



Urban Montessori Charter School

Regular Board Meeting

Published on June 17, 2022 at 3:29 PM PDT
Amended on June 22, 2022 at 7:08 PM PDT

Date and Time

Thursday June 23, 2022 at 5:30 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

One tap mobile

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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

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			5:30 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

5:58 PM

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

A. Head of School Report	Discuss	Krishna Feeney	25 m
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Report topics this meeting **may** include:

1. Recent and upcoming events
2. Recent and upcoming Professional Learning
3. Instructional Updates
4. Enrollment and Application Updates
5. Staffing Updates

III. LCAP and Budget for 2022-2023 **6:23 PM**

A. Report on Local Indicators	Vote	Krishna Feeney	5 m
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This information is included in the next version of the California School Dashboard, and included in the development of our LCAP.

Local Indicator Response is [here](https://docs.google.com/document/d/1jxTngPIGXh4WATgT-UhP6FTw5wIRqOf1/edit#heading=h.gjdgxs):
<https://docs.google.com/document/d/1jxTngPIGXh4WATgT-UhP6FTw5wIRqOf1/edit#heading=h.gjdgxs>

B. Local Control and Accountability Plan 2022-2023	Vote	Krishna Feeney	5 m
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[2022-2023 LCAP](#), including the Budget Overview for Parents. An updated Federal Addendum is not required for UMCS at this time.

C. Budget 2022-2023	Vote	Krishna Feeney	5 m
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IV. Finance Committee **6:38 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 May 31, 2022 is available here attached to the agenda or in the "Other files" section of this meeting.

V. Academic Oversight Committee **6:43 PM**

A. Discussion Item - Committee Report	Discuss	Jan Faraguna	15 m
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VI. Family Advisory Council **6:58 PM**

A. Discussion Item - Committee Report	Discuss	Kara Fortuna	5 m
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VII. Executive & Governance Committee **7:03 PM**

A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training	Discuss	Christina Greenberg	10 m
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	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Celebrating our Board Members completing their terms of service • Form 700 • Board member recruitment • Leader evaluation process updates • Board Clearance process 			

B. Annual Board Officer Role Organization	Vote	Greg Klein	5 m
The board will nominate and elect for 2022-2023 a Chair, Vice-Chair, Treasurer (Finance Chair), Secretary, and also committee chairs, and committee members.			

Proposal for roles as of July 1, 2022 is [here](#).

VIII. Other Business 7:18 PM

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

B. Approve Minutes from May 26, 2022 Regular Meeting	Approve Minutes	Greg Klein	1 m
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C. Action Item - Vote on General Consent Report	Vote	Davis Leung	3 m
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General Consent Report for June 23, 2022

1. [UMCS Family Handbook](#) [update]
2. [UMCS Employee Handbook](#) [update]
3. [UMCS Board Bylaws](#) [update]
4. [UMCS Board Book](#) [update]
5. [Annual Notices to Families](#) [update]
6. CharterSafe 2022-2023 Renewal
7. FY 2022-2023 Education Protection Account (EPA) Resolution and Spending Plan
8. [Rehabilitation ACT \(504\) & Special Education Policy](#) [update]
9. [UMCS Student Free Speech](#) [update]
10. [Universal Pre-K Planning Template Required Questions](#)
11. Expanded Learning Opportunity Program Plan
12. [The Lunch Master](#), School Lunch contract

[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
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IX. Closed Session 7:37 PM

A. Closed Session Items	Discuss	Davis Leung	30 m
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1. Public Employee Performance Evaluation - Head of School
2. Public Employment - Head of School

	Purpose	Presenter	Time
<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>			

X. Return to Open Session 8:07 PM

A. Report out of any closed session action(s)	Vote	Davis Leung	1 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.

B. Public Employment - Salary Adjustment	Vote	Davis Leung	5 m
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A discussion and public vote at a Regular meeting to adjust the compensation of the Head of School.

XI. Closing Items 8:13 PM

A. Adjourn Meeting	FYI	Davis Leung	1 m
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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

Budget 2022-2023

Section: III. LCAP and Budget for 2022-2023
Item: C. Budget 2022-2023
Purpose: Vote
Submitted by:
Related Material: UMCS - FY23 Budget June 2022 Board Meeting.pdf

Urban Montessori
Multi-year Projection
As of May FY2022

	Year 1	Year 2	Year 3	Year 4
	2021-22	2022-23	2023-24	2024-25
SUMMARY				
Revenue				
LCFF Entitlement	2,937,753	3,833,476	4,409,406	4,564,820
Federal Revenue	311,795	499,411	195,810	204,355
Other State Revenues	802,262	1,130,345	681,411	708,213
Local Revenues	62,659	59,584	59,584	59,584
Fundraising and Grants	208,072	190,000	90,000	90,000
Total Revenue	4,322,541	5,712,817	5,436,211	5,626,972
Expenses				
Compensation and Benefits	3,270,408	3,934,949	3,967,015	4,098,142
Books and Supplies	196,093	410,800	242,670	245,409
Services and Other Operating Expenditures	1,032,985	1,296,489	1,104,279	1,137,622
Depreciation	8,986	8,986	8,986	8,986
Other Outflows	-	-	-	-
Total Expenses	4,508,472	5,651,224	5,322,949	5,490,158
Operating Income	(185,931)	61,592	113,261	136,814
Fund Balance				
Beginning Balance (Unaudited)	1,422,465	1,236,534	1,298,126	1,411,387
Audit Adjustment	-	-	-	-
Beginning Balance (Audited)	1,422,465	1,236,534	1,298,126	1,411,387
Operating Income	(185,931)	61,592	113,261	136,814
Ending Fund Balance	1,236,534	1,298,126	1,411,387	1,548,201
Total Revenue Per ADA	13,674	15,130	13,136	13,658
Total Expenses Per ADA	14,262	14,967	12,862	13,326
Operating Income Per ADA	(588)	163	274	332
Fund Balance as a % of Expenses	27%	23%	27%	28%

