



Urban Montessori Charter School

Finance Committee Regular Meeting

Amended on November 18, 2021 at 3:08 PM PST

Date and Time

Thursday November 18, 2021 at 3:20 PM PST

Location

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

The public may comment and participate [via Zoom](#) if they prefer. The public may also email comments to staceyw@urbanmontessori.org to be shared during the meeting.

Meeting ID: 510 290 4005; Passcode 5102904005

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Find your local number: <https://us02web.zoom.us/j/5102904005>

Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553; 331 Ramona Ave, El Cerrito, CA 94530

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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			3:20 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	Greg Klein	1 m
Approve minutes for Finance Committee Regular Meeting on October 21, 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. Comments should refer to matters within the jurisdiction of this committee.			
II. Finance			3:28 PM
A. Discussion Item: Monthly Fiscal Report	Discuss	Bryce Fleming	15 m
1. 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. First Interim Report	Discuss	Bryce Fleming	5 m
Discussion and review of First Interim Report on 2021-2022 budget			

	Purpose	Presenter	Time
C. Discuss long term budget and enrollment planning and scenarios	Discuss	Greg Klein	15 m
D. LCAP Supplement & Presentation Requirement	Discuss	Bryce Fleming	5 m
Overview, process, timeline, requirements.			
E. Contracts, invoices, and payments above \$15,000	Discuss	Greg Klein	5 m
Discussion of any contracts, invoices, and payments above \$15,000.			
F. Educator Effectiveness Plan	Discuss	Greg Klein	5 m
Discussion of Educator Effectiveness Plan and opportunity for public input. Plan first reviewed in October and to be approved in December.			
G. Updates on Measure G1 Audit	FYI	Greg Klein	3 m
UMCS received our Measure G1 Audit report - no findings.			
H. Updates on 2020-2021 Audit	Discuss	Greg Klein	5 m

III. Committee Membership and Officers 4:26 PM

A. Celebrating Stacey Wang	Discuss	Greg Klein	5 m
Acknowledging and Celebrating Stacey Wang's years of service to the Board of Directors.			
B. Chair of the Finance Committee / Treasurer	Discuss	Greg Klein	5 m
Discussion of future roles starting in January.			

IV. Closed Session 4:36 PM

A. Closed Session Items	Discuss	Stacey Wang	10 m
<ol style="list-style-type: none"> 1. Public Employee Performance Evaluation - Head of School 2. Conference with Real Property Negotiator (§ 54956.8) <ol style="list-style-type: none"> 1. Property: 4551 Steele St, Oakland, CA 94619 2. Agency Negotiator: Krishna Feeney, Head of School 3. Negotiating Parties: UMCS and Oakland USD 4. Under Negotiation: instruction to negotiator will concern price and terms 			

"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.

	Purpose	Presenter	Time
V. Closing Items			4:48 PM
A. New Business	Discuss	Stacey Wang	1 m
Collect topics for future meetings, as needed.			
B. Adjourn Meeting	Discuss	Stacey Wang	1 m

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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.

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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 October 21, 2021

APPROVED



Urban Montessori Charter School

Minutes

Finance Committee Regular Meeting

Date and Time

Thursday October 21, 2021 at 3:00 PM

Location

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Committee Members Present

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

Committee Members Absent

None

Guests Present

B. Fleming (remote), K. Feeney

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 Oct 21, 2021 at 3:04 PM.

B. Record Attendance

C. Approve Minutes from prior Finance Committee Meeting

D. Leung made a motion to approve the minutes from Finance Committee Regular Meeting on 09-16-21.

S. Wang seconded the motion.

No questions or public comment.

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

Roll Call

G. Klein Aye

D. Leung Aye

S. Wang Aye

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

No public comments on items not on the agenda.

II. Finance

A. Discussion Item: Monthly Fiscal Report

Bryce from Edtec shared the monthly report.

Operating income decreased in the latest forecast to (\$193,000). Increase in state's allocation for special education students coupled with increase Student Support Assistant salary and benefits. Also now included fencing improvements costs. Tracking multiple new state revenues that support reducing and possible elimination of this one-time deficit.

Ending fund balance remains at about 28% and cash should continue to increase over the next few months.

Davis asked how cash might look early next fiscal year. Bryce shared that should remain solid assuming current enrollment projections.

