



Urban Montessori Charter School

Regular Board Meeting

Published on May 23, 2022 at 4:15 PM PDT

Date and Time

Thursday May 26, 2022 at 6:15 PM PDT

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 board@urbanmontessori.org to be shared by the Board's Secretary 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; 5701 Oak Grove Ave, Oakland, CA 94618; 3921 Enos Ave Oakland, 94619; 3385 Herrier Street Oakland, CA 94602

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.

Members: Jan Faraguna, Kara Fortuna, Christina Greenberg, Greg Klein, Davis Leung, Sarah Morrill, Maru Salazar, Donald Williams

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		Davis Leung	1 m
This meeting is being audio-recorded.			
B. Record Attendance		Greg Klein	1 m
C. Review of Action/Discussion Items	Discuss	Davis Leung	1 m
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.			
D. Board and Community Appreciations		Davis Leung	10 m
Members of the Board and UMCS community may provide appreciations and affirmations during this time.			
E. Board Member Comment		Davis Leung	5 m
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.			
F. Presentations from the Floor		Davis Leung	10 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 shall have double time. Comments should refer to matters within the jurisdiction of this committee.			
<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>			

II. Head of School Report

6:43 PM

The Head of School and their designees will present topics of interest to the Board and the general public.

	Purpose	Presenter	Time
A. Head of School Report	Discuss	Greg Klein	25 m

Report topics this meeting **may** include:

1. Recent and upcoming events
2. Student Dress Code Presentation
3. Recent and upcoming Professional Learning
4. Instructional Updates
5. Enrollment and Application Updates
6. Staffing Updates
7. [2021-2022 LCAP](#) review to inform [2022-2023 LCAP](#) Development

III. Finance Committee **7:08 PM**

A. Discussion Item - Committee Report, including year to date financial report	Discuss	Greg Klein	5 m
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Most recent year-to-date financial report through April 30, 2022 is available here attached to the agenda or in the "Other files" section of this meeting.

IV. Academic Oversight Committee **7:13 PM**

A. Discussion Item - Committee Report	Discuss	Jan Faraguna	15 m
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V. Family Advisory Council **7:28 PM**

A. Discussion Item - Committee Report	Discuss	Kara Fortuna	5 m
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VI. Executive & Governance Committee **7:33 PM**

A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training	Discuss	Christina Greenberg	10 m
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- [Form 700](#) ([about](#) Form 700)
- Board member recruitment
- Leader evaluation process updates
- Board Clearance process
- Board Assessment

B. Board and committee officers and members	Vote	Greg Klein	5 m
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As needed, the Board may take action to change its officers, as well as committee membership and leadership.

VII. Other Business **7:48 PM**

A. Oakland and California Updates	Discuss	Greg Klein	10 m
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Updates and current events related to Oakland USD, Alameda County Office of Education, and California, and potential implications for UMCS.

	Purpose	Presenter	Time
B. Approve Minutes from April 28, 2022 Regular Meeting	Approve Minutes	Greg Klein	1 m
C. Action Item - Vote on General Consent Report	Vote	Davis Leung	3 m
General Consent Report for April 28, 2022 <ol style="list-style-type: none"> 1. UMCS Fiscal Management / Control Policy [update] 2. UMCS Conflict of Interest Code [update] 3. UMCS Uniform Complaint Policy & Procedures [update] 4. UMCS Student Grading / Promotion Policy [update] 5. Calendar of the Board's Regular and Committee Meetings 2022-2023 [items may be linked directly here in the agenda or under "Other files" of this meeting on BoardOnTrack.]			
D. Collect New Business items for Future Meetings	Discuss	Davis Leung	5 m
VIII. Closed Session			8:07 PM
A. Closed Session Items	Discuss	Davis Leung	30 m
1. Public Employee Performance Evaluation - Head of School <p>"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.</p>			
IX. Return to Open Session			8:37 PM
A. Report out of any closed session action(s)	Vote	Davis Leung	1 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.			
X. Closing Items			8:38 PM
A. Adjourn Meeting	FYI	Davis Leung	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.

FOR MORE INFORMATION For more information concerning this agenda or for materials relating to this meeting, please contact UMCS at 4551 Steele Street, Oakland, CA 94619 or board@urbanmontessori.org. All materials are available via the Governance Section of our website: <http://www.urbanmontessori.org/governance> or directly via our [BoardOnTrack public portal](#).

Coversheet

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

Section: III. Finance Committee
Item: A. Discussion Item - Committee Report, including year to date financial report
Purpose: Discuss
Submitted by:
Related Material: UMCS - FY22 April Financials Cash Flow.pdf
UMCS - FY22 April Financials.pdf
UMCS- FY22 April Financials Balance Sheet.pdf
UMCS - FY23 Budget Draft as of 05.13.22.pdf
UMCS- FY22 April Finance Committee Presentation.pdf

**Urban Montessori
Monthly Cash Forecast
As of Apr FY2022**

	2021-22												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Actuals	Apr Actuals	May Forecast	Jun Forecast		
Beginning Cash	497,711	939,911	906,134	960,454	1,151,526	1,250,691	1,171,814	1,548,672	1,280,453	1,314,633	1,175,662	873,759		
REVENUE														
LCFF Entitlement	-	143,799	79,830	485,595	314,277	228,985	357,657	143,693	384,758	158,586	102,650	139,916	2,937,753	398,006
Federal Revenue	-	-	-	12,813	1,964	-	28,750	1,967	9,064	-	18,328	40,197	311,795	198,712
Other State Revenue	12,972	12,972	23,349	23,349	73,587	44,089	197,303	-	50,570	60,461	61,933	46,711	802,262	194,966
Other Local Revenue	-	1,596	-	13,260	20,492	3,879	2,184	10,000	9,575	4,000	(63,099)	60,772	62,659	-
Fundraising & Grants	6,000	-	6,610	2,258	2,395	12,125	116,135	4,257	1,101	146	28,522	28,522	208,072	-
TOTAL REVENUE	18,972	158,367	109,789	537,275	412,715	289,078	702,029	159,917	455,067	223,194	148,335	316,118	4,322,541	791,685
EXPENSES														
Certificated Salaries	39,916	162,760	193,071	188,799	186,549	179,912	181,651	173,406	174,321	163,547	253,421	239,209	2,136,561	-
Classified Salaries	18,270	39,767	33,366	36,898	33,313	28,835	35,398	36,047	35,253	34,721	38,591	50,613	421,072	-
Employee Benefits	56,613	56,722	73,995	42,587	32,789	30,971	37,166	149,744	50,392	53,743	83,074	55,623	723,419	-
Books & Supplies	7,995	17,178	9,028	17,457	14,354	12,892	11,861	3,625	25,525	18,013	29,355	20,280	205,012	17,450
Services & Other Operating Expenses	89,896	49,550	92,975	81,312	87,701	52,275	77,259	84,379	76,844	89,559	91,993	127,233	1,027,314	26,338
Capital Outlay & Depreciation	-	-	-	-	-	4,482	747	747	747	747	758	758	8,986	-
Other Outflows	3,264	107	-	12,929	-	20,848	-	(4,885)	15,522	16,049	(63,833)	-	-	-
TOTAL EXPENSES	215,954	326,084	402,435	379,982	354,706	330,216	344,083	443,062	378,604	376,380	433,358	493,716	4,522,365	43,788
Operating Cash Inflow (Outflow)	(196,982)	(167,716)	(292,646)	157,293	58,010	(41,138)	357,947	(283,145)	76,463	(153,186)	(285,022)	(177,598)	(199,824)	747,896
Revenues - Prior Year Accruals	709,517	84,857	381,686	23,045	-	-	18,551	-	3,259	-	19,725	-	-	-
Accounts Receivable - Current Year	450	(450)	700	200	-	(800)	600	200	-	-	250	-	-	-
Other Assets	-	48,429	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets	-	-	-	-	-	4,482	747	747	747	747	758	758	-	-
Due To (From)	-	-	-	-	-	-	-	-	2,019	(2,019)	-	-	-	-
Expenses - Prior Year Accruals	(36,136)	(875)	(43,258)	(1,575)	(1,575)	(1,575)	(1,575)	(27,106)	(33,660)	(1,574)	(12,636)	(2,362)	-	-
Accounts Payable - Current Year	17,871	(25,492)	1,355	5,533	37,718	(43,772)	(13,249)	35,791	(19,849)	12,058	(26,833)	-	-	-
Summerholdback for Teachers	(52,521)	4,277	6,484	6,575	5,013	3,926	5,641	5,294	5,201	5,004	1,855	1,855	-	-
Other Liabilities	-	23,193	-	-	-	-	8,196	-	-	-	-	-	-	-
Ending Cash	939,911	906,134	960,454	1,151,526	1,250,691	1,171,814	1,548,672	1,280,453	1,314,633	1,175,662	873,759	696,412		