Urban Montessori
Multi-year Projection
As of May FY2022

	Year 1	Year 2	Year 3	Year 4
	2021-22	2022-23	2023-24	2024-25
Key Assumptions				
Enrollment Breakdown				
TK	13	37	45	45
K	42	45	45	45
1	34	45	43	42
2	57	39	43	41
3	52	56	43	41
4	40	49	55	42
5	35	40	49	53
6	40	39	44	48
7	17	39	39	43
8	19	17	39	43
Total Enrolled	349	406	445	443
ADA %				
K-3	90.2%	93.0%	93.0%	93.0%
4-6	90.4%	93.0%	93.0%	93.0%
7-8	93.2%	93.0%	93.0%	93.0%
Average ADA %	90.6%	93.0%	93.0%	93.0%
ADA				
K-3	179	206	204	199
4-6	104	119	138	133
7-8	34	52	73	80
Total ADA	316	378	414	412
Demographic Information				
CALPADS Enrollment (for unduplicated % calc)	349	406	445	443
# Unduplicated (CALPADS)	120	140	153	152
# Free & Reduced Lunch (CALPADS)	92	107	117	116
# ELL (CALPADS)	53	62	68	68
New Students	-	57	39	-
School Information				
FTE's	39.6	44.3	44.3	44.3
Teachers	30	31	31	31
Certificated Pay Increases	2%	5%	3%	3%
Classified Pay Increases	2%	5%	3%	3%
# of school days	-	-	-	-
Default Expense Inflation Rate		3%	3%	3%

Urban Montessori
Multi-year Projection
As of May FY2022

	Year 1	Year 2	Year 3	Year 4
	2021-22	2022-23	2023-24	2024-25
REVENUE				
LCFF Entitlement				
8011 Charter Schools General Purpose Entitlement - State Aid	1,322,696	1,904,420	2,295,046	2,459,963
8012 Education Protection Account Entitlement	719,173	858,994	941,509	937,277
8096 Charter Schools in Lieu of Property Taxes	895,884	1,070,062	1,172,851	1,167,580
SUBTOTAL - LCFF Entitlement	2,937,753	3,833,476	4,409,406	4,564,820
Federal Revenue				
8181 Special Education - Entitlement	55,006	43,625	50,750	55,625
8220 Child Nutrition Programs	53,436	73,080	82,503	84,596
8291 Title I	41,403	42,645	43,924	45,242
8292 Title II	8,137	8,381	8,633	8,892
8294 Title IV	10,000	10,000	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	499,411	195,810	204,355
Other State Revenue				
8381 Special Education - Entitlement (State	251,741	292,439	302,730	328,935
8382 Special Education Reimbursement (State	58,331	21,600	21,600	21,600
8520 Child Nutrition - State	2,618	3,045	3,438	3,525
8550 Mandated Cost Reimbursements	6,474	5,798	7,299	8,252
8560 State Lottery Revenue	75,280	89,916	98,553	98,110
8590 All Other State Revenue	316,476	587,481	117,724	117,724
8593 Expanded Learning Opportunities Program	91,342	130,067	130,067	130,067
SUBTOTAL - Other State Revenue	802,262	1,130,345	681,411	708,213
Local Revenue				
8634 Food Service Sales	3,075	-	-	-
8702 Oakland Measure G1	59,584	59,584	59,584	59,584
SUBTOTAL - Local Revenue	62,659	59,584	59,584	59,584
Fundraising and Grants				
8801 Walkathon	25,000	50,000	50,000	50,000
8802 Private Grants	122,384	25,000	25,000	25,000
8803 All In for Learning	25,000	100,000	-	-
8811 Fall Campaign	4,984	-	-	-
8812 Other Fundraising (Movie Night, Apparel, etc)	27,704	-	-	-
8814 Field Trips Donations	3,000	15,000	15,000	15,000
SUBTOTAL - Fundraising and Grants	208,072	190,000	90,000	90,000
TOTAL REVENUE	4,322,541	5,712,817	5,436,211	5,626,972

Urban Montessori
Multi-year Projection
As of May FY2022

		Year 1	Year 2	Year 3	Year 4
		2021-22	2022-23	2023-24	2024-25
EXPENSES					
Compensation & Benefits					
Certificated Salaries					
1100	Lead Teacher Salaries	920,703	1,072,001	1,039,271	1,070,449
1148	Special Ed Teacher Salaries	336,502	349,210	350,416	360,929
1150	Support Teacher Salaries	573,226	656,289	675,978	696,257
1170	Measure G1 Stipends	59,584	58,000	58,000	58,000
1300	Certificated Supervisor & Administrator Salaries	243,735	267,350	275,371	283,632
SUBTOTAL - Certificated Salaries		2,133,749	2,402,850	2,399,036	2,469,267
Classified Salaries					
2100	Distance Learning Support Staff	56,234	65,354	67,315	69,334
2102	Student Support Staff	136,273	231,572	238,519	245,675
2300	Classified Supervisor & Administrator Salaries	15,712	112,398	115,770	119,243
2400	Classified Clerical & Office Salaries	174,610	180,411	185,823	191,398
2900	Classified Substitutes	38,244	46,771	48,174	49,620
SUBTOTAL - Classified Salaries		421,072	636,506	655,601	675,269
Employee Benefits					
3100	STRS	322,067	425,134	423,724	436,436
3300	OASDI-Medicare-Alternative	77,429	94,509	96,136	98,887
3400	Health & Welfare Benefits	273,291	327,692	344,076	361,280
3500	Unemployment Insurance	12,142	11,734	11,734	19,215
3600	Workers Comp Insurance	30,658	36,524	36,708	37,788
SUBTOTAL - Employee Benefits		715,587	895,593	912,377	953,605
Books & Supplies					
4100	Approved Textbooks & Core Curricula Materials	9,686	100,000	25,000	25,750
4200	Books & Other Reference Materials	1,030	1,000	1,030	1,061
4320	Educational Software	2,615	9,000	9,270	9,548
4325	Instructional Materials & Supplies	17,047	7,500	7,725	7,957
4326	Art & Music Supplies	785	5,000	5,150	5,305
4330	Office Supplies	5,000	5,000	5,150	5,305
4335	PE Supplies	1,034	2,000	2,060	2,122
4340	SpEd Materials & Supplies	2,611	2,000	2,060	2,122
4400	One-Time Funding Expense	-	100,000	-	-
4410	Classroom Furniture, Equipment & Supplies	11,900	10,000	7,000	7,210
4420	Computers: individual items less than \$5k	21,080	17,500	17,620	14,244
4430	Non Classroom Related Furniture, Equipment & Supplies	2,060	10,000	2,500	2,575
4700	Snacks	10,365	15,000	15,450	15,914
4710	Student Food Services	104,700	121,800	137,505	140,994
4720	Other Food	6,180	5,000	5,150	5,305
SUBTOTAL - Books and Supplies		196,093	410,800	242,670	245,409
Services & Other Operating Expenses					
5215	Travel - Mileage, Parking, Tolls	2,161	1,662	1,712	1,763
5305	Dues & Membership - Professional	18,990	19,000	19,570	20,157
5450	Insurance - Other	70,962	73,330	75,530	77,796
5515	Janitorial, Gardening Services & Supplies	84,700	100,000	103,000	106,090
5520	Security	22,000	22,660	10,000	10,300
5535	Utilities - All Utilities	53,500	55,105	56,758	58,461
5605	Equipment Leases	13,200	13,596	14,004	14,424
5610	Rent	146,708	146,708	146,708	146,708
5615	Repairs and Maintenance - Building	2,959	20,000	20,600	21,218

