

APPROVED



Navigator Schools

Minutes

Finance Committee

Date and Time

Thursday May 3, 2018 at 3:00 PM

Location

650 San Benito Suite, Suite 230, Hollister, CA 95023

Teleconference Locations

- 827 Broadway, Suite 300, Oakland, CA 94607
- 303 Twin Dolphin Drive Suite 600, Redwood City CA 94065

Teleconference Instructions

- Join from PC, Mac, Linux, iOS or Android: <https://navigatorschools.zoom.us/j/368241640>
- Telephone: +1 669 900 6833 or +1 408 638 0968 or +1 646 876 9923
- Meeting ID: 368 241 640

Committee Members Present

Caitrin Wright (remote), Joyce Montgomery (remote), Nora Crivello (remote)

Committee Members Absent

None

Guests Present

Ami Ortiz (remote), Kevin Sved (remote), 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 Thursday May 3, 2018 at 3:02 PM.

C. Approve Minutes

Nora Crivello made a motion to approve minutes from the Finance Committee on 02-27-18 Finance Committee on 02-27-18.

Caitrin Wright seconded the motion.

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

II. Finance

A. 2017-18 Financials with Dashboard

Ami presented the 2017-18 financials. Committee members discussed the lower-than-budgeted ADA for GPS. They reviewed the variations between budgeted and actuals. Joyce asked about position control mechanisms to help ensure that expenditures will be in line with the budget going forward.

B. Preliminary 2018-19 Budget

Board members questioned why we would lower the number of teachers in training from 2017-18 to 2018-19. Staff explained that GPS will be fully grown-out in 2018-19, and agreed that an additional TNT at HPS would benefit the program, and this will be revisited with HPS leadership. Joyce requested that the next iteration of the 2018-19 budget include projected monthly cash flow and balance sheet.

Members discussed the preliminary budget for WPS and identified the need to revise federal income projections based on changes to the PCSGP program.

Joyce asked staff about the budget training protocol for the new principals. Ami explained the on-boarding process to familiarize the new principals with the budget and affirmed a plan to have monthly reports and meetings.

C. LCAP Update

Ami presented a slide-deck showing the current status of the LCAP development process. Joyce encouraged staff to employ economy of language in the LCAP document.

III. Other Business

A. Facilities Update

Kevin provided an update regarding long-term facilities planning for GPS and HPS.

B. NS Professional Development (PD) Provision Contracts

Kevin reported the strong interest of outside agencies for receiving professional development support from NS. He shared four points essential to proceeding with this effort: providing a formal report on our efforts with RO Hardin, an explanation of alignment to our mission, the creation of an MOU, and a review of organizational capacity. Joyce added an additional consideration (an explanation of the alignment of the effort with NS priorities for 2018-19).

Joyce asked for a copy of the 990 tax return.

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 4:03 PM.

Respectfully Submitted,
Kevin Sved