APPROVED

Navigator Schools

Minutes

Finance Committee

Date and Time
Tuesday February 12, 2019 at 11:00 AM

Location
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
- 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 arrived after the meeting opened
Caitrin Wright

Guests Present
Ami Ortiz, Kevin Sved, Rosa Segura, 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 12, 2019 at 11:01 AM.

C. Approve Minutes

Nora Crivello made a motion to approve minutes from the Finance Committee on 12-03-18 Finance Committee on 12-03-18.
Joyce Montgomery seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
Joyce Montgomery	Aye
Caitrin Wright	Absent
Nora Crivello	Aye

II. Finance

A. Low Performing Student Block

J. Montgomery sought clarification on these funds in relation to recent developments in the CA State Budget. Members discussed the effectiveness of related programs and N. Crivello expressed interest learning more about intervention data. Additional program data points were requested.

B. CARS Winter Data Collection

A. Ortiz presented timelines and intentions for this topic.

C. Revolving Loan Application

There were no comments made specifically about this topic. This application will be included in the consent agenda at the next regular board meeting.

D. 2018-19 Financials

A. Ortiz introduced the latest financial reports. J. Montgomery made suggestions, including removing 2016 data, and switching to an accrual rather than cash accounting system for FY 2019-20. She sought clarification on the column titles on page fourteen. A. Ortiz highlighted Hollister Prep School grants, technology budgets, expenditures, and reimbursements. J. Montgomery suggested strategies for working with vendors. A. Ortiz explained additional staff requests from Gilroy Prep School and related negligible impacts on the budget. She solicited recommendations for next steps for the upcoming regular NS Board Meeting. C. Wright and N. Crivello expressed interest in learning more about staff shifts due to the opening of Watsonville Prep School. J. Montgomery highlighted

importance of communication with parents as NS expands. She also mentioned including parents on interview panels. She asked a clarifying question about Teachers in Training and the length and conditions of their deployment and employment.
Caitrin Wright arrived.

E. Revised 2018-19 Budget

A. Ortiz summarized requests for new staff at the Support Office (SO) and the adoption of new accounting software. J. Montgomery expressed interest in learning exact costs for the new accounting application. Members and staff discussed the workload of current staff members. K. Sved expanded upon the need for additional SO staff. J. Montgomery recommended shifts in certain responsibilities at the SO level. Members shared thoughts on SO staff size. A. Ortiz offered additional insights on the scope of Human Resources. J. Montgomery shared experiences with school leadership and Human Resources and issues of scope and scale. Members and staff discussed additional options for staff growth, including temporary staffing. C. Wright provided further feedback on the clarity of staff roles and responsibilities, and the desire to learn more about these issues at the SO. K. Sved offered suggestions for next steps. Members expressed clear support for the purchase of the new accounting software.

F. 2019-20 LCAP and Preliminary Budget

J. Montgomery offered suggestions for summarizing key insights. A. Ortiz reviewed the latest LCAP update, including goals, priorities, and actions. J. Montgomery asked clarifying questions and offered advice regarding the adjustment of goals. C. Wright sought clarification on the alignment of the LCAP to 2020 organizational priorities. Members and staff discussed contingent budgets related to Watsonville Prep School and future expansion.

G. Selection for Auditor for 2018-19

A. Ortiz outlined the calendar for this process. She mentioned potential future partners and related correspondence.

III. Other Business

A. Schedule Next Meeting

This committee will arrange for the next meeting at a later date.

IV. Closing Items

A. Adjourn Meeting

Nora Crivello made a motion to adjourn the meeting.
Joyce Montgomery seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Caitrin Wright	Aye
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 12:01 PM.

Respectfully Submitted,
Sean Martin