Urban Montessori
Multi-year Projection
As of May FY2022

	Year 1	Year 2	Year 3	Year 4
	2021-22	2022-23	2023-24	2024-25
5803 Accounting Fees	22,982	23,672	24,382	25,113
5805 Administrative Fees	6,577	6,775	6,978	7,187
5809 Banking Fees	637	656	675	696
5812 Business Services	118,000	122,000	126,880	131,955
5815 Consultants - Instructional	2,575	5,000	5,150	5,305
5820 Consultants - Non Instructional - Custom 1	50,000	-	-	-
5824 District Oversight Fees	29,378	39,485	46,779	49,881
5826 Directors Contingency	-	253,612	45,417	48,428
5827 Middle School Program expenses (8816 offset)	-	1,918	1,976	2,035
5830 Field Trips Expenses	3,090	50,000	51,500	53,045
5833 Fines and Penalties	3,801	1,000	1,030	1,061
5836 Fingerprinting	1,643	1,692	1,743	1,795
5839 Fundraising Expenses	11,334	11,674	12,024	12,385
5845 Legal Fees	55,000	50,000	51,500	53,045
5851 Marketing and Student Recruiting	9,993	10,000	10,300	10,609
5857 Payroll Fees	6,551	6,747	6,950	7,158
5860 Printing and Reproduction	1,000	1,030	1,061	1,093
5861 Prior Yr Exp (not accrued)	(9,523)	-	-	-
5863 Professional Development	35,656	69,000	71,070	73,202
5869 Special Education Contract Instructors	150,000	90,000	92,700	95,481
5875 Staff Recruiting	3,205	4,000	4,120	4,244
5878 Student Assessment	8,253	13,000	8,500	8,755
5880 Student Health Services	6,041	6,000	6,180	6,365
5881 Student Information System	36,587	25,000	25,750	26,523
5884 Substitutes	15,000	15,450	15,914	16,391
5887 Technology Services	27,000	13,000	13,390	13,792
5910 Communications - Internet / Website Fees	8,400	8,652	8,912	9,179
5915 Postage and Delivery	3,296	3,395	3,497	3,602
5920 Communications - Telephone & Fax	11,330	11,670	12,020	12,381
SUBTOTAL - Services & Other Operating Exp.	1,032,985	1,296,489	1,104,279	1,137,622
Depreciation Expense				
6900 Depreciation	8,986	8,986	8,986	8,986
SUBTOTAL - Depreciation Expense	8,986	8,986	8,986	8,986
Other Outflows				
SUBTOTAL - Other Outflows	-	-	-	-
TOTAL EXPENSES	4,508,472	5,651,224	5,322,949	5,490,158

Coversheet

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

Section: IV. Finance Committee
Item: A. Discussion Item - Committee Report, including year to date financial report
Purpose: Discuss
Submitted by:
Related Material: UMCS - FY23 Cash Flow June 2022 Board Meeting.pdf
UMCS June 2022 Board Meeting Presentation.pdf

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

	2022-23													Forecast	Remaining Balance
	Actuals						Forecast								
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast			
Beginning Cash	657,044	1,164,216	821,253	610,506	652,304	501,418	416,680	655,022	535,443	540,751	926,831	912,683			
REVENUE															
LCFF Entitlement	-	80,824	134,577	432,782	217,153	217,153	396,946	217,153	319,055	715,526	339,125	339,125	3,833,476	424,057	
Federal Revenue	-	-	80,420	-	22,565	87,728	7,308	22,565	87,728	29,121	22,565	87,728	499,411	51,685	
Other State Revenue	23,426	23,426	38,896	33,496	33,800	44,998	281,346	60,760	47,340	41,940	110,966	47,340	1,130,345	342,614	
Other Local Revenue	-	-	-	-	-	-	-	-	-	-	-	59,584	59,584	-	
Fundraising & Grants	8,333	8,333	12,333	12,333	12,333	12,333	20,667	20,667	20,667	20,667	20,667	20,667	190,000	-	
TOTAL REVENUE	31,759	112,583	266,226	478,611	285,851	362,212	706,267	321,144	474,789	807,253	493,322	554,444	5,712,817	818,355	
EXPENSES															
Certificated Salaries	38,074	218,922	200,290	200,290	200,290	213,452	226,922	200,290	200,290	200,290	258,290	245,452	2,402,850	-	
Classified Salaries	24,401	55,646	55,646	55,646	55,646	55,646	55,646	55,646	55,646	55,646	55,646	55,646	636,506	-	
Employee Benefits	73,852	78,452	78,386	74,866	74,279	76,813	84,099	74,866	74,866	70,855	82,019	52,241	895,593	-	
Books & Supplies	27,458	28,133	33,604	33,944	34,152	32,833	32,833	32,833	32,833	32,833	44,631	24,416	410,800	20,300	
Services & Other Operating Expenses	69,004	75,493	110,148	84,663	73,471	110,148	69,525	78,191	106,202	62,651	67,985	120,842	1,296,489	268,166	
Capital Outlay & Depreciation	749	749	749	749	749	749	749	749	749	749	749	749	8,986	-	
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL EXPENSES	233,538	457,395	478,822	450,157	438,586	489,640	469,774	442,573	470,585	423,023	509,320	499,345	5,651,224	288,466	
Operating Cash inflow (Outflow)	(201,779)	(344,812)	(212,596)	28,454	(152,735)	(127,428)	236,493	(121,429)	4,204	384,230	(15,997)	55,099	61,592	529,889	
Revenues - Prior Year Accruals	778,999	-	-	11,494	-	40,840	-	-	-	-	-	-	40,840	-	
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	749	749	749	749	749	749	749	749	749	749	749	749	749	-	
Expenses - Prior Year Accruals	(50,391)	-	-	-	-	-	-	-	(745)	-	-	-	745	-	
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Summerholdback for Teachers	(20,407)	1,101	1,101	1,101	1,101	1,101	1,101	1,101	1,101	1,101	1,101	1,101	1,101	-	
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ending Cash	1,164,216	821,253	610,506	652,304	501,418	416,680	655,022	535,443	540,751	926,831	912,683	1,011,216			

