APPROVED

Navigator Schools

Minutes

NS Finance Committee

Date and Time
Tuesday April 9, 2019 at 3:00 PM

Location
Navigator Schools, Support Office (Zoom), 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, Joyce Montgomery

Committee Members Absent
Nora Crivello

Guests Present
Ami Ortiz, Kevin Sved, Melissa Alatorre Alnas, Rosa Segura, Sean Martin, Victor Paredes-Colonia

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 Apr 9, 2019 at 3:05 PM.

C. Approve Minutes

Caitrin Wright made a motion to approve minutes from the Finance Committee on 02-12-19 Finance Committee on 02-12-19.
Joyce Montgomery seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Caitrin Wright	Aye
Nora Crivello	Absent
Joyce Montgomery	Aye

II. Finance

A. 2018-19 Financials

A. Ortiz made a brief presentation. J. Montgomery asked clarifying questions regarding consultant and broker fees and a variance in fundraising. C. Wright also discussed SO fundraising projections. C. Wright asked a clarifying question about how the WPS management fee is calculated. J. Montgomery made recommendations on this matter concerning grants and policy. C. Wright offered suggestions as well. Members suggested action items regarding reserves spending and management fee policies for the next meeting.

B. Proposed Salary and Wage Adjustments

K. Sved provided an overview of salary increases, including local conditions and sustainability. J. Montgomery asked clarifying questions regarding job descriptions, roles, step and scale, and surveys. C. Wright asked clarifying questions about rate charts, years of experience for certain roles at NS, and current salary ranges at NS. J. Montgomery expressed interest in rates at other districts. Members discussed next steps.

C. 2019-20 LCAP and Preliminary Budget

A. Ortiz presented relevant materials and reviewed the status of LCAP development. C. Wright asked questions about setting LCAP goals. A. Ortiz reviewed budget projections and decreases in CMO fees. K. Sved explained a proposed one-time 2% bonus pool based on achieving target metrics. J. Montgomery shared insights on bonuses and related structures. C. Wright discussed similar strategies and asked clarifying questions.

A. Ortiz and K. Sved provided further explanation concerning the genesis of the concept. Attendees discussed next steps.

III. Other Business

A. Long-Term Facilities for WPS and HPS

K. Sved shared an update on school facilities, specifically Hollister Prep School. J. Montgomery offered suggestions for supporting K. Sved during this project.

B. Schedule Next Meeting

This item was not discussed.

IV. Closing Items

A. Adjourn Meeting

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

Roll Call	
Joyce Montgomery	Aye
Nora Crivello	Absent
Caitrin Wright	Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:02 PM.

Respectfully Submitted,
Sean Martin