**Urban Montessori
Income Statement
As of Apr FY2022**

	Actual			YTD	Budget							
	Feb	Mar	Apr	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent	
SUMMARY												
Revenue												
LCFF Entitlement	143,693	384,758	158,586	2,297,180	3,527,480	2,967,924	2,937,753	(30,171)	(589,727)	640,573	78%	
Federal Revenue	1,967	9,064	-	54,558	223,082	309,895	311,795	1,900	88,713	257,237	17%	
Other State Revenues	-	50,570	60,461	498,652	596,661	803,794	802,262	(1,532)	205,601	303,610	62%	
Local Revenues	10,000	9,575	4,000	64,986	62,659	62,659	62,659	-	-	(2,327)	104%	
Fundraising and Grants	4,257	1,101	146	151,028	178,000	208,072	208,072	-	30,072	57,044	73%	
Total Revenue	159,917	455,067	223,194	3,066,404	4,587,883	4,352,344	4,322,541	(29,803)	(265,341)	1,256,138	71%	
Expenses												
Compensation and Benefits	359,196	259,966	252,012	2,560,522	3,332,231	3,278,231	3,281,053	(2,821)	51,178	720,531	78%	
Books and Supplies	3,625	25,525	18,013	137,927	215,137	204,132	205,012	(880)	10,125	67,085	67%	
Services and Other Operating Expenditures	84,379	76,844	89,559	781,750	951,645	1,064,330	1,027,314	37,015	(75,669)	245,564	76%	
Depreciation	747	747	747	7,471	14,944	8,986	8,986	-	5,958	1,515	83%	
Other Outflows	(4,885)	15,522	16,049	63,833	-	-	-	-	-	(63,833)		
Total Expenses	443,062	378,604	376,380	3,551,503	4,513,958	4,555,679	4,522,365	33,314	(8,407)	970,862	79%	
Operating Income	(283,145)	76,463	(153,186)	(485,100)	73,925	(203,335)	(199,824)	3,511	(273,749)	285,276		
Fund Balance												
Beginning Balance (Audited)					1,316,161	1,422,465	1,422,465					
Operating Income					73,925	(203,335)	(199,824)					
Ending Fund Balance					1,390,085	1,219,130	1,222,641					
Fund Balance as a % of Expenses						31%	27%				27%	

**Urban Montessori
Income Statement
As of Apr FY2022**

	Actual			YTD	Budget						
	Feb	Mar	Apr	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
KEY ASSUMPTIONS											
Enrollment Summary											
K-3					250	198	198	-	(52)		
4-6					111	115	115	-	4		
7-8					39	36	36	-	(3)		
Total Enrolled					400	349	349	-	(51)		
ADA %											
K-3					94.0%	91.5%	90.2%	-1.3%	-3.8%		
4-6					94.0%	91.5%	90.4%	-1.1%	-3.6%		
7-8					94.0%	91.5%	93.2%	1.7%	-0.8%		
Average ADA %					94.0%	91.5%	90.6%	-0.9%	-3.4%		
ADA											
K-3					235.00	181.17	178.65	(2.52)	(56.35)		
4-6					104.34	105.23	103.91	(1.32)	(0.43)		
7-8					36.66	32.94	33.56	0.62	(3.10)		
Total ADA					376.00	319.34	316.12	(3.21)	(59.88)		

Urban Montessori
Income Statement
As of Apr FY2022

		Actual			YTD	Budget						
		Feb	Mar	Apr	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current	Approved Budget v1 vs. Current	Current Forecast Remaining	% Current Forecast Spent
REVENUE												
LCFF Entitlement												
8011	Charter Schools General Purpose Entitlement - State Aid	143,693	91,907	91,906	1,061,938	1,734,516	1,336,441	1,322,696	(13,745)	(411,820)	260,758	80%
8012	Education Protection Account Entitlement	-	-	66,680	494,608	724,019	726,488	719,173	(7,315)	(4,846)	224,565	69%
8096	Charter Schools in Lieu of Property Taxes	-	292,851	-	740,634	1,068,945	904,995	895,884	(9,111)	(173,061)	155,250	83%
SUBTOTAL - LCFF Entitlement		143,693	384,758	158,586	2,297,180	3,527,480	2,967,924	2,937,753	(30,171)	(589,727)	640,573	78%
Federal Revenue												
8181	Special Education - Entitlement	-	-	-	-	49,250	55,006	55,006	-	5,756	55,006	0%
8220	Child Nutrition Programs	-	9,183	-	9,183	44,708	53,436	53,436	-	8,727	44,253	17%
8291	Title I	-	(2,019)	-	27,295	41,403	41,403	41,403	-	-	14,108	66%
8292	Title II	1,967	-	-	3,931	8,137	8,137	8,137	-	-	4,206	48%
8294	Title IV	-	-	-	2,500	10,000	10,000	10,000	-	-	7,500	25%
8297	PY Federal - Not Accrued	-	1,900	-	4,400	-	2,500	4,400	1,900	4,400	-	100%
8299	All Other Federal Revenue	-	-	-	7,249	69,584	139,413	139,413	-	69,829	132,164	5%
SUBTOTAL - Federal Revenue		1,967	9,064	-	54,558	223,082	309,895	311,795	1,900	88,713	257,237	17%
Other State Revenue												
8381	Special Education - Entitlement (State)	-	30,992	15,496	189,177	241,945	252,508	251,741	(766)	9,796	62,564	75%
8382	Special Education Reimbursement (State)	-	10,800	12,254	50,121	33,600	58,331	58,331	-	24,731	8,210	86%
8520	Child Nutrition - State	-	558	-	558	2,190	2,618	2,618	-	428	2,060	21%
8550	Mandated Cost Reimbursements	-	-	-	6,474	6,474	6,474	6,474	-	-	0	100%
8560	State Lottery Revenue	-	-	24,491	52,291	78,151	76,045	75,280	(766)	(2,871)	22,988	69%
8590	All Other State Revenue	-	-	-	133,353	234,301	316,476	316,476	-	82,175	183,123	42%
8593	Expanded Learning Opportunities Program	-	8,220	8,220	66,678	-	91,342	91,342	-	91,342	24,664	73%
SUBTOTAL - Other State Revenue		-	50,570	60,461	498,652	596,661	803,794	802,262	(1,532)	205,601	303,610	62%
Local Revenue												
8634	Food Service Sales	-	-	-	699	3,075	3,075	3,075	-	-	2,376	23%
8702	Oakland Measure G1	-	-	-	-	59,584	59,584	59,584	-	-	59,584	0%
8999	Uncategorized Revenue	10,000	9,575	4,000	64,287	-	-	-	-	-	(64,287)	
SUBTOTAL - Local Revenue		10,000	9,575	4,000	64,986	62,659	62,659	62,659	-	-	(2,327)	104%
Fundraising and Grants												
8801	Walkathon	-	-	-	-	25,000	25,000	25,000	-	-	25,000	0%
8802	Private Grants	-	187	-	122,384	100,000	122,384	122,384	-	22,384	(0)	100%
8803	All In for Learning	-	-	-	793	25,000	25,000	25,000	-	-	24,207	3%
8811	Fall Campaign	-	-	-	-	15,000	4,984	4,984	-	(10,016)	4,984	0%
8812	Other Fundraising (Movie Night, Apparel, etc)	4,257	915	146	27,850	10,000	27,704	27,704	-	17,704	(146)	101%
8814	Field Trips Donations	-	-	-	-	3,000	3,000	3,000	-	-	3,000	0%
SUBTOTAL - Fundraising and Grants		4,257	1,101	146	151,028	178,000	208,072	208,072	-	30,072	57,044	73%
TOTAL REVENUE												
		159,917	455,067	223,194	3,066,404	4,587,883	4,352,344	4,322,541	(29,803)	(265,341)	1,256,138	71%

**Urban Montessori
Income Statement
As of Apr FY2022**

	Actual			YTD	Budget							
	Feb	Mar	Apr	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current	Approved Budget v1 vs. Current	Current Forecast Remaining	% Current Forecast Spent	
EXPENSES												
Compensation & Benefits												
Certificated Salaries												
1100	Lead Teacher Salaries	72,966	72,218	72,784	711,410	924,287	920,703	920,703	-	3,584	209,293	77%
1148	Special Ed Teacher Salaries	31,951	31,348	29,762	281,673	403,725	336,502	336,502	-	67,223	54,829	84%
1150	Support Teacher Salaries	48,178	50,445	40,690	447,736	497,566	586,803	576,038	10,765	(78,472)	128,301	78%
1170	Measure G1 Stipends	-	-	-	-	58,000	59,584	59,584	-	(1,584)	59,584	0%
1300	Certificated Supervisor & Administrator Salaries	20,311	20,311	20,311	203,112	243,735	243,735	243,735	-	-	40,622	83%
	SUBTOTAL - Certificated Salaries	173,406	174,321	163,547	1,643,932	2,127,312	2,147,326	2,136,561	10,765	(9,249)	492,630	77%
Classified Salaries												
2100	Distance Learning Support Staff	5,491	5,491	5,491	47,984	142,197	50,914	56,234	(5,320)	85,963	8,250	85%
2102	Student Support Staff	14,782	14,065	12,769	119,673	127,557	150,324	136,273	14,051	(8,716)	16,600	88%
2300	Classified Supervisor & Administrator Salaries	-	-	-	-	-	-	15,712	(15,712)	(15,712)	15,712	0%
2400	Classified Clerical & Office Salaries	13,505	13,428	14,064	139,364	164,320	174,610	174,610	-	(10,290)	35,246	80%
2900	Classified Substitutes	2,268	2,269	2,397	24,847	33,440	33,440	38,244	(4,804)	(4,804)	13,396	65%
	SUBTOTAL - Classified Salaries	36,047	35,253	34,721	331,868	467,514	409,288	421,072	(11,784)	46,442	89,204	79%
Employee Benefits												
3100	STRS	27,802	27,901	26,013	258,455	343,211	324,335	323,789	545	19,422	65,334	80%
3300	OASDI-Medicare-Alternative	5,716	5,591	5,278	54,426	72,741	76,735	77,013	(278)	(4,272)	22,587	71%
3400	Health & Welfare Benefits	112,228	14,253	22,447	236,558	279,103	277,352	279,288	(1,936)	(186)	42,730	85%
3500	Unemployment Insurance	1,465	115	5	7,428	11,212	12,516	12,637	(121)	(1,425)	5,209	59%
3600	Workers Comp Insurance	2,533	2,533	-	27,855	31,138	30,679	30,692	(12)	446	2,837	91%
	SUBTOTAL - Employee Benefits	149,744	50,392	53,743	584,722	737,405	721,617	723,419	(1,802)	13,986	138,697	81%
Books & Supplies												
4100	Approved Textbooks & Core Curricula Materials	2,422	48	-	2,470	9,686	9,686	9,686	-	-	7,216	26%
4200	Books & Other Reference Materials	-	-	-	17	1,030	1,030	1,030	-	-	1,013	2%
4320	Educational Software	-	-	-	2,556	8,501	8,501	8,501	-	-	5,945	30%
4325	Instructional Materials & Supplies	210	124	584	16,704	10,109	17,000	17,000	-	(6,891)	296	98%
4326	Art & Music Supplies	262	46	199	726	5,150	5,150	5,150	-	-	4,424	14%
4330	Office Supplies	168	11	1,213	4,760	4,120	4,120	5,000	(880)	(880)	240	95%
4335	PE Supplies	-	-	-	1,034	1,030	1,034	1,034	-	(4)	-	100%
4340	SpEd Materials & Supplies	226	122	22	1,026	2,611	2,611	2,611	-	-	1,585	39%
4400	One-Time Funding Expense	-	-	-	-	55,000	10,000	10,000	-	45,000	10,000	0%
4410	Classroom Furniture, Equipment & Supplies	20	-	-	11,860	2,066	15,554	15,554	-	(13,494)	3,694	76%
4420	Computers: individual items less than \$5k	-	133	220	5,363	20,000	16,506	16,506	-	3,494	11,143	32%
4430	Non Classroom Related Furniture, Equipment & Supplies	17	13	539	1,535	2,060	2,060	2,060	-	-	525	75%
4710	Student Food Services	300	25,028	15,236	84,859	87,600	104,700	104,700	-	(17,100)	19,841	81%
4720	Other Food	-	-	-	5,014	6,180	6,180	6,180	-	-	1,166	81%
	SUBTOTAL - Books and Supplies	3,625	25,525	18,013	137,927	215,137	204,132	205,012	(880)	10,125	67,085	67%
Services & Other Operating Expenses												
5215	Travel - Mileage, Parking, Tolls	-	-	-	1,614	515	1,614	1,614	-	(1,099)	-	100%
5305	Dues & Membership - Professional	142	-	-	18,777	6,180	18,777	18,777	-	(12,597)	-	100%
5450	Insurance - Other	5,913	9,092	2,773	68,638	70,962	70,962	70,962	-	-	2,324	97%
5515	Janitorial, Gardening Services & Supplies	6,260	7,815	6,080	70,105	92,700	92,700	92,700	-	-	22,595	76%
5520	Security	287	979	41	20,390	1,236	22,000	22,000	-	(20,764)	1,610	93%
5535	Utilities - All Utilities	1,131	-	1,196	30,745	51,500	51,500	51,500	-	-	20,755	60%
5605	Equipment Leases	-	1,072	1,896	8,249	14,444	14,444	14,444	-	-	6,195	57%
5610	Rent	-	33,410	-	100,231	146,708	146,708	146,708	-	-	46,477	68%