Stacey asked about enrolling additional students this year supporting finances. Bryce responded that there is still time, and families may be looking after Winter Break. Greg added or after kids are vaccinated.

Krishna shared that attendance is preliminarily at 97%, but needs to confirm that all absences are included in the preliminary report.

Readathon is currently at about \$21,000.

Bryce shared updates on State Funding, including Expanded Learning Opportunities (ELO), which is about \$91,000 for UMCS. Greg asked Not in the latest forecast. Funding

supports extended school day and year opportunities for students. Need to start planning in January.

Bryce shared about the Educator Effectiveness Grant. Entitlements just released, approximately \$80,000. Requires an opportunity for public input into the plan at a first board meeting prior to final adoption at a subsequent board meeting. About \$16,000 in revenue is in the forecast, but not the rest.

Bryce shared about the TK expansion planning grant. Likely to receive \$55,000 later this year to support planning. These resources are also not in the current forecast.

No other questions or public comments.

B. Discuss long term budget and enrollment planning and scenarios

Greg shared recent financial context from nearby local school systems related to long-term budget forecasts. Greg and Bryce worked on similar long-term budget planning for UMCS removing all one-time funding and modeling. Hoping to bring a high-level draft to a future committee meeting. For now, the modeling accounts for very conservative enrollment and attendance numbers, removes all one-time funding, lowers fundraising expectations, and still comes out structurally balanced and positive.

No other questions or public comments.

C. ESSER III Expenditure Plan

Bryce shared about the ESSER III planning process and the draft plan. Aligned plan to ESSER II spending and prior Expanded Learning Opportunity grant plans. Krishna shared that we worked to keep the plan simple and in plain language, and it's unclear exactly how these plans will be audited. Beyond 2024, we are using that long-term financial modeling to understand how one-time revenue may be able to be replaced with recurring revenue due to natural enrollment increases and improved structural efficiencies.

Committee recommended approval of the plan by the Board.

No other questions or public comments.

D. LCAP Supplement & Presentation Requirement

Bryce shared earlier on this topic. At this time, he additionally shared that the state shared a draft template just yesterday.

No other questions or public comment.

E.

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

Krishna shared that there are none at this time.

No questions or public comments.

F. Educator Effectiveness Plan

Bryce shared earlier on this topic. At this time, he additionally shared a blank plan template that can be populated for the Board meeting to solicit public input.

No other questions or public comments.

G. Long Term Lease and Potential Facilities Investments

Krishna shared that she continues to discuss with OUSD about multi-year leasing beyond June 30, 2022. Greg asked if those discussions were in addition to Prop 39 and Krishna responded yes. Davis asked and Krishna responded that the most hopeful scenario is a multi-year deal, but preparing for multiple scenarios.

No other questions or public comments.

III. Closed Session

A. Closed Session Items

Stacey announced the committee going into closed session on Public Employee Performance Evaluation - Head of School at 4:01pm.

There was no public comment on this item.

B. Report out of Closed Session

The committee returned to open session at 4:16pm. No actions were taken.

IV. Closing Items

A. New Business

No new items at this time.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:17 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- 21-2212 President's Report - September 22 2021.pdf
 - State-intervenes-to-address-S-F-school-16510787.pdf
 - Screen Shot 2021-09-14 at 3.50.56 PM.png
 - Educator Effectiveness Plan overview.pdf
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Coversheet

Updates on Measure G1 Audit

Section: II. Finance
Item: G. Updates on Measure G1 Audit
Purpose: FYI
Submitted by:
Related Material: Urban Montessori Charter Signed Financial Report.pdf

URBAN MONTESSORI CHARTER SCHOOL
MEASURE G1 PARCEL TAX PERFORMANCE AUDIT
YEAR ENDED JUNE 30, 2021



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**URBAN MONTESSORI CHARTER SCHOOL
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YEAR ENDED JUNE 30, 2021**

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Urban Montessori Charter School
Oakland, California

We have conducted a performance audit of Urban Montessori Charter School Measure G1 Parcel Tax Performance for the year ended June 30, 2021.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 2 of this report which includes determining Urban Montessori Charter School's compliance with the performance requirements for the Teacher Retention and Middle School Improvement Act Fund (Measure G1) funds. Management is responsible for Urban Montessori Charter School's Measure G1 compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal control of Urban Montessori Charter School to determine if internal controls were adequate to help ensure compliance with the requirements of Measure G1. Accordingly, we do not express any assurance on internal control.

