

APPROVED



Navigator Schools

Minutes

Finance Committee

Date and Time

Tuesday February 27, 2018 at 3:00 PM

Location

650 San Benito Street, Suite 230, Hollister CA 95023

Teleconference Locations

- 83 Great Oaks Blvd., San Jose CA 95119
- 900 Island Drive, Redwood City CA 94065

Teleconference Instructions

- Meeting ID: 689 104 265
 - Dial by phone: US: +1 646 876 9923 or +1 669 900 6833 or +1 408 638 0968
 - Join from PC, Mac, Linux, iOS or Android: <https://navigatorschools.zoom.us/j/689104265>
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Committee Members Present

Joyce Montgomery (remote), Nora Crivello (remote)

Committee Members Absent

Caitrin Wright

Guests Present

Ami Ortiz, Bryan Adams, Kevin Sved, Sean Martin

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Joyce Montgomery called a meeting of the Finance Committee of Navigator Schools to order on Tuesday Feb 27, 2018 at 3:01 PM.

C. Approve Minutes

Joyce Montgomery made a motion to approve minutes from the Finance Committee on 12-05-17 Finance Committee on 12-05-17.

Nora Crivello seconded the motion.

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

II. Finance

A. 2017-18 Financials with Dashboard

The committee discussed variance, position control, income, expenses, cash balance, and enrollment and attendance data, including an in-depth discussion of average daily attendance (ADA) and related terminology.

B. Preliminary 2018-19 Budget

The committee reviewed the preliminary budget. Key components of the discussion included the CMO fee, added positions, salary ranges and increases, LCAP feedback and development, and PBIS.

III. Other Business

A. Cash Management Policy

The committee discussed the insurance and protection of funds. Efficient and practical strategies related to the safety of funds were considered. Internal control policies were also mentioned.

IV. Closing Items

A. Adjourn Meeting

Joyce Montgomery made a motion to adjourn the meeting.

Nora Crivello seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:50 PM.

Respectfully Submitted,
Sean Martin