APPROVED

Navigator Schools

Minutes

Finance Committee

Date and Time
Tuesday June 5, 2018 at 3:00 PM

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

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

Committee Members Present
Caitrin Wright (remote), Joyce Montgomery (remote), Nora Crivello (remote)

Committee Members Absent
None

Guests Present

Ami Ortiz, 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 Tuesday Jun 5, 2018 at 3:04 PM.

C. Approve Minutes

Nora Crivello made a motion to approve minutes from the Finance Committee on 05-03-18 Finance Committee on 05-03-18.
Caitrin Wright seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Joyce Montgomery	Aye
Nora Crivello	Aye
Caitrin Wright	Aye

II. Finance

A. Financial Report 2017-18

A. Ortiz presented the report, pointing out and explaining variances. J. Montgomery asked clarifying questions about budget dates relating to salaries (hourly and salaried, July through June). K. Sved added additional explanations. C. Wright asked a question about the CDE loan (payoff schedule). K. Sved explained the details. J. Montgomery inquired about figures on the balance sheet and A. Ortiz explained how we enter accounts receivable. J. Montgomery suggested that we add page numbers to future reports. She also suggested that a certain column be added to a report and A. Ortiz confirmed that it will be added in the future. J. Montgomery discussed P2 dates and related attendance rates connected to ADA. She has noticed a curve (attendance rate) at one site. N. Crivello 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

A. Ortiz 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. C. Wright asked about baselines actuals on staff surveys. A. Ortiz and K. Sved provided explanations. J. Montgomery 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). She pointed out that we will need to track data relating to coaching sessions (as currently mentioned on LCAP draft). K. Sved and J. Montgomery discussed the EL reclassification policy at NS, including key criteria, as related to the LCAP.

C. Budget 2018-19

A. Ortiz 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. Her presentation ended with a slide featuring future goals and next steps.

III. Other Business

A. Facilities Update

K. 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, K. Sved mentioned the need for upcoming feasibility studies for the main site that we are currently considering. J. Montgomery provided input regarding funding and the contracting of architects.

B. Support Services for External Agencies

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

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.

Roll Call

Joyce Montgomery	Aye
Caitrin Wright	Aye
Nora Crivello	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,
Sean Martin