



# Urban Montessori Charter School

## Regular Board Meeting

Amended on August 24, 2020 at 6:08 PM PDT

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### Date and Time

Thursday August 27, 2020 at 6:15 PM PDT

### Location

<https://us02web.zoom.us/j/5102904005>

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PER GOVERNOR NEWSOM'S SHELTER IN PLACE EXECUTIVE ORDER DATED MARCH 19, 2020 ([WHICH IS HERE IN ITS ENTIRETY](#)) AND BY ORDER OF THE HEALTH OFFICER OF THE COUNTY OF ALAMEDA DATED JUNE 5, 2020 (Revised June 18, 2020 and July 19, 2020) ([WHICH IS HERE IN ITS ENTIRETY](#)): THIS WILL BE A VIRTUAL-ONLY MEETING

Join Zoom Meeting: <https://us02web.zoom.us/j/5102904005>

Meeting ID: 510 290 4005

One tap mobile [+16699006833](tel:+16699006833),5102904005# US (San Jose) [+13462487799](tel:+13462487799),5102904005# US (Houston) Dial by your location [+1 669 900 6833](tel:+16699006833) US (San Jose) [+1 346 248 7799](tel:+13462487799) US (Houston) [+1 253 215 8782](tel:+12532158782) US (Tacoma) [+1 312 626 6799](tel:+13126266799) US (Chicago) [+1 929 436 2866](tel:+19294362866) US (New York) [+1 301 715 8592](tel:+13017158592) US (Germantown) Meeting ID: 510 290 4005 Find your local number: <https://us02web.zoom.us/u/kb8lDmVDDD>

Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be unavailable. During this time, Zoom strongly recommends using computer audio capabilities (or via phone with the Zoom app) while on wifi.

If you have any trouble getting on the Zoom, please text 510-290-4005 for support.

Members: Loren Bentley Tammero, Olivia Couch, Jan Faraguna, Christina Greenberg, Greg Klein, Davis Leung, Nancy McAfee Flemming, Hae-Sin Thomas, Stacey Wang

Urban Montessori Charter School welcomes your participation at Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the organization in public. Your participation assures us of continuing community interest in our school and assists the Board in making the best decisions for our school. To assist you in the ease of speaking/participating in our meetings, guidelines are provided at the bottom of this agenda. All materials for all board and committee meetings, including audio recordings of Regular Board Meetings, are available via on our [BoardOnTrack public portal](#) and is also accessible via the [UMCS School Calendar](#).

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### Agenda

	Purpose	Presenter	Time
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<b>I. Opening Items</b>			<b>6:15 PM</b>
<b>A. Call the Meeting to Order</b>		Davis Leung	1 m
This meeting is being audio-recorded.			
<b>B. Record Attendance</b>		Davis Leung	1 m
<b>C. Review of Action/Discussion Items</b>	Discuss	Davis Leung	1 m
With input from the board, the Chair may decide, based upon a number of factors, to reorder the action/discussion items to best suit the needs of the meeting. No additional action/discussion items will be added at this time.			
<b>D. Board and Community Appreciations</b>		Davis Leung	5 m
Members of the Board and UMCS community may provide appreciations and affirmations during this time.			
<b>E. Board Member Comment</b>		Davis Leung	5 m
Any board member wishing to speak to an issue regarding UMCS that does not pertain to an agenda item may do so at this time. No further discussion or action will take place following each board member's comments.			
<b>F. Presentations from the Floor</b>		Davis Leung	10 m
PRESENTATIONS ON NON-AGENDA ITEMS – Any person wishing to speak to any item not on the agenda will be granted three minutes to make a presentation. Speakers requiring translation shall have double time.			
<i>“What if [we] listened to others so deeply that they felt loved, accepted, and safe in [our] presence, no matter what they had to say?” -- Steve Shapiro, Author</i>			
<b>II. Head of School Report</b>			<b>6:38 PM</b>
The Head of School and their designees will present topics of interest to the Board and the general public.			
<b>A. Head of School Report</b>	Discuss	Krishna Feeney	25 m
Report topics this meeting <b>may</b> include:			
<ol style="list-style-type: none"> <li>1. Professional learning and development</li> <li>2. Learning Everywhere and start of school <ol style="list-style-type: none"> <li>1. More coming during Public Hearing on Learning Continuity and Attendance Plan</li> </ol> </li> <li>3. Long-Term Strategic Planning process</li> <li>4. Staff and Student demographics for 2020-2021</li> <li>5. Goals for the year</li> </ol>			
<b>III. Public Hearing - Learning Continuity and Attendance Plan</b>			<b>7:03 PM</b>
<b>A. Learning Continuity and Attendance Plan</b>	Discuss	Krishna Feeney	20 m
<a href="#">Plan</a> will be further addressed at upcoming Committee meetings, future additional family and staff engagement opportunities, and again at the September Board meeting, when it will be voted on.			
<b>IV. Finance Committee</b>			<b>7:23 PM</b>
<b>A. Discussion Item - Committee Report, including year to date financial report</b>	Discuss	Greg Klein	10 m
Close out of 2019-2020 - unaudited Financial report through July 31, 2020			
<b>B. Vote on updated 2020-2021 Annual Budget</b>	Vote	Alejandra Rodriguez	5 m
<b>V. Academic Oversight Committee</b>			<b>7:38 PM</b>
<b>A. Discussion Item - Committee Report</b>	Discuss	Hae-Sin Thomas	15 m

<b>VI. Family Advisory Council</b>			<b>7:53 PM</b>
A. Committee Report	Discuss	Loren Bentley Tammero	10 m
<b>VII. Executive &amp; Governance Committee</b>			<b>8:03 PM</b>
A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training <a href="#">Form 700</a>	Discuss	Greg Klein	5 m
B. Recognizing and Celebrating Nancy McAfee Flemming and her service to UMCS	Discuss	Davis Leung	5 m
C. Action Item - Discuss and vote on renewal term for Hae-Sin Thomas	Vote	Greg Klein	3 m
D. Discuss and vote on Board Officers, committee chairs, and committee members for 2020-2021 Only as needed. Current membership and roles are <a href="#">here</a> as of July 1, 2020.	Vote	Greg Klein	5 m
<b>VIII. Other Business</b>			<b>8:21 PM</b>
A. Oakland and California Updates Updates and current events related to Oakland USD, Alameda County Office of Education, and California, and the potential implications for UMCS.	Discuss	Hae-Sin Thomas	5 m
B. Approve Minutes from July 31, 2020 Special Meeting Approve minutes for UMCS Special Board Meeting on July 31, 2020	Approve Minutes	Davis Leung	1 m
C. Action Item - Vote on General Consent Report General Consent Report for August 27, 2020 1. <a href="#">2020-2021 UMCS Family Handbook</a> 2. <a href="#">2020-2021 UMCS Learning Everywhere Addition to Family Student Handbook</a> 3. <a href="#">2020-2021 UMCS Employee Handbook</a> 4. <a href="#">2020-2021 UMCS COVID-19 Addition to Employee Handbook</a> 5. <a href="#">UMCS Wellness Policy</a> 6. Revolution Foods contract 7. Illuminate Student Information System contract 8. Consolidated Application Reporting Form 9. FY2019-2020 unaudited actuals	Vote	Davis Leung	5 m
D. Collect New Business items for Future Meetings	Discuss	Davis Leung	5 m
<b>IX. Closed Session</b>			<b>8:37 PM</b>
A. Public Employee Performance Evaluation - Head of School "Closed Session" is always agendized ahead of time as a "Discuss" item. If any votes are taken during any Closed Session, those are reported out publicly upon return to Open Session.	Discuss	Davis Leung	15 m
B. Conference with Legal Counsel - Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9) Case Number: RG20066397 "Closed Session" is always agendized ahead of time as a "Discuss" item. If any votes are taken during any Closed Session, those are reported out publicly upon return to Open Session.	Discuss	Krishna Feeney	15 m
<b>X. Return to Open Session</b>			<b>9:07 PM</b>
A. Report out of any closed session action(s)	Vote	Davis Leung	1 m

"Return to Open Session" is always agendized ahead of time as a "Vote" item. It is not meant to indicate the the Board *shall* take an action at this time. If any votes are taken during any Closed Session, those are reported out publicly at this time on the agenda.

**XI. Closing Items**

**9:08 PM**

A. Adjourn Meeting

Discuss Davis Leung

1 m

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**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE** Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY** The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**SPECIAL PRESENTATIONS MAY BE MADE** Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting UMCS at 4551 Steele Street, Oakland, CA 94619 or [info@urbanmontessori.org](mailto:info@urbanmontessori.org).

**FOR MORE INFORMATION** For more information concerning this agenda or for materials relating to this meeting, please contact UMCS at 4551 Steele Street, Oakland, CA 94619 or [board@urbanmontessori.org](mailto:board@urbanmontessori.org). All materials are available via the Governance Section of our website: <http://www.urbanmontessori.org/governance> or directly via our [BoardOnTrack public portal](#).

# Cover Sheet

## Discussion Item - Committee Report, including year to date financial report

**Section:** IV. Finance Committee  
**Item:** A. Discussion Item - Committee Report, including year to date financial report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** UMCS-August Presentation.pdf

# Urban Montessori Charter School Board Financial Update

ALEJANDRA RODRIGUEZ

AUGUST 27, 2020

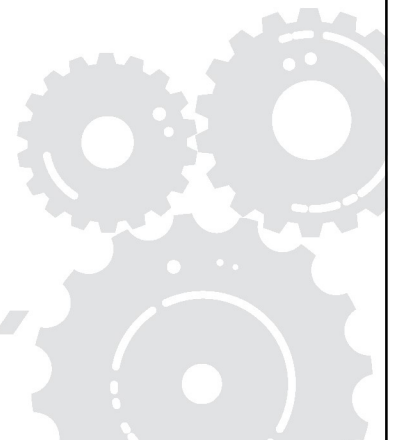


# Contents



1. 2019-20 Financial Update
2. 2020-21 Budget Update
3. Exhibits
  - 2019-20 Financials
  - 2020-21 Budget Update
  - Cash Flow
  - Balance Sheet