Urban Montessori Finance Committee Update

JOSH CLARK AND BRYCE FLEMING
JUNE 16, 2022





Contents

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

- 2. 2022-23 Budget Updates**
 - A. May Revise
 - B. Legislature's Budget
 - C. Budget Impacts
 - D. 2022-23 Budget

- 3. Exhibits**
 - A. Current 2021-22 Forecast
 - B. 2021-22 Cash Flow
 - C. May Revise and Legislature Impact
 - D. 2022-23 Staffing Changes
 - E. 2022-23 Budget

2021-22 Forecast Update

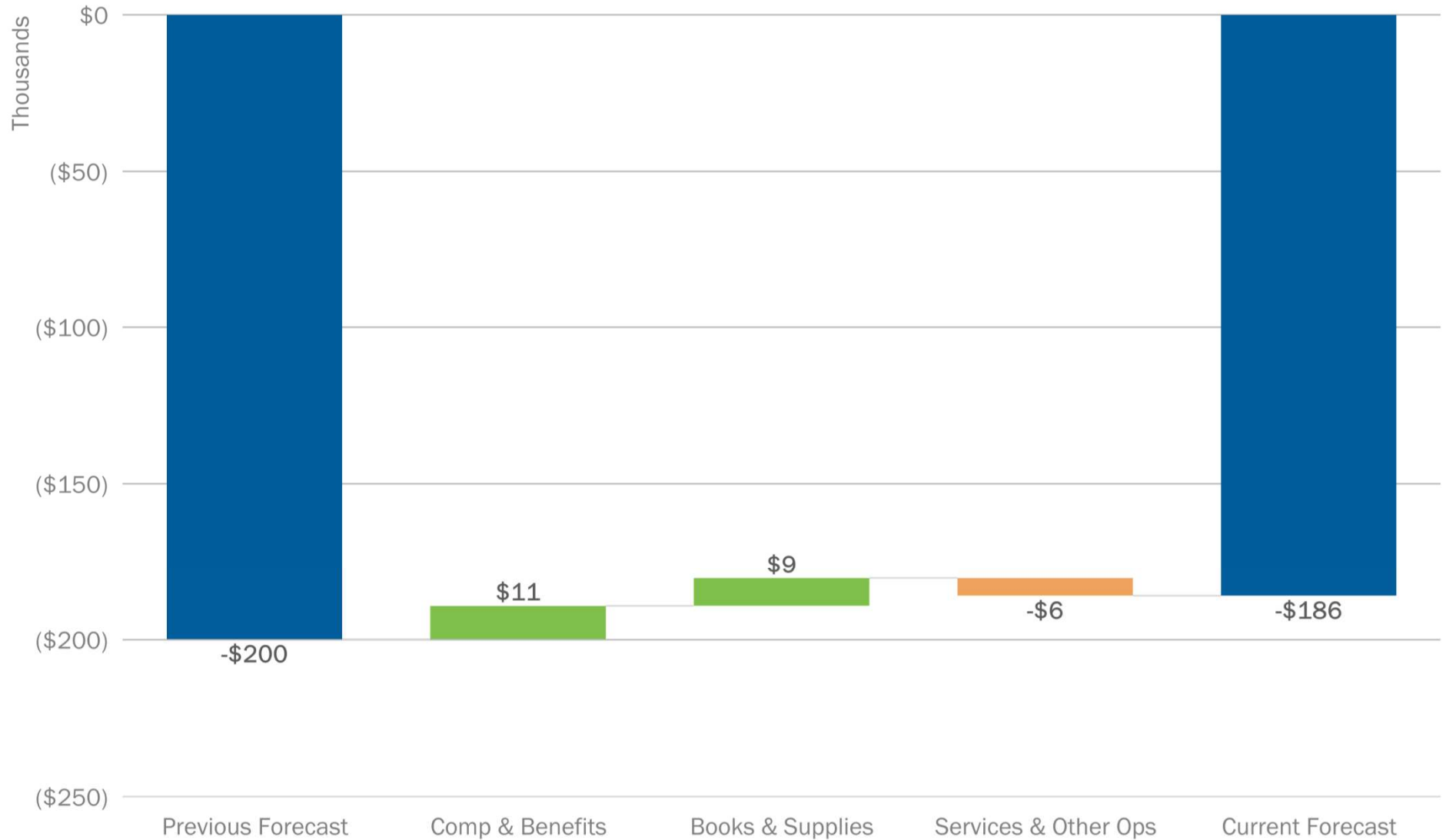
Actuals through 5/31/2022



2021-22 Forecast Update



Small savings from underspending in multiple areas



Budget Comparison



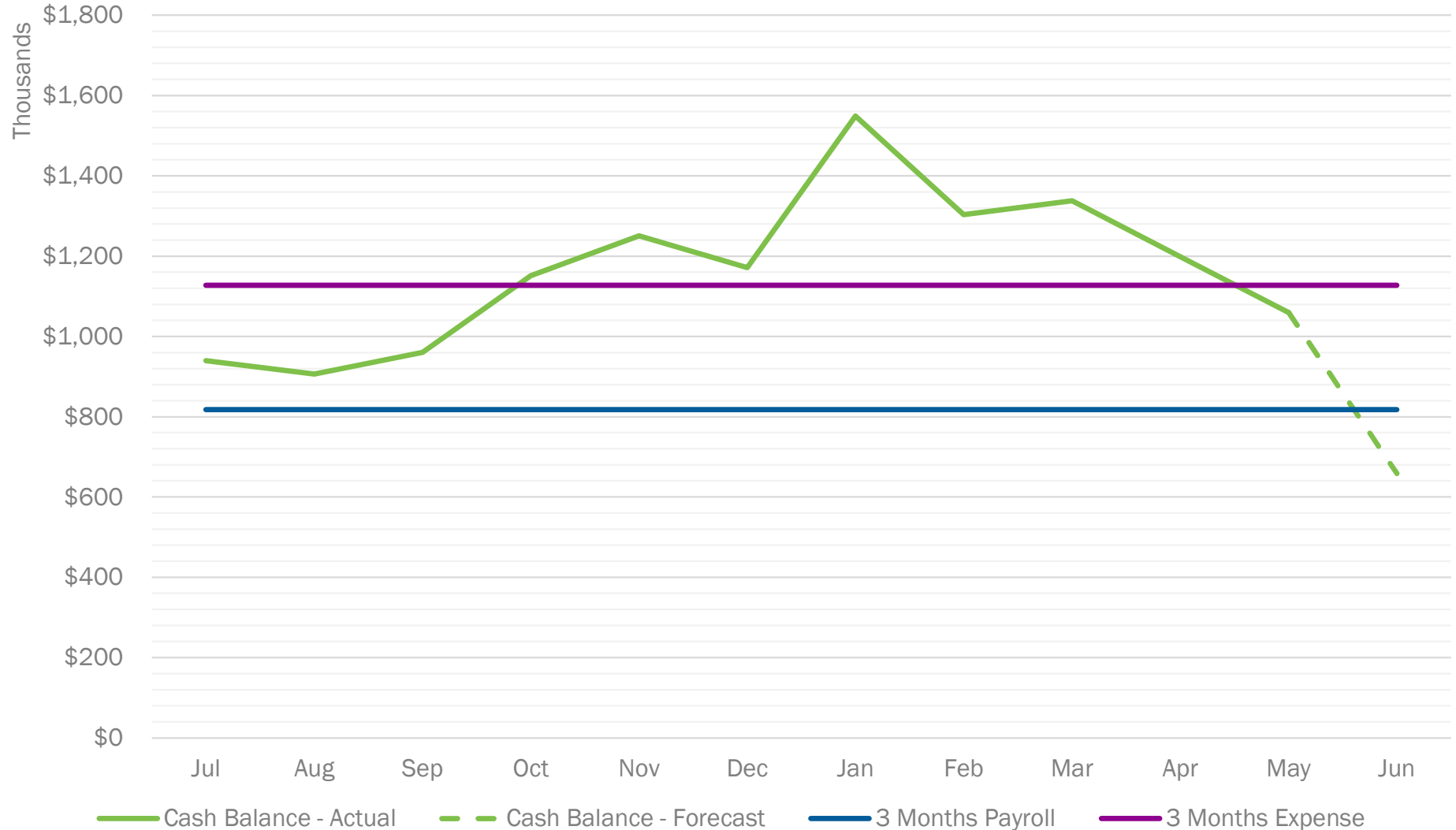
Increase of \$13k to operating income

		2021-22	2021-22	Variance
		Previous Forecast	Current Forecast	
Revenue	LCFF Entitlement	2,937,753	2,937,753	-
	Federal Revenue	311,795	311,795	-
	Other State Revenues	802,262	802,262	-
	Local Revenues	62,659	62,659	-
	Fundraising and Grants	208,072	208,072	-
	Total Revenue	4,322,541	4,322,541	-
Expenses	Compensation and Benefits	3,281,053	3,270,408	10,645
	Books and Supplies	205,012	196,093	8,919
	Services and Other Operating	1,027,314	1,032,985	(5,670)
	Depreciation	8,986	8,986	-
	Other Outflows	-	-	-
	Total Expenses	4,522,365	4,508,472	13,893
Operating Income		(199,824)	(185,931)	13,893
	Beginning Balance (Audited)	1,422,465	1,422,465	-
	Operating Income	(199,824)	(185,931)	13,893
Ending Fund Balance (incl. Depreciation)		1,222,641	1,236,534	13,893
Ending Fund Balance as % of Expenses		27.0%	27.4%	0.4%