The results of our tests indicated that, in all significant respects, Urban Montessori Charter School expended Measure G1 funds for the fiscal year ended June 30, 2021, only for the specific purposes identified by OUSD and approved by the voters, in accordance with the requirements of Measure G1.

The purpose of this is intended solely for the information and use of OUSD, the Board of Directors, and management of Urban Montessori Charter School, and is intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
October 5, 2021



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**URBAN MONTESSORI CHARTER SCHOOL
MEASURE G1 PARCEL TAX PERFORMANCE AUDIT
JUNE 30, 2021**

BACKGROUND INFORMATION

The Teacher Retention and Middle School Improvement Act (Measure G1) was authorized by an election of the registered voters of the County of Alameda. Measure G1 was established to provide a districtwide educator salary increase designed to attract/retain teachers; provide enhanced middle school art, music, languages/other programs in addition to core educational programs; improve academic achievement; provide safe, positive schools, and prepare students for college/careers in Oakland Unified School District (OUSD) schools as well as charter schools in Oakland. The funds for this measure will come from OUSD levying a tax of \$120 per parcel, providing \$12.4 million annually, for 12 years, with exemptions for senior and low-income residents.

OBJECTIVES

- Ensure proceeds and expenditures of the parcel tax are fully accounted in the books and records of the charter school.
- Ensure expenditures are in support of allowable uses as per the ballot language, separately with respect to middle school grants and salary for school site educators.
- Ensure that the charter school receiving middle school grant funding has an approved education improvement plan with the minimal requirements specified in the ballot.
- For the charter school receiving middle school grant funding, make a positive statement about the issue of supplanting versus supplementing.

SCOPE OF THE AUDIT

- The scope of our performance audit covered the fiscal period from July 1, 2020 to June 30, 2021. The sample of expenditures tested included object and resource codes associated with the Measure G1. The propriety of expenditures funded through other state, federal, or local funding sources, other than the proceeds of Measure G1, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2021, were not reviewed, or included within the scope of our audit or in this report.

PROCEDURES PERFORMED

1. We obtained parcel tax expenditure detail reports prepared by the charter school and agreed amounts to the general ledger.
2. We haphazardly selected a sample of 42 payroll related expenditures totaling \$67,421 or 99% of \$68,259 allocated to the total salary increase for school site educators and obtained and reviewed the necessary supporting documentation of payroll registers to satisfy ourselves that they were only to provide raises to "school site educators," as the term was used in the ballot text. We also tested payroll benefits for reasonableness using a 30% estimate of base salary (20% PERS/STRS and 10% other benefits).
3. We ensured the same percentage (2.25%) increase in salary was applied to all school site educators.

**URBAN MONTESSORI CHARTER SCHOOL
MEASURE G1 PARCEL TAX PERFORMANCE AUDIT
JUNE 30, 2021**

PROCEDURES PERFORMED (CONTINUED)

4. We did not review the nature of the expenditures incurred by the charter school for the middle school grant funding, and review source documents as appropriate, to ensure they were within the specific purpose of the ballot language as the school did not receive this funding.
5. We did not verify if the parcel tax middle school grant is funding supplemental activities by performing the following procedures. Ascertain if funds were used to provide services, which were legally required to be made available by virtue of being a school. Also, perform procedures to ascertain whether the parcel tax funded services that were previously provided with another funding source as the school did not receive this funding.
6. We did not obtain the approved education improvement plan for the charter school receiving the middle school grant and perform the following procedures. Ensure the plan contains the minimal elements required by the ballot. Verify if the actual parcel tax expenditures are consistent with the approved plan as the school did not receive this funding.
7. We examined supporting documentation to validate the amount of Measure G1 Parcel Tax revenues received.

FINDINGS AND RESPONSES

None noted.

**URBAN MONTESSORI CHARTER SCHOOL
MEASURE G1 PARCEL TAX PERFORMANCE AUDIT
JUNE 30, 2021**

SCHEDULE OF INCOME STATEMENT ACCOUNTS FOR THE YEAR ENDED JUNE 30, 2021

Measure G1 Revenues:

Measure G1 Parcel Tax Revenues	\$	59,584
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Measure G1 Expenditures:

Raises to School Site Educators		68,259
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Total Expenditures		68,259
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Revenues less Expenditures - Measure G1	\$	(8,675)
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