# 2019-20 Financial Update

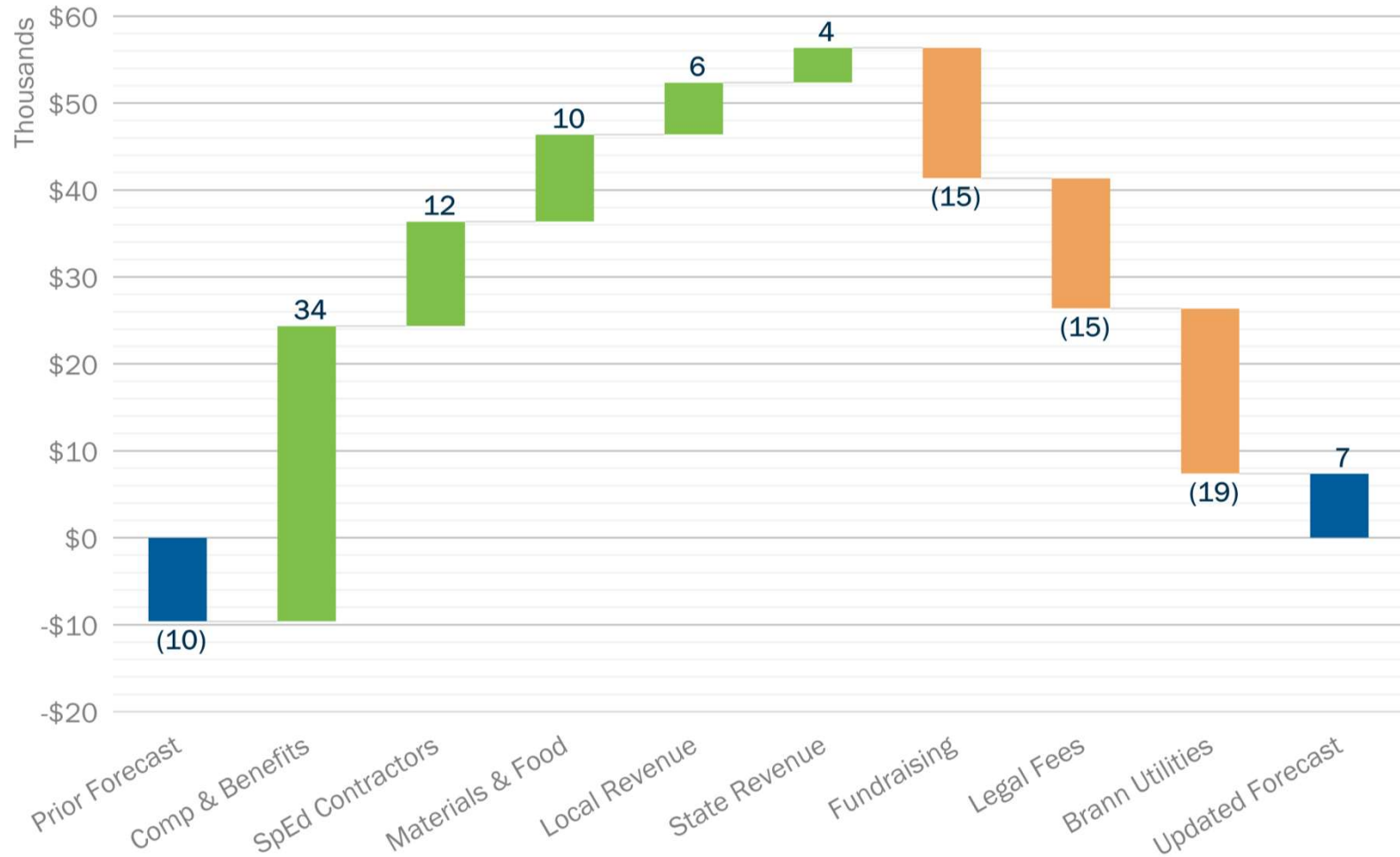




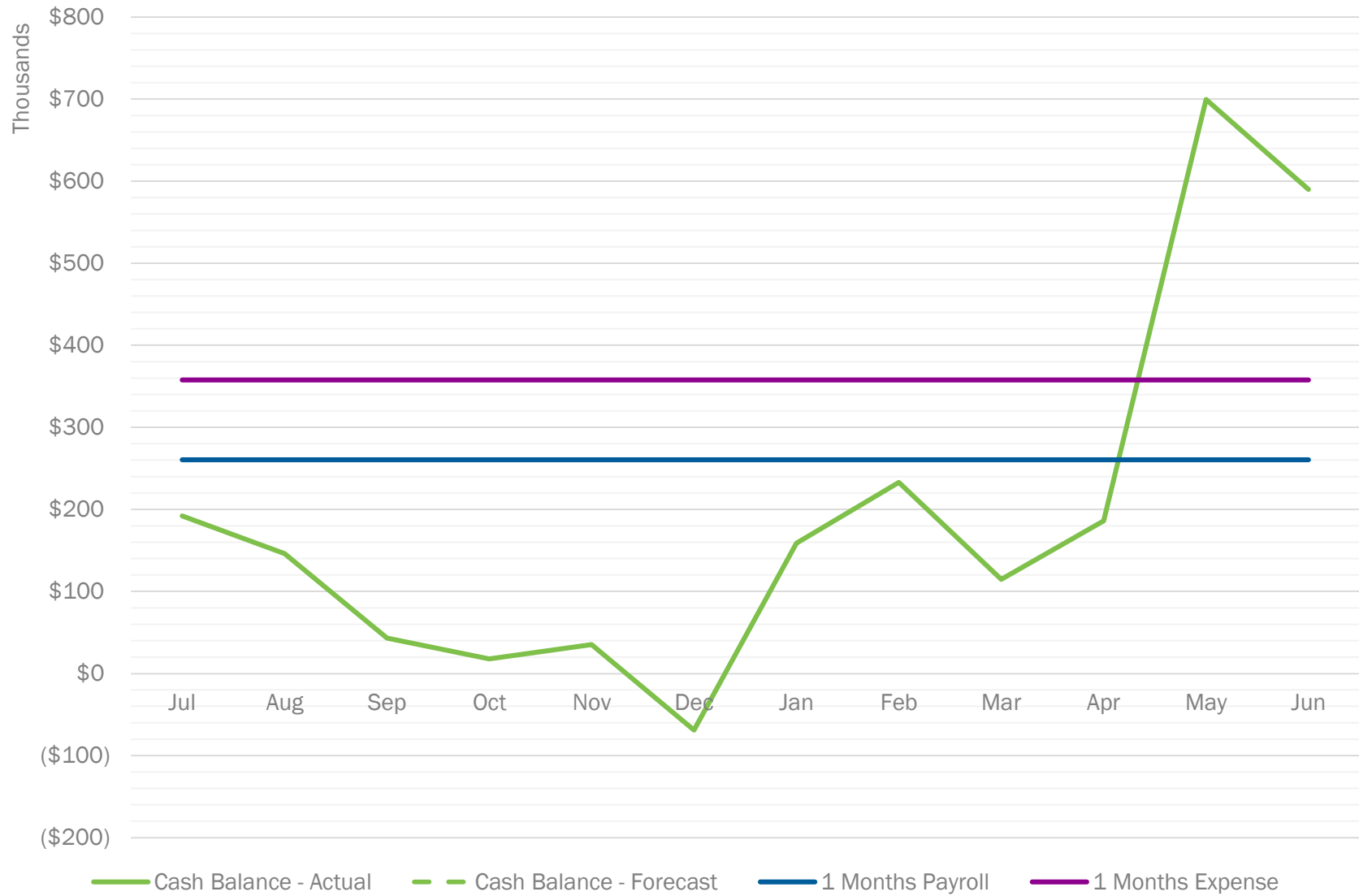
# 2019-20 Forecast Update



## FY20 operating income increased to \$7k



# 2019-20 Monthly Cash Balance



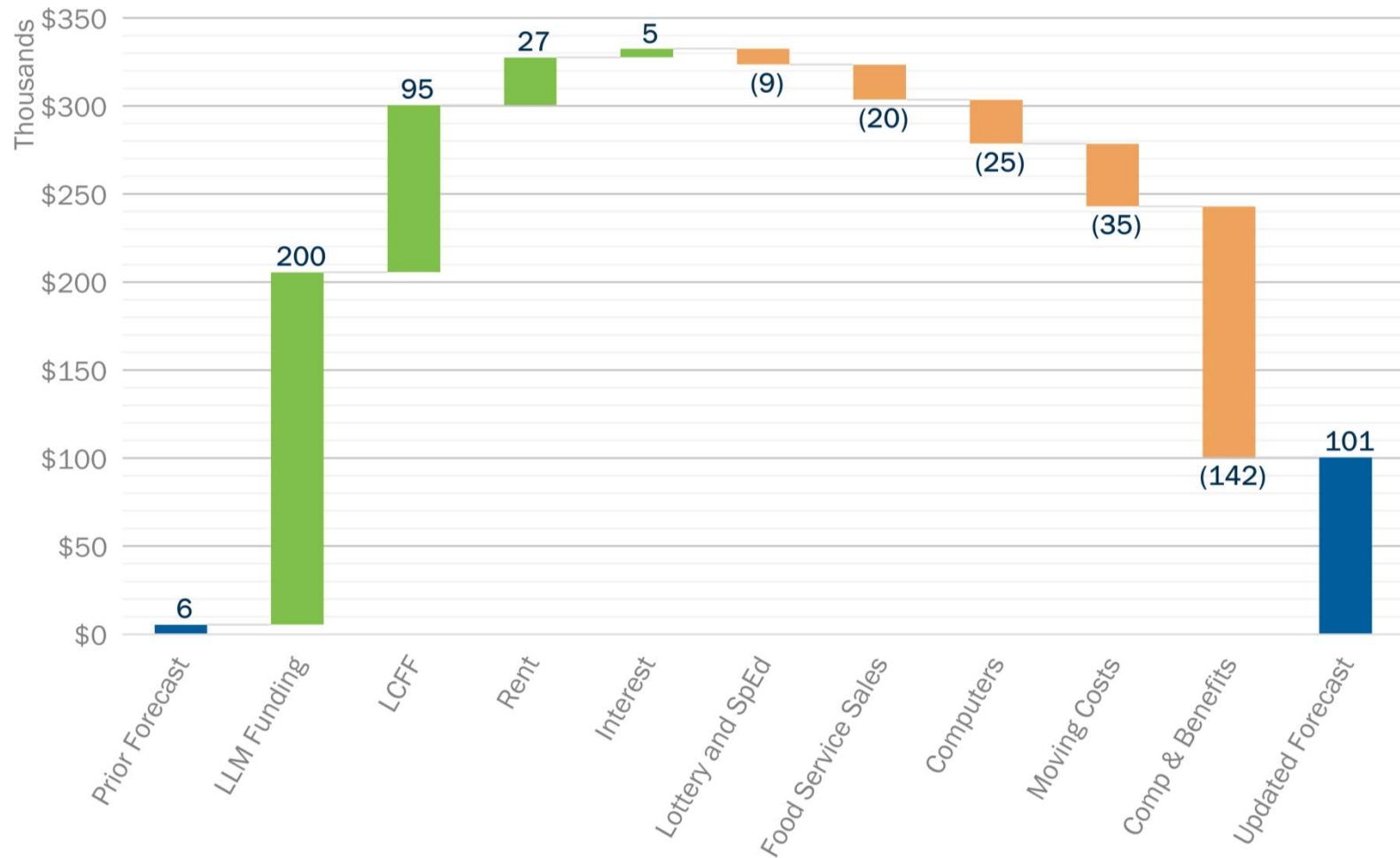
# 2020-21 Budget Update



# 2020-21 Forecast Update



## Operating income increase driven by one-time funding



# 2020-21 Budget Comparison

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		2020-21	2020-21	Variance
		Budget	Current Forecast	
Revenue	LCFF Entitlement	3,154,352	3,249,293	94,941
	Federal Revenue	196,233	395,941	199,708
	Other State Revenues	367,030	358,251	(8,779)
	Local Revenues	100,896	81,193	(19,703)
	Fundraising and Grants	203,000	203,000	-
	<b>Total Revenue</b>	<b>4,021,511</b>	<b>4,287,677</b>	<b>266,167</b>
Expenses	Compensation and Benefits	3,044,279	3,186,643	(142,364)
	Books and Supplies	142,878	167,878	(25,000)
	Services and Other Operating	823,942	832,651	(8,709)
	Depreciation	-	-	-
	Other Outflows	4,743	-	4,743
	<b>Total Expenses</b>	<b>4,015,841</b>	<b>4,187,171</b>	<b>(171,330)</b>
	<b>Operating Income</b>	<b>5,669</b>	<b>100,506</b>	<b>94,837</b>
	Beginning Balance (Audited)	275,685	291,877	16,192
	Operating Income	5,669	100,506	94,837
	<b>Ending Fund Balance (incl. Depreciation)</b>	<b>281,354</b>	<b>392,383</b>	<b>111,029</b>
	<b>Ending Fund Balance as % of Expenses</b>	<b>7.0%</b>	<b>9.4%</b>	<b>2.4%</b>

# Assumptions & Open Items



## Assumptions

- State deferrals will follow approved budget schedule
  - Roughly \$800k in state funding deferred to next school year
- No decrease to fundraising or grants

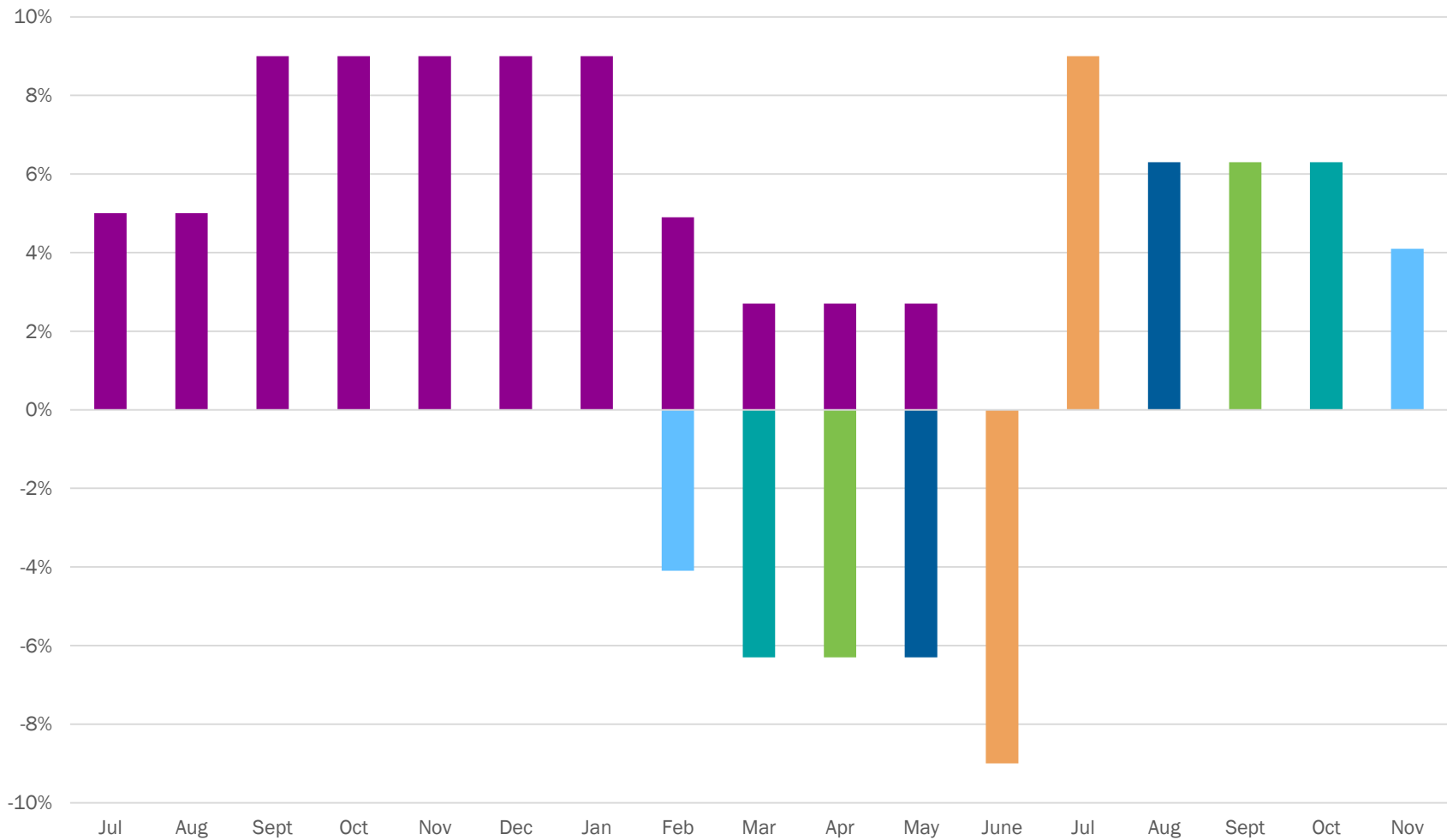
## Open Items

- Audited ending fund balance for 2019-20
- Potential elimination of some state deferrals contingent on additional Federal funding
- Uncertainty about State funding of ADA growth in 2020-21
- PPP Forgiveness

