



Urban Montessori Charter School

Regular Board Meeting

Published on June 21, 2021 at 10:03 AM PDT

Date and Time

Thursday June 24, 2021 at 6:15 PM PDT

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/5102904005?pwd=M1kxU2hXSzRSN1dCL3QwYVEzdkJ3Zz09>

Meeting ID: 510 290 4005

One tap mobile

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Meeting ID: 510 290 4005

Find your local number: <https://us02web.zoom.us/u/kb8IDmVDDD>

This meeting will be audio recorded. The public can find documents related to this agenda either linked directly on the agenda or under "Other files" after selecting the meeting in BoardOnTrack prior to viewing the agenda. Downloading the "packet" may not include all of the "Other files" that are still otherwise available to the public.

PER GOVERNOR NEWSOM'S EXECUTIVE ORDER N-08-21 DATED JUNE 11, 2021 ([WHICH IS HERE IN ITS ENTIRETY](#)): THIS WILL BE A VIRTUAL-ONLY MEETING.

Members: Loren Bentley Tammero, Olivia Couch, Jan Faraguna, Christina Greenberg, Greg Klein, Davis Leung, 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 on our [BoardOnTrack public portal](#) and also through the [UMCS School Calendar](#).

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:15 PM
A. Call the Meeting to Order This meeting is being audio-recorded.		Davis Leung	1 m
B. Record Attendance		Greg Klein	1 m
C. Review of Action/Discussion Items 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.	Discuss	Davis Leung	1 m
D. Board and Community Appreciations Members of the Board and UMCS community may provide appreciations and affirmations during this time.		Davis Leung	5 m
E. Board Member Comment 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.		Davis Leung	5 m
F. Presentations from the Floor 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>		Davis Leung	10 m
II. Head of School Report			6:38 PM
The Head of School and their designees will present topics of interest to the Board and the general public.			
A. Head of School Report Report topics this meeting may include:	Discuss	Krishna Feeney	25 m
<ul style="list-style-type: none"> 1. Recent and upcoming events 2. Updates Summer Extended Learning 3. Goals for the upcoming school year 4. Renewal 5. Enrollment 			
III. LCAP and Budget for 2021-2022			7:03 PM
A. Report on Local Indicators This information is included in the next version of the California School Dashboard, and included in the development of our LCAP. Local Indicator Response is here : https://docs.google.com/document/d/1u9prcZ_wetqr8nSSmIBm_ZIdJIEb0oBlkcAvPYOgAM/edit	Vote	Krishna Feeney	5 m
B. Local Control and Accountability Plan 2021-2024, including Federal Addendum	Vote	Krishna Feeney	5 m

	Purpose	Presenter	Time
<p>2021-2024 LCAP, including the Budget Overview for Parents. An updated Federal Addendum is not required for UMCS at this time.</p>			
C. Budget 2021-2022	Vote	Krishna Feeney	5 m
IV. Finance Committee			7:18 PM
A. Discussion Item - Committee Report, including year to date financial report Financial report through May 31, 2021 is available in the "Documents" of this meeting.	Discuss	Stacey Wang	15 m
V. Academic Oversight Committee			7:33 PM
A. Discussion Item - Committee Report	Discuss	Hae-Sin Thomas	15 m
VI. Family Advisory Council			7:48 PM
A. Committee Report	Discuss	Loren Bentley Tammero	15 m
VII. Executive & Governance Committee			8:03 PM
A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training	Discuss	Christina Greenberg	10 m
<ul style="list-style-type: none"> • Form 700 • Board member recruitment • Leader evaluation process updates • Annual document and policy updates 			
B. Annual Board Officer Role Organization	Vote	Greg Klein	5 m
<p>The board will nominate and elect for 2021-2022 a Chair, Vice-Chair, Treasurer (Finance Chair), Secretary, and also committee chairs, and committee members.</p> <p>Proposal for roles as of July 1, 2021 is here.</p>			
VIII. Other Business			8:18 PM
A. Oakland and California Updates	Discuss	Hae-Sin Thomas	10 m
<p>Updates and current events related to Oakland USD, Alameda County Office of Education, and California, and potential implications for UMCS.</p>			
B. Approve Minutes from May 27, 2021 Regular Meeting	Approve Minutes	Greg Klein	1 m
C. California Commission on Teacher Credentialing Declaration of Need for Fully Qualified Educators	Vote	Krishna Feeney	5 m
D. Action Item - Vote on General Consent Report General Consent Report for June 24, 2021	Vote	Davis Leung	3 m

	Purpose	Presenter	Time
1. UMCS Family Handbook			
2. UMCS Employee Handbook			
3. UMCS Board Bylaws			
4. UMCS Board Book			
5. Annual Notices to Families			
6. 2021-2022 Calendar of Board Meetings			
7. 2021-2022 School Calendar [updated to recognize summer holidays]			
8. CharterSafe 2021-2022 Renewal			
9. FY 2021-2022 Education Protection Account (EPA) Spending Plan			
10. Consolidated Application (ConApp)			

[items may be linked directly here in the agenda or under "Other files" of this meeting on BoardOnTrack.]

