



# Urban Montessori Charter School

## Finance Committee Regular Meeting

Published on September 13, 2021 at 1:12 PM PDT

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### Date and Time

Thursday September 16, 2021 at 3:00 PM PDT

### Location

The committee will meet at school 4551 Steele Street, Oakland, CA 94611

The public should join the meeting via Zoom

[tinyurl.com/Zoom5102904005](https://tinyurl.com/Zoom5102904005)

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

One tap mobile

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Meeting ID: 510 290 4005

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AS ALLOWED BY GOVERNOR NEWSOM'S EXECUTIVE ORDER N-08-21 DATED JUNE 11, 2021 ([WHICH IS HERE IN ITS ENTIRETY](#)), AND FOLLOWING THE LEAD OF THE ALAMEDA COUNTY BOARD OF EDUCATION: THE COMMITTEE WILL MEET IN PERSON AT 4551 STEELE STREET, OAKLAND, CA 94619 AND THE PUBLIC MAY JOIN VIA ZOOM.

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
<b>I. Opening Items</b>			<b>3:00 PM</b>
<b>A.</b> Call the Meeting to Order		Stacey Wang	
<b>B.</b> Record Attendance		Stacey Wang	1 m
<b>C.</b> Approve Minutes from prior Finance Committee Meeting	Approve Minutes	Stacey Wang	1 m
Approve minutes for Finance Committee Regular Meeting on August 19, 2021			
<b>D.</b> 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.			
<b>E.</b> 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.			
<b>II. Finance</b>			<b>3:08 PM</b>
<b>A.</b> Discussion Item: Monthly Fiscal Report	Discuss	Bryce Fleming	15 m
1. Current year-to-date forecast updates: <ol style="list-style-type: none"> <li>1. Largest changes from the prior forecast in individual expense and revenue areas</li> <li>2. Latest enrollment, attendance, and average daily attendance (ADA)</li> <li>3. Current cash flow and ending fund balance projections, including COVID one-time revenue/expenses</li> <li>4. Fundraising</li> </ol>			
<b>B.</b> ESSER III Expenditure Plan	Discuss	Bryce Fleming	5 m
Overview, process, timeline, requirements.			
<a href="#">DRAFT (incomplete) template</a> - not required until end of October 2021			
<b>C.</b> LCAP Supplement & Presentation Requirement	Discuss	Bryce Fleming	5 m

	Purpose	Presenter	Time
Overview, process, timeline, requirements.			
<b>D. Contracts, invoices, and payments above \$15,000</b>	Discuss	Greg Klein	5 m
Discussion of any contracts, invoices, and payments above \$15,000. Discussion of credit card increase from \$10,000 to \$15,000.			
<b>III. Closed Session</b>			<b>3:38 PM</b>
<b>A. Closed Session Items</b>	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>B. Report out of Closed Session</b>	Vote	Stacey Wang	2 m
"Return to Open Session" is always agendized ahead of time as a "Vote" item. It is not meant to indicate the the Board <i>shall</i> 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>IV. Closing Items</b>			<b>3:50 PM</b>
<b>A. New Business</b>	Discuss	Stacey Wang	1 m
Collect topics for future meetings, as needed.			
<b>B. Adjourn Meeting</b>	Discuss	Stacey Wang	1 m

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).

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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 Regular Meeting on August 19, 2021

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Regular Meeting

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##### **Date and Time**

Thursday August 19, 2021 at 3:00 PM

##### **Location**

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

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

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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.

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

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#### **Committee Members Present**

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

#### **Committee Members Absent**

*None*

#### **Guests Present**

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

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### **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 Thursday Aug 19, 2021 at 3:02 PM.

#### **B. Record Attendance**

#### **C. Approve Minutes from prior Finance Committee Meeting**

D. Leung made a motion to approve the minutes from June 22, 2021 Finance Committee Meeting on 06-22-21.

S. Wang seconded the motion.

No questions or other discussion.

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

#### **Roll Call**

G. Klein Aye

S. Wang Aye

D. Leung Aye

#### **D. Review of Action/Discussion Items**

No changes needed.

## **E. Presentations from the Floor**

There was no public comment on items not on the agenda.

## **II. Finance**

### **A. Discussion Item: Monthly Fiscal Report**

Alejandra shared 2020-21 year-end update, exceeded fundraising goals and lottery changed last year at the state-level, along with one-time relief funds that came in last year. On track to have ended the year with a ~\$1.1M one-time operating income for the past year (unaudited). Will see unaudited financials at the board meeting next week.

Fund balance is now restored to where we need to be based on guidance from the County. Cash on hand was approximately \$900k at the end of July 2021.

Ms. Krishna joined 3:15pm

From the State:

State budget is now approved, and getting more details of what all is in the Trailer Bill. Increases in LCFF and State SpEd funding. No STRS or PERS relief.

Still learning about new Expanded Learning Opportunity resources (similar name, new dollars).

Educator Effectiveness one-time funding, with five years to spend according to a plan to be adopted end of 2021. Currently in the forecast. Likely using prior years' guidance and template.

TK planning grant for universal offering, and the minimum grant of \$100,000 is not in the forecast.

Greg asked if there was a template for this plan, and Bryce responded that there is not yet guidance or template.

State deferrals are eliminated. Old deferrals were also repaid here in August.

Current year-to-date forecast updates:

Forecast has increased to \$119,000, up from the approved budget based on state revenue, compensation, and benefits, and also already including some enrollment reductions.

Greg asked and Krishna responded that the Readathon will be coming up later in September.

No other discussion and no public comment on this item.



**B. ESSER III Expenditure Plan**

Greg shared that there's another state-required plan and template due by end of October.

No discussion or public comment on this item.

**C. LCAP Supplement & Presentation Requirement**

Greg shared that this is another state-required plan and template due mid school year.

No discussion or public comment on this item.

**III. Closed Session**

**A. Closed Session Items**

3:38pm, the committee went into closed session on Public Employee Performance Evaluation - Head of School

**B. Report out of Closed Session**

The committee came back into open session at 4:01pm. No actions taken.

**IV. Closing Items**

**A. New Business**

No new items,

**B. Adjourn Meeting**

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

Respectfully Submitted,  
G. Klein

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**Documents used during the meeting**

*None*

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# Coversheet

## Contracts, invoices, and payments above \$15,000

**Section:** II. Finance  
**Item:** D. Contracts, invoices, and payments above \$15,000  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Interstate Fence Co., Inc 8-16-2021.pdf

# Invoice

3520



**The Chain Link Fence Specialists**  
**Interstate Fence Co., Inc.**

1304 Whitton Ave.  
 San Jose, CA 95116  
 (408) 532-9700

DATE	INVOICE #
8/16/2021	UM10084

**BILL TO:**

Urban Montessori  
 4551 Steele St.  
 Oakland, CA 94619

P.O. NUMBER	TERMS	PROJECT
Kristina Feeney	Net 30	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Furnished the labor and material necessary to install 175' of 1" 9 gauge 10' tall chain link.	12,679.00	12,679.00
	Installed one new 6' wide x 10' tall gate 1" 9 gauge chain link and bulldog hinges.	3,055.00	3,055.00

Thank you for your business. Overdue amounts will be charged 2% per month or fraction thereof.

**TOTAL** \$15,734.00

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