# 2020-21 State Aid Deferrals



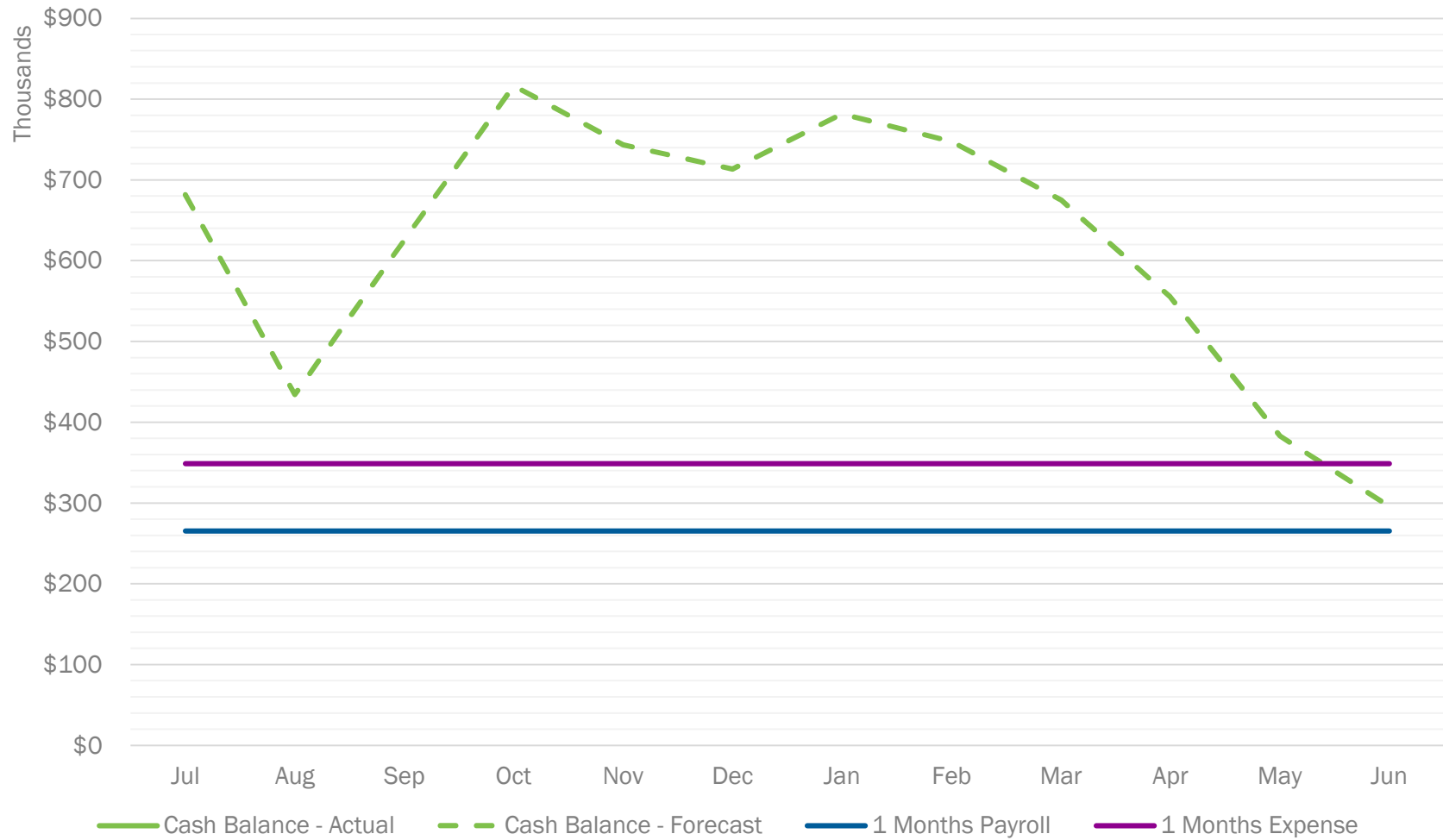
**Nearly 32% of State Aid funding delayed, \$800k pushed into next fiscal year**



# 2020-21 Monthly Cash Balance



**Even with State deferrals, cash balance healthy throughout year**





# Cover Sheet

## Vote on updated 2020-2021 Annual Budget

**Section:** IV. Finance Committee  
**Item:** B. Vote on updated 2020-2021 Annual Budget  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** UMCS-Updated Budget and Draft July Financials-20200818.pdf

**Urban Montessori  
Income Statement  
As of Jul FY2021**

	Actual	YTD	Budget				
	Jul	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>SUMMARY</b>							
<b>Revenue</b>							
LCFF Entitlement	-	-	3,154,352	3,249,293	94,941	3,249,293	0%
Federal Revenue	-	-	196,233	395,941	199,708	395,941	0%
Other State Revenues	9,763	9,763	367,030	358,251	(8,779)	348,488	3%
Local Revenues	1,438	1,438	100,896	81,193	(19,703)	79,755	2%
Fundraising and Grants	-	-	203,000	203,000	-	203,000	0%
<b>Total Revenue</b>	<b>11,201</b>	<b>11,201</b>	<b>4,021,511</b>	<b>4,287,677</b>	<b>266,167</b>	<b>4,276,477</b>	<b>0%</b>
<b>Expenses</b>							
Compensation and Benefits	71,389	71,389	3,044,279	3,186,643	(142,364)	3,115,254	2%
Books and Supplies	4,535	4,535	142,878	167,878	(25,000)	163,342	3%
Services and Other Operating Expenditures	63,225	63,225	823,942	832,651	(8,709)	769,426	8%
Depreciation	-	-	-	-	-	-	-
Other Outflows	181	181	4,743	-	4,743	(181)	-
<b>Total Expenses</b>	<b>139,330</b>	<b>139,330</b>	<b>4,015,841</b>	<b>4,187,171</b>	<b>(171,330)</b>	<b>4,047,841</b>	<b>3%</b>
<b>Operating Income</b>	<b>(128,130)</b>	<b>(128,130)</b>	<b>5,669</b>	<b>100,506</b>	<b>94,837</b>	<b>228,636</b>	
<b>Fund Balance</b>							
Beginning Balance (Audited)			275,685	291,877			
Operating Income			5,669	100,506			
<b>Ending Fund Balance</b>			<b>281,354</b>	<b>392,383</b>			
Fund Balance as a % of Expenses			7%	9%			

**Urban Montessori  
Income Statement  
As of Jul FY2021**

	Actual	YTD	Budget				
	Jul	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>KEY ASSUMPTIONS</b>							
<b>Enrollment Summary</b>							
K-3			253	253	-		
4-6			114	114	-		
7-8			36	36	-		
<b>Total Enrolled</b>			<b>403</b>	<b>403</b>	-		
<b>ADA %</b>							
K-3			95.0%	91.6%	-3.4%		
4-6			95.0%	89.7%	-5.3%		
7-8			95.0%	82.7%	-12.3%		
<b>Average ADA %</b>			<b>95.0%</b>	<b>90.3%</b>	<b>-4.7%</b>		
<b>ADA</b>							
K-3			240.35	231.86	(8.49)		
4-6			108.30	102.29	(6.01)		
7-8			34.20	29.79	(4.41)		
<b>Total ADA</b>			<b>382.85</b>	<b>363.94</b>	<b>(18.91)</b>		

**Urban Montessori  
Income Statement  
As of Jul FY2021**

	Actual Jul	YTD Actual YTD	Budget				
			Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>REVENUE</b>							
<b>LCFF Entitlement</b>							
8011 Charter Schools General Purpose Entitlement - State Aid	-	-	1,726,678	2,034,656	307,978	2,034,656	0%
8012 Education Protection Account Entitlement	-	-	467,088	299,115	(167,973)	299,115	0%
8096 Charter Schools in Lieu of Property Taxes	-	-	960,586	915,522	(45,064)	915,522	0%
<b>SUBTOTAL - LCFF Entitlement</b>	-	-	<b>3,154,352</b>	<b>3,249,293</b>	<b>94,941</b>	<b>3,249,293</b>	<b>0%</b>
<b>Federal Revenue</b>							
8181 Special Education - Entitlement	-	-	49,125	49,125	-	49,125	0%
8220 Child Nutrition Programs	-	-	45,105	45,105	-	45,105	0%
8291 Title I	-	-	45,694	45,694	-	45,694	0%
8292 Title II	-	-	8,805	8,805	-	8,805	0%
8294 Title IV	-	-	10,000	10,000	-	10,000	0%
8299 CARES Funding	-	-	37,504	237,212	199,708	237,212	0%
<b>SUBTOTAL - Federal Revenue</b>	-	-	<b>196,233</b>	<b>395,941</b>	<b>199,708</b>	<b>395,941</b>	<b>0%</b>
<b>Other State Revenue</b>							
8381 Special Education - Entitlement (State)	9,763	9,763	236,311	234,662	(1,649)	224,899	4%
8382 Special Education Reimbursement (State)	-	-	39,600	39,600	-	39,600	0%
8520 Child Nutrition - State	-	-	2,209	2,209	-	2,209	0%
8550 Mandated Cost Reimbursements	-	-	6,136	6,136	-	6,136	0%
8560 State Lottery Revenue	-	-	82,773	75,644	(7,130)	75,644	0%
<b>SUBTOTAL - Other State Revenue</b>	<b>9,763</b>	<b>9,763</b>	<b>367,030</b>	<b>358,251</b>	<b>(8,779)</b>	<b>348,488</b>	<b>3%</b>
<b>Local Revenue</b>							
8634 Food Service Sales	-	-	26,271	6,568	(19,703)	6,568	0%
8676 After School Program Revenue	460	460	-	-	-	(460)	
8702 Oakland Measure G1	-	-	74,625	74,625	-	74,625	0%
8999 Uncategorized Revenue	978	978	-	-	-	(978)	
<b>SUBTOTAL - Local Revenue</b>	<b>1,438</b>	<b>1,438</b>	<b>100,896</b>	<b>81,193</b>	<b>(19,703)</b>	<b>79,755</b>	<b>2%</b>
<b>Fundraising and Grants</b>							
8801 Walkathon	-	-	25,000	25,000	-	25,000	0%
8802 Private Grants	-	-	125,000	125,000	-	125,000	0%
8803 All In for Learning	-	-	25,000	25,000	-	25,000	0%
8811 Fall Campaign	-	-	15,000	15,000	-	15,000	0%
8812 Other Fundraising (Movie Night, Apparel, etc)	-	-	10,000	10,000	-	10,000	0%

**Urban Montessori**  
**Income Statement**  
**As of Jul FY2021**

		<b>Actual</b>	<b>YTD</b>	<b>Budget</b>				
				<b>Approved Budget v1</b>	<b>Current Forecast</b>	<b>Approved Budget v1 vs. Current Forecast</b>	<b>Current Forecast Remaining</b>	<b>% Current Forecast Spent</b>
<b>Jul</b>		<b>Actual</b>	<b>YTD</b>	<b>Budget v1</b>	<b>Forecast</b>			
8814	Field Trips Donations	-	-	3,000	3,000	-	3,000	0%
	<b>SUBTOTAL - Fundraising and Grants</b>	-	-	<b>203,000</b>	<b>203,000</b>	-	<b>203,000</b>	<b>0%</b>
	<b>TOTAL REVENUE</b>	<b>11,201</b>	<b>11,201</b>	<b>4,021,511</b>	<b>4,287,677</b>	266,167	4,276,477	0%