E. Collect New Business items for Future Meetings	Discuss	Davis Leung	5 m
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IX. Closed Session 8:42 PM

A. Closed Session Items	Discuss	Davis Leung	15 m
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Public Employee Performance Evaluation - Head of School

Conference with Labor Negotiator (Government Code section 54957.6)

Agency Negotiator: Davis Leung, Board Chair

Unrepresented Employee: Krishna Feeney, 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.

X. Return to Open Session 8:57 PM

A. Report out of any closed session action(s)	Vote	Davis Leung	1 m
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"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.

B. Final Open Session Vote - Compensation for Head of School	Vote	Davis Leung	5 m
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Including sharing of data informing compensation recommendation.

XI. Closing Items 9:03 PM

A. Adjourn Meeting	FYI	Davis Leung	1 m
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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.

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Coversheet

Approve Minutes from May 27, 2021 Regular Meeting

Section: VIII. Other Business
Item: B. Approve Minutes from May 27, 2021 Regular Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on May 27, 2021

APPROVED



Urban Montessori Charter School

Minutes

Regular Board Meeting

Date and Time

Thursday May 27, 2021 at 6:15 PM

Location

The UMCS Board intends to follow the lead of the Alameda County Board of Education regarding the timing for our return to in-person board meetings, and in-person public comment opportunities. For now, our Board will continue to meet virtually and all public comment will be done through Zoom.

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/5102904005?pwd=M1kxU2hXSzRSN1dCL3QwYVEzdkJ3Zz09>

Meeting ID and Passcode are both: 510 290 4005

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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, July 15, 2020, and August 20, 2020) ([WHICH IS HERE IN ITS ENTIRETY](#)): THIS WILL BE A VIRTUAL-ONLY MEETING

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

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Directors Present

D. Leung (remote), G. Klein (remote), J. Faraguna (remote), L. Bentley Tammero (remote), S. Wang (remote)

Directors Absent

C. Greenberg, H. Thomas, O. Couch

Guests Present

D. Bissonnette (remote), 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 Thursday May 27, 2021 at 6:18 PM.

B. Record Attendance

C.

Review of Action/Discussion Items

No changes needed.

D. Board and Community Appreciations

Krishna appreciated Kara and the Fundraising Team and the FAC for the Walkathon and a super successful event, and the t-shirts. And also to all the families for the Appreciation Luncheon. And of course to our teachers for all that they do!

Loren appreciated Krishna and Dr. Rogers-Ard for the collaboration and work together in support of families and the FAC.

Greg appreciated teachers and staff.

Davis appreciated how our community moved through this very difficult year, deep appreciation for Krishna, all the teachers and staff, and board members.

E. Board Member Comment

No board member comments on items not on tonight's agenda.

F. Presentations from the Floor

No public comment on items not on tonight's agenda.

II. Head of School Report

A. Head of School Report

Krishna shared her report, which is in the public documents section of this meeting in BoardOnTrack.

Upcoming events -- next week is the last week of school, summer program starts Wednesday, June 9th. 6th and 8th grade promotions are next week as well.

Updates from Manzanita with Teacher Emily, who shared about distance learning this year. Very strong attendance in Manzanita Classroom. Strong methods for catching kids who aren't online and getting them on to the lesson right away. So many more lessons from across the full curricula -- like on clouds, nature -- and not just reading and math. Much more interdisciplinary. Lots of trying different methods on conferencing to support different family needs. Strong coordination with Teacher Amy. Went on virtual field trips.

Greg asked about the future use of Seesaw, and Teacher Emily that it could still help with giving students a recording of instructions and a variety of options to use respond, but could be helpful in particular in case of smoke, or other closures. Important to carve out time to provide feedback.

Jan asked about lessons learned to bring into next year, and Teacher Emily responded that it's important to align lessons across levels that include lessons from all curricular areas of the classroom.

Krishna shared updates on planning for 2021/2022, including information from the Governor's May revise and his expectation for a full in-person return in the Fall. Currently testing out expanded outdoor seating and shared options. Governor also proposed expanded transitional kindergarten.