**Urban Montessori
Income Statement
As of Apr FY2022**

		Actual			YTD	Budget						
		Feb	Mar	Apr	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
5615	Repairs and Maintenance - Building	166	21	36	2,011	-	2,500	2,500	-	(2,500)	489	80%
5803	Accounting Fees	-	-	2,100	20,055	22,982	22,982	22,982	-	-	2,927	87%
5805	Administrative Fees	-	-	-	354	6,577	6,577	6,577	-	-	6,223	5%
5809	Banking Fees	25	75	25	447	618	618	618	-	-	171	72%
5812	Business Services	9,833	9,833	9,833	98,333	118,000	118,000	118,000	-	-	19,667	83%
5815	Consultants - Instructional	-	-	-	1,200	2,575	2,575	2,575	-	-	1,375	47%
5820	Consultants - Non Instructional - Custom 1	-	-	22,500	45,280	45,000	50,000	50,000	-	(5,000)	4,720	91%
5824	District Oversight Fees	6,403	-	-	14,674	35,275	29,679	29,378	302	5,897	14,704	50%
5826	Directors Contingency	-	-	-	-	45,000	45,000	-	45,000	45,000	-	-
5827	Middle School Program expenses (8816 offset)	-	-	-	-	1,862	1,862	1,862	-	-	1,862	0%
5830	Field Trips Expenses	-	-	-	-	3,090	3,090	3,090	-	-	3,090	0%
5833	Fines and Penalties	-	-	1,890	1,910	515	515	3,801	(3,286)	(3,286)	1,891	50%
5836	Fingerprinting	74	74	-	1,294	1,643	1,643	1,643	-	-	349	79%
5839	Fundraising Expenses	409	-	-	409	11,334	11,334	11,334	-	-	10,926	4%
5845	Legal Fees	5,812	10,481	9,619	50,106	15,450	50,000	55,000	(5,000)	(39,550)	4,894	91%
5851	Marketing and Student Recruiting	-	-	-	9,600	3,500	9,600	9,600	-	(6,100)	-	100%
5857	Payroll Fees	673	402	398	4,519	6,551	6,551	6,551	-	-	2,032	69%
5860	Printing and Reproduction	-	-	-	179	9,332	9,332	9,332	-	-	9,153	2%
5861	Prior Yr Exp (not accrued)	2,364	(35,144)	-	(29,248)	-	(29,248)	(29,248)	-	29,248	-	100%
5863	Professional Development	8,100	-	6,250	30,750	60,000	35,000	35,000	-	25,000	4,250	88%
5869	Special Education Contract Instructors	31,580	23,400	23,150	127,478	90,000	150,000	150,000	-	(60,000)	22,522	85%
5875	Staff Recruiting	-	-	-	3,205	4,120	3,205	3,205	-	915	-	100%
5878	Student Assessment	-	3,750	-	8,253	5,150	8,253	8,253	-	(3,103)	-	100%
5880	Student Health Services	44	192	-	3,116	5,150	5,150	5,150	-	-	2,034	61%
5881	Student Information System	788	951	788	32,609	25,000	35,000	35,000	-	(10,000)	2,391	93%
5884	Substitutes	-	-	-	103	15,000	15,000	15,000	-	-	14,898	1%
5887	Technology Services	4,375	10,442	-	24,265	9,270	27,000	27,000	-	(17,730)	2,735	90%
5910	Communications - Internet / Website Fees	-	-	986	5,589	9,780	9,780	9,780	-	-	4,191	57%
5915	Postage and Delivery	-	-	-	1,170	3,296	3,296	3,296	-	-	2,126	35%
5920	Communications - Telephone & Fax	-	-	-	5,345	11,330	11,330	11,330	-	-	5,985	47%
SUBTOTAL - Services & Other Operating Exp.		84,379	76,844	89,559	781,750	951,645	1,064,330	1,027,314	37,015	(75,669)	245,564	76%
Capital Outlay & Depreciation												
6900	Depreciation	747	747	747	7,471	14,944	8,986	8,986	-	5,958	1,515	83%
SUBTOTAL - Capital Outlay & Depreciation		747	747	747	7,471	14,944	8,986	8,986	-	5,958	1,515	83%
Other Outflows												
7999	Uncategorized Expense	(4,885)	15,522	16,049	63,833	-	-	-	-	-	(63,833)	-
SUBTOTAL - Other Outflows		(4,885)	15,522	16,049	63,833	-	-	-	-	-	(63,833)	-
TOTAL EXPENSES		443,062	378,604	376,380	3,551,503	4,513,958	4,555,679	4,522,365	33,314	(8,407)	970,862	79%

Urban Montessori
Balance Sheet
As of Apr FY2022

	Jun FY2021	Apr FY2022
ASSETS		
Cash Balance	497,711	1,175,662
Accounts Receivable	1,314,331	92,517
Prepays	48,429	-
Fixed Assets, Net	39,591	32,120
TOTAL ASSETS	1,900,062	1,300,299
LIABILITIES & EQUITY		
Accounts Payable	229,630	82,621
Due to Others	102,400	102,400
Deferred Revenue	89,156	120,545
Current Loans and Other Payables	56,411	57,368
Beginning Net Assets	291,877	1,422,465
Net Income (Loss) to Date	1,130,587	(485,100)
TOTAL LIABILITIES & EQUITY	1,900,062	1,300,299

**Urban Montessori
Multi-year Projection
As of Apr FY2022**

	Year 1 2021-22	Year 2 2022-23
SUMMARY		
Revenue		
LCFF Entitlement	2,937,753	3,859,802
Federal Revenue	311,795	506,702
Other State Revenues	802,262	973,445
Local Revenues	62,659	62,736
Fundraising and Grants	208,072	168,000
Total Revenue	4,322,541	5,570,686
Expenses		
Compensation and Benefits	3,281,053	3,823,990
Books and Supplies	205,012	217,444
Services and Other Operating Expenditures	1,027,314	1,206,315
Depreciation	8,986	8,986
Other Outflows	-	-
Total Expenses	4,522,365	5,256,735
Operating Income	(199,824)	313,951
Fund Balance		
Beginning Balance (Unaudited)	1,422,465	1,222,641
Audit Adjustment	-	
Beginning Balance (Audited)	1,422,465	1,222,641
Operating Income	(199,824)	313,951
Ending Fund Balance	1,222,641	1,536,592
Total Revenue Per ADA	13,674	14,754
Total Expenses Per ADA	14,306	13,922
Operating Income Per ADA	(632)	831
Fund Balance as a % of Expenses	27%	29%

Urban Montessori Multi-year Projection As of Apr FY2022

	Year 1 2021-22	Year 2 2022-23
Key Assumptions		
Enrollment Breakdown		
TK	13	37
K	42	45
1	34	45
2	57	39
3	52	56
4	40	49
5	35	40
6	40	39
7	17	39
8	19	17
Total Enrolled	349	406
ADA %		
K-3	90.2%	93.0%
4-6	90.4%	93.0%
7-8	93.2%	93.0%
Average ADA %	90.6%	93.0%
ADA		
K-3	179	206
4-6	104	119
7-8	34	52
Total ADA	316	378
Demographic Information		
CALPADS Enrollment (for unduplicated % calc)	349	406
# Unduplicated (CALPADS)	120	140
# Free & Reduced Lunch (CALPADS)	92	107
# ELL (CALPADS)	53	62
New Students	-	57
School Information		
FTE's	41.0	42.3
Teachers	31	30