**Urban Montessori**  
**Income Statement**  
**As of Jul FY2021**

	Actual		Budget				
	Jul	YTD Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>EXPENSES</b>							
<b>Compensation &amp; Benefits</b>							
<b>Certificated Salaries</b>							
1100 Lead Teacher Salaries	1,666	1,666	726,571	850,506	(123,934)	848,840	0%
1103 Teacher - Substitute Pay	-	-	10,000	-	10,000	-	-
1148 Special Ed Teacher Salaries	4,750	4,750	327,138	374,231	(47,093)	369,481	1%
1150 Support Teacher Salaries	1,005	1,005	-	477,545	(477,545)	476,540	0%
1170 Measure G1 Stipends	-	-	50,000	58,000	(8,000)	58,000	0%
1300 Certificated Supervisor & Administrator Salaries	17,171	17,171	109,250	206,048	(96,798)	188,877	8%
1322 Cert Admin - Custom 2	-	-	86,496	-	86,496	-	-
<b>SUBTOTAL - Certificated Salaries</b>	<b>24,592</b>	<b>24,592</b>	<b>1,309,455</b>	<b>1,966,331</b>	<b>(656,876)</b>	<b>1,941,739</b>	<b>1%</b>
<b>Classified Salaries</b>							
2100 Distance Learning Support Staff	-	-	657,623	136,148	521,475	136,148	0%
2102 Student Support Staff	-	-	133,426	130,608	2,818	130,608	0%
2105 Classified - Custom 3	-	-	61,274	-	61,274	-	-
2400 Classified Clerical & Office Salaries	16,871	16,871	138,820	192,900	(54,080)	176,029	9%
2900 Classified Substitutes	-	-	103,215	33,200	70,015	33,200	0%
<b>SUBTOTAL - Classified Salaries</b>	<b>16,871</b>	<b>16,871</b>	<b>1,094,358</b>	<b>492,856</b>	<b>601,502</b>	<b>475,985</b>	<b>3%</b>
<b>Employee Benefits</b>							
3100 STRS	3,972	3,972	274,445	346,062	(71,617)	342,090	1%
3300 OASDI-Medicare-Alternative	1,617	1,617	78,532	55,274	23,258	53,657	3%
3400 Health & Welfare Benefits	24,338	24,338	235,673	272,580	(36,907)	248,242	9%
3500 Unemployment Insurance	-	-	10,952	11,734	(782)	11,734	0%
3600 Workers Comp Insurance	-	-	40,865	41,806	(941)	41,806	0%
<b>SUBTOTAL - Employee Benefits</b>	<b>29,927</b>	<b>29,927</b>	<b>640,466</b>	<b>727,456</b>	<b>(86,990)</b>	<b>697,529</b>	<b>4%</b>
<b>Books &amp; Supplies</b>							
4100 Approved Textbooks & Core Curricula Materials	-	-	15,000	15,000	-	15,000	0%
4200 Books & Other Reference Materials	-	-	1,000	1,000	-	1,000	0%
4320 Educational Software	2,200	2,200	4,000	4,000	-	1,800	55%
4325 Instructional Materials & Supplies	-	-	8,000	8,000	-	8,000	0%
4326 Art & Music Supplies	-	-	5,000	5,000	-	5,000	0%
4330 Office Supplies	39	39	4,000	4,000	-	3,961	1%
4335 PE Supplies	-	-	1,000	1,000	-	1,000	0%

**Urban Montessori**  
**Income Statement**  
**As of Jul FY2021**

	Actual	YTD	Budget				
	Jul	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
4340 SpEd Materials & Supplies	-	-	1,500	1,500	-	1,500	0%
4410 Classroom Furniture, Equipment & Supplies	-	-	2,000	2,000	-	2,000	0%
4420 Computers: individual items less than \$5k	2,195	2,195	5,000	30,000	(25,000)	27,805	7%
4430 Non Classroom Related Furniture, Equipment & Supplies	101	101	2,000	2,000	-	1,899	5%
4710 Student Food Services	-	-	88,378	88,378	-	88,378	0%
4720 Other Food	-	-	6,000	6,000	-	6,000	0%
<b>SUBTOTAL - Books and Supplies</b>	<b>4,535</b>	<b>4,535</b>	<b>142,878</b>	<b>167,878</b>	<b>(25,000)</b>	<b>163,342</b>	<b>3%</b>
<b>Services &amp; Other Operating Expenses</b>							
5215 Travel - Mileage, Parking, Tolls	-	-	500	500	-	500	0%
5305 Dues & Membership - Professional	-	-	6,000	6,000	-	6,000	0%
5450 Insurance - Other	-	-	64,168	64,168	-	64,168	0%
5515 Janitorial, Gardening Services & Supplies	69	69	80,000	80,000	-	79,931	0%
5520 Security	237	237	600	600	-	363	39%
5535 Utilities - All Utilities	4,663	4,663	50,000	50,000	-	45,337	9%
5605 Equipment Leases	1,108	1,108	14,024	14,024	-	12,915	8%
5610 Rent	-	-	174,000	146,708	27,292	146,708	0%
5615 Repairs and Maintenance - Building	35,080	35,080	5,000	40,000	(35,000)	4,920	88%
5803 Accounting Fees	-	-	19,300	19,300	-	19,300	0%
5805 Administrative Fees	-	-	6,386	6,386	-	6,386	0%
5809 Banking Fees	25	25	600	600	-	575	4%
5812 Business Services	9,500	9,500	114,000	114,000	-	104,500	8%
5815 Consultants - Instructional	-	-	2,500	2,500	-	2,500	0%
5824 District Oversight Fees	-	-	33,270	34,271	(1,001)	34,271	0%
5826 Directors Contingency	-	-	45,000	45,000	-	45,000	0%
5827 Middle School Program expenses (8816 offset)	-	-	1,808	1,808	-	1,808	0%
5830 Field Trips Expenses	-	-	3,000	3,000	-	3,000	0%
5833 Fines and Penalties	67	67	500	500	-	433	13%
5836 Fingerprinting	-	-	1,595	1,595	-	1,595	0%
5839 Fundraising Expenses	-	-	5,000	5,000	-	5,000	0%
5843 Interest - Loans Less than 1 Year	-	-	5,000	5,000	-	5,000	0%
5845 Legal Fees	-	-	15,000	15,000	-	15,000	0%
5851 Marketing and Student Recruiting	-	-	3,500	3,500	-	3,500	0%
5857 Payroll Fees	285	285	6,000	6,000	-	5,715	5%
5860 Printing and Reproduction	-	-	7,500	7,500	-	7,500	0%
5863 Professional Development	3,683	3,683	13,000	13,000	-	9,317	28%
5869 Special Education Contract Instructors	-	-	85,000	85,000	-	85,000	0%
5875 Staff Recruiting	-	-	4,000	4,000	-	4,000	0%

**Urban Montessori**  
**Income Statement**  
**As of Jul FY2021**

	Actual	YTD	Budget				% Current Forecast Spent
	Jul	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	
5878 Student Assessment	-	-	5,000	5,000	-	5,000	0%
5880 Student Health Services	-	-	5,000	5,000	-	5,000	0%
5881 Student Information System	1,325	1,325	23,000	23,000	-	21,676	6%
5887 Technology Services	-	-	3,000	3,000	-	3,000	0%
5910 Communications - Internet / Website Fees	821	821	9,492	9,492	-	8,671	9%
5915 Postage and Delivery	1	1	3,200	3,200	-	3,199	0%
5920 Communications - Telephone & Fax	6,362	6,362	9,000	9,000	-	2,638	71%
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>63,225</b>	<b>63,225</b>	<b>823,942</b>	<b>832,651</b>	<b>(8,709)</b>	<b>769,426</b>	<b>8%</b>
<b>Capital Outlay &amp; Depreciation</b>							
<b>SUBTOTAL - Capital Outlay &amp; Depreciation</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Other Outflows</b>							
7438 Long term debt - Interest	-	-	4,743	-	4,743	-	
7999 Uncategorized Expense	181	181	-	-	-	(181)	
<b>SUBTOTAL - Other Outflows</b>	<b>181</b>	<b>181</b>	<b>4,743</b>	<b>-</b>	<b>4,743</b>	<b>(181)</b>	
<b>TOTAL EXPENSES</b>	<b>139,330</b>	<b>139,330</b>	<b>4,015,841</b>	<b>4,187,171</b>	<b>(171,330)</b>	<b>4,047,841</b>	<b>3%</b>



**Urban Montessori  
Monthly Cash Forecast  
As of Jul FY2021**

	2020-21														
	Actuals & Forecast													Forecast	Remaining Balance
	Jul Actuals	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast			
<b>Beginning Cash</b>	<b>589,932</b>	<b>681,740</b>	<b>434,573</b>	<b>625,440</b>	<b>816,701</b>	<b>743,712</b>	<b>713,546</b>	<b>781,816</b>	<b>747,750</b>	<b>675,470</b>	<b>555,103</b>	<b>383,368</b>			
<b>REVENUE</b>															
LCFF Entitlement	-	137,719	192,650	391,800	222,259	222,259	391,800	222,259	249,564	131,526	131,526	131,526	3,249,293	824,406	
Federal Revenue	-	-	201,630	-	20,635	16,371	4,511	20,635	16,371	29,073	20,635	16,371	395,941	49,708	
Other State Revenue	9,763	9,792	17,624	17,624	17,845	43,781	17,845	44,357	25,618	25,618	44,357	45,418	358,251	38,608	
Other Local Revenue	1,438	(1,438)	-	-	-	-	1,095	1,095	1,095	1,095	1,095	1,095	81,193	74,625	
Fundraising & Grants	-	5,000	3,800	3,800	3,800	66,300	9,633	9,633	9,633	9,633	9,633	72,133	203,000	-	
<b>TOTAL REVENUE</b>	<b>11,201</b>	<b>151,073</b>	<b>415,705</b>	<b>413,224</b>	<b>264,539</b>	<b>348,711</b>	<b>424,884</b>	<b>297,979</b>	<b>302,281</b>	<b>196,945</b>	<b>207,246</b>	<b>266,543</b>	<b>4,287,677</b>	<b>987,347</b>	
<b>EXPENSES</b>															
Certificated Salaries	24,592	170,699	170,954	170,954	170,954	170,954	174,454	170,954	170,954	170,954	228,954	170,954	1,966,331	-	
Classified Salaries	16,871	43,271	43,271	43,271	43,271	43,271	43,271	43,271	43,271	43,271	43,271	43,271	492,856	-	
Employee Benefits	29,927	73,354	65,724	62,204	61,617	61,617	66,927	62,204	62,204	57,698	67,906	56,075	727,456	-	
Books & Supplies	4,535	28,450	15,500	12,831	11,584	12,303	11,060	11,653	11,263	11,124	4,631	3,484	167,878	29,459	
Services & Other Operating Expenses	63,225	73,128	89,957	44,668	51,506	92,136	66,343	49,404	92,310	39,706	39,660	85,609	832,651	45,000	
Capital Outlay & Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Outflows	181	(181)	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>139,330</b>	<b>388,722</b>	<b>385,407</b>	<b>333,928</b>	<b>338,933</b>	<b>380,281</b>	<b>362,054</b>	<b>337,486</b>	<b>380,002</b>	<b>322,753</b>	<b>384,422</b>	<b>359,393</b>	<b>4,187,171</b>	<b>74,459</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>(128,130)</b>	<b>(237,648)</b>	<b>30,298</b>	<b>79,296</b>	<b>(74,393)</b>	<b>(31,570)</b>	<b>62,829</b>	<b>(39,507)</b>	<b>(77,721)</b>	<b>(125,808)</b>	<b>(177,176)</b>	<b>(92,850)</b>	<b>100,506</b>	<b>912,888</b>	
Revenues - Prior Year Accruals	454,662	(31,907)	159,165	110,561	-	-	-	-	-	-	-	-	-	-	
Other Assets	(12,715)	33,817	-	-	-	-	-	-	-	-	-	-	-	-	
Expenses - Prior Year Accruals	(148,337)	(16,870)	(4,037)	(4,037)	(4,037)	(4,037)	-	-	-	-	-	-	-	-	
Accounts Payable - Current Year	(24,397)	(1,830)	(1,830)	(1,830)	(1,830)	(1,830)	(1,830)	(1,830)	(1,830)	(1,830)	(1,830)	(1,830)	(1,830)	-	
Summerholdback for Teachers	(49,275)	7,272	7,272	7,272	7,272	7,272	7,272	7,272	7,272	7,272	7,272	7,272	-	-	
<b>Ending Cash</b>	<b>681,740</b>	<b>434,573</b>	<b>625,440</b>	<b>816,701</b>	<b>743,712</b>	<b>713,546</b>	<b>781,816</b>	<b>747,750</b>	<b>675,470</b>	<b>555,103</b>	<b>383,368</b>	<b>295,959</b>			

**Urban Montessori**  
**Balance Sheet**  
**As of Jul FY2021**

	<b>Jun FY2020</b>	<b>Jul FY2021</b>
<b>ASSETS</b>		
Cash Balance	589,932	681,740
Accounts Receivable	689,562	234,900
Prepays	21,102	33,817
Fixed Assets, Net	20,850	20,850
<b>TOTAL ASSETS</b>	<b>1,321,447</b>	<b>971,307</b>
<b>LIABILITIES &amp; EQUITY</b>		
Accounts Payable	147,302	(30,753)
Due to Others	102,400	102,400
Current Loans and Other Payables	56,539	6,899
Long-Term Loans and Other Liabilities	729,014	729,014
Beginning Net Assets	285,317	291,877
Net Income (Loss) to Date	874	(128,130)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,321,447</b>	<b>971,307</b>

## Cover Sheet

### Discussion Item: Committee Updates, including candidates for board service, Form 700, and training

**Section:** VII. Executive & Governance Committee  
**Item:** A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020-8-18-CCSA YMC Governance Academy Part 1 FINAL.pdf  
2020-8-19-CCSA YMC Governance Academy Part 2 FINAL.pdf



**YOUNG, MINNEY & CORR, LLP**



California  
Charter Schools  
Association

## **California Charter Schools Association Governance Academy Part 1**

**Presented by:**

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**THE CHARTER LAW FIRM**

# YM&C Firm Overview



- Partners have over 100 years of collective experience working with charter schools
- 35 attorneys working with charter schools throughout the state in all areas of charter school law (e.g., employment/labor, special education, nonprofits, litigation, audits, facilities, etc.)
- Represent most of California charter schools
- Conduct workshops for charter schools in all areas of legal compliance

# Overview



- Areas Covered:
  - SB 126
  - Virtual Board Meetings During the Pandemic
  - The Brown Act
  - Conflict of Interest Laws
  - Form 700

# Goals for Session



1. This is a primer; non-exhaustive overview.
2. Create issue spotters!
3. Charter petition, bylaws etc. might obligate you to different rules – need to ensure charter, bylaws etc. consistent with these transparency laws.
4. Comprehensive board/staff training recommended for each school.
5. Limit disruptions and liabilities.
  - Disclaimers
    - Real Problems are Fact Specific & Complex
    - Cookie-Cutting can be Dangerous
    - Non-Attorney Advice and the Attorney-Client Privilege
    - Only highlighting major issues due to short time period

# **SB 126**

## **Education Code**

### **Section 47064.1**



# SB 126



## New Law on Charter School Transparency

- Education Code Section 47604.1 makes express law that charter schools must comply with Public Records Act, Brown Act, Political Reform Act, and Government Code 1090 being applicable to charter schools and entities managing/operating charter schools.