Will soon be resurveying families about their intent to return given the return to in-person instruction.

Krishna shared the latest enrollment information and intent to return data, showing that we currently show more students than is in our draft budget, which supports strong budgeting for next year.

Krishna shared an updated classroom placement practice for this upcoming year that included teachers working together to place students transitioning levels. Teachers shared "data snapshots" for students, and then about the receiving classroom community descriptions, and then matched for fit and not just based on who the teacher is. Longer term, could mean notifying families sooner -- for this upcoming school year, families will know in early August.

Greg asked about placing new-to-UMCS students, and Jan offered surveying those incoming families for information. Krishna shared that hadn't yet happened, and still could in the coming weeks.

Loren asked about what data is included in the "snapshots," can families add to that data, and is peer friendships a part of the snapshot. Teacher Emily shared that the snapshots included demographics, DIBELS, NWEA, RTI data, and notes. Did not include parent requests or recommendations, but teachers know that shifts may happen later on.

Krishna shared about plans for the upcoming summer school, three classrooms kinder through 7th grade, serving approximately 50 students. Ed Specialist and Student Support Assistants will be on site and supporting students. Five days a week, 8:30-12pm.

Krishna shared staffing updates, including very strong retention of lead teachers. One Lead Teacher is moving on to a new school, and the school always prepares as best as we can in case there is more change over the summer. Three leaves of absence have either begun or are upcoming with new babies arrived or coming soon!

Krishna shared the finalized school calendar, aligning with OUSD on the major breaks.

Loren asked about how the return in the fall will be finalized. Krishna shared that it will be clearer after the budget bill is passed and signed into law in June.

Greg shared some milestones on the timeline when the state budget is passed.

Jan asked about universal transitional kindergarten. Are there funding implications for this coming year? Krishna shared that it depends on exactly when the child turns five in the year. Want to maintain the classroom and staffing regardless, supports future enrollment.

No public comment on this item.

B. PUBLIC HEARING: Local Control and Accountability Plan (LCAP) 2021-2024

Davis opened the public hearing for our 2021-2024 LCAP.

Krishna shared what the LCAP is and how it's structured, particularly in support of our unduplicated students. Each LCAP, schools reflect on the past year's goals, actions, and investments. This year, we reflected on two year's worth of goals from the prior LCAP and the LCP.

Krishna reviewed our four draft goals, each with metrics and actions. The draft LCAP is posted on the agenda and on our website's public documents.

Krishna asked for feedback on goals, metrics, and actions.

Greg emphasized that there are additional actions and services that the school will provide that are in the budget, but may not specifically show up in the LCAP.

Greg what the staff touchpoints have been to get their feedback. Krishna shared that School Leadership Team and staff have been asked to weigh in on their ideas on how we might invest to support specific groups of students to hit our goals. ELAC was also engaged multiple times, along with being on all our board and committee agendas.

No other questions or comments. Davis closed the public hearing at 7:17pm.

III. Finance Committee

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

Stacey shared the finance committee report, which is in the public documents section of this meeting on BoardOnTrack.

Operating income forecast increased due to in-person instruction grant money arriving from the state.

Cash is improved, now at two month's reserve, not at three month's cash on hand.

No questions or public comments.

B. FY 2021-2022 Budget Proposal

Stacey continued with next year's draft budget. For next year, the Governor's May Revise includes a larger COLA than in years past. Some increases for Special Education as well, and other one-time funding opportunities. Expecting in-person instruction for the fall to be the default mode of instruction. For our draft budget, updated it with information from the May Revise, placed staff on the salary schedule. Included expense plugs to match specific COVID-19 relief revenue. Current multi-year draft budget shows positive operating incomes over the next three years.

Stacey reviewed the timeline between now and June approval to finalize our budget.

Greg shared that the committee reviewed the Expanded Learning Grant and Love, Learn, Success MOU, both of which were recommended for tonight's General Consent Report.

Krishna shared that the board should expect lots of updates on the final budget that comes up for a vote in June. Have to wait for the Governor to sign it into law, and then incorporate all the final changes from Sacramento.

Greg agreed shared that the finance committee moved back its meeting, so staff would have time to make those changes and bring them to committee for a deeper look a few days prior to the regular board meeting in June.

No other questions or public comments.