Urban Montessori
Multi-year Projection
As of Apr FY2022

	Year 1	Year 2
	2021-22	2022-23
Certificated Pay Increases	2%	5%
Classified Pay Increases	2%	5%
# of school days	-	-
Default Expense Inflation Rate		3%

Urban Montessori
Multi-year Projection
As of Apr FY2022

	Year 1	Year 2
	2021-22	2022-23
REVENUE		
LCFF Entitlement		
8011 Charter Schools General Purpose Entitlement - State Aid	1,322,696	1,930,746
8012 Education Protection Account Entitlement	719,173	858,994
8096 Charter Schools in Lieu of Property Taxes	895,884	1,070,062
SUBTOTAL - LCFF Entitlement	2,937,753	3,859,802
Federal Revenue		
8181 Special Education - Entitlement	55,006	48,724
8220 Child Nutrition Programs	53,436	75,272
8291 Title I	41,403	42,645
8292 Title II	8,137	8,381
8294 Title IV	10,000	10,000
8297 PY Federal - Not Accrued	4,400	-
8299 All Other Federal Revenue	139,413	321,680
SUBTOTAL - Federal Revenue	311,795	506,702
Other State Revenue		
8381 Special Education - Entitlement (State)	251,741	292,439
8382 Special Education Reimbursement (State)	58,331	21,600
8520 Child Nutrition - State	2,618	3,136
8550 Mandated Cost Reimbursements	6,474	5,731
8560 State Lottery Revenue	75,280	89,916
8590 All Other State Revenue	316,476	430,555
8593 Expanded Learning Opportunities Program	91,342	130,067
SUBTOTAL - Other State Revenue	802,262	973,445
Local Revenue		
8634 Food Service Sales	3,075	3,152
8702 Oakland Measure G1	59,584	59,584
SUBTOTAL - Local Revenue	62,659	62,736
Fundraising and Grants		
8801 Walkathon	25,000	25,000
8802 Private Grants	122,384	75,000
8803 All In for Learning	25,000	25,000

Urban Montessori
Multi-year Projection
As of Apr FY2022

	Year 1	Year 2
	2021-22	2022-23
8811 Fall Campaign	4,984	15,000
8812 Other Fundraising (Movie Night, Apparel, etc)	27,704	25,000
8814 Field Trips Donations	3,000	3,000
SUBTOTAL - Fundraising and Grants	208,072	168,000
TOTAL REVENUE	4,322,541	5,570,686

**Urban Montessori
Multi-year Projection
As of Apr FY2022**

	Year 1 2021-22	Year 2 2022-23
EXPENSES		
Compensation & Benefits		
Certificated Salaries		
1100 Lead Teacher Salaries	920,703	1,054,411
1148 Special Ed Teacher Salaries	336,502	347,710
1150 Support Teacher Salaries	576,038	606,612
1170 Measure G1 Stipends	59,584	58,000
1300 Certificated Supervisor & Administrator Salaries	243,735	256,850
SUBTOTAL - Certificated Salaries	2,136,561	2,323,582
Classified Salaries		
2100 Distance Learning Support Staff	56,234	65,354
2102 Student Support Staff	136,273	240,607
2300 Classified Supervisor & Administrator Salaries	15,712	112,398
2400 Classified Clerical & Office Salaries	174,610	180,411
2900 Classified Substitutes	38,244	58,520
SUBTOTAL - Classified Salaries	421,072	657,290
Employee Benefits		
3100 STRS	323,789	408,212
3300 OASDI-Medicare-Alternative	77,013	95,528
3400 Health & Welfare Benefits	279,288	292,394
3500 Unemployment Insurance	12,637	11,212
3600 Workers Comp Insurance	30,692	35,770
SUBTOTAL - Employee Benefits	723,419	843,117
Books & Supplies		
4100 Approved Textbooks & Core Curricula Materials	9,686	9,977
4200 Books & Other Reference Materials	1,030	1,061
4320 Educational Software	8,501	8,756
4325 Instructional Materials & Supplies	17,000	7,500
4326 Art & Music Supplies	5,150	5,305
4330 Office Supplies	5,000	5,150
4335 PE Supplies	1,034	1,065

Urban Montessori
Multi-year Projection
As of Apr FY2022

	Year 1	Year 2
	2021-22	2022-23
4340 SpEd Materials & Supplies	2,611	2,689
4400 One-Time Funding Expense	10,000	20,000
4410 Classroom Furniture, Equipment & Supplies	15,554	7,000
4420 Computers: individual items less than \$5k	16,506	15,000
4430 Non Classroom Related Furniture, Equipment & Supplies	2,060	2,122
4710 Student Food Services	104,700	125,454
4720 Other Food	6,180	6,365
SUBTOTAL - Books and Supplies	205,012	217,444
Services & Other Operating Expenses		
5215 Travel - Mileage, Parking, Tolls	1,614	1,662
5305 Dues & Membership - Professional	18,777	19,341
5450 Insurance - Other	70,962	73,091
5515 Janitorial, Gardening Services & Supplies	92,700	95,481
5520 Security	22,000	22,660
5535 Utilities - All Utilities	51,500	53,045
5605 Equipment Leases	14,444	14,878
5610 Rent	146,708	146,708
5615 Repairs and Maintenance - Building	2,500	2,575
5803 Accounting Fees	22,982	23,672
5805 Administrative Fees	6,577	6,775
5809 Banking Fees	618	637
5812 Business Services	118,000	122,000
5815 Consultants - Instructional	2,575	2,652
5820 Consultants - Non Instructional - Custom 1	50,000	-
5824 District Oversight Fees	29,378	39,756
5826 Directors Contingency	-	253,876
5827 Middle School Program expenses (8816 offset)	1,862	1,918
5830 Field Trips Expenses	3,090	3,183
5833 Fines and Penalties	3,801	1,000
5836 Fingerprinting	1,643	1,692
5839 Fundraising Expenses	11,334	11,674
5845 Legal Fees	55,000	50,000
5851 Marketing and Student Recruiting	9,600	9,888
5857 Payroll Fees	6,551	6,747
5860 Printing and Reproduction	9,332	9,612
5861 Prior Yr Exp (not accrued)	(29,248)	-

Urban Montessori
Multi-year Projection
As of Apr FY2022

	Year 1	Year 2
	2021-22	2022-23
5863 Professional Development	35,000	60,050
5869 Special Education Contract Instructors	150,000	65,000
5875 Staff Recruiting	3,205	3,301
5878 Student Assessment	8,253	8,500
5880 Student Health Services	5,150	5,305
5881 Student Information System	35,000	36,050
5884 Substitutes	15,000	15,450
5887 Technology Services	27,000	13,000
5910 Communications - Internet / Website Fees	9,780	10,073
5915 Postage and Delivery	3,296	3,395
5920 Communications - Telephone & Fax	11,330	11,670
SUBTOTAL - Services & Other Operating Exp.	1,027,314	1,206,315
Depreciation Expense		
6900 Depreciation	8,986	8,986
SUBTOTAL - Depreciation Expense	8,986	8,986
Other Outflows		
SUBTOTAL - Other Outflows	-	-
TOTAL EXPENSES	4,522,365	5,256,735

Urban Montessori Finance Committee Update

JOSH CLARK AND BRYCE FLEMING
MAY 19, 2022





Contents

- 1. 2021-22 Financial Update**
 - A. Current Forecast

- 2. 2022-23 Budget Updates**
 - A. May Revise
 - B. MR Financial Impact

- 3. Exhibits**
 - A. Current 21-22 Forecast
 - B. Cash Flow
 - C. FY22 May Revise Impact
 - D. FY23 Budget