# Education Code 47604.1



- **Multiple charter schools in same county:** shall meet within the boundaries of the county in which the charter schools are located.
- **Multiple charter schools not in the same county:** shall meet within the physical boundaries of the county in which the greatest number of pupils enrolled in those charter schools reside.
- A two-way teleconference location shall be established at each school site.

# Education Code 47604.1



The governing body of the entity **managing the charter schools in multiple counties** shall audio record, video record, or both, all the governing board meetings and post the recordings on each charter school's internet website.

# Education Code 47604.1



**A Board operating a single charter school:** Shall meet within the boundaries of the county in which the charter school is located.

The Board meetings need not be recorded or posted on the school's website.

# Education Code 47604.1



- Allows an employee of a charter school to be on the charter school board as long as they *abstain from voting on or influencing or attempting to influence another member of the governing body regarding, all matters uniquely affecting that member's employment.*
- *Still concerned about having employees on the Board....*

# **Virtual Board Meetings with Executive Order N-29-20**

# Waiver of Brown Act Requirements



## Teleconference Meetings

Six Requirements:

1. Agenda must be posted at all teleconference locations.
2. Each teleconference location must be identified in the notice and agenda of the meeting.



# Virtual Meetings



## Teleconference Meetings

3. All votes taken must be by roll call.
4. Each teleconference location must be accessible to the public. (ADA-compliance required.)
5. Members of the public must be able to hear and must have the right to address the Board directly from each teleconference location.
6. A quorum of the Board must participate from within the county in which the Charter School is located.



# Governor's Executive Order



A charter school board may hold teleconference meetings without adhering to all of the requirements of the Brown Act. Executive Order N-29-20 allows the following flexibility in teleconference meetings:

- The agenda does not need to provide notice of each teleconference location nor do agendas need to be posted at each location;
- A quorum of board members need not be located in the Charter School jurisdiction; and
- Governing board members may participate in a teleconference meeting from places that are not publicly accessible.



# Governor's Executive Order

The charter school board may take advantage of this additional flexibility in teleconference meetings so long as the school complies with the following:

- The public has access via internet and/or telephone to the Board meeting and can provide public comment in some electronic form.
- The charter school uses its sound discretion and makes reasonable efforts to adhere, as closely as possible, to the other provisions of the Brown Act in order to maximize transparency and provide public access.

# Understanding the Brown Act

# Meetings



## Brown Act Applies to **Meetings of the Board**

- Basic Definition
  - When any congregation of a majority of the members of the body meet to hear, discuss, deliberate, or take action on any item of Charter School business

# Meetings



## Board Committees

Nearly all committees must comply with the  
Brown Act

### Exception:

A Committee that is:

- Advisory (not decision making)
- Composed of only Board members
- Less than a quorum of the Board, *and*
- Must not be a standing committee

*Committees created by staff and composed of staff members are not Board Committees.*

# Serial Meetings

directorship, stewardship, her  
**integrity**  
noun 1. adheren  
principles; sour



## Serial Meetings

- Examples: Hub or Chain
- Technology may result in meetings at times you might not expect
  - E-mails
  - Text messages
  - Social media
  - Website postings
  - Online forums
  - Telephone calls
  - Faxes

# Meetings



## Serial Meetings

- Limit on One-Way Communications

While an employee or official may engage in separate conversations or communications with other members of the Board in order to answer questions or provide information regarding a matter of Charter School business, that person may not communicate to members of the Board the comments or position of any other member or members of the Board.

# Meetings



## Executive Compensation

- Approval of CEO/Executive Director's compensation must occur at a regular (not special) meeting
- Govt. Code 54953: Prior to final action, Board must orally report a summary of the recommendation for final action, including the salary, salary schedule, and fringe benefits, during the open meeting where final action will be taken.
- Final action in open session





# Notice Requirements



## Notice and Agendas

General Rule: The agenda shall be posted properly in advance of a meeting and must include a brief description of items to be transacted or discussed. With a few exceptions, if an item is not on the agenda, the Board cannot discuss it.

## Contents

- Brief description = usually not more than 20 words
- How to request disability-related accommodation
- Location for inspection of docs distributed to Board

# Notice Requirements



## Notice and Agendas

### When?

- Regular meetings – 72 hours notice
- Special meetings – 24 hours notice
- Emergency meetings – 1 hour notice (rare)

### Where to Post?

- Physically at a publicly accessible location within the jurisdiction during the entire posting period
- At all teleconference locations, if any
- On the website – homepage (new law – took effect for meetings on or after Jan. 1, 2019)

# Notice Requirements



Govt. Code 54954.2(a)(2): “It is in the public interest to ensure that members of the public can easily and quickly find and access meeting agendas of legislative bodies ... on the Internet homepage of those certain local agencies.”

- Applies to meetings on or after Jan. 1, 2019
- Prominent, direct link to agenda on homepage
- If agency uses an “integrated agenda management platform,” current agenda must be at the top.
- Agenda must be (1) retrievable, downloadable, indexable, and electronically searchable; (2) platform independent and machine readable; and (3) available to the public free of charge.

# Rights of the Public



## Rights to enable access and participation

- Give oral testimony at meeting
  - Addressing disruptive speakers
- Audio record and broadcast
- Limitations on conditions of public attendance
- Non-discriminatory facilities  
(reasonable accommodations under ADA)
- Copies of agendas and other public writings

Govt. Code 54954.3(b)(2): Must provide 2x the time for public testimony to persons utilizing a translator to ensure equal opportunity.

# Closed Sessions



## What Are the Permissible Closed Sessions?

1. Pending/anticipated litigation  
(conference with legal counsel)
2. Pupil discipline (Education Code)
3. Personnel (appointment, employment, evaluation, discipline, dismissal)
  - Caveat: 24-hour written notice to employee is required if Board will hear complaints and/or charges
4. Real estate negotiations
5. Labor negotiations
6. Public security

# Closed Session



## Requirements

- Use “Safe Harbor” agenda language (54954.5)
- Prior to Closed Session:
  - Board Must Make a Public Announcement of Reasons for Closed Session Prior to Closed Session
  - Public Must Have an Opportunity to Comment
- After Closed Session:
  - Board Must Make a Public Report of Action Taken in Closed Session and Vote or Abstention of Every Board Member
- Semi-closed meetings are prohibited
- Confidentiality is required

# Enforcement



## Complaints and Challenges

- Notice of Concern
  - Often brought by Charter Authorizer
  - Short turnaround to respond
  - Seek advice from legal counsel on response
- Notice and Demand for Cure or Cease and Desist
  - Can be brought by DA or member of the public
  - Board must cure/respond within 30 days
  - Seek advice from legal counsel on response

# Understanding Conflict of Interest Laws



# Conflicts of Interest



## Broad Definition

- A *conflict of interest* arises when an individual who has a private financial interest in the outcome of a contract or a public decision, participates in the decision-making process or influences or attempts to influence others making the contract or decision.
- In short, a conflict of interest is a clash between an individual's duty to his or her office and his or her personal interests.

# Financial Interests



## Common Types of Financial Interests Regulated by Conflict Laws

- Ownership or investment in business entity
- Investment in real property
- Source of income - compensation
- Source of gifts
- Effect on personal finances

\*Financial interests of immediate family members of Board members and employees typically are covered.

# Government Code Section 1090



# Government Code Section 1090



## Elements

1. Public official (officer, board member, or employee)
2. Making a public contract (for sale or purchase)
3. Public official has a financial interest in the contract

# Government Code Section 1090



## What you need to know about Section 1090

- If board member has financial interest, the entire board is prohibited from entering into the contract; *even if it is with the best vendor at the best price and the interested board member abstains.* (Unless an exception applies.)
- Making a public contract is defined very broadly! Applies to earliest discussions, planning, solicitation for bids, etc., not just vote.
- Thus, this statute is, in most respects, the toughest standard to meet.
- Violation of GC 1090 is a felony and the contract void!

# Political Reform Act

directorship, stewardship, her  
**integrity**  
noun 1. adheren  
principles; sour



# DECISIONS

# Political Reform Act



## Big Picture

1. Public official
2. Participating in or attempting to influence a governmental decision
3. Public official has qualifying financial interest  
(*Includes spouse and children*)
4. Financial interest is material

### The Official Must Recuse Him or Herself from All Parts of the Decision-Making Process

\* Lots of very detailed regulations have also been adopted by FPPC.

# Common Law on Conflicts of Interest



## Prohibition Against Conflicts of Interest

- Public official engaging in transaction or influencing decision.
- Creating an appearance of impropriety (financial interest not necessarily required)

## Doctrine of Incompatible Offices

- Public official holding two public offices simultaneously
- Offices are incompatible with each other (creating divided loyalties); overlapping jurisdictions



# Conflict of Interest Code & Form 700

# Conflict of Interest Code



- Under SB 126, Schools must adopt a Conflict of Interest Code
- Code identifies “Designated Employees” – board members and management employees must always be designated.
- School’s Board approves and then approval through the County Clerk or FPPC
- Code lists disclosure categories of economic interests that the designated employees must include in their annual disclosure (Form 700)

# Types of Form 700 Filings



Assuming Office: File within 30 days of starting employment or being sworn in; includes information for the past 12 months.

Annual Statement: Normally by April 1<sup>st</sup>; includes information for the prior calendar year. (If you start employment/assume office between October 1 – December 31, you do not need to fill out an Annual Statement until the following year.)

Leaving Office: File within 30 days of your last day; includes YTD information.

# Form 700



Form 700 includes:

- Cover Sheet
- Schedule A-1 (General Investments)
- Schedule A-2 (Interest in Business Entities/Trusts)
- Schedule B (Interest in Real Property)
- Schedule C (Income and Loans)
- Schedule D (Gifts)

# SCHEDULE A-1

- “Investments”: financial interest in any business entity that is located in, doing business in, planning to do business in, or that has done business during the previous two years in the Charter School’s jurisdiction.



**CALIFORNIA FORM 700**  
 FAIR POLITICAL PRACTICES COMMISSION  
 Name: \_\_\_\_\_

### Investments

**Stocks, Bonds, and Other Interests**  
(Ownership Interest is Less Than 10%)

Investments must be itemized.  
Do not attach brokerage or financial statements.

<p>▶ NAME OF BUSINESS ENTITY _____</p> <p>GENERAL DESCRIPTION OF THIS BUSINESS _____</p> <p>FAIR MARKET VALUE  <input type="checkbox"/> \$2,000 - \$10,000      <input type="checkbox"/> \$10,001 - \$100,000  <input type="checkbox"/> \$100,001 - \$1,000,000      <input type="checkbox"/> Over \$1,000,000</p> <p>NATURE OF INVESTMENT _____  <input type="checkbox"/> Stock    <input type="checkbox"/> Other _____  <input type="checkbox"/> Partnership    <input type="checkbox"/> Income Received of \$0 - \$499 (Describe)  <input type="checkbox"/> Income Received of \$500 or More (Report on Schedule C)</p> <p>IF APPLICABLE, LIST DATE: _____ 19      _____ 19                  ACQUIRED                                  DISPOSED</p>	<p>▶ NAME OF BUSINESS ENTITY _____</p> <p>GENERAL DESCRIPTION OF THIS BUSINESS _____</p> <p>FAIR MARKET VALUE  <input type="checkbox"/> \$2,000 - \$10,000      <input type="checkbox"/> \$10,001 - \$100,000  <input type="checkbox"/> \$100,001 - \$1,000,000      <input type="checkbox"/> Over \$1,000,000</p> <p>NATURE OF INVESTMENT _____  <input type="checkbox"/> Stock    <input type="checkbox"/> Other _____  <input type="checkbox"/> Partnership    <input type="checkbox"/> Income Received of \$0 - \$499 (Describe)  <input type="checkbox"/> Income Received of \$500 or More (Report on Schedule C)</p> <p>IF APPLICABLE, LIST DATE: _____ 19      _____ 19                  ACQUIRED                                  DISPOSED</p>
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Comments: \_\_\_\_\_

# SCHEDULE A-1

- You, spouse or registered domestic partner, or dependent children have an interest of \$2,000 or more, but less than 10% ownership, at any time during reporting period.
- Typically stocks and bonds (including those held in margin or brokerage accounts or managed funds).
- Not Included: Government or municipal bonds, bank accounts (savings/checking), certificates of deposit, insurance policies, annuities, CalPERS or CalSTRS pension plans, and undirected mutual funds.