IV. Academic Oversight Committee

A. Discussion Item - Committee Report

Jan shared the committee's report, including lots of discussion about the academic program, in-person learning, reviewing the draft LCAP, and plans for summer programming. NWEA MAP and DIBELS assessments underway right now. Attendance and chronic absence holding steady, improved year over year. Heard from Daniel and Krishna on areas of work that were successful during distance learning, and what to keep with the return to in-person instruction, in particular, aligned levels on lessons and pacing; and using data to understand student progress and identify students for additional support.

Greg asked Jan to review some of the LCAP metrics and baseline data.

No other questions or public comment.

V. Family Advisory Council

A. Committee Report

Loren shared the FAC's report, which is in the public documents section for this meeting on BoardOnTrack. Loren shared about the Walkathon wrapping recently -- great fun and netted out \$23,000. Families raised \$90,000 this year to support the school and families in need! Decentering Whiteness in the FAC continued, including two recent meetings with families in the book group. Very engaged and productive conversations -- would love even more families to attend and join! Meeting next at the end of August. Upcoming there is a general listening session for BIPOC parents and caregivers, and Dr. Rogers-Ard will share back anonymous high-level feedback to the FAC leaders, Admin, and the Board. The FAC board seats will be up for election in September and the first meeting of the FAC next year will be at the end of August.

Davis asked Loren if she planned on running for re-election, and Loren replied that she will likely not run, but find other ways to support.

No other questions or public comment.

VI. Executive & Governance Committee

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

Greg shared the committee's report, including a reminder to board members to complete your Form 700 if still not done.

Please think about who you may know that would want to be on the Board. We are looking for new ideas and new members that bring different perspectives to our community. Members can reach out to Greg for finance report clarifications and training if needed.

We discussed our board meeting calendar for next school year, and the draft was linked on tonight's agenda.

No questions or public comment.

B. Discuss and vote on the Board Term renewal of Greg Klein

S. Wang made a motion to approve a new two-year term on the board for Greg.

L. Bentley Tammero seconded the motion.

No questions or public comment.

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

Roll Call

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

VII. Other Business

A. Oakland and California Updates

Greg shared about FIA's recent A-G Awards event for schools.

Greg shared briefly about AB 1316 legislation and its potential implications on UMCS.

Jan shared that OUSD's Board is meeting every week in June.

No other questions or public comment.

B. Approve Minutes from April 22, 2021 Regular Meeting

D. Leung made a motion to approve the minutes from Regular Board Meeting on 04-22-21.

J. Faraguna seconded the motion.

No questions or public comment.

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

Roll Call

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

C. Action Item - Vote on General Consent Report

G. Klein made a motion to approved the General Consent Report for May 27, 2021.

D. Leung seconded the motion.

No questions or public comment on this item. Greg clarified that there was a clerical error with the date on the agenda for this item.

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

Roll Call

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

D. Collect New Business items for Future Meetings

No new business items.

VIII. Closed Session

A. Public Employee Performance Evaluation - Head of School

The board went into closed session at 7:50pm.

Krishna left at 8:05pm.

IX. Return to Open Session

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

In open session at 9:08pm, Greg reported out an action taken in closed session:

Davis motioned to finalize and share the evaluation, seconded by Loren. Approved unanimously.

X. 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 9:09 PM.

Respectfully Submitted,
D. Leung

Documents used during the meeting

None

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Coversheet

California Commission on Teacher Credentialing

Section: VIII. Other Business
Item: C. California Commission on Teacher Credentialing
Purpose: Vote
Submitted by:
Related Material: cia-21-03.pdf
cl500.pdf



Credential Information Alert

DATE:

June 10, 2021

NUMBER:

21-03

SUBJECT: Declaration of Need Guidance and Updates

Summary:

The purpose of this Credential Information Alert (CIA) is to provide information regarding the Declaration of Need (DON) including guidance for charter schools who wish to apply for emergency documents.

Key Provisions:

The Declaration of Need (DON) is an annual document required by an employing local education agency as a prerequisite to the issuance of any emergency permit and/or limited assignment permit for that agency. The DON is established by California Code of Regulations §80026. This regulatory section was recently amended to align with statute requiring parity in credentialing requirements between charter schools all other public schools. The updates to the language are now complete and all employing agencies, including charter schools, must comply with the regulation to be eligible to apply for any emergency and/or limited assignment permit restricted to their organization. Additionally, there is also an update to the CL-500 form to accurately comply with the regulation.

The updated CL-500 form must be used for any DON submissions received after the date of this CIA. If a DON for 2021-2022 has already been submitted it is not necessary to resubmit or update the information.