2021-22 Forecast Update

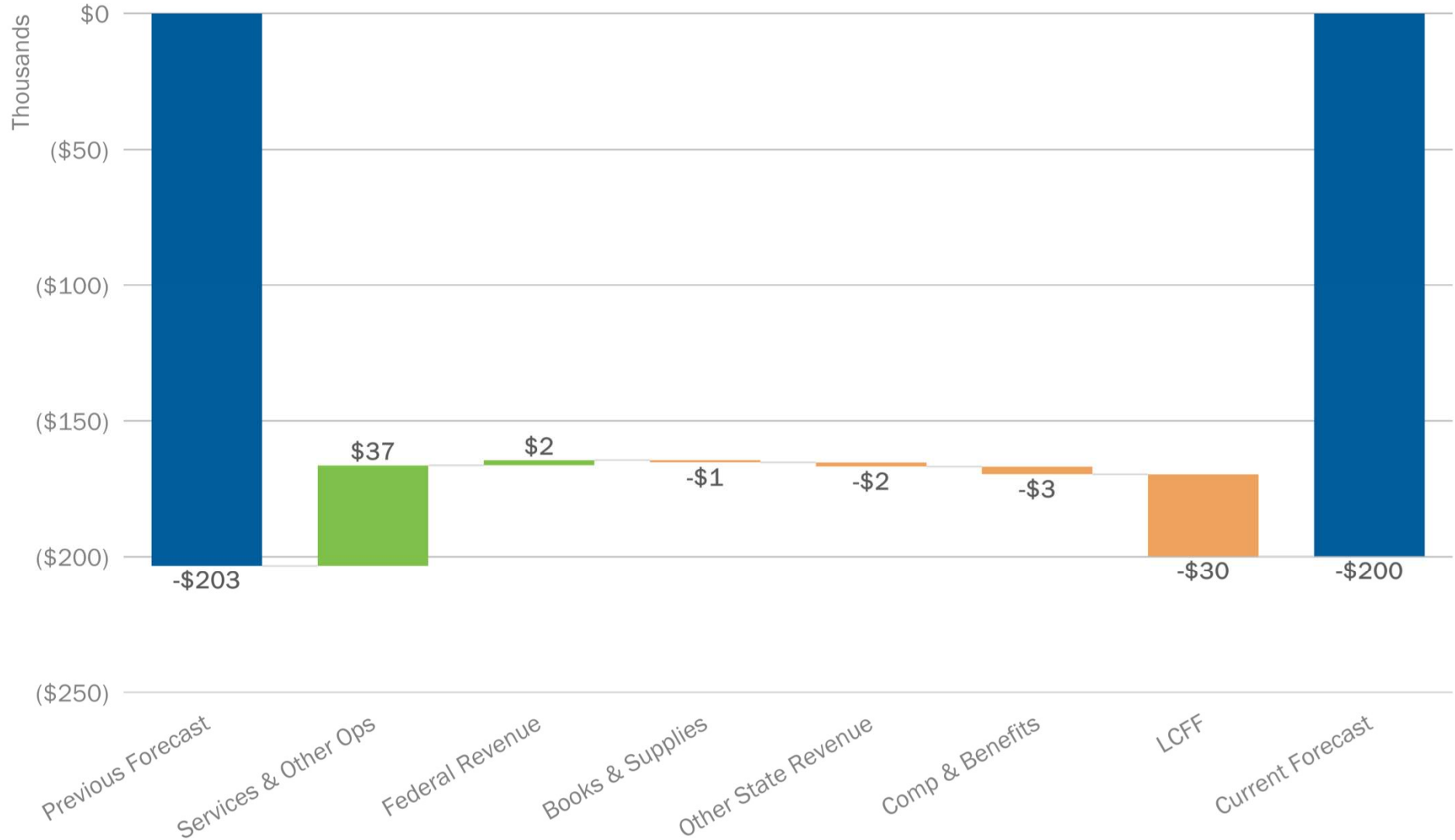
Actuals through 4/30/2022





2021-22 Forecast Update

Loss of LCFF funds due to P2 ADA offset by contingency



Budget Comparison



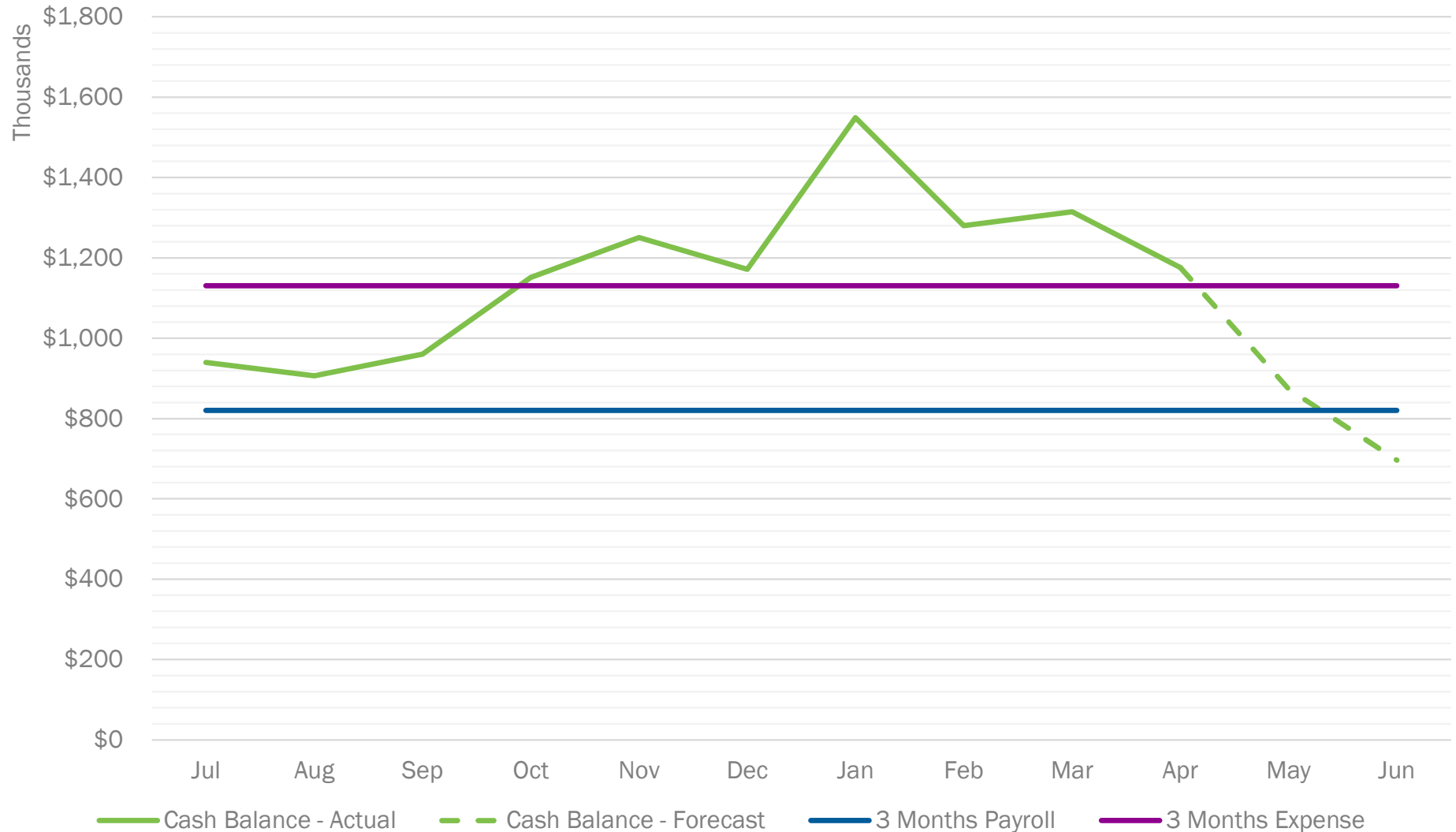
Small increase of \$3k to operating income

		2021-22	2021-22	Variance
		Previous Forecast	Current Forecast	
Revenue	LCFF Entitlement	2,967,924	2,937,753	(30,171)
	Federal Revenue	309,895	311,795	1,900
	Other State Revenues	803,794	802,262	(1,532)
	Local Revenues	62,659	62,659	-
	Fundraising and Grants	208,072	208,072	-
	Total Revenue	4,352,344	4,322,541	(29,803)
	Expenses	Compensation and Benefits	3,278,231	3,281,053
Books and Supplies		204,132	205,012	(880)
Services and Other Operating		1,064,330	1,027,314	37,015
Depreciation		8,986	8,986	-
Other Outflows		-	-	-
Total Expenses		4,555,679	4,522,365	33,314
Operating Income		(203,335)	(199,824)	3,511
Beginning Balance (Audited)	1,422,465	1,422,465	-	
Operating Income	(203,335)	(199,824)	3,511	
Ending Fund Balance (incl. Depreciation)	1,219,130	1,222,641	3,511	
Ending Fund Balance as % of Expenses	26.8%	27.0%	0.3%	



2021-22 Monthly Cash Flow Projection

Cash dips below 3 months payroll at the end of the year



FY23 Budget Updates



May Revise Summary



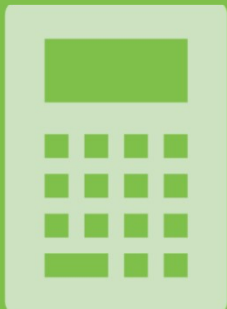
~10% increase in LCFF

- 6.56% statutory COLA, minimum legally required
- Plus, \$2.1B base grant increase



One-Time Discretionary Grant

- \$8B allocated on per pupil basis
- ~ \$1350-1400 per FY22 ADA
- Staffing, student learning, mental health, etc.



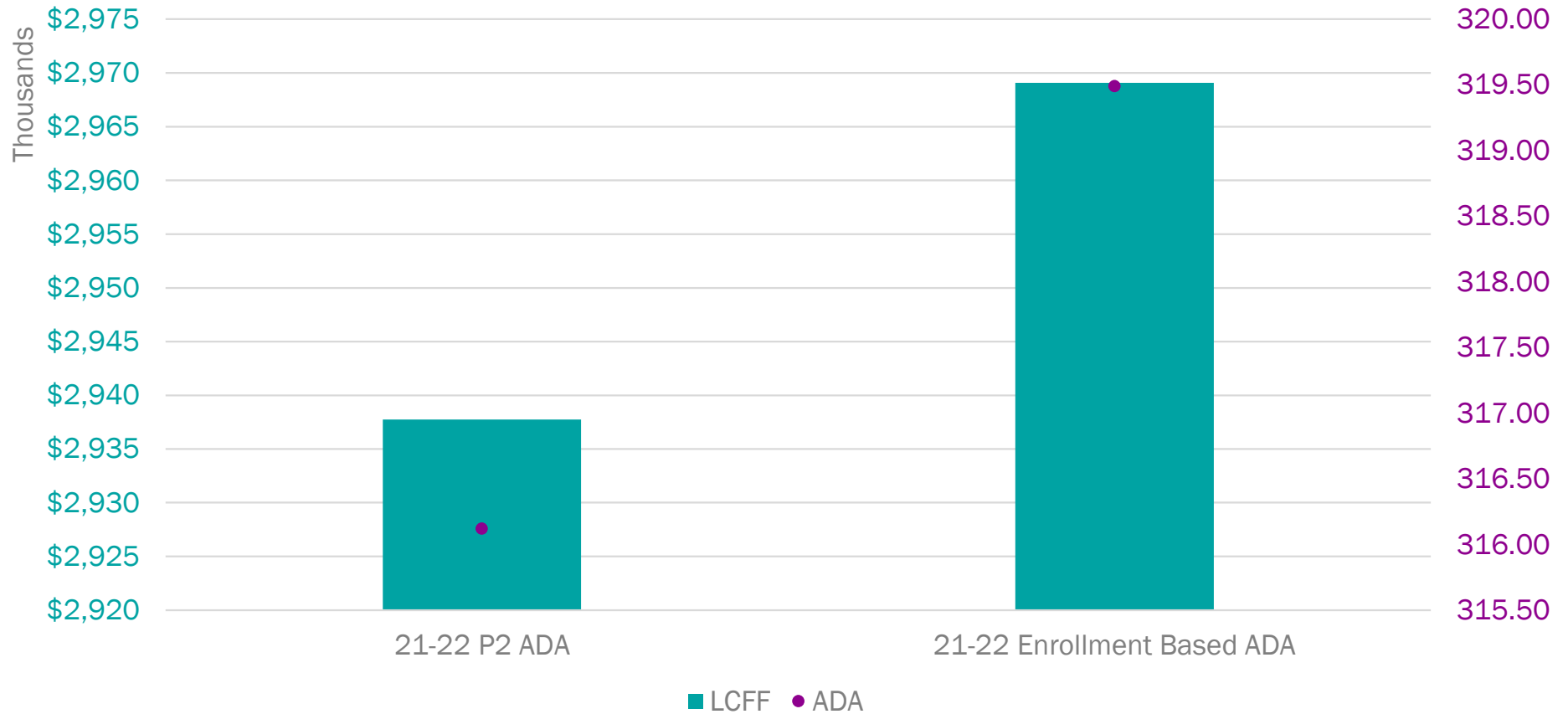
FY22 Flexibility in LCFF Driver – LEA's Choice