---

▶ **NAME OF BUSINESS ENTITY**

\_\_\_\_\_

---

**GENERAL DESCRIPTION OF THIS BUSINESS**

\_\_\_\_\_

---

**FAIR MARKET VALUE**

\$2,000 - \$10,000                       \$10,001 - \$100,000  
 \$100,001 - \$1,000,000               Over \$1,000,000

**NATURE OF INVESTMENT**

Stock                       Other \_\_\_\_\_  
(Describe)

Partnership               Income Received of \$0 - \$499  
     Income Received of \$500 or More (Report on Schedule C)

**IF APPLICABLE, LIST DATE:**

/  / **19**                       /  / **19**  
ACQUIRED                      DISPOSED

---



# SCHEDULE A-2

- Ownership Interest:  
Report investments in a business entity or trust in which you/spouse/registered domestic partner/independent children, together or separately, had a 10% or greater interest worth \$2,000 or more.

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one  
 Trust, go to 2       Business Entity, complete the box, then go to 2

**GENERAL DESCRIPTION OF THIS BUSINESS**

\_\_\_\_\_

<p><b>FAIR MARKET VALUE</b></p> <input type="checkbox"/> \$0 - \$1,999 <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<p><b>IF APPLICABLE, LIST DATE:</b></p> <table border="0"> <tr> <td>____/____/19</td> <td>____/____/19</td> </tr> <tr> <td style="text-align: center;">ACQUIRED</td> <td style="text-align: center;">DISPOSED</td> </tr> </table>	____/____/19	____/____/19	ACQUIRED	DISPOSED
____/____/19	____/____/19				
ACQUIRED	DISPOSED				

**NATURE OF INVESTMENT**

 Partnership     Sole Proprietorship     \_\_\_\_\_ Other

**YOUR BUSINESS POSITION** \_\_\_\_\_

**2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)**

- |   |   |
|---|---|
| <input type="checkbox"/> \$0 - \$499        | <input type="checkbox"/> \$10,001 - \$100,000 |
| <input type="checkbox"/> \$500 - \$1,000    | <input type="checkbox"/> OVER \$100,000       |
| <input type="checkbox"/> \$1,001 - \$10,000 |   |







# Form 700



## Trusts Are in A-2

Investments and interest in real property held and income received by a trust in which you have a 10% or greater interest are reported in A-2.

Must report if you are a trustor and:

- Can revoke/terminate trust
- Retained/reserved any rights to income/interest
- Retained power of appointment of trustees or beneficiaries

Must report if you are a beneficiary and:

- Presently receive income; or
- Have an irrevocable future right to receive income or principal.

Do not report a trust that only contains non-reportable interest.

# Form 700



## Examples of Trusts

1. Board member set up a living trust that holds large amounts of stock in PG&E and Apple Computers, a rental home in the same county as the charter school, and her principal residence. She is the trustor and can terminate/revoke at anytime.

Must report stock and rental home as part of trust in A-2.

2. Executive Director is a beneficiary of his parents' trust but does not currently receive income and it is revocable.

No need to report the trust.



# SCHEDULE C

- Incomes and Loans of \$500 (gross income) or more received during reporting period.
- Income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in the school’s jurisdiction.
- Reportable: Salary/wages of you and (50% of) your spouse, commission, gross income of car or house, prizes not reported as gifts money received from a loan given.
- Not Reportable: Salary from government agency, Income from CalPERS or CalSTRS retirement account.

**NAME OF SOURCE OF INCOME**  
 \_\_\_\_\_  
 \_\_\_\_\_

**ADDRESS** *(Business Address Acceptable)*  
 \_\_\_\_\_  
 \_\_\_\_\_

**BUSINESS ACTIVITY, IF ANY, OF SOURCE**  
 \_\_\_\_\_  
 \_\_\_\_\_

**YOUR BUSINESS POSITION**  
 \_\_\_\_\_  
 \_\_\_\_\_

**GROSS INCOME RECEIVED**

<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> No Income - Business Position Only
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/>	<input type="checkbox"/> OVER \$100,000

**CONSIDERATION FOR WHICH INCOME WAS RECEIVED**

Salary       Spouse's or registered domestic partner's income  
*(For self-employed use Schedule A-2.)*

Partnership *(Less than 10% ownership. For 10% or greater use Schedule A-2.)*

Sale of \_\_\_\_\_  
*(Real property, car, boat, etc.)*

Loan repayment

Commission or       Rental Income, *list each source of \$10,000 or more*  
 \_\_\_\_\_  
*(Describe)*

Other \_\_\_\_\_  
*(Describe)*



# SCHEDULE D

- General rule is that you cannot accept more than \$500 from one source in a calendar year.
- General rule is that gifts worth more than \$50 must be reported (one gift or aggregate gifts from same source in a calendar year).

▶ **NAME OF SOURCE** *(Not an Acronym)*

---

**ADDRESS** *(Business Address Acceptable)*

---

**BUSINESS ACTIVITY, IF ANY, OF SOURCE**

---

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Form 700: Gifts



- Many exceptions to both general rules, the most common being:
  1. Special Occasions: Birthdays, Holidays:
    - Can be gifts from anyone (other than lobbyists) so long as the gift giving and taking is proportional.
  2. Inheritance
  3. Family Members:
    - Spouse (or former spouse), child, parent, grandparent, great grandparent, grandchild, brother, sister, current or former parent-in-law, brother-in-law, sister-in-law, aunt, great aunt, uncle, great uncle, niece, great niece, nephew, great nephew, first cousin, or first cousin once removed, or the spouse of any such person. (other than a lobbyist)
  4. “BFF’s”- Long-term friendships:
    - Friends for a “period of time” and gift giving and taking must be proportional. (other than a lobbyist)
  5. Dating – “bona fide” relationship (other than a lobbyist)
    - Returning or Donating Gifts vs. Reporting

# Form 700 Penalties



Late filers: \$10 a day up to \$100

- Filing Officer collects fine and deposits in charter school general fund
- If FPPC brings action, fine goes to the State
- Filing Officer and FPPC can waive fine if
  - Late filing was not willful, and
  - Fine would not further purpose of PRA

# Form 700 Penalties



Non-filing or violating the conflicts of interest rules in the PRA:

- Administrative: up to \$5,000 fine for each violation
- Criminal: Misdemeanor: up to 6 months in jail + up to \$1,000 fine





**YOUNG, MINNEY & CORR, LLP**

916.646.1400 ■ [INFO@MYCHARTERLAW.COM](mailto:INFO@MYCHARTERLAW.COM) ■ [WWW.MYCHARTERLAW.COM](http://WWW.MYCHARTERLAW.COM)



# QUESTIONS AND RESPONSES

# THANKS FOR ATTENDING TODAY!

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**WALNUT CREEK OFFICE:**

500 YGNACIO VALLEY ROAD  
SUITE 190  
WALNUT CREEK, CA 94596



**YOUNG, MINNEY & CORR, LLP**



California  
Charter Schools  
Association

## **California Charter Schools Association Governance Academy Part 2**

**Presented by:**

**Wayne K. Strumpfer**

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**Julie Umansky**

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[www.ccsa.org](http://www.ccsa.org)

**THE CHARTER LAW FIRM**

# Overview



- Areas Covered:
  - Public Records Act
  - Financial Oversight of Public Funds
  - Good Governance for Boards and Administrators

# Public Records Act

# Purpose of the Public Records Act



## PURPOSE

*“In enacting this chapter, the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.” (Govt. Code § 6250)*

# Public Records Defined



## Public Records

“Includes any writing containing information relating to the conduct of the public's business **prepared, owned, used, or retained** by any state or local agency regardless of physical form or characteristics.” (Govt. Code § 6252)

# Public Records Defined



## Writing

“Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.” (Govt. Code § 6252)

# Exceptions to Disclosure



## Pending Litigation

(Gov. Code Section 6254(b)):

- Only During Ongoing Litigation
- More than Just Privileged Information/ Documents



# Exceptions to Disclosure



## Personnel, Medical, or Similar Files (Gov. Code Section 6254 (c)):

- Weighing test: The Public Interest of Disclosure vs. Unwarranted Invasion of Privacy

# Exceptions to Disclosure



## Records Exempted by Federal or State Law

(Gov. Code Section 6254(K)):

- HIPAA
- Privileged
- FERPA

# Exceptions to Disclosure



## Catchall Exception

(Gov. Code Section 6255(a)):

- Weighing test: The Public Interest of Disclosure vs. the Importance of Confidentiality

# Records Not Exempt



- Public Employment Contracts
- Public Employee's Name and Salary
- Most Email Communication

# Waiver of Exemptions



Whenever a local agency discloses a public record which is otherwise exempt from disclosure, to any member of the public, this disclosure shall constitute a waiver of the exemptions specified in Sections 6254, 6254.7, or other similar provisions of law. (Govt. Code § 6254.5)

# Response to Public Records Act Request



## TIMELINE:

- Response Within 10 Days from Receipt of the Request
- 10-Day Deadline Can Be Extended Up to 14 Additional Days in “Unusual Circumstances
- Must Make Reasonable Effort to Elicit Additional Clarifying Information to Identify Records

# Ten-Day Letter



## Must Include:

- Whether the Request, in Whole or in Part, Seeks Copies of Disclosable Public Records in the Possession of the School
- The Date When the Records will be Made Available (Reasonable Time).

## Determining Time Frame:

- Do You Need to Search For and Collect Records?
- Is There a Large Volume of Records Being Requested?
- Do You Need to Consult with Attorneys?
- Do You Need Time to Compile Data?

# Response to Public Records Act Request



Can you ask requester to pay for the school's time and out-of-pocket expenses relating to producing the records?

*NLG v. City of Hayward, 2020*



# *City of San Jose V. Superior Court (Smith)*



## LANDMARK CALIFORNIA SUPREME COURT OPINION IN MARCH 2017:

“Employees’ communications about official agency business may be subject to the CPRA regardless of the type of account used in their preparation or transmission.”

# Relating to the Conduct of Public's Business



Must relate in some substantive way to the conduct of the public's business. It often depends on the context. The court gave us factors to consider . . .

# Best Policy



- Require Employees to Use or Copy their Government Accounts for All Communications Touching on Public Business.
- Strongly Discourage Discussing Public Business on Facebook, Twitter, or Other Social Medium.
- Strongly Discourage Teachers and Administrators from Using Text Messages to Communicate with Students or Parents.

# Enforcement of Rights



- To enforce rights under the Public Records Act a requestor must institute proceedings for injunctive/declaratory relief or seek a writ of mandate. (Govt. Code § 6258)
- The court shall award court costs and reasonable attorney fees to the plaintiff should the plaintiff prevail in litigation. (Govt. Code § 6259)

# Enforcement of Rights



- The costs and fees shall be paid by the public agency and shall not become a personal liability of the public official. (Govt. Code § 6259)
- If the court finds that the plaintiff's case is clearly frivolous, it shall award court costs and reasonable attorney fees to the public agency. (Govt. Code § 6259)

# Financial Oversight of Public Funds

# Overview



Recent court cases and audits have identified a number of concerns regarding how charter school funds are spent.

## Goals

1. Update you on emerging legal issues
2. Provide you best practices going forward

# Big Picture



- Charter school funds are considered public funds by most agencies
- When public (or private) funds are spent improperly, potential criminal liability can result
- LCFF supplemental and concentration grant funds must be spent in accordance with each school's LCAP plan



# Money Matters



- Funds received by your charter school, whether from the State of California or other sources, are generally considered “public funds”
  - Article XVI, Section 6 of the California constitution
- All public funds must be utilized to support a “public purpose”
  - Reasonably determined and must be of a benefit to your students
- Charter schools (and their staff and Board members) are held accountable for the use of funds, and misuse can result in serious criminal charges.
- Watch out for private inurement
- Public officials held to higher standard than private individuals/companies because public funds are at stake

# Potential Criminal Liability



- Watch out for potential criminal liability or media/authorizer criticism arising from expenditures of public funds for these types of activities:
  - First or Business Class Travel
  - Wine, Beer or Alcohol
  - Expensive Meals, Hotels, entertainment
  - Expenditures Not Directly Related to School Purposes
  - Travel for Staff or Board Members Not Directly Related To School Purposes
  - Gifts
  - Purchasing Personal Items (Clothes, guns and ammo, jewelry)
  - Car leases
  - Renting an apartment/condo
  - Large employee expense accounts
  - Golf club memberships
  - Bonuses paid to employees in the form of gift cards
  - Payment of debts of other people/organizations
  - Payments to vendors with familial ties to charter school employees
- What about Director's & Officers Liability Insurance?