2021-22 Monthly Cash Flow Projection

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

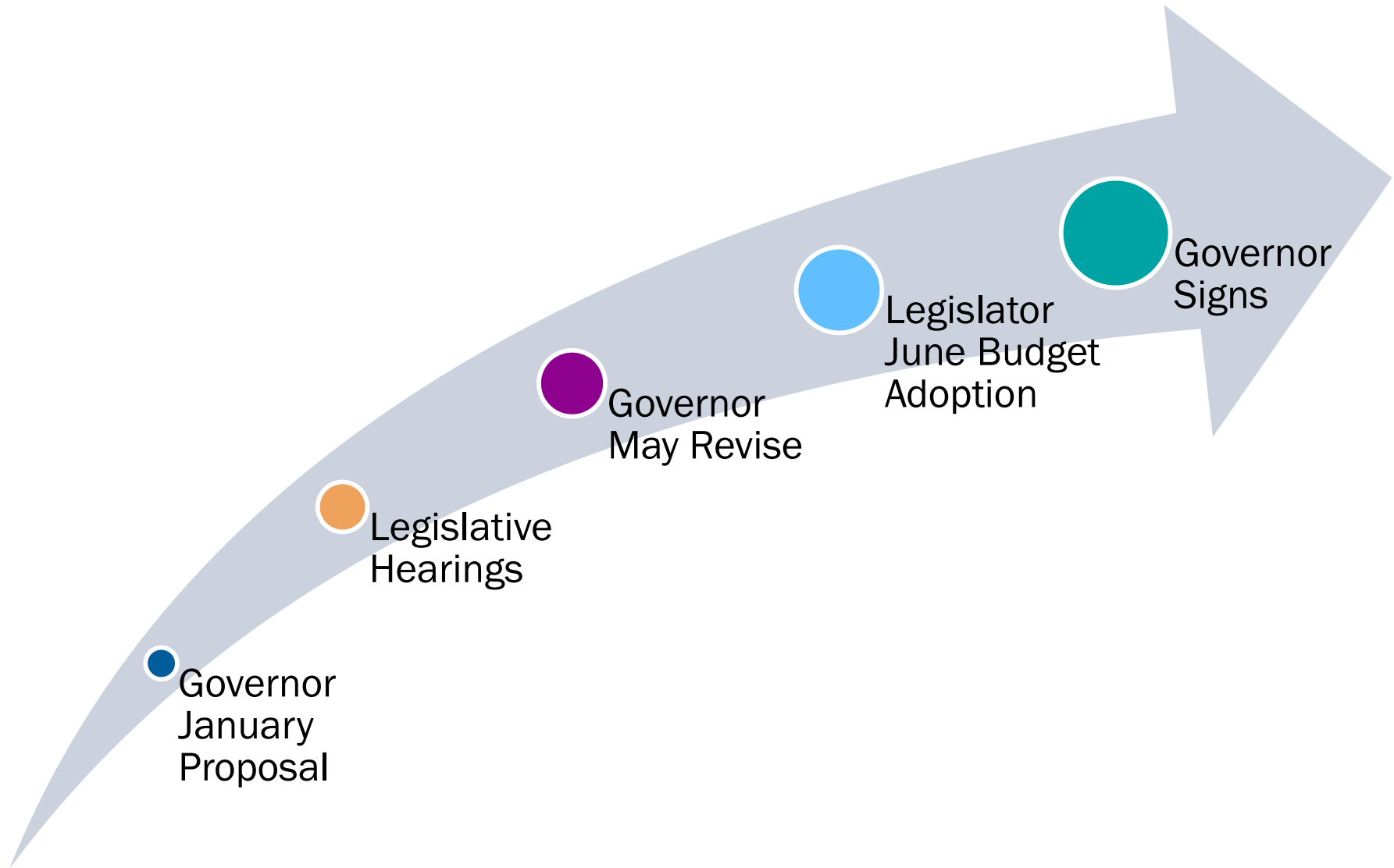


FY23 Budget Updates



State Budget Process

Iterative process with many changes to Governor's Proposal



May Revise Summary



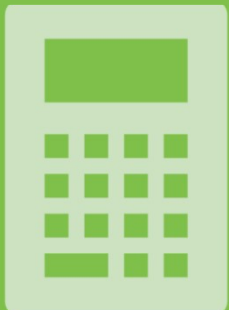
~10% increase in LCFF

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



One-Time Discretionary Grant

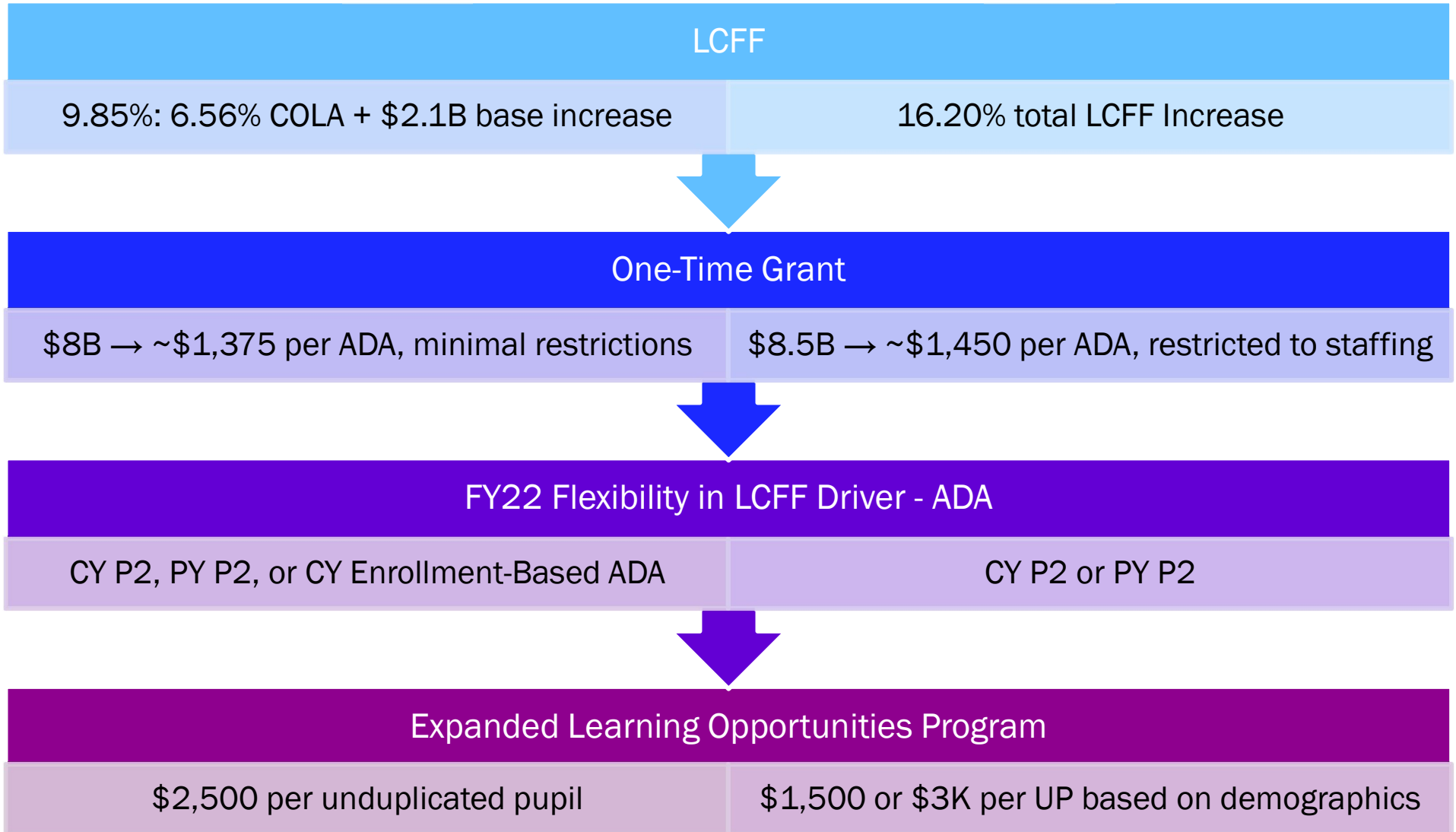
- \$8B allocated on per pupil basis
- ~ \$1350-1400 per FY22 ADA
- Staffing, student learning, mental health, etc.



