



Urban Montessori Charter School

Finance Committee Regular Meeting

Published on August 11, 2021 at 1:25 PM PDT

Date and Time

Thursday August 19, 2021 at 3:00 PM PDT

Location

Join Zoom Meeting: <https://tinyurl.com/Zoom5102904005>

Meeting ID: 510 290 4005, and passcode 510 290 4005

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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: Stacey Wang (Chair), Greg Klein, Davis Leung

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			3:00 PM
A. Call the Meeting to Order		Stacey Wang	
B. Record Attendance		Stacey Wang	1 m
C. Approve Minutes from prior Finance Committee Meeting	Approve Minutes	Stacey Wang	1 m
Approve minutes for Finance Committee Meeting on June 22, 2021			
D. Review of Action/Discussion Items	Discuss	Stacey Wang	1 m
With input from the committee, 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.			
E. Presentations from the Floor		Stacey Wang	5 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 will be granted double time.			
II. Finance			3:08 PM
A. Discussion Item: Monthly Fiscal Report	Discuss	Alejandra Rodriguez	15 m
1. Updates on the close of school year 2020-2021 2. Current year-to-date forecast updates: <ol style="list-style-type: none"> 1. Largest changes from the prior forecast in individual expense and revenue areas 2. Latest enrollment, attendance, and average daily attendance (ADA) 3. Current cash flow and ending fund balance projections, including COVID one-time revenue/expenses 4. Fundraising 			
B. ESSER III Expenditure Plan	Discuss	Alejandra Rodriguez	5 m
Overview, process, timeline, requirements.			
DRAFT (incomplete) template - not required until end of October 2021			
C. LCAP Supplement & Presentation Requirement	Discuss	Alejandra Rodriguez	5 m
Overview, process, timeline, requirements.			
III. Closed Session			3:33 PM

	Purpose	Presenter	Time
A. Closed Session Items	Discuss	Stacey Wang	10 m

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.

B. Report out of Closed Session	Vote	Stacey Wang	2 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.

IV. Closing Items 3:45 PM

A. New Business	Discuss	Stacey Wang	1 m
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Collect topics for future meetings, as needed.

B. Adjourn Meeting	Discuss	Stacey Wang	1 m
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Coversheet

Approve Minutes from prior Finance Committee Meeting

Section: I. Opening Items
Item: C. Approve Minutes from prior Finance Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance Committee Meeting on June 22, 2021

APPROVED



Urban Montessori Charter School

Minutes

Finance Committee Meeting

Date and Time

Tuesday June 22, 2021 at 2:30 PM

Location

Join Zoom Meeting

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

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Committee Members Present

G. Klein (remote), S. Wang (remote)

Committee Members Absent

D. Leung

Guests Present

A. Rodriguez (remote), K. Feeney (remote)

I. Opening Items

A. Call the Meeting to Order

S. Wang called a meeting of the Finance Committee of Urban Montessori Charter School to order on Tuesday Jun 22, 2021 at 2:35 PM.

B. Record Attendance

C. Approve Minutes from prior Finance Committee Meeting

S. Wang made a motion to approve the minutes from Finance Committee Meeting on 05-20-21.

G. Klein seconded the motion.

No discussion or public comment.

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

Roll Call

G. Klein Aye

S. Wang Aye

D. Leung Absent

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

No public comment on items not on the agenda.

II. Finance

A. Discussion Item: Current Fiscal Year to Date Budget Forecast

Alejandra shared the latest forecast. Currently recognizing a large one-time operating income for this fiscal year that's about to end, currently on track to be 32% of our yearly expenses, meeting one of our main financial goals.

Cash remains OK, but still not at our three-month cash-on hand goal, currently closer to two month's cash on hand.

No public comment or further discussion.

B. Discuss LCAP 2021-2024, Federal Addendum, and Local Indicators

Krishna shared the latest version of the LCAP.

Greg asked about a Budget Overview for Parents question about "[cell range]" showing up. Will try and get fixed in the image on the LCAP document.

Stacey asked about major themes of feedback from families or staff. Krishna shared that the LCAP has incorporated feedback from before and after the Public Hearing.

Greg shared that the Local Indicators have also been reflected on and inform the LCAP development.

No public comment.

C. Discussion Item: SY 2021-2022 Budget Development

As of this meeting, still no final state budget from Sacramento.

For next year, assuming what seems to be in agreement so far between Governor and Legislature. Showing some of the one-time COVID-related funds across multiple years of one-time expenses, including plugs. Fully implementing the salary schedule, minor staffing footprint changes, and STRS employer contributions are going up to nearly 17%.