- CY Actual ADA – P2 ADA
- PY P2 ADA – FY20 ADA or FY21 Growth Waiver
- CY Enrollment Based ADA – CY CALPADS * (FY20 P2 ADA / FY20 CALPADS Enrollment)



FY22 Enrollment Based Funding

LEAS to choose greater of P2 ADA or CALPADS Enrollment Based ADA



CALPADS based ADA would result in ~\$30k more revenue

May Revise Changes to FY23 Budget



Summary of changes from the May Revise

Revenues	2022-23 Before MR	2022-23 After MR	Variance
LCFF	\$3.675M	\$3.844M	\$169k
One-Time Discretionary Grant	-	\$430k	\$430k
ELO-P	\$199k	\$246k	\$47k
Total	\$3.874M	\$4.52M	\$646k

Cautiously optimistic that Urban could receive an additional \$646k for FY23

Budget Comparison

		2022-23	2022-23	Variance
		Prior Budget Draft	Current Budget Draft	
Revenue	LCFF Entitlement	3,675,544	3,859,802	184,258
	Federal Revenue	506,702	506,702	-
	Other State Revenues	413,760	973,445	559,685
	Local Revenues	62,736	62,736	-
	Fundraising and Grants	168,000	168,000	-
	Total Revenue	4,826,743	5,570,686	743,943
Expenses	Compensation and Benefits	3,680,891	3,823,990	(143,098)
	Books and Supplies	216,537	217,444	(906)
	Services and Other Operating Expenditures	996,572	1,206,315	(209,743)
	Depreciation	8,986	8,986	-
	Other Outflows	-	-	-
	Total Expenses	4,902,987	5,256,735	(353,748)
	Operating Income	(76,244)	313,951	390,195
	Beginning Balance	1,219,130	1,222,641	3,511
	Operating Income	(76,244)	313,951	390,195
Ending Fund Balance (incl. Depreciation)		1,142,885	1,536,592	393,706
Ending Fund Balance as % of Expenses		23.3%	29.2%	5.9%

Coversheet

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

Section: VI. Executive & Governance Committee
Item: A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training
Purpose: Discuss
Submitted by:
Related Material: Board Assessment Report.pdf

FY21-22 Board Assessment

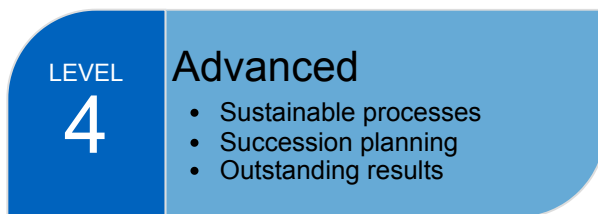
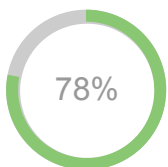
Board Assessment Report

OPENED 7/14/2021





SCHOOL LEADER KF Krishna Feeney

BOARD MEMBERS CG Christina Greenberg DL Davis Leung DW Donald Williams GK Greg Klein
JF Jan Faraguna KF Kara Fortuna MS Maru Salazar SM Sarah Morrill

Completed



LEGEND

-  BOARD Average for all participating board members
-  School Leader One School Leader
-  One individual board member
-  Insufficient Data

Overview

	Board
Board Meetings	LEVEL 4
Board Structure	LEVEL 5
Board Composition	LEVEL 3
Board Recruitment	LEVEL 1
Board Goals & Accountability	LEVEL 1
Finance	LEVEL 4
Development	LEVEL 2
Academic Oversight	LEVEL 4
School Leader Support & Evaluation	LEVEL 4
BoardSavvy School Leader	LEVEL 4

Summary

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Board Meetings				BOARD	
Board Structure					BOARD
Board Composition			BOARD		
Board Recruitment	BOARD				
Board Goals & Accountability	BOARD				
Finance				BOARD	
Development		BOARD			
Academic Oversight				BOARD	
School Leader Support & Evaluation				BOARD	
BoardSavvy School Leader				BOARD	

Board Meetings

Details

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Yearly Meeting Plan		BOARD			
Board Meeting Agenda					BOARD
Board Meeting Materials					BOARD
Board Meeting Content			BOARD		
Board Meeting Facilitation					BOARD
Board Meeting Minutes					BOARD
Board Meeting Evaluation	BOARD				
Open Meeting Law Compliance		BOARD			

Answer key for: Board Meetings

Yearly Meeting Plan	<ul style="list-style-type: none"> • Annually, the board creates a board meeting calendar outlining all the board meetings, retreats, and other important board related dates for the entire year. • The board schedules time for deeper strategy sessions/strategic discussions throughout the year. • The board creates a strategic board calendar that delineates when key decisions need to be made by the board.
Board Meeting Agenda	<ul style="list-style-type: none"> • The board chair and the School Leader work collaboratively to create each board meeting agenda. • They seek input on the agenda from committee chairs. • The board uses a consistent agenda format that delineates topic, duration, associated meeting materials, and the action that will be required.
Board Meeting Materials	<ul style="list-style-type: none"> • Meeting materials (minutes from the previous meeting, reports, financial statements, etc.) are consistently distributed at least three days in advance of the meeting. • Meeting materials are clearly organized, making it clear what trustees need to do to prepare for the board meeting. • All trustees always read the board meeting materials in advance of the meeting.
Board Meeting Content	<ul style="list-style-type: none"> • 90% of board meeting time is focused on setting the strategic direction of the organization, and 10% or less is focused in reacting to immediate issues. • Board meeting presentations/discussions are primarily lead by committee chairs rather than being dominated by the School Leader. • Committees report out only when there is something strategic to discuss (as opposed to an agenda of standard committee reports).
Board Meeting Facilitation	<ul style="list-style-type: none"> • Board meetings run efficiently.
Board Meeting Minutes	<ul style="list-style-type: none"> • The board consistently takes board meeting minutes. • The minutes are a concise record of actions taken by the board (rather than a lengthy transcript). • Committees consistently take meeting minutes. • All minutes comply with your state's open-meeting requirements
Board Meeting Evaluation	<ul style="list-style-type: none"> • Board meetings are evaluated on a consistent basis.
Open Meeting Law Compliance	<ul style="list-style-type: none"> • All trustees have a thorough understanding of the open meetings law. • The board has systems in place to ensure consistent compliance with the open meeting law. • Annually, the board reviews the open meeting law, as a group. • Annually, the board's legal counsel reviews board compliance with the open meeting law. • Monthly, the board secretary reviews open meeting law compliance.

Board Structure

Details

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Bylaws					BOARD
Job Descriptions			BOARD		
Officers					BOARD
Committees					BOARD

Answer key for: Board Structure

Bylaws	<ul style="list-style-type: none"> • The board has a comprehensive set of bylaws. • Annually, the board reviews the bylaws as a group. • Each trustee has a copy of the bylaws for easy reference. • The bylaws state clear term limits to ensure rotation of board members.
Job Descriptions	<ul style="list-style-type: none"> • The board has a clear job description for the full board. • Trustees receive a document that clearly outlines individual trustee performance expectations. • Annually, the board reviews the job description and individual performance expectations.
Officers	<ul style="list-style-type: none"> • The board has a chair, vice-chair, treasurer, and secretary. • Each officer has the necessary skills to do the job well. • Each officer position has a written job description that clearly articulates their roles and responsibilities. • The board has a clear and transparent written process for nominating officers. • There is an exemplary succession planning process for the officer positions.
Committees	<ul style="list-style-type: none"> • There is a written job description for each board committee that has been approved by the full board. • A full board member chairs each committee. • A senior member of the organization’s leadership team staffs each committee. • Each board committee has an adequate number of members to accomplish its goals. • At a minimum, the board has a finance, development (fundraising), governance, and an academic excellence committee.

Board Composition Details



Board Size	BOARD				
Previous Governance Experience	BOARD				
Skills and Expertise			BOARD		
Diversity	BOARD				
Level of Objectivity					BOARD

Answer key for: Board Composition

Board Size	<ul style="list-style-type: none"> • 11 to 15 trustees
Previous Governance Experience	<ul style="list-style-type: none"> • 75% or more of the board have previous governance experience
Skills and Expertise	<ul style="list-style-type: none"> • 100% of the skills needed to govern effectively
Diversity	<ul style="list-style-type: none"> • Board membership reflects the broadest level of ethnic, racial, gender, and geographical diversity. • The diversity of board members heightens the credibility of the board in the broader community's eyes.
Level of Objectivity	<ul style="list-style-type: none"> • The board is able to maintain a very high level of objectivity when governing because: <ul style="list-style-type: none"> ◦ No trustees have any personal or business ties with the School Leader, staff, or each other that could result in a conflict of interest (real or perceived) during decision-making. ◦ Less than 25% of the board members are parents of students currently enrolled in the school. ◦ The School Leader is the only employee of the organization that is a member of the board.