# “Minor” Issues – Big Problems



- If financial misconduct is found, even relatively minor instances will be used against your school.
  - Angry community members at Board meetings or authorizer meetings.
  - Parents and foundations may decide not to donate to school
  - Parents may remove their students causing enrollment drop
- May result in audits by the Fiscal Crisis and Management Assistance Team (FCMAT), who, when they complete the audit, make it a public document
  - FCMAT Audits are time-consuming, onerous, and create a stigma around your school (regardless of whether any allegations are substantiated.)
  - FCMAT audits are very expensive to rebut!
- If you are in LAUSD, allegations may result in OIG audit/review
- Ignorance is not a defense!

# FCMAT Findings



## Extraordinary Audit of a Charter School (cont.)

- “The charter school’s governing board does not comply with its own financial reporting policy.”
- “The governing board should ensure that all commercial warrants are reviewed during each board meeting and that bank accounts can be opened or closed only by board authorization.”
- “More than one third of the (credit card) purchases lacked supporting documentation, log sheets, or approval from site administrators.”

# CSA Findings



## CA State Auditor Report on a Charter School

- School “could not provide monthly financial reports...such as year-to-date cashflow...”
- “Nearly a quarter of the 225 expenditures we reviewed lacked both proper authorization and sufficient support.”
- “The Foundation could not demonstrate that it preauthorized 19 of the 20 debit card transactions we reviewed.”

# Good Governance

# Why is Governance Important in Charter Schools?



- Charter Schools are overseen by Authorizing School Districts and must be renewed to continue to operate and can be closed down if not operated correctly.
- AB 1505 explicitly calls out substantial “governance factors” as a grounds for denial of renewal.
- Charter Schools must operate at a certain level to be renewed
- Charter Schools use public funds to educate students.
- Despite successes, Charter Schools still receive extreme scrutiny and unfounded criticisms.



# Board Duties v. Executive Director Duties



The Board of Directors GOVERNS while the Executive Director MANAGES.

The purpose of governance is oversight of the Executive Director.

The purpose of managing is to make the school perform, on a day-to-day basis, at the highest possible level.

How WELL is the school performing? v. How WILL decisions get made?



# CASE STUDY



**BOARD MEMBER WHO IS AN HR EXPERT VISITS THE SCHOOL SITE AND PROVIDES POINTERS TO TEACHER DURING CLASSROOM VISIT.**

# An Effective Board



- The Board uses a single point of delegation and accountability for operations (Executive Director).
- Board members are independent of the Executive Director and are responsible for oversight.
- Board members are aware of and adhere to board policies, the bylaws, and the charter.

# CASE STUDY



## PARENT SUBMITS COMPLAINT ABOUT TEACHER TO INDIVIDUAL BOARD MEMBER.

# An Effective Board



- Recognizes that every Board member is one vote and no decision is made individually.
- No Board members' vote is worth more than another's.
- Chairperson has procedural authority.
- Every Board member owes a duty of loyalty to the corporation – which means the vote of the majority of the Board.

# CASE STUDY



**BOARD MEMBER WHO WAS  
OUT-VOTED ON STUDENT  
UNIFORM POLICY SETS UP ANTI-  
UNIFORM PETITION DRIVE IN  
FRONT OF LOCAL MARKET.**

# The Board as a Team



- ❑ When is it appropriate for a single Board member to act on behalf of the Board?
- ❑ What do individual Board members say when questioned about the Board's actions?



# Utilize Time Effectively and Efficiently

- How do agendas get prepared?
- How does the public participate in your meetings?
- What do you spend most of your time doing at your meetings?
- How do you prepare for meetings?
- How do you know if you are a healthy board?



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# QUESTIONS AND RESPONSES

# THANKS FOR ATTENDING TODAY!

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**WALNUT CREEK OFFICE:**

500 YGNACIO VALLEY ROAD  
SUITE 190  
WALNUT CREEK, CA 94596



# Cover Sheet

## Approve Minutes from July 31, 2020 Special Meeting

**Section:** VIII. Other Business  
**Item:** B. Approve Minutes from July 31, 2020 Special Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for UMCS Special Board Meeting on July 31, 2020

DRAFT



# Urban Montessori Charter School

## Minutes

### UMCS Special Board Meeting

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**Date and Time**

Friday July 31, 2020 at 3:00 PM

**Location**

<https://us02web.zoom.us/j/5102904005>

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PER GOVERNOR NEWSOM'S SHELTER IN PLACE EXECUTIVE ORDER DATED MARCH 19, 2020 ([WHICH IS HERE IN ITS ENTIRETY](#)) AND BY ORDER OF THE HEALTH OFFICER OF THE COUNTY OF ALAMEDA DATED JUNE 5, 2020 (Revised June 18, 2020 and July 19, 2020) ([WHICH IS HERE IN ITS ENTIRETY](#)):

THIS WILL BE A VIRTUAL-ONLY MEETING

Join Zoom Meeting: <https://us02web.zoom.us/j/5102904005>

Meeting ID: 510 290 4005

One tap mobile [+16699006833](tel:+16699006833),5102904005# US (San Jose) [+13462487799](tel:+13462487799),5102904005# US (Houston) Dial by your location [+1 669 900 6833](tel:+16699006833) US (San Jose) [+1 346 248 7799](tel:+13462487799) US (Houston) [+1 253 215 8782](tel:+12532158782) US (Tacoma) [+1 312 626 6799](tel:+13126266799) US (Chicago) [+1 929 436 2866](tel:+19294362866) US (New York) [+1 301 715 8592](tel:+13017158592) US (Germantown) Meeting ID: 510 290 4005 Find your local number: <https://us02web.zoom.us/u/kb8IDmVDDD>

Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be unavailable. During this time, Zoom strongly recommends using computer audio capabilities (or via phone with the Zoom app) while on wifi.

If you have any trouble getting on the Zoom, please text 510-290-4005 for support.

Members: Loren Bentley Tammero, Olivia Couch, Jan Faraguna, Christina Greenberg, Greg Klein, Davis Leung, Nancy McAfee Flemming, Hae-Sin Thomas, Stacey Wang

Urban Montessori Charter School welcomes your participation at Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the organization in public. Your participation assures us of continuing community interest in our school and assists the Board in making the best decisions for our school. To assist you in the ease of speaking/

participating in our meetings, guidelines are provided at the bottom of this agenda. All materials for all board and committee meetings, including audio recordings of Regular Board Meetings, are available via [http://www.urbanmontessori.org/board\\_of\\_directors](http://www.urbanmontessori.org/board_of_directors).

---

**Directors Present**

C. Greenberg (remote), D. Leung (remote), G. Klein (remote), H. Thomas (remote), J. Faraguna (remote), L. Bentley Tammero (remote)

**Directors Absent**

N. McAfee Flemming, O. Couch, S. Wang

**Guests Present**

K. Feeney (remote)

---

**I. Opening Items**

**A. Call the Meeting to Order**

D. Leung called a meeting of the board of directors of Urban Montessori Charter School to order on Friday Jul 31, 2020 @ 3:03 PM at <https://us02web.zoom.us/j/5102904005>

**B. Record Attendance**

**C. Review of Action/Discussion Items**

No changes needed.

**D. Board Member Comment**

No board member comments.

**E. Presentations from the Floor**

Parent Anna shared about an internet provider enforcing its data cap limit. Could be a concern for both staff and families. Hae-Sin responded about the #OaklandUndivided survey coming out soon. Qualified families get a device and unlimited internet access.

**II. Approval of the Minutes**

**A. Action Item - discuss and vote on the minutes from the June 30, 2020 Special Meeting**

G. Klein made a motion to approve the minutes from Special Board Meeting on 06-30-20.

C. Greenberg seconded the motion.

no discussion or public comment. The board **VOTED** to approve the motion.

**Roll Call**

O. Couch	Absent
H. Thomas	Aye
J. Faraguna	Abstain
L. Bentley Tammero	Aye
D. Leung	Aye
S. Wang	Absent
N. McAfee Flemming	Absent
C. Greenberg	Aye
G. Klein	Aye

### III. Executive and Governance Committee

#### A. Action Item - discuss and vote on Agreement for the Release of Directory Information to Families in Action for Quality Education

Greg presented the agreement. Hae-Sin shared one example of how the local school board can and likely will impact UMCS.

No other discussion or public comment.

C. Greenberg made a motion to approve the agreement.

D. Leung seconded the motion.

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

##### Roll Call

G. Klein	Aye
H. Thomas	Aye
O. Couch	Absent
S. Wang	Absent
D. Leung	Aye
N. McAfee Flemming	Absent
C. Greenberg	Aye
L. Bentley Tammero	Aye
J. Faraguna	Aye

### IV. Return to Open Session

#### A. Report out of any closed session action(s)

D. Leung made a motion to approve a settlement agreement.

C. Greenberg seconded the motion.

Not to exceed \$23,250 per year, for this current year and two more years. The board **VOTED** unanimously to approve the motion.

##### Roll Call

J. Faraguna	Aye
O. Couch	Absent
G. Klein	Aye
L. Bentley Tammero	Aye
H. Thomas	Aye
D. Leung	Aye
S. Wang	Absent
N. McAfee Flemming	Absent
C. Greenberg	Aye

### V. Closing Items

#### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:38 PM.

Respectfully Submitted,  
G. Klein

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### Documents used during the meeting

- Agreement for the Release of Directory Information.pdf
- 

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE** Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY** The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**SPECIAL PRESENTATIONS MAY BE MADE** Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY** Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting UMCS at 4551 Steele Street, Oakland, CA 94619 or [info@urbanmontessori.org](mailto:info@urbanmontessori.org).

**FOR MORE INFORMATION** For more information concerning this agenda or for materials relating to this meeting, please contact UMCS at 4551 Steele Street, Oakland, CA 94619 or [board@urbanmontessori.org](mailto:board@urbanmontessori.org). All materials are available via the Governance Section of our website: <http://www.urbanmontessori.org/governance>.

# Cover Sheet

## Action Item - Vote on General Consent Report

**Section:** VIII. Other Business  
**Item:** C. Action Item - Vote on General Consent Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Invoice\_INV0000049261.pdf  
UMCS-CARS\_Submission\_FY21.pdf  
UMCS-FY20\_Year\_End\_Accruals.pdf  
revfoodcn2020-21.pdf

**Illuminate Education, Inc.**  
 6531 Irvine Center Drive  
 Suite 100  
 Irvine CA 92618  
 United States  
 invoices@illuminateed.net  
 http://www.illuminateED.com

# Invoice



**BILL TO**

**SHIP TO**

Urban Montessori Charter School  
 5328 Brann St.  
 Oakland California 94619  
 United States

Urban Montessori Charter School  
 5328 Brann St.  
 Oakland CA 94619  
 United States

INVOICE #	DATE	DUE DATE	TERMS
INV0000049261	7/14/2020	8/13/2020	Net 30

SERVICE PERIOD	PO#	ACTIVITY	QTY	RATE	AMOUNT
7/1/2020 - 6/30/2021		<b>ISI Flat Rate License</b> Flat Rate - Illuminate Student Information™ (ISI)	1	\$10,500.00	\$10,500.00
7/1/2020 - 6/30/2021		<b>Messaging System</b> Home Dialing and Mass Email Tool	393	\$1.50	\$589.50

PAYMENT REMIT ADDRESS:  
 PO Box 207833  
 Dallas, TX 75320-7833

Purchase Order can be sent:  
 Fax: 909-266-1935  
 Email: invoices@illuminateed.net

PAYMENT/DEPOSIT	\$0.00
CREDITS APPLIED	\$0.00
TAX TOTAL	\$0.00
<b>BALANCE DUE</b>	<b>\$11,089.50</b>



INV0000049261

Urban Montessori Charter (01 10017 0125567)

Status: Certified  
 Saved by: Bryce Fleming  
 Date: 8/12/2020 11:47 AM

**2020-21 Certification of Assurances**

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancetoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Alejandra Rodriguez
Authorized Representative's Signature	
Authorized Representative's Title	Business Manager
Authorized Representative's Signature Date	08/12/2020

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.



