

APPROVED



## Navigator Schools

### Minutes

#### Finance Committee Meeting

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**Date and Time**

Thursday April 8, 2021 at 9:00 AM

**Location**

Remote via Zoom

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This meeting will be held in compliance with modified Brown Act requirements as outlined in Executive Order [N-25-20](#). An archive of board meeting minutes is available for public view at the Navigator Schools, 650 San Benito Street, Suite 230, Hollister CA 95023.

Individuals in need of a disability-related accommodation, modification, or auxiliary aid/service, should direct requests to Sean Martin, Executive Assistant to the CEO. Contact: (831) 217-4894 [smartin@navigatorschools.org](mailto:smartin@navigatorschools.org)

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**Committee Members Present**

Nora Crivello (remote), Victor Paredes-Colonia (remote)

**Committee Members Absent**

*None*

**Guests Present**

Ami Ortiz (remote), Dena Koren (remote), Kevin Sved (remote), Sean Martin (remote)

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**I. Opening Items**

**A.**

## **Record Attendance and Guests**

### **B. Call the Meeting to Order**

Victor Paredes-Colonia called a meeting of the Finance Committee of Navigator Schools to order on Thursday Apr 8, 2021 at 9:03 AM.

### **C. Approve Minutes from Prior Special Meeting**

Nora Crivello made a motion to approve the minutes from Special Finance Committee Meeting on 03-25-21.

Victor Paredes-Colonia seconded the motion.

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

#### **Roll Call**

Victor Paredes-Colonia Aye

Nora Crivello Aye

### **D. Approve Minutes from Previous Regular Meeting**

Nora Crivello made a motion to approve the minutes from Finance Committee Meeting on 01-21-21.

Victor Paredes-Colonia seconded the motion.

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

## **II. Business and Finance**

### **A. Financials Through March 31, 2021**

A. Ortiz reviewed financial projections and revenues. She clarified the definition of "cash on hand." In addition, she explained elements of the Payroll Protection Program and related timelines.

### **B. 2021-22 LCAP Update**

A. Ortiz described the plan and why Navigator did not have to submit one last year. The committee discussed staffing and potential funding sources for staff-related expenditures. Members asked clarifying questions.

### **C. 2021-22 Budget Development Process**

A. Ortiz explained the budget development process, including timelines and next steps for the board. She reviewed budget assumptions, and K. Sved provided additional details regarding cost of living adjustments, benefits, and potential salary increases.

### **D. Consolidated Application for Funding**

A. Ortiz reviewed what the application includes and the scope of related funding sources. There were no questions from committee members.

**E. 2021-22 SCCOE CalSTRS Agreement**

A. Ortiz provided a concise explanation of the agreement.

**F. Update on 407 Main Street Project**

K. Sved reviewed project schedules and lead times, including associated costs, offsets, savings, and contract incentives. He discussed modifications to components of the building and presented a slide presentation that captured construction progress. Members asked questions and expressed an interest in an upcoming tour of the site.

**III. Closing Items**

**A. Adjourn Meeting**

Nora Crivello made a motion to adjourn the meeting.  
Victor Paredes-Colonia seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

Victor Paredes-Colonia 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 10:00 AM.

Respectfully Submitted,  
Sean Martin

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**Documents used during the meeting**

- March 31 2021 Financials.pdf
- 2021-22 LCAP Update.pdf
- 2021-22 Budget Process.pdf
- 2021-22 Consolidated App Funding Memo.pdf
- 2021-22 SCCOE STRS Agreement.pdf