Charter Schools:

Prior to the passage of Assembly Bills (AB) 1505 (Chap. 486, Stats. 2019) and 1219 (Chap. 782, Stats. 2019), charter schools were not subject to the same credentialing provisions and assignment monitoring regiment as non-charter public schools. As of January 1 2020, these

Credential Information Alert 21-03: Declaration of Need Guidance and Updates

pieces of legislation went into effect, and the certification requirements are more aligned. Furthermore, assignment options at these schools were broadened, as Education Code §47605(l) was amended to provide charter schools the ability to request emergency permits or waivers from the Commission on Teacher Credentialing for individuals in the same manner as school districts.

These documents include Provisional Internship Permits, Short-Term Staff Permits, Emergency Cross-cultural, Language and Academic Development (CLAD) permits, and Variable Term Waivers. These documents allow qualified individuals to be legally authorized to serve in their teaching assignment while they are working towards completing the credential requirements for the appropriate teaching credential for the educator's assignment.

CL-500:

The Commission's CL-500 form was created to allow employing agencies to meet the DON submission requirements. While the regulation always required the agency to provide an estimate of how many General Education Limited Assignment Permits they anticipate needing, the form has been updated to include the subject(s) anticipated for those permits. As of the date of this CIA, any new DON submissions must use the new form and include the subject information.

References:

CL-500 Declaration of Need form

<https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl500.pdf>

Contact Information:

Credential questions can be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
	(510) 842-1181	
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
Resource Specialist	_____
Teacher Librarian Services	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year’s actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	
Special Education	
TOTAL	

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

Coversheet

Action Item - Vote on General Consent Report

Section: VIII. Other Business
Item: D. Action Item - Vote on General Consent Report
Purpose: Vote
Submitted by:
Related Material: Urban Montessori.1336.CharterSAFEProposal2122.06-15-2021[36].pdf

CharterSAFE

BE SAFE • FEEL SAFE

2021-2022 Membership Proposal

Prepared for:

Urban Montessori

Coverage Effective:

July 01, 2021 at 12:01 AM - July 01, 2022 at 12:01 AM

California Charter Schools Joint Powers Authority
P.O. Box 969, Weimar, CA 95736
Phone: 888.901.0004 Fax: 888.901.0004
www.chartersafe.org

Issued: June 15, 2021 at 11:05 am

DISCLOSURE: This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority (CCSJPA) based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to CCSJPA. As set forth in this document, CCSJPA DBA CharterSAFE shall be referred to as CharterSAFE.

Dear Krishna,

CharterSAFE is pleased to present your membership renewal for the 2021-2022 year. Your membership includes the following:



For a more detailed listing of our member services, please contact **Bettina Hooper**, Managing Director, Member Services and Operations, at bhooper@chartersafe.org or (916) 880-3470.

All of CharterSAFE's coverage placements are with insurance companies that have a financial rating with A.M. Best of A- (Excellent), financial size category VII (\$50M policyholder surplus minimum) or higher or are placed with an approved California scholastic joint powers authority.

REQUIRED SIGNATURES:

To bind coverage, you must login to the CharterSAFE web portal at www.chartersafe.org and complete and sign the following:

1. Cyber security questions
2. Member renewal acceptance

We look forward to working with you in the 2021-2022 year!

Thank you,

The CharterSAFE Team

CharterSAFE • Protecting Schools. Promoting Safety. Customizing Insurance.

CharterSAFE

2021-2022 CLAIMS AND INCIDENT REPORTS GUIDELINES

Member schools must notify CharterSAFE by submitting an online report, as soon as practicable, of an occurrence, accident, injury, claim, or suit or of circumstances that may reasonably result in a claim or suit. A delay in reporting could mean lapse in coverage.

For your protection, claims will not be accepted by phone, email, or fax.

CLAIMS FILING PROCESS ON THE WEB PORTAL

- Go to www.chartersafe.org and log in.
- If you need to reset your login credentials, please reach out to your CharterSAFE Representative: **Egan Yu** at eyu@chartersafe.org.
- Hover over the "Claims" tab, choose "Submit a Claim" and our website will prompt you with a series of questions to help you determine the appropriate claim form to submit.
- Complete the online questions and select the "Submit" icon at the bottom. After submission, you will receive a confirmation email with information regarding next steps.

CLAIMS RESOURCES AND FORMS

- Hover over the "Claims" tab, choose "Resources and Forms" and you will find all supporting documents you might need when filing a claim or incident report, such as:
 - Student Accident Claim Packet (English and Spanish)
 - Volunteer Accident Claim Packet (English and Spanish)
 - Statement of No Insurance
 - Workers' Compensation Claim Form (DWC-1)
 - Employee Fact Sheet
 - Kaiser on the Job Clinics
 - Employee Injury Card

For any claim reporting questions, please contact **Dennis Monahan**, Managing Director, Claims, at (619) 878-6221 or email dmonahan@chartersafe.org.

