



# Urban Montessori Charter School

## Finance Committee Regular Meeting

Amended on February 14, 2022 at 11:51 AM PST

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### Date and Time

Thursday February 17, 2022 at 3:00 PM PST

### Location

4551 Steele Street, Oakland, CA 94619. Signage on campus will direct you to the correct room, generally the Sun Room.

The public may comment and participate [via Zoom](#) if they prefer. The public may also email comments to [greg@urbanmontessori.org](mailto:greg@urbanmontessori.org) to be shared by the during the meeting. Please make that intention clear in your email.

<https://us02web.zoom.us/j/82592855160?pwd=cG02OTRoUVdrdngwOTI2WFBrOTBzQT09>

Meeting ID: 825 9285 5160; Passcode 510 842 1181

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Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553; 3125 School Street Oakland, CA 94602

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Members: Greg Klein (Chair), Davis Leung, Maru Salazar

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>3:00 PM</b>
<b>A.</b> Call the Meeting to Order		Greg Klein	
<b>B.</b> Record Attendance		Greg Klein	1 m
<b>C.</b> Approve Minutes from prior Finance Committee Meeting	Approve Minutes	Greg Klein	1 m
Approve minutes for Finance Committee Regular Meeting on January 20, 2022			
<b>D.</b> Review of Action/Discussion Items	Discuss	Greg Klein	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		Greg Klein	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.			
<b>II. Finance</b>			<b>3:08 PM</b>
<b>A.</b> Discussion Item: Monthly Fiscal Report	Discuss	Josh Clark	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>			

	Purpose	Presenter	Time
<b>5. Second Interim Report</b>			
<b>B. Updates from the State related to fiscal matters</b>	Discuss	Josh Clark	10 m
<b>C. Selection of Independent Auditor for 2021-2022</b>	Discuss	Greg Klein	5 m
Discussion of selection of Independent Auditor for 2021-2022			
<b>D. Contracts, invoices, and payments above \$15,000</b>	Discuss	Krishna Feeney	5 m
Discussion of any contracts, invoices, and payments above \$15,000.			
<b>E. LCAP Supplement &amp; Presentation Requirement</b>	Discuss	Bryce Fleming	5 m
Discussion of the overview, process, timeline, requirements, and <a href="#">the draft template which is here.</a>			
<b>F. Expanded Learning Opportunity Program</b>	Discuss	Josh Clark	15 m
Discussion on current planning for rest of this year and starting July 1, 2022.			
<b>G. Montessori Training Center</b>	Discuss	Greg Klein	10 m
Discussion on the idea of investing more deeply in Montessori training services and capacities for teachers.			
<b>III. Closed Session</b>			<b>4:13 PM</b>
<b>A. Closed Session Items</b>	Discuss	Greg Klein	10 m
1. 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	Greg Klein	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>4:25 PM</b>
<b>A. New Business</b>	Discuss	Greg Klein	1 m
Collect topics for future meetings, as needed.			
<b>B. Adjourn Meeting</b>	Discuss	Greg Klein	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.

**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.

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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 January 20, 2022

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Regular Meeting

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

Thursday January 20, 2022 at 3:00 PM

##### **Location**

The committee will meet at school 4551 Steele Street, Oakland, CA 94611, generally in the Sun Room.

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#### **Committee Members Present**

D. Leung (remote), G. Klein, M. Salazar

#### **Committee Members Absent**

*None*

#### **Committee Members who arrived after the meeting opened**

M. Salazar

#### **Guests Present**

B. Fleming (remote), J. Kemp (remote), K. Feeney

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

G. Klein called a meeting of the Finance Committee of Urban Montessori Charter School to order on Thursday Jan 20, 2022 at 3:03 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 11-18-21.

G. Klein seconded the motion.

No discussion, questions, or public comments.

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

### **Roll Call**

M. Salazar Absent

G. Klein Aye

D. Leung Aye

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

No changes needed.

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

No public comment on items not in the agenda.

## **II. Finance**

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

Josh shared the year to date report and changes from last committee meeting through end of December. Operating deficit is forecasted to grow to \$177,000. Revenue came in for the Expanded Learning Opportunity Program, and created a full time Student Support Assistant position, and LCFF was adjusted downward based on latest ADA. Fund balance is forecasted to end at 28% of operating expenses. Cash flow is currently above three months, but drops to just below three months of payroll at the very end of the fiscal year.

Greg asked about the \$39,000 in additional compensation and benefits, and Krishna answered that was towards additional Student Support Assistant FTE.

No other discussion or public comments.

### **B. Updates from the Governor's January Budget Proposal**

Josh shared updates from the Governor's January budget proposal.

LCFF COLA of 5.33%; increases to Special Education funding; the Expanded Learning Opportunity Program; updates on potential ADA flexibility, independent study flexibility, early literacy, meals, and universal TK.



Preliminary improves our budget next year by a little more than \$100,000.

Greg asked if there was any additional dollars proposed that we don't already access that support teachers getting additional training and certification. Bryce responded not much that we don't already seek, but there might be something under early literacy and we will learn more when the trailer bill language comes out later this month or next.

No other questions, discussion, or public comments.

### **C. LCAP Supplement & Presentation Requirement**

M. Salazar arrived at 3:26 PM.

Maru joined at 3:26pm.

Bryce shared that the state released a template for the midyear LCAP update. The template can be completed now, worked through committees in February and shared out to the full board for approval in February.

No other questions, discussion, or public comments.

### **D. Contracts, invoices, and payments above \$15,000**

Krishna shared that there are none at this time.

No questions, discussion, or public comments.

### **E. Updates on 2020-2021 Audit**

Josh shared that there no findings or weakness identified for the 2020-2021 Audit. Net income matched the unaudited actuals.

Greg shared a big appreciation to the whole team supporting the work to complete audit process. Greg shared that the Board can vote at the next meeting to accept the audit.

No questions, discussion, or public comments.

### **F. Expanded Learning Opportunity Program**

Josh shared about the Expanded Learning Opportunity Program, which is separate from the ELO Grant.

ELO Grant was a one-time fund. ELO Program is on-going funding starting with \$91k this current fiscal year which can be spent on current after school programming and/or planning. This program is not optional. Including school day, must provide 9 hours per day minimum, and must extend the school year by 30 instructional days (also at 9 hours per

day). At least 50% of unduplicated students must be provided access to the program, 20:1 student ratio in grades 1-8 and 10:1 ratio TK-K.

Krishna asked about if students don't attend, and Josh responded that this will be audited on enrollment.

Maru suggested piloting something in the first year. Krishna shared that the state says this current year is the pilot year.

Greg asked about ratios applying to all 9 hours, and Josh responded that it applies all 9 hours of the additional 30 instructional days, and the hours beyond the regular school day for the rest of the regular days.

Greg asked if this year's revenue (\$91k) is already shown in the latest forecast and Josh responded that yes, it is already included.

Maru asked how this work relates to Love, Learn, Success. Krishna shared that is exactly what we need to figure out -- could augment and grow LLS, or could shift and go in a different direction.

No other questions, discussion, or public comments.

### **III. Closed Session**

#### **A. Closed Session Items**

At 4:03. Greg announced that the committee would go into Closed Session on two topics:

1. Public Employee Performance Evaluation - Head of School
2. Conference with Real Property Negotiator (§ 54956.8)
  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

There was no public comment on this item.

#### **B. Report out of Closed Session**

The board returned to open session at 4:31. No actions taken.

### **IV. Closing Items**

#### **A. New Business**

No new items collected.

## **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:31 PM.

Respectfully Submitted,  
G. Klein

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## **Documents used during the meeting**

*None*

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