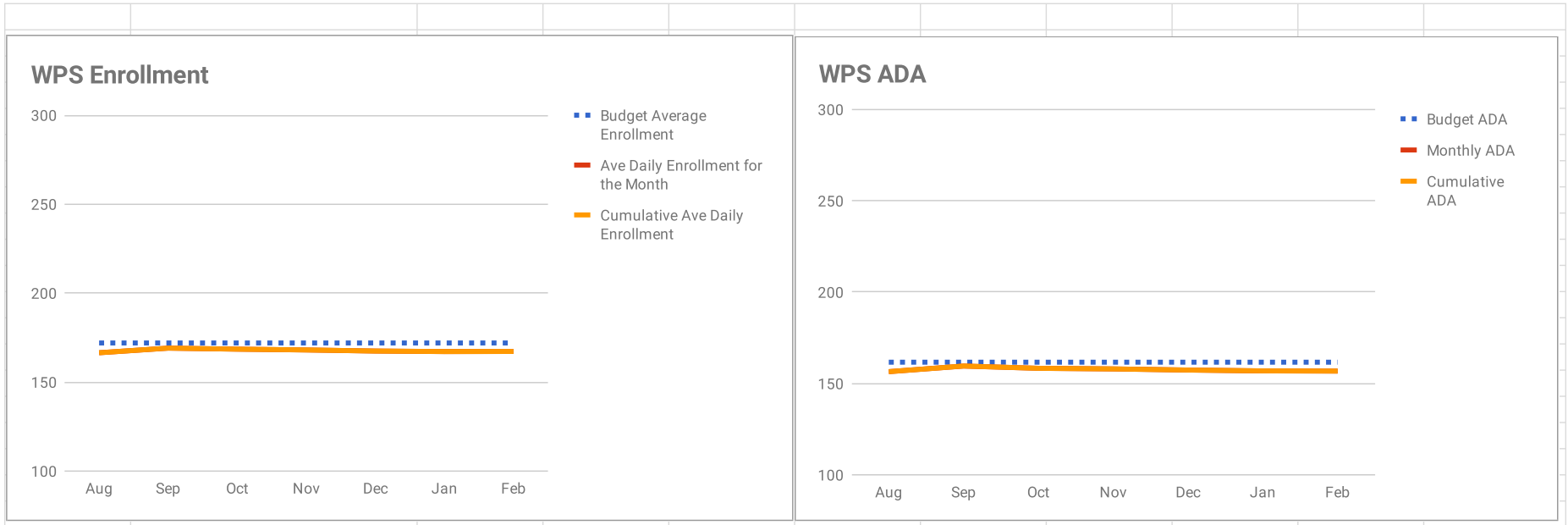


HPS Enrollment



HPS ADA





Navigator Schools - Financial Data

<u>Attendance and Enrollment Data</u>	<u>Total</u>	<u>GPS</u>	<u>HPS</u>	<u>WPS</u>
2019-20 ADA - Approved Budget	1198.5	518.4	518.4	161.68
2019-20 ADA thru 2/29/2020	1196.8	519.0	521.0	156.82
2019-20 ADA %- Approved Budget	95.7%	96.0%	96.0%	94%
2019-20 ADA % thru 2/29/2020	96.0%	96.4%	96.2%	93.8%
2019-20 Enrollment - Approved Budget	1252.0	540.0	540.0	172
2019-20 Ave Enrollment thru 2/29/2020	1247.0	538.4	541.4	167.24
Enrollment as of 2/29/2020	1248.0	539.0	541.0	168

*Budgeted ADA is at 96%

	<u>Actual</u>
Cash balance as of 03/31/2020	2,756,016
Annual Expenditures (not including CMO Mgmt Fees)	14,308,253
Number of Months Cash on Hand	2.31

Coversheet

Board Meeting Planning

Section: III. Other Business
Item: B. Board Meeting Planning
Purpose: Discuss
Submitted by:
Related Material: Future Board Meeting Planning.pdf

Future Board Meeting Planning April 14, 2020

The following items are scheduled to go before the Board for consideration on Consent Agenda on April 28, 2020:

1) Santa Clara County STRS agreement for Fiscal Year 2020-21

An agreement and the fee of \$2500 are required for all Direct Funded Charter Schools who offer retirement benefits to their employees through the California Teachers Retirement System (CalSTRS) and use the services of the Santa Clara County Office of Education (SCCOE) to process monthly CalSTRS retirement reports. This agreement between the SCCOE and Navigator Schools, Gilroy Prep is a yearly requirement.

2) Consolidated Application for Federal Funding

Local Educational Agencies (LEA) use the Consolidated Application and Reporting System (CARS) to electronically apply for, manage, report and provide assurances that the LEA will comply with the legal requirements related to specific formulas driven by state and/or federal categorical programs. The LEA is required to review and receive approval of its Application for Funding selections with its local governing board. With the Board's approval Gilroy Prep, Hollister Prep and Watsonville Prep will all be applying for Title I-Part A, Title II- Part A, Title III-Part A, and Title IV-Part A.

3) Approval to Use Public Charter School Grant Program (PCSGP) Funds for Transportation

In the fall of 2019 Watsonville Prep was awarded a \$375,000 PCSGP grant from the California Department of Education (CDE) to support the launch of Watsonville Prep. PCSGP is a grant program funded by the US Department of Education (USDE). PCSGP funds may be used for one-time transportation costs with a board resolution demonstrating commitment to pay for ongoing maintenance and operational costs associated with transportation. The Proposition 39 offer from Pajaro Valley Unified is for a split-site operation in 2020-21. To address some of the challenges related to operating WPS at two locations, we would like to purchase three passenger vans. Relatedly, the \$375,000 of PCSGP funds must be expended by June 30, 2020 unless the CDE receives a waiver from the USDE.

The following items are scheduled to go before the Board for consideration on June 16, 2020:

1) Local Control Accountability Plan (LCAP) for 2020-2021

2) Budget for 2020-2021