1336
A
SELF
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MEMBER CONTRIBUTION SUMMARY

Urban Montessori

Coverage Effective: July 01, 2021 at 12:01 AM - July 01, 2022 at 12:01 AM

Your CharterSAFE Insurance Program includes the following coverages:

Liability & Property Package Member Contribution

\$70,962.00

Core Liability Program

- Directors & Officers Liability
- Employment Practices Liability
- Fiduciary Liability
- General Liability
- Employee Benefits Liability
- Educator's Legal Liability
- Childhood Sexual Assault Liability
- Law Enforcement Liability
- Automobile Liability & Physical Damage

- Crime
- Property
- Student & Volunteer Accident

Additional Program Coverages

- Pollution Liability and First Party Remediation
- Terrorism Liability and Property
- Cyber Liability

Workers' Compensation & Employer's Liability Member Contribution

\$30,387.00

Combined Member Contribution

\$101,349.00

ONE TIME COVID-19 REBATE:

\$1,267.00

Rebate will be applied either by:

1. Payment in Full - applied to your full payment due
2. Installment Plan - applied to the deposit

Total Member Contribution

\$100,082.00

(One Time COVID Rebate Applied)

Member can choose one of two payment options when accepting the proposal online

Payment in Full - \$100,082.00

Installment Plan

- Deposit (25%) - Due Now - \$24,070.00
- 9 Monthly Installments - \$8,446.00

*Refer to the CharterSAFE Invoice for details and instructions on payment by ACH Debits

Invoices shall become delinquent thirty (30) calendar days from installment due date. CharterSAFE membership, including insurance coverage, is subject to cancellation for any invoice over sixty (60) days past due.

Proposal Acceptance: Go to www.chartersafe.org and sign on to complete

1. Cyber security questions and 2. Renewal acceptance.

By signing online, I, representing the Named Member in this proposal, acknowledge that I have read the complete proposal and agree to the terms outlined within.

DISCLOSURE: This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority (CCSJPA) based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to CCSJPA. As set forth in this document, CCSJPA DBA CharterSAFE shall be referred to as CharterSAFE.

Mailing Address

4551 Steele Street
Oakland, CA 94619

Continuity and Retroactive Dates

Directors & Officers Liability Continuity Date: **07/12/2012**

Employment Practices Liability Continuity Date: **07/12/2012**

Fiduciary Liability Continuity Date: **07/01/2012**

Vehicles

None scheduled.

EXPOSURES & LOCATIONS

Member contributions are calculated based on the following exposures:

Students/Employees/Payroll

Location Address(es)	Students	Employees	Payroll
Urban Montessori Charter School 4551 Steele Street Oakland, CA 94619	415	47	\$2,528,172.00
Total:	415	47	\$2,528,172.00

Property Values

Location Address(es)	Building Value	Content Value	Electronic Data Processing (EDP)	Total Insured Value (TIV)
Urban Montessori Charter School 4551 Steele Street Oakland, CA 94619	\$0.00	\$100,000.00	\$30,000.00	\$130,000.00
Total:	\$0.00	\$100,000.00	\$30,000.00	\$130,000.00

CORE LIABILITY PROGRAM

Core Liability Program Coverage Limits: **\$5,000,000** Per Member Aggregate

The Core Liability Program Breaks Down As Follows:

Directors & Officers, Employment Practices, and Fiduciary Liability

Coverages	Limits	Deductibles
Directors & Officers and Company Liability	\$5,000,000 per claim and member aggregate	Varies*
Employment Practices Liability	\$5,000,000 per claim and member aggregate	Varies**
Fiduciary Liability	\$1,000,000 per claim and member aggregate	Varies*

Reporting: Claims must be reported to CharterSAFE within 60 days after policy expiration. Coverage is provided on a claims-made basis.

*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible.

