APPROVED

Navigator Schools
Charting a new course in education

Navigator Schools

Minutes

Finance Committee

Date and Time
Tuesday September 11, 2018 at 4:00 PM

Location
Navigator Schools, Support Office, 650 San Benito Street, Hollister, CA 95023

Teleconference Locations

- 827 Broadway, Suite 300, Oakland, CA 94607
- 83 Great Oaks Blvd, San Jose, CA 95119
- 780 Broadway, Redwood City, CA 94063

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

Committee Members Absent
None

Committee Members who left before the meeting adjourned
Caitrin Wright

Guests Present
Ami Ortiz, Bryan Adams, Kevin Sved (remote), Sean Martin (remote)

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 Sep 11, 2018 at 4:05 PM.

C. Approve Minutes

J. Montgomery suggested we be consistent with using first initial and last names in all minutes. C. Wright advised that she attended via teleconference during the last meeting and that should be amended in the minutes. Members also requested that Rosie Segura's attendance be researched.
Caitrin Wright made a motion to approve minutes from the Finance Committee on 06-05-18 with amendments Finance Committee on 06-05-18.
Nora Crivello seconded the motion.
The committee **VOTED** unanimously to approve the motion.
Caitrin Wright made a motion to approve minutes from the Finance Committee on 06-05-18 with amendments Finance Committee on 06-05-18.
Nora Crivello seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Nora Crivello	Aye
Caitrin Wright	Aye
Joyce Montgomery	Aye

II. Finance

A. 2017-18 Unaudited Actuals

A. Ortiz presented unaudited actuals. J. Montgomery asked questions regarding variances. B. Adams contributed explanations. K. Sved asked a question about variances and benefits. C. Wright asked a process-related question about expenditures and school site budgets. Members discussed procedures and policies for budgetary decisions. N. Crivello asked a question regarding the language related to SPED and staffing.

B. 2018-19 Enrollment and Attendance Update

A. Ortiz introduced attendance figures for the first month of the school year, 2018-19, for GPS and HPS. Members discussed ADA. J. Montgomery asked clarifying questions about enrollment figures versus ADA figures. A. Ortiz and K. Sved explained elements of the related charts.

C. Status of 2017-18 Audit

The audit process was concisely summarized by A. Ortiz. J. Montgomery asked questions and offered suggestions concerning important audit dates and deadlines.

D. Updating Pinnacle Bank Account Signers

A. Ortiz explained this item. It will be on a the agenda for the next NS board meeting.

III. Other Business

A. Facilities Update

K. Sved provided a facilities report and key next steps. He introduced the idea of creating an advisory facilities taskforce. J. Montgomery asked a question regarding the status of the search for potential community-based members. She also asked a question regarding target budgets for Watsonville Prep School. K. Sved elaborated on estimates, sources, and options related to construction, budgets, and finances. J. Montgomery asked clarifying questions and offered recommendations based on experience regarding the timeline of related tasks and events. N. Crivello and K. Sved discussed potential advisory committee volunteers. K. Sved consulted J. Montgomery regarding material revisions related to facility development, enrollment, and related timelines. She provided feedback and suggested potential strategies.
Caitrin Wright left.

B. Schedule Next Meeting

A. Ortiz offered potential dates. J. Montgomery advised that we wait to choose a date after consulting our annual auditors. A. Ortiz agreed that we would schedule the next finance committee meeting after that conversation based on proposed audit dates.

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

Caitrin Wright	Absent
Nora Crivello	Aye
Joyce Montgomery	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:00 PM.

Respectfully Submitted,
Sean Martin