

DRAFT



## Navigator Schools

# Minutes

## Finance Committee

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### Date and Time

Friday August 13, 2021 at 1:00 PM

### Location

Zoom

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This meeting will be held in compliance with modified Brown Act requirements as outlined in Executive Order [N-25-20](#). An archive of board meeting minutes is available for public view at the Navigator Schools, 650 San Benito Street, Suite 230, Hollister CA 95023.

Individuals in need of a disability-related accommodation, modification, or auxiliary aid/service, should direct requests to Sean Martin, Executive Assistant to the CEO. Contact: (831) 217-4894 [smartin@navigatorschools.org](mailto:smartin@navigatorschools.org)

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### Committee Members Present

N. Crivello (remote), V. Paredes-Colonia (remote)

### Committee Members Absent

*None*

### Guests Present

A. Ortiz (remote), D. Koren (remote), E. Villagomez (remote), K. Sved (remote), S. Martin (remote)

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## I. Opening Items

### A. Record Attendance and Guests

### B. Call the Meeting to Order

V. Paredes-Colonia called a meeting of the Finance Committee of Navigator Schools to order on Friday Aug 13, 2021 at 1:02 PM.

**C. Approve Minutes from Previous Meeting**

N. Crivello made a motion to approve the minutes from Finance Committee Meeting on 06-07-21.

V. Paredes-Colonia seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**II. Business and Finance**

**A. Financials as of June 30, 2021**

A. Ortiz reviewed financials as of June 30. She explained impacts of various funding related to COVID-19. Committee members asked questions concerning several topics, including staff incentives, summer school, independent study, and COVID-19 supplies, and the layout of a financial chart.

**B. 2021-22 Finance Updates**

A. Ortiz shared that a revised budget is under preparation for release in October, 2021. D. Koren mentioned that there may be new revenue sources emerging soon to support expanded learning, special education, teacher training, and other programs.

**C. Financial Policies**

A. Ortiz provided a backstory for the development and function of financial policies in recent years. When she shares drafts for new and updated policies in the future, she would welcome and value feedback from the committee. K. Sved mentioned that related materials will be forthcoming, perhaps to be included in the packet for the next regularly scheduled board meeting on August 24, 2021. The committee discussed subjects related to policy development, including details of contract approval, check authorizers, purchase orders, and the monitoring of policy compliance. Members suggested the possibility of creating a standing agenda item to address the development of policies over time.

**D. Facilities Update**

K. Sved shared an update on 407 Main Street, Watsonville, including inspections, permits, and move-in dates. He presented pictures of the site.

**E. 2021-22 Finance Committee Meeting Schedule**

Members chose dates and times for meetings during the 2021-22 fiscal year. The meeting schedule is (all times PM): October 1, 2021 (1:00-2:00); December 3, 2021 (1:00-2:00); January 27th, 2022 (1:30-2:30); April 18, 2022 (2:00-3:00); and June 2, 2022 (1:30-2:30).

**III. Closing Items**

**A. Adjourn Meeting**

V. Paredes-Colonia made a motion to adjourn.

N. Crivello seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

N. Crivello Aye

V. Paredes-Colonia Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:56 PM.

Respectfully Submitted,  
S. Martin

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**Documents used during the meeting**

- June 30, 2021 Financials.pdf
- Financial Policies 2021.pdf