**2020-21 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Krishna Feeney
Authorized Representative's Title	Head of School
Authorized Representative's Signature Date	08/12/2020
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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## 2020-21 LCAP Federal Addendum Certification

**CDE Program Contact:**

Local Agency Systems Support Office, [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov), 916-323-5233

### Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

### Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) / District</b>	
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
<b>Direct Funded Charter</b>	06/20/2019
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Krishna Feeney
Authorized Representative's Title	Head of School

**\*\*\*Warning\*\*\***

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## 2020-21 Application for Funding

### CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

### Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/27/2020
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### District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	Delac not applicable

### Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	No

**\*\*\*Warning\*\*\***

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## 2020-21 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

<b>Title IV, Part A (Student and School Support)</b>  ESSA Sec. 4101 SACS 4127	Yes
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**\*\*\*Warning\*\*\***

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## 2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Arturo Ambriz, Fiscal Oversight and Support Office, [AAmbriz@cde.ca.gov](mailto:AAmbriz@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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**Urban Montessori  
Accrual Summary  
As of Jun FY2020**

	<b>Actual YTD</b>	<b>May Forecast</b>	<b>Expected Final</b>	<b>Previous Forecast vs Expected Final</b>
<b>SUMMARY</b>				
<b>Revenue</b>				
LCFF Entitlement	2,825,755	3,254,077	3,254,094	17
Federal Revenue	86,692	165,755	150,178	(15,578)
Other State Revenues	371,470	482,585	486,600	4,015
Local Revenues	63,742	135,878	141,912	6,034
Fundraising and Grants	232,348	247,413	232,348	(15,065)
<b>Total Revenue</b>	<b>3,580,007</b>	<b>4,285,709</b>	<b>4,265,132</b>	<b>(20,577)</b>
<b>Expenses</b>				
Compensation and Benefits	3,094,681	3,128,863	3,094,681	34,182
Books and Supplies	98,133	125,351	98,133	27,218
Services and Other Operating Expenditures	1,035,551	1,041,126	1,059,540	(18,414)
Depreciation	-	-	-	-
Other Outflows	6,218	-	6,218	(6,218)
<b>Total Expenses</b>	<b>4,234,582</b>	<b>4,295,340</b>	<b>4,258,571</b>	<b>36,769</b>
<b>Operating Income</b>	<b>(654,575)</b>	<b>(9,632)</b>	<b>6,560</b>	<b>16,192</b>
<b>Fund Balance</b>				
Beginning Balance (Unaudited)		225,801	225,801	
Audit Adjustment		59,516	59,516	
Beginning Balance (Audited)		285,317	285,317	
Operating Income		(9,632)	6,560	
<b>Ending Fund Balance</b>		<b>275,685</b>	<b>291,877</b>	

**REVENUE**

	Actual YTD	May Forecast	Expected Final	Previous Forecast vs Expected Final
<b>LCFF Entitlement</b>				
8011 Charter Schools General Purpose Entitlement - State Aid	1,618,474	1,892,220	2,034,788	142,568
8012 Education Protection Account Entitlement	446,256	444,059	299,116	(144,943)
8019 State Aid - Prior Years	4,663	4,663	4,663	-
8096 Charter Schools in Lieu of Property Taxes	756,362	913,135	915,527	2,392
<b>SUBTOTAL - LCFF Entitlement</b>	<b>2,825,755</b>	<b>3,254,077</b>	<b>3,254,094</b>	<b>17</b>
<b>Federal Revenue</b>				
8181 Special Education - Entitlement	-	57,495	57,495	-
8220 Child Nutrition Programs	20,934	42,503	26,778	(15,725)
8291 Title I	45,694	45,694	45,694	-
8292 Title II	8,805	8,805	8,952	147
8294 Title IV	10,000	10,000	10,000	-
8297 PY Federal - Not Accrued	1,259	1,259	1,259	-
<b>SUBTOTAL - Federal Revenue</b>	<b>86,692</b>	<b>165,755</b>	<b>150,178</b>	<b>(15,578)</b>
<b>Other State Revenue</b>				
8319 Other State Apportionments - Prior Years	4,259	4,259	4,259	0
8381 Special Education - Entitlement (State)	175,004	195,799	195,800	1
8382 Special Education Reimbursement (State)	23,760	39,600	47,520	7,920
8520 Child Nutrition - State	1,420	2,082	1,894	(188)
8545 School Facilities Apportionments	111,687	147,719	147,719	-
8550 Mandated Cost Reimbursements	6,729	6,719	6,729	10
8560 State Lottery Revenue	40,888	78,685	74,956	(3,729)
8590 COVID-19 LEA Response Funds	7,723	7,723	7,723	-
<b>SUBTOTAL - Other State Revenue</b>	<b>371,470</b>	<b>482,585</b>	<b>486,600</b>	<b>4,015</b>
<b>Local Revenue</b>				
8634 Food Service Sales	20,376	25,628	20,376	(5,251)
8676 After School Program Revenue	31,615	31,427	31,615	188
8699 All Other Local Revenue	6,406	4,199	6,406	2,207
8702 Oakland Measure G1	-	74,625	78,170	3,545
8999 Uncategorized Revenue	5,345	-	5,345	5,345
<b>SUBTOTAL - Local Revenue</b>	<b>63,742</b>	<b>135,878</b>	<b>141,912</b>	<b>6,034</b>
<b>Fundraising and Grants</b>				
8801 Walkathon	106	106	106	(0)
8802 Private Grants	183,155	181,654	183,155	1,501
8803 All In for Learning	5,685	22,000	5,685	(16,315)
8811 Fall Campaign	15,737	15,737	15,737	(0)
8812 Other Fundraising (Movie Night, Apparel, etc)	11,192	11,443	11,192	(251)
8814 Field Trips Donations	16,473	16,473	16,473	0
<b>SUBTOTAL - Fundraising and Grants</b>	<b>232,348</b>	<b>247,413</b>	<b>232,348</b>	<b>(15,065)</b>
<b>TOTAL REVENUE</b>	<b>3,580,007</b>	<b>4,285,709</b>	<b>4,265,132</b>	<b>(20,577)</b>

**EXPENSES**

	<b>Actual YTD</b>	<b>May Forecast</b>	<b>Expected Final</b>	<b>Previous Forecast vs Expected Final</b>
<b>Compensation &amp; Benefits</b>				
<b>Certificated Salaries</b>				
1100 Teachers Salaries	723,126	745,426	723,126	22,301
1103 Teacher - Substitute Pay	22,912	22,912	22,912	(0)
1148 Teacher - Special Ed	327,320	325,959	327,320	(1,361)
1300 Certificated Supervisor & Administrator Salaries	115,215	115,000	115,215	(215)
1322 Cert Admin - Custom 2	91,048	91,048	91,048	(0)
<b>SUBTOTAL - Certificated Salaries</b>	<b>1,279,621</b>	<b>1,300,345</b>	<b>1,279,621</b>	<b>20,724</b>
<b>Classified Salaries</b>				
2100 Classified Instructional Aide Salaries	661,277	670,978	661,277	9,701
2102 Classified- Counselors	134,319	145,127	134,319	10,808
2103 Classified- Substitutes	6,153	6,435	6,153	282
2105 Classified- Reading Specialist	65,275	61,274	65,275	(4,001)
2400 Classified Clerical & Office Salaries	156,339	147,725	156,339	(8,614)
2900 Classified Other Salaries	105,066	101,198	105,066	(3,869)
<b>SUBTOTAL - Classified Salaries</b>	<b>1,128,429</b>	<b>1,132,737</b>	<b>1,128,429</b>	<b>4,308</b>
<b>Employee Benefits</b>				
3100 STRS	297,343	295,150	297,343	(2,193)
3300 OASDI-Medicare-Alternative	73,009	79,117	73,009	6,108
3400 Health & Welfare Benefits	263,094	267,674	263,094	4,580
3500 Unemployment Insurance	11,762	12,234	11,762	472
3600 Workers Comp Insurance	41,423	41,606	41,423	183
<b>SUBTOTAL - Employee Benefits</b>	<b>686,630</b>	<b>695,781</b>	<b>686,630</b>	<b>9,150</b>
<b>Books &amp; Supplies</b>				
4200 Books & Other Reference Materials	102	102	102	0
4315 Custodial Supplies	1,066	2,000	1,066	934
4320 Educational Software	4,170	4,069	4,170	(101)
4325 Instructional Materials & Supplies	6,181	6,181	6,181	0
4326 Art & Music Supplies	12,154	12,154	12,154	0
4330 Office Supplies	3,366	4,000	3,366	634
4335 PE Supplies	542	542	542	0
4340 SpEd Materials & Supplies	-	750	-	750
4410 Classroom Furniture, Equipment & Supplies	1,795	1,795	1,795	0
4420 Computers: individual items less than \$5k	3,669	5,000	3,669	1,331
4430 Non Classroom Related Furniture, Equipment & Supplies	944	944	944	(0)
4710 Student Food Services	59,609	83,278	59,609	23,669
4720 Other Food	4,536	4,536	4,536	0
<b>SUBTOTAL - Books and Supplies</b>	<b>98,133</b>	<b>125,351</b>	<b>98,133</b>	<b>27,218</b>



**Services & Other Operating Expenses**

	Actual YTD	May Forecast	Expected Final	Previous Forecast vs Expected Final
5215 Travel - Mileage, Parking, Tolls	288	500	288	212
5305 Dues & Membership - Professional	4,960	6,000	4,960	1,040
5450 Insurance - Other	40,839	40,839	40,839	-
5515 Janitorial, Gardening Services & Supplies	127,234	120,000	127,234	(7,234)
5520 Security	608	608	608	(0)
5530 Utilities- Pleasant	28,770	29,000	28,770	230
5535 Utilities- Brann	75,178	55,911	75,178	(19,267)
5605 Equipment Leases	14,668	14,024	14,668	(644)
5610 Brann Rent	77,353	77,353	77,353	(0)
5615 Repairs and Maintenance - Building	1,304	5,000	1,304	3,696
5631 Jarlath Rent	264,000	264,000	264,000	-
5803 Accounting Fees	12,630	12,630	12,630	-
5805 Administrative Fees	1,526	6,386	9,125	(2,739)
5809 Banking Fees	812	768	812	(44)
5812 Business Services	112,000	112,000	112,000	-
5815 Consultants - Instructional	25,000	25,000	25,000	-
5824 District Oversight Fees	17,931	34,322	34,322	-
5827 Middle School Program expenses (8816 offset)	-	1,808	-	1,808
5830 Field Trips Expenses	45,409	45,409	45,409	(0)
5833 Fines and Penalties	180	500	180	320
5836 Fingerprinting	1,595	1,595	1,595	-
5839 Fundraising Expenses	5,532	5,532	5,532	-
5845 Legal Fees	25,107	10,583	25,107	(14,524)
5857 Payroll Fees	5,935	6,000	5,935	65
5860 Printing and Reproduction	7,071	10,000	7,071	2,929
5861 Prior Yr Exp (not accrued)	11,645	11,986	11,645	341
5863 Professional Development	13,615	13,615	13,615	(0)
5869 Special Education Contract Instructors	51,050	62,750	51,050	11,700
5875 Staff Recruiting	3,000	4,000	3,000	1,000
5878 Student Assessment	8,427	5,000	8,427	(3,427)
5880 Student Health Services	3,300	3,500	3,300	200
5881 Student Information System	30,692	29,817	30,692	(875)
5887 Technology Services	1,333	3,000	1,333	1,667
5910 Communications - Internet / Website Fees	6,593	9,492	6,593	2,899
5915 Postage and Delivery	1,009	3,200	1,009	2,191
5920 Communications - Telephone & Fax	8,956	9,000	8,956	44
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>1,035,551</b>	<b>1,041,126</b>	<b>1,059,540</b>	<b>(18,414)</b>
<b>Other Outflows</b>				
7999 Uncategorized Expense	6,218	-	6,218	(6,218)
<b>SUBTOTAL - Other Outflows</b>	<b>6,218</b>	<b>-</b>	<b>6,218</b>	<b>(6,218)</b>
<b>TOTAL EXPENSES</b>	<b>4,234,582</b>	<b>4,295,340</b>	<b>4,258,571</b>	<b>36,769</b>

**THIRD RENEWAL AND AMENDMENT TO AGREEMENT TO PROVIDE MEALS**

This Third Renewal and Amendment (“Third Renewal”) is made this June 30, 2020 by and between Urban Montessori Charter School (“Urban Montessori”), located at 5328 Brann Street, Oakland, CA 94619, and the Meal Vendor, Revolution Foods, Inc. (“Vendor”), located at 2400 Grant Street, San Lorenzo, CA 94580. Urban Montessori and Vendor may be individually referred to herein as a “Party” or collectively referred to as the “Parties.”

**Whereas**, the Parties entered into an agreement to provide reimbursable Meals under federal Child Nutrition Programs between July 1, 2017 and June 3, 2018 (“Contract”);

**Whereas**, the Parties renewed the Term of the Contract for two (2) one-year Terms; and

**Whereas**, the Parties again desire to renew the Term of the Contract on the terms set forth in this Third Renewal.

**Now Therefore**, in consideration of the premises and mutual agreements contained in this Third Renewal, the Parties agree as follows:

1. The foregoing recitals are incorporated herein by this reference.
2. The Parties agree to renew the Term for one (1) year, beginning on July 1, 2020 and ending on June 30, 2021 (“Third Renewal Term”).
3. Urban Montessori shall pay the following prices for the Third Renewal Term.

Meal	# of service days	Est. quantity per service day	Price (each)
Breakfast, entrée and fruit sides unitized together + bulk milk on the side + unitized utensils	180	30	\$2.40
Lunch, entrée + side vegetables unitized together + bulk fruit + bulk milk on the side + unitized utensils	180	125	\$3.55
Snack	180	--	\$0.89

4. Vendor shall charge \$20.00 per day for delivery to one site (“Site”) located at 4551 Steele Street, Oakland, CA 94619.
5. Menu patterns follow the National School Lunch Program for grades PK, K-5, 6-8, 9-12.
6. All other terms remain the same and in full force and effect.

**ACCEPTED AND AGREED TO:**

**Urban Montessori Charter School**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Revolution Foods, Inc.**

By: \_\_\_\_\_  
 Name: ALVIN CRAWFORD  
 Title: SVP OF SALES AND CUSTOMER SUCCESS  
 Date: 07/01/2020