Board Recruitment

Details

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	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Recruitment Plan	BOARD				
Recruitment Process	BOARD				
Board Recruitment Pipeline	BOARD				
Role of the School Leader in Board Recruitment	BOARD				
Orientation	BOARD				

Answer key for: Board Recruitment

Recruitment Plan	<ul style="list-style-type: none"> The board has a targeted three-year profile of the skills and expertise that will be need on the board. The board has a targeted annual board recruitment plan.
Recruitment Process	<ul style="list-style-type: none"> When recruiting new trustees, the board formally assesses: <ul style="list-style-type: none"> Each candidate's skill set to ensure a good fit with the board Whether the candidate truly has enough time to serve on this type of board (i.e., 6 to 10 hours a month) The candidate's philosophical alignment with the school's mission The candidate's ability to participate in group process The board requires a trial period for board candidates by having them serve on a board committee prior to being nominated to the full board. The selection process consistently adheres to a board approved nominating policy and process. There is a standard list of questions asked of all candidates. The strength of each candidate is evaluated numerically on a standard candidate-ranking sheet or scorecard.
Board Recruitment Pipeline	<ul style="list-style-type: none"> Non-board members serve on each board committee.
Role of the School Leader in Board Recruitment	<ul style="list-style-type: none"> The School Leader: <ul style="list-style-type: none"> Actively participates in the creation of the long-term board recruitment plan. Devotes significant time to helping identify, screen, and orient new trustees. Sees board recruitment as a vital leadership role, as the organization's School Leader.
Orientation	<ul style="list-style-type: none"> New trustees receive an effective orientation.

Board Goals & Accountability

Details



Board Goals		BOARD			
Accountability	BOARD				

Answer key for: Board Goals & Accountability

<p>Board Goals</p>	<ul style="list-style-type: none"> • The board has a clear set of goals for the year that clearly delineates how the board will add value to the organization. • The board has an effective and consistent process to measure progress towards achieving annual board goals. • Each board committee has a set of annual goals and an action plan that aligns with the overall board goals for the year. • Substantive committee work happens in between board meetings.
<p>Accountability</p>	<ul style="list-style-type: none"> • Board members are aware of the time commitment expected to be an effective board member. • Each board member is held to the same standards. • 100% of the board members actively contribute to the success of the board. • There is a clear, transparent system to hold each board member accountable for contributing to the group and following through on expectations outlined in the trustee job description. • The work of the full board is evaluated on an annual basis. • The work of individual trustees is evaluated on an annual basis. • An annual individual trustee performance evaluation is used to determine who should be invited to continue to serve on the board.

Finance

Details

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Financial Oversight					BOARD
Financial Policies and Procedures	BOARD				
Financial Controls			BOARD		
Financial Reports					BOARD
Developing Realistic Budgets					BOARD
Board Education			BOARD		
Annual Audit/990		BOARD			
Financial Compliance			BOARD		
Support of the School Leader			BOARD		

Answer key for: Finance

Financial Oversight	<ul style="list-style-type: none"> All trustees have a clear understanding of the economics of your charter organization, including the budget and short- and long-term financial outlook. The board has a clear and consistent process for articulating priorities and mapping financial allocations to them.
Financial Policies and Procedures	<ul style="list-style-type: none"> There is a Financial Policies and Procedures (FPP) manual that is annually revised and reviewed by the Finance Committee. The Financial Policies and Procedures (FPP) manual meets and exceeds your charter authorizer's recommended standards.
Financial Controls	<ul style="list-style-type: none"> The books are closed on a timely basis each month, quarter, and year, without exception. The board's auditors are 100% comfortable with the internal controls (and compensating controls when you do not have enough staff members to divide up the duties). The board-approved financial-control policies provide meaningful checks and balances, which are followed consistently, without exception.
Financial Reports	<ul style="list-style-type: none"> Once a year, the School Leader and the Finance Committee come to an agreement on what types of financial reports will be prepared for board review on an annual, quarterly, and monthly basis. Monthly, the board receives accurate financial reports that include projections through the end of the fiscal year each month or quarter. The financial reports allow the board to track the organization's financial position. Monthly, the Finance Committee reviews financial reports. The Finance Committee always make inquires into and understands the causes of any meaningful variances from the organization's projected budget.
Developing Realistic Budgets	<ul style="list-style-type: none"> Annually, there is a multi-year budget that has been approved by the full board and is revised and re-approved by the board. There is a strong annual budgeting process that involves a healthy dialogue between the School Leader and both the Finance Committee and the full board about resource allocation priorities. The annual budgeting process gets completed in time for the School Leader to make strategic hiring and programmatic decisions for the next year.
Board Education	<ul style="list-style-type: none"> Each trustee is well-versed in the key drivers and sources of revenues for your organization, and the related cash flows. The full board is annually trained by the Finance Committee to read, understand, and interpret the main points of the financial reports. The Finance Committee leads a portion of the new trustee orientation, orienting them to the organization's short and long-term financial health and training them on how to read and interpret financial reports.
Annual Audit/990	<ul style="list-style-type: none"> The organization always, without exception, receives an unqualified opinion and very few or no recommendations in the audit's management letter. If/when recommendations are received; they are always resolved and noted as completed in the subsequent management letter, without exception. The organization's completed 990 is reviewed/signed off by the Finance Committee and sent to the IRS on a timely basis, and shared annually with the full board, always and without exception.
Financial Compliance	<ul style="list-style-type: none"> The board is 100% confident that the organization's management team is properly handling restricted grants. The management provides the Finance Committee with a detailed checklist of all of management's deliverables and reports to various agencies, authorizers, and auditors. The Finance Committee annually confirms that the deliverables and reports to various agencies, authorizers, and auditors are completed/submitted accurately and on a timely basis.

Support of the School Leader

- The Finance Committee has an outstanding relationship with the School Leader, and is it able to actively help her/him develop their skills in overseeing the financial health of the organization.
- Recognizing that the members of the Finance Committee typically have more financial experience than the School Leader, the Finance Committee annually helps the School Leader assess whether the organization has an adequate number of staff members supporting the operational and financial needs of the organization.
- Annually, the Finance Committee assists the School Leader in setting strategic goals about:
 - Strengthening the staffing that supports the smooth finance and operations of the school
 - Strengthening the financial systems of the organization

Development

Details

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Philosophical Alignment				BOARD	
Strategic Fund Development Plan	BOARD				
Accountability		BOARD			
Board Training	BOARD				

Answer key for: Development

Philosophical Alignment	<ul style="list-style-type: none"> The board and the School Leader are philosophically aligned about the role of the board in fundraising. There are written expectations outlining the role of trustees in fundraising that are agreed to annually and understood and accepted by all trustees. The board has discussed subsidizing the public funding of the organization with private funds and is in agreement about how much to raise, why it is to be raised, and over what period of time.
Strategic Fund Development Plan	<ul style="list-style-type: none"> There is a board approved, written, multi-year fund development plan. The multi-year fund development plan is realistic. All trustees understand the strategic fund development plan. The strategic fund development plan clearly delineates the role of the full board, the development committee, the School Leader, and the development staff (if they exist) in achieving the plan. There are adequate staff and financial resources to achieve the strategic fund development plan.
Accountability	<ul style="list-style-type: none"> All trustees feel the fundraising expectations placed on trustees is realistic. There is an effective system in place for holding each trustee accountable to completing the fundraising tasks to which he or she has committed.
Board Training	<ul style="list-style-type: none"> There is a comprehensive board training and education program in place to help trustees be more effective at completing their fundraising assignments.

Academic Oversight

Details



	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Clarity of Vision		BOARD			
Roadmap		BOARD			
Charter Obligations					BOARD
Standardized Testing					BOARD
Comparative Data			BOARD		
Board Education					BOARD

Answer key for: Academic Oversight

Clarity of Vision	<ul style="list-style-type: none"> • Each trustee understands what academic excellence means at your organization. • The board and the School Leader have a written, shared definition of academic excellence.
Roadmap	<ul style="list-style-type: none"> • There is a clear understanding between the board and the School Leader about what the organization is doing towards reaching its defined vision of excellence. • The board and the School Leader agree on the next key steps the organization will take this year to get closer towards this vision.
Charter Obligations	<ul style="list-style-type: none"> • The full board knows the key academic promises that have been made to your authorizer in your charter. • There is a clear and consistent way to measure progress towards reaching the academic goals spelled out in the charter(s) and the accountability plan(s).
Standardized Testing	<ul style="list-style-type: none"> • All trustees know which standardized tests are administered at the school. • All trustees understand what each standardized test measures. • The board receives clear and consistent reporting on standardized test results. • Each trustee knows if interim assessments are administered at the school. • The board receives clear and consistent reporting on interim test results.
Comparative Data	<ul style="list-style-type: none"> • The School Leader compares the organization's academic results with the results of the district. • The School Leader compares the organization's academic results with the results of comparative charter schools. • The School Leader has identified a successful school to benchmark against with the goal to meet or exceed that school's results.
Board Education	<ul style="list-style-type: none"> • The board has an Academic Excellence Committee that helps the board conduct effective oversight of the academic program. • The Academic Excellence Committee works closely with the School Leader to design an annual program that educates the board about key strategies to close the achievement gap/deliver academic excellence, as well as other unique aspects of the organization's mission.