Greg asked about the one-time ESSER II plug. Alejandra explained that it could be further spread out into later years, but the revenue would be deferred as well.

Alejandra shared the eight different one-time sources of COVID-related funding, and how UMCS plans to recognize the funding over four fiscal years.

Greg asked about the revenue for 2020-2021 of \$347,499 and whether that revenue and corresponding expenses had already been recognized on the latest forecast. Alejandra shared that they had.

Alejandra shared the multi-year budget [available in Documents] of this meeting. Budgeting conservatively for enrollment. Also, after the state budget is finalized, additional changes are likely to only lead towards increased operating income from what is shown in the budget.

Greg asked about the operating income without one-time funding, and Alejandra shared that they'd immediately go down, but then the one-time match expenses would also be removed from the budget.

Greg asked about Fundraising and shared that he had worked with FAC Leadership around a \$75,000 per year goal from family fundraising. And with an operating income shown, the true need would be lower.

Krishna shared that there are line items of expenses that will likely increase after the budget is finalized, such as additional materials or even field trips. Likely to bring another budget for adoption in August.

Greg and Stacey appreciated all the work of building the budget still with so much uncertainty. Greg asked if everything in our LCAP is accounted for in the Budget. Krishna said yes, and she will keep double-checking.

No public comment on this item.

D. Annual contracts and renewals for upcoming school year

Krishna recommended that the Board approve the CharterSafe insurance renewal contract as part of the General Consent Report on Thursday. We are already under a multi-year contract with Edtec, and also renewed with BoardOnTrack which is below the annual Board-level expense requirement.

No questions or public comment on this item.

E. Other State Required Plans and Documents

Krishna recommended both the FY 2021-2022 Education Protection Account (EPA) Spending Plan and the Consolidated Application (ConApp) for Thursday's General Consent Report.

Greg asked about the dates on the ConApp and Alejandra confirmed that they are correct.

Greg shared the Declaration of Need process, which is new to UMCS. Krishna shared that the process needs to have its own action item at Thursday's Board meeting.

No public comment on this item.

III. Closed Session

A. Closed Session Items

Stacey, Greg, and Krishna entered at 3:24pm, on the topic of Public Employee Performance Evaluation. Krishna left at 3:34pm. Stacey and Greg remained.

B. Report out of Closed Session

The Committee returned to Open Session at 3:43pm, no actions were taken.

IV. Closing Items

A. New Business

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:44 PM.

Respectfully Submitted,
S. Wang

Documents used during the meeting

- Urban Montessori.1336.CharterSAFEProposal2122.06-15-2021[36].pdf
- cia-21-03[81].pdf
- cl500.pdf

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Coversheet

LCAP Supplement & Presentation Requirement

Section: II. Finance
Item: C. LCAP Supplement & Presentation Requirement
Purpose: Discuss
Submitted by:
Related Material: 2021 CDE LCAP Input Session.docx



LCAP Revision Input Session

August 10, 2021

Resources

Today's PowerPoint:

LCAP Revision Input Session:

https://docs.google.com/presentation/d/13ij2nT4stZSx8zpv_UwMYUAtJl_6gMPZ/edit?usp=sharing&oid=109700567978101120480&rt_pof=true&sd=true

Resource	Link
Draft of proposed revisions to the LCAP Template and Instructions	https://docs.google.com/document/d/1urJCftLdp1TTntECptnpjfGmKJoeJZwd/edit?usp=sharing&oid=109700567978101120480&rt_pof=true&sd=true
Draft of proposed revisions to the LCAP Summary Tables	https://docs.google.com/spreadsheets/d/1-E3BoEje2wa1V7wqH-ZlyyqCWcoWfXV5/edit?usp=sharing&oid=109700567978101120480&rt_pof=true&sd=true
Draft of the template and instructions for the Supplement to the Annual Update to the 2021-22 LCAP	https://docs.google.com/document/d/1LfJe7f0Vmg4sNigEFj96F3nmC35ndRZ6/edit?usp=sharing&oid=109700567978101120480&rt_pof=true&sd=true
Applicable California Education Code	https://docs.google.com/document/d/175A4yrWBpjdigKNwmX9M1snYyaDjGjs/edit?usp=sharing&oid=109700567978101120480&rt_pof=true&sd=true

Email providing input for the Supplemental Instruction and Support Plan Template and Instructions	LCFF@cde.ca.gov