FY22 Flexibility in LCFF Driver – LEA's Choice

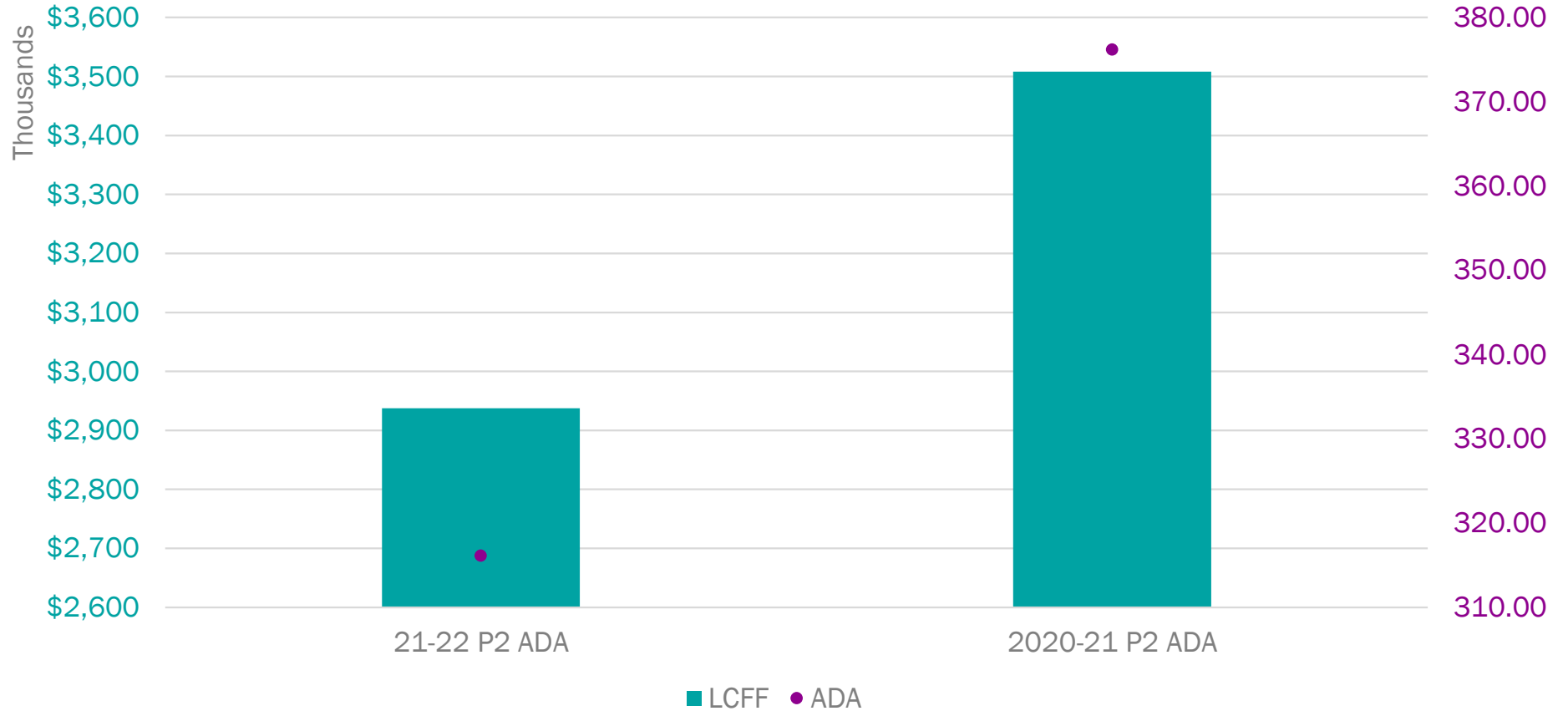
- CY Actual ADA – P2 ADA
- PY P2 ADA – FY20 ADA or FY21 Growth Waiver
- CY Enrollment Based ADA – CY CALPADS * (FY20 P2 ADA / FY20 CALPADS Enrollment)

Budget Proposal – Governor vs. Legislature



FY22 LCFF Funding Driver

LEAs to choose– FY22 P2 or FY21 P2



Using FY21 P2 ADA would result in an additional \$570k

Budget Proposal – Governor vs. Legislature

Summary of changes from the May Revise and Legislature Budget

Revenues	Prior to May Revise	May Revise	Legislature Budget
LCFF	\$3.675M	\$3.833M	\$4.055M
One-Time Discretionary Grant	-	\$430k	\$457k
ELO-P	\$199k	\$246k	\$146k
Total	\$3.874M	\$4.51M	\$4.66M

Legislature budget would result in an additional \$150k

Impactful Changes

Summary of large changes to revenues and expenses

Revenues	2021-22	2022-23	Variance
LCFF	\$2.938M	\$3.833M	\$895k
ESSER II	\$139k	-	\$(139k)
ESSER III	-	\$321k	\$321k
Educator Effectiveness	\$82k	-	\$(82k)
ELOG	\$234k	-	\$(234k)
Universal TK Planning Grant	-	\$60k	\$60k

Expenses	2021-22	2022-23	Variance
Staff Salaries	\$2.555M	\$3.039M	\$(484k)
STRS	\$322k	\$425k	\$(103k)
Curricula and Materials	\$10k	\$100k	\$(90k)
Special Education Contractors	\$150k	\$90k	\$60k

Expenses – Staffing

Summary of staffing changes for next year

	2021-22	2022-23	2023-24	2024-25
Teachers	26.0	27.0 +1 Lead Teacher	27.0	27.0
Administrators	5.0	7.0 +1 ELOP Director +1 Assistant Site Coordinator	7.0	7.0
Other Staff	5.0	9.0 +3.0 SSA +1 Ed Specialist	9.0	9.0

