



## Navigator Schools

# Minutes

## Finance Committee

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### **Date and Time**

Tuesday June 5, 2018 at 3:00 PM

### **Location**

Navigator Schools, 650 San Benito St., Suite 230, Hollister, CA 95023

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### Teleconference Locations

- 827 Broadway, Suite 300, Oakland, CA 94607
- 83 Great Oaks Blvd, San Jose, CA 95119
- 303 Twin Dolphin Drive, Suite 600, Redwood City, CA 94065

### Teleconference Instructions

- PC, Mac, or iOS: <https://navigatorschools.zoom.us/j/425213843>
  - Telephone: US: +1 646 876 9923 or +1 669 900 6833 or +1 408 638 0968
  - Meeting ID: 425 213 843
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### **Committee Members Present**

C. Wright, J. Montgomery (remote), N. Crivello (remote)

### **Committee Members Absent**

*None*

### **Guests Present**

A. Ortiz, K. Sved (remote), S. Martin

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## **I. Opening Items**

### **A. Record Attendance and Guests**

**B. Call the Meeting to Order**

J. Montgomery called a meeting of the Finance committee of Navigator Schools to order on Tuesday Jun 5, 2018 @ 3:04 PM at Navigator Schools, 650 San Benito St., Suite 230, Hollister, CA 95023.

**C. Approve Minutes**

N. Crivello made a motion to approve minutes from the Finance Committee on 05-03-18.

C. Wright seconded the motion.

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

**Roll Call**

J. Montgomery Aye

C. Wright Aye

N. Crivello Aye

**II. Finance**

**A. Financial Report 2017-18**

Ami presented the report, pointing out and explaining variances. Joyce asked clarifying questions about budget dates relating to salaries (hourly and salaried, July through June). Kevin added additional explanations. Caitrin asked a question about the CDE loan (payoff schedule). Kevin explained the details. Joyce inquired about figures on the balance sheet and Ami explained how we enter accounts receivable. Joyce suggested that we add page numbers to future reports. She also suggested that a certain column be added to a report and Ami confirmed that it will be added in the future. Joyce discussed P2 dates and related attendance rates connected to ADA. She has noticed a curve (attendance rate) at one site. Nora asked if 96% is a customary target for ADA. Other members provided feedback on this matter, including strategies applied to promote attendance at NS.

**B. LCAP 2018**

Ami solicited questions and concerns about the LCAP. She answered questions from members, including procedures for charter schools compared to non-charters relating to the LCAP. Caitrin asked about baselines actuals on staff surveys. Ami and Kevin provided explanations. Joyce considered the alignment between LCAP and NS charter documents. She also mentioned certification and assignment of teachers in the charter school realm (and related terminology in the LCAP). Joyce pointed out that we will need to track data relating to coaching sessions (as currently mentioned on LCAP draft). Kevin and Joyce discussed the EL reclassification policy at NS, including key criteria, as related to the LCAP.

**C. Budget 2018-19**

Ami presented the budget and explained key procedures. She shared a PowerPoint presentation (to be shared at a future board meeting) and solicited feedback. Committee members discussed the slides and asked several questions, including questions about budgeting for WPS. Ami's presentation ended with a slide featuring future goals and next steps.

**III. Other Business**

**A. Facilities Update**

Kevin Sved, CEO, provided an update on facilities. He mentioned a long-term HPS strategy as a priority for next year (relating to the HPS middle school and an

agreement with HSD). In the case of WPS, Kevin mentioned the need for upcoming feasibility studies for the main site that we are currently considering. Joyce provided input regarding funding and the contracting of architects.

**B. Support Services for External Agencies**

Kevin provided a brief update regarding the possibility of offering professional development services to external agencies.

**IV. Closing Items**

**A. Adjourn Meeting**

J. Montgomery made a motion to adjourn the meeting.

N. Crivello seconded the motion.

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

**Roll Call**

N. Crivello Aye

C. Wright Aye

J. Montgomery Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:58 PM.

Respectfully Submitted,

S. Martin