School Leader Support & Evaluation

Details

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	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Governance/Management	BOARD				
Partnership with School Leader					BOARD
School Leader Evaluation				BOARD	
School Leader Support					BOARD

Answer key for: School Leader Support & Evaluation

Governance/Management	<ul style="list-style-type: none"> • The full board is clear about the key organizational decisions that need to be made this year. • Each trustee is clear about their role as a board member vs. the role of the School Leader in making these decisions. • Each board committee has a chart that describes the responsibilities of the full board, the committee, and the School Leader.
Partnership with School Leader	<ul style="list-style-type: none"> • There is a strong working relationship with the School Leader, built on mutual trust and respect. • There is a strong partnership between the board chair and the School Leader. • The board chair and School Leader communicate effectively with each other on a regular basis.
School Leader Evaluation	<ul style="list-style-type: none"> • Annually, the board approves clear performance metrics for the School Leader. • There is a clear and consistent process for evaluating the School Leader on an annual basis. • The School Leader has an up-to-date job description. • Annually, the board partners with the School Leader to objectively gauge parent satisfaction. • Annually, the board partners with the School Leader to objectively gauge teacher satisfaction.
School Leader Support	<ul style="list-style-type: none"> • The board has a clear and consistent process for providing coaching, feedback, and support to the School Leader. • The full board speaks with one voice to the School Leader regarding their performance (expectations and implementation).

BoardSavvy School Leader

Details

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Governance Knowledge		BOARD			
Governance Prioritized				BOARD	
Board Education					BOARD
Setting Strategic Direction				BOARD	
Communication					BOARD
Succession Planning	BOARD				

Answer key for: BoardSavvy School Leader

<p>Governance Knowledge</p>	<ul style="list-style-type: none"> • A BoardSavvy School Leader: <ul style="list-style-type: none"> ◦ Has a strong understanding of effective governance best practice ◦ Annually completes professional development on governance ◦ Reads extensively about board governance issues ◦ Serves on another board outside of his or her organization
<p>Governance Prioritized</p>	<ul style="list-style-type: none"> • A BoardSavvy School Leader: <ul style="list-style-type: none"> ◦ Sees developing and maintaining the board as one of his or her primary responsibilities ◦ Devotes significant time to helping the board run effectively ◦ Ensures that each board committee is appropriately staffed, either by the School Leader or another senior staff member ◦ Includes governance training as a key component of professional development for senior staff
<p>Board Education</p>	<ul style="list-style-type: none"> • A BoardSavvy School Leader: <ul style="list-style-type: none"> ◦ Systematically and continually educates the board about key elements of running an exceptional charter school or network of schools ◦ Educates the board about the key issues the charter authorizer uses to judge the organization's performance ◦ Educates the board about the charter renewal process ◦ Educates the board about state and national measures of academic success
<p>Setting Strategic Direction</p>	<ul style="list-style-type: none"> • A BoardSavvy School Leader: <ul style="list-style-type: none"> ◦ Has a clear strategic vision for the organization ◦ Assists the board in clarifying the most important things they can do to help achieve the strategic vision
<p>Communication</p>	<ul style="list-style-type: none"> • A BoardSavvy School Leader: <ul style="list-style-type: none"> ◦ Communicates clearly and effectively with the board ◦ Always sends out clear, well-organized materials in advance of the board meeting ◦ Provides the board with annual metrics on which to measure their individual and organization-wide performance
<p>Succession Planning</p>	<ul style="list-style-type: none"> • A BoardSavvy School Leader: <ul style="list-style-type: none"> ◦ · Partners with the board to develop an agreed upon a short-term/emergency succession plan for the School Leader position, that is well documented and reviewed annually ◦ · Annually discusses long-term succession management plan for the organization with the board

Please provide any additional comments, questions and concerns.



I wish there was a sometimes option instead of just I don't know.



I am new, so some things might happen that I am unaware of.

Generated on May 16, 2022 at 1:07 PM PDT by Greg Klein

Coversheet

Approve Minutes from April 28, 2022 Regular Meeting

Section: VII. Other Business
Item: B. Approve Minutes from April 28, 2022 Regular Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on April 28, 2022

APPROVED



Urban Montessori Charter School

Minutes

Regular Board Meeting

Date and Time

Thursday April 28, 2022 at 6:15 PM

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 board@urbanmontessori.org to be shared by the Board's Secretary 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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+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

Find your local number: <https://us02web.zoom.us/j/k1Y3eQWvA>

Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553; 3125 School Street, Oakland, CA 94602; 5701 Oak Grove Ave, Oakland, CA 94618; 3385 Herrier Street Oakland, CA 94602

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.

Members: Jan Faraguna, Kara Fortuna, Christina Greenberg, Greg Klein, Davis Leung, Sarah Morrill, Maru Salazar, Donald Williams

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](#).

Directors Present

D. Leung (remote), D. Williams, G. Klein, J. Faraguna (remote), K. Fortuna

Directors Absent

C. Greenberg, M. Salazar, S. Morrill

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 Apr 28, 2022 at 6:23 PM.

B. Record Attendance

C. Review of Action/Discussion Items

No changes needed.

D. Board and Community Appreciations

Kara appreciated all the parent volunteers for their help with the plant sale.

Jan appreciated Greg for some thought partnership.

Jan appreciated Daniel for digging into survey data.

Greg appreciated the staff here holding things down while Admin leaders are on their trip.

Greg appreciated Sita and others for all their work to get Moveathon moving.

E. Board Member Comment

None.

F. Presentations from the Floor

No public comment on items not on the agenda.

II. Head of School Report

A. Head of School Report

Greg shared Krishna's Head of School report -- the files are attached to the agenda. The report covered recent and upcoming events, including ACOE's recent site visit. Movathon is May 14th and end of year is about to start, including ELPAC and SBAC. Admin team is currently at a leadership retreat. Trainings completed with NCMPS, PMAI, and Embracing Equity, including English Language Development training. The report shared photos from the classrooms. Enrollment continues to look good and on track, and the county unanimously approved our enrollment related material revision. A new Director of Expanded Learning was recently hired - welcome!

LCAP document is available for public comment and questions -- linked in all agendas. Goals staying consistent, and actions get updated each year.

No public comments or questions.

III. Finance Committee

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

Greg shared the committee's report. The committee did not meet in April. Edtec's monthly report showed a positive improvement in the forecasted one-time deficit, an improvement of over 20% since the last forecast. Cash forecast remains OK through end of year, but slips below our three-month cash-on-hand goal near the end of the fiscal year.

On budget development, still waiting for the May revise, but with recent forecasted changes to retirement contributions, we have so more work to do in May after the revise to ensure the budget is balanced.

Davis shared that there's been no new information about any hold harmless passing for this current fiscal year.

No public comments on this item.

IV. Academic Oversight Committee

A. Discussion Item - Committee Report

Jan gave the committee's report. Jan presented information from the Panorama Survey, and the slides are in the "other files" of this meeting on BoardOnTrack. Climate of support for learning highest rated by students. Safety is one of lowest rated areas for students overall, and lower for Black and Latinx students. Families overall rate school-wide communication and sense of belonging very highly, and slightly lower by Black and Latinx families. Results will continue to be discussed at upcoming FAC and ELAC. Admin identified Upper Elementary recess as a time leading to safety-related issues and are concentrating their change-making efforts there to address the survey results. Past efforts have gone into better school-wide communication, which resulted in higher survey results in that area.

The committee also discussed the updated English Language Learner Policy, which is on the agenda later.

No public comments on this item.

V. Family Advisory Council

A. Discussion Item - Committee Report

Kara gave the FAC report. Met in April and next meet on May 17th. Last coffee of the year is May 20th. On fundraising, the Plant/Bake sale raised about \$2500. Moveathon is coming up on May 14th. On other items, there was a scheduling conflict with Dr. Rogers-Ard, and the FAC is starting to think about additional parent learning options for next year. FAC and Families Unidas are discussing an upcoming community meeting. Donald asked about any prior issues specific to the BIPOC community and Kara responded that yes issues are brought up, including at last Spring's listening session.

No other questions or public comments.

VI. Executive & Governance Committee

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

David shared the committee report. They discussed the Head of School's evaluation process and Davis reminded members to finish their Board Assessment survey. Sarah is going to take the baton from Jan on exit interview process.

Davis reminded folks to complete their Form 700 if not already done.

Anna shared an appreciation for formalizing the Exit Interview work. No other questions or public comments.

B. Board and committee officers and members

No changes needed. No public comments on this item.

VII. Other Business

A. Oakland and California Updates

Greg reiterated about the county approving enrollment-related material revisions for a handful of charter-run schools. The county board also revisited its decision related to Yu Ming and approved their facilities-related material revision. Greg shared about the one-day strike in OUSD scheduled for tomorrow (Friday) in opposition to school closures.

No questions or public comments.

B. Approve Minutes from March 24, 2022 Regular Meeting

K. Fortuna made a motion to approve the minutes from Regular Board Meeting on 03-24-22.

J. Faraguna seconded the motion.

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

Roll Call

K. Fortuna	Aye
S. Morrill	Absent
M. Salazar	Absent
D. Williams	Aye
J. Faraguna	Aye
D. Leung	Aye
C. Greenberg	Absent
G. Klein	Aye

C. Action Item - Vote on General Consent Report

D. Leung made a motion to approve the General Consent Report.

K. Fortuna seconded the motion.

no questions or public comments.

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

Roll Call

C. Greenberg	Absent
D. Leung	Aye
M. Salazar	Absent
G. Klein	Aye
K. Fortuna	Aye
J. Faraguna	Aye

Roll Call

S. Morrill Absent
D. Williams Aye

D. Collect New Business items for Future Meetings

None at this time.

VIII. Closed Session

A. Closed Session Items

The Board went into closed session at 7:08pm on Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

At 7:08pm, the Board went into closed session on Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

IX. Return to Open Session

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

The Board returned to open session at 7:17pm. No actions were taken.

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 7:17 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- HOS April 2022 Board Report.pdf
- UMCS_April_2022_Cash_Flow_-_Finance_Committee.pdf
- UMCS_April_Finance_Committee_Presentation.pdf
- UMCS_April_2022_Financials_-_Finance_Committee.pdf
- 2022-4-28 FAC Board Report.pptx.pdf

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.

FOR MORE INFORMATION For more information concerning this agenda or for materials relating to this meeting, please contact UMCS at 4551 Steele Street, Oakland, CA 94619 or board@urbanmontessori.org. All materials are available via the Governance Section of our website: <http://www.urbanmontessori.org/governance> or directly via our [BoardOnTrack public portal](#).