Directors and Officers Liability & Fiduciary Liability Deductibles:

0 Prior Claims:	\$15,000.00 per occurrence
1 Prior Claim:	\$25,000.00 per occurrence
2 Prior Claims:	\$50,000.00 per occurrence
3 or more Prior Claims:	\$100,000.00 per occurrence

**Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible.

Employment Practices Liability Deductibles:

0 Prior Claims:	\$15,000.00 per occurrence
1 Prior Claim:	\$25,000.00 per occurrence
2 Prior Claims:	\$50,000.00 per occurrence
3 or more Prior Claims:	\$100,000.00 per occurrence

General Liability

Coverages	Limits	Deductibles
Bodily Injury Property Damage	\$5,000,000 per occurrence and member aggregate	\$500 per occurrence for bodily injury arising out of participation in a school sponsored <i>High-Risk Activity</i> *
Premises Medical Payment	\$10,000 per person \$50,000 per occurrence	\$0
Products and Completed Operations	\$5,000,000 per occurrence and member aggregate	\$0
Armed Assailant Sublimit	\$100,000 per occurrence and aggregate	\$0
COVID-19 Defense Cost and Premises Medical Payment for bodily injury arising out of the administration and/or supervision of on-site rapid testing of COVID-19	\$100,000 per occurrence and aggregate \$2,000,000 CharterSAFE's member combined aggregate	Varies**

*A list of *High-Risk Activities* is available at www.chartersafe.org or you may contact Egan Yu (eyu@chartersafe.org / (310) 984-6611).

** \$0 deductible with signed acknowledgement of consent; \$2,500 deductible without signed acknowledgement

Employee Benefits Liability

Coverages	Limits	Deductibles
Employee Benefits Liability	\$5,000,000 per occurrence and member aggregate	\$0

Educator's Legal Liability

Coverages	Limits	Deductibles
Educator's Legal Liability	\$5,000,000 per occurrence and member aggregate	\$2,500 per occurrence
Special Education Program Legal Expense Coverage - Reimbursement Sublimit	\$50,000 per occurrence/ aggregate reimbursement sublimit \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$7,500 per occurrence

Childhood Sexual Assault Liability

Coverages	Limits	Deductibles
Childhood Sexual Assault Liability	\$5,000,000 per claim and member aggregate	\$0 if school completes training requirement \$100,000 if school did not complete training requirement
Reporting:	Claims must be reported to CharterSAFE within 60 days after policy expiration. Coverage is provided on a claims-made basis.	
Training Mandate	Childhood Sexual Assault Prevention Training by CharterSAFE is available under the CharterSAFE Learning Center and is REQUIRED to be completed by 90% or more of staff within 90 days of coverage renewal. New employees are required to complete the training within 6 weeks of employment.	

Law Enforcement Activities Liability

Coverages	Limits	Deductibles
Law Enforcement Activities Liability	\$5,000,000 per occurrence and member aggregate	\$0

Automobile

Coverages	Limits	Deductibles
Auto Liability, including autos scheduled with CharterSAFE, non-owned autos, and hired autos	\$5,000,000 per occurrence and member aggregate	\$0
Auto Physical Damage*	\$1,000,000 per occurrence and member aggregate	\$500 per occurrence for Hired Auto Physical Damage
*Auto Physical Damage described herein for hired automobiles is secondary to any/all rental coverage offered by the rental company(ies). CharterSAFE strongly advises our members to purchase auto physical damage when renting vehicles.		

Excess Liability - SELF

Coverage Provided by:	Schools Excess Liability Fund (SELF)
Coverage:	Excess Liability with separate Memorandum of Coverage with separate terms, conditions, and exclusions.
Limits:	\$50,000,000 per occurrence/claim and member aggregate as outlined by the SELF Memorandum of Coverage. This coverage is excess of the \$5M limits above to total a limit of \$55M.

CharterSAFE is a single member of SELF, a nonprofit scholastic JPA in California, for excess liability coverage. Please note that SELF is a separate entity from CharterSAFE and carries a separate Memorandum of Coverage with different limits, terms, conditions and exclusions. You can access SELF JPA's information at www.selfjpa.org.

Employment Practices Liability coverage within the SELF layer includes ONLY these three types: wrongful termination, discrimination, and/or sexual harassment.

CRIME

Coverages	Limits	Deductibles
Money and Securities Forgery or Alteration Employee Dishonesty Computer and Funds Transfer Fraud	\$1,000,000 per occurrence and member aggregate	Varies*

*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible.

0 Prior Claims: \$500.00 per occurrence
 1 Prior Claim: \$5,000.00 per occurrence
 2 Prior Claims: \$10,000.00 per occurrence
 3 or more Prior Claims: \$20,000.00 per occurrence

PROPERTY

Perils Include: Direct Physical Loss subject to all the terms, conditions, and exclusions established in the applicable policy(ies)

Valuation: Replacement Cost as scheduled with CharterSAFE, see "Exposures & Locations" section

Coverages	Limits	Deductibles
Property	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence. See "Exposures & Locations" section for scheduled limits.	\$1,000 per occurrence
Boiler & Machinery / Equipment Breakdown	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence. See "Exposures & Locations" section for scheduled limits.	\$1,000 per occurrence
Business Interruption	\$10,000,000 per occurrence	\$1,000 per occurrence
Extra Expense	\$10,000,000 per occurrence	\$1,000 per occurrence
Causes of Loss: 1. Water Damage 2. Wildfire	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence. See "Exposures & Locations" section for scheduled limits.	Varies*

*Subject to Named Member's claim experience beginning five years prior to the inception of the period of coverage up to the date of loss. One or more claims on your loss history will increase the deductible. Refer to the Memorandum of Coverage (MOC) for the detailed tiered deductibles.

0 Prior Claims: \$1,000.00 per occurrence
 1 Prior Claim: \$5,000.00 per occurrence
 2 Prior Claims: \$10,000.00 per occurrence
 3 or more Prior Claims: \$20,000.00 per occurrence

PLEASE NOTE:

Renovation and construction projects valued over \$200,000 in hard and soft costs are not covered unless specifically endorsed onto the policy. If you have a renovation/construction project valued over \$200,000 in hard and soft costs, please contact your CharterSAFE Representative: Egan Yu at eyu@chartersafe.org. CharterSAFE is able to endorse builder's risk coverage for renovation projects up to \$10,000,000 onto your policy. Additional premium would apply.

If you are interested in a separate policy for flood and/or earthquake coverage, please contact Alex Ulrich (Alex_Ulrich@ajg.com/ 949-349-9825).

STUDENT AND VOLUNTEER ACCIDENT

Coverages	Limits	Deductibles
Student Accident	\$50,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *
Volunteer Accident	\$25,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *

*A list of *High-Risk Activities* is available at www.chartersafe.org or you may contact Egan Yu (eyu@chartersafe.org / (310) 984-6611).

Terms & Conditions:

- Coverage is provided on an excess basis, but would become primary should the student not have health insurance.
- Claim submission deadline: 90 days after the Covered Accident.

Optional Catastrophic Student Accident Coverage:

If interested in obtaining higher limits with or without sports included, please contact:

Gallagher
18201 Von Karman Avenue, Suite #200
Irvine, CA 92612

Alex Ulrich
Client Service Manager
Alex_Ulrich@ajq.com
949-349-9825

ADDITIONAL PROGRAM COVERAGES

Pollution Liability And First Party Remediation

Pollution Liability and First Party Remediation	\$1,000,000 per pollution condition or indoor environmental condition and aggregate \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$10,000 per occurrence
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Reporting: Claim must be reported to CharterSAFE within 60 days after policy expiration.
Coverage is provided on a claims-made basis.

Terrorism Liability

Coverages	Limits	Deductibles
Terrorism Liability	\$5,000,000 per occurrence and CharterSAFE Members' Combined Annual Aggregate	\$0

Reporting: Claim must be reported to CharterSAFE within 60 days after policy expiration.
Coverage is provided on a claims-made basis.

Terrorism Property

Coverages	Limits	Deductibles
Terrorism Property	As scheduled with CharterSAFE subject to the maximum limit of \$20,000,000 per occurrence. See "Exposures & Locations" section for schedule limits.	\$1,000 per occurrence

Cyber Liability

Every member will have some level of coverage; if you have the below security measures in place, you will get a higher coverage limit.

1. Multi-Factor Authentication (MFA) for all remote access to your networks/systems by employees and contractors
2. Data backed up daily and is segmented/segrated from the network and only accessible via separate credentials
3. Endpoint Detection and Response (EDR) system deployed on all network endpoints

Coverages	Limits	Deductibles
Cyber Liability	\$1,000,000 per claim and aggregate \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$10,000 per claim

Reporting: Claim must be reported to CharterSAFE within 60 days after policy expiration.
Coverage is provided on a claims-made basis.

Requirement for Coverage to be in effect: Completed cyber application.

WORKERS' COMPENSATION & EMPLOYER'S LIABILITY

Coverages	Limits	Deductibles
Workers' Compensation	Statutory	\$0
Employer's Liability	\$5,000,000 per Accident \$5,000,000 by Disease per Employee \$5,000,000 by Disease Policy Limit	\$0

Auditable:

The estimated payroll figure will be audited at the end of each coverage period. CharterSAFE will request copies of the 941 Federal Quarterly Reporting Forms on a quarterly basis to verify the payroll figure. If the estimated payroll figure has been overestimated, a refund will be issued. If the estimated payroll figure has been underestimated, an invoice for the additional amount due will be issued.