Budget Comparison

		2021-22	2022-23	2023-24	2024-25
		Current Forecast	Projected Budget	Projected Budget	Projected Budget
Revenue	LCFF Entitlement	2,937,753	3,833,476	4,409,406	4,564,820
	Federal Revenue	311,795	499,411	195,810	204,355
	Other State Revenues	802,262	1,130,345	681,411	708,213
	Local Revenues	62,659	59,584	59,584	59,584
	Fundraising and Grants	208,072	190,000	90,000	90,000
	Total Revenue	4,322,541	5,712,817	5,436,211	5,626,972
Expenses	Compensation and Benefits	3,270,408	3,934,949	3,967,015	4,098,142
	Books and Supplies	196,093	410,800	242,670	245,409
	Services and Other Operating Expenditures	1,032,985	1,296,489	1,104,279	1,137,622
	Depreciation	8,986	8,986	8,986	8,986
	Other Outflows	-	-	-	-
	Total Expenses	4,508,472	5,651,224	5,322,949	5,490,158
	Operating Income	(185,931)	61,592	113,261	136,814
	Beginning Balance (Audited)	1,422,465	1,236,534	1,298,126	1,411,387
	Operating Income	(185,931)	61,592	113,261	136,814
	Ending Fund Balance (incl. Depreciation)	1,236,534	1,298,126	1,411,387	1,548,201
	Ending Fund Balance as % of Expenses	27.4%	23.0%	26.5%	28.2%

Coversheet

Approve Minutes from May 26, 2022 Regular Meeting

Section: VIII. Other Business
Item: B. Approve Minutes from May 26, 2022 Regular Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on May 26, 2022

APPROVED



Urban Montessori Charter School

Minutes

Regular Board Meeting

Date and Time

Thursday May 26, 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

One tap mobile

+16699009128,,82592855160# US (San Jose)

+12532158782,,82592855160# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

Find your local number: <https://us02web.zoom.us/j/82592855160>

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](#).

Directors Present

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

Directors Absent

C. Greenberg, M. Salazar

Guests Present

K. Feeney

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 May 26, 2022 at 6:20 PM.

B. Record Attendance

C. Review of Action/Discussion Items

No changes needed.

D. Board and Community Appreciations

Greg shared an appreciation for the staff of Children's Hospital and for teachers and schools for all they do to keep children as safe as possible.

Daniel appreciated parent Phoenix for her attendance at recent Level Transitions meetings.

Daniel reiterated appreciations for Krishna for her tremendous work and longevity, from himself and staff members.

Phoenix appreciated Daniel for the Level Transition meetings.

E. Board Member Comment

Sarah appreciated last month's conversation on school culture data, and that it could be brought back to a future Academic Oversight committee.

F. Presentations from the Floor

No public comments on items not on the agenda.

II. Head of School Report

A. Head of School Report

Krishna shared her Head of School Report, which is in "other files" of this meeting on BoardOnTrack.

Last Free COVID testing is this Friday, 3-3:30pm -- over 100 folks signed up. Last day of school is next week on June 3rd. Wed-Friday next week are minimum days.

Daniel held placement meetings, and families have received letters letting them know what classroom their child will be in next year (kids changing Levels). Parent events for each transition finished up earlier tonight. Primary to LE, LE to UE, and UE to MS.

Staff are finalizing progress reports and will be passing on student work portfolios to students transitioning to a new Level. Last day for teachers is June 7th.

New in-house Montessori Training program -- Oakland Montessori Teacher Residency -- begins on June 21st, and goes for five weeks.

Krishna gave enrollment updates. Looking strong overall and folks can still apply, particularly for TK and 2nd grade.

Melody Washington joined Admin as the new Director of Expanded Learning. We have sad farewells coming up for four teachers moving on from UMCS.

Daniel shared about the Oakland Montessori Teacher Residency, which will enroll 8 current staff members, all staff of the Global Majority, to start training this summer.

Krishna shared about the LCAP and a public hearing time for any person to weigh-in and comment. The Budget Overview for Parents is now available, and all the major updates have been made in the text field.

Greg commented appreciation for the incoming and outgoing staff, and reminded Board and public that LCAP will also be on all the June committee agendas and the document is available online for comment at any time.

Sarah appreciated the work of the Oakland Training Center. She asked about enrollment acceptance rate. Krishna will bring back more information.

Students shared a presentation advocating for updates to the school's Dress Code policy. They shared how this work got started, including a student petition and then worked with Admin, who charged students with gathering data and suggesting updates. The major data is that students want to wear sandals, head coverings, spaghetti straps, and graphic t's and hoodies. Parents were also surveyed, and the majority of respondents said it could use some updating. Proposals are based on what students and parents have shared.

Greg asked if teachers were surveyed and if proposals were crafted by Level. Students responded that teachers will be surveyed later and that they are crafting a school-wide policy proposal.

Jan asked if they considered proposing a Trial Period of updates to the clothing policy. Students thought that might work.

Sarah commented that it would be good to know ahead of time how to know if the trial period went well or not.

Davis echoed the Board's appreciation for this work and asked what prompted the student leaders to take up this work, which was talking about it at school.

Greg asked exactly what the students hoped the Board would do. Students responded that they wanted us to consider and adopt the proposed language. The Board discussed the Executive and Governance committee taking up this item, including students, and incorporating staff input.

Anna reminded the meeting about the original purpose of the clothing policy to support an inclusive school environment, and asked how the students are incorporating that spirit. Students responded that that was important and would stay.

Jan asked about the teacher training and how it working with funding and fees. Krishna responded that it's free for current employees and potentially to new hires if timing worked out. Working out exact commitment language from participating staff in terms of service to the school community.

Kara asked if training was offered to non-UMCS employees. Krishna responded that yes, but teacher residents have to be employed at a school with a designated coach. One school is already likely for cohort II in Summer 2023.

No other public comments or questions.

III. Finance Committee

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

Greg shared that Finance committee was unable to meet in May.

Greg shared the year to date financials through the end of April. Annual operating one-time deficit forecast remains at about \$200k, which might improve by about \$30k if the Governor's May Revise provision for 2022-2023 is enacted into law. Still forecasting over a 25% ending fund balance and cash dips at the end of the fiscal year but remains healthy enough.

No questions or public comments on the current year to date financials.

Greg shared updates from the Governor's May Revise proposal, including increased COLA, increased base funding, and increased one-time funding. Latest draft budget now includes an operating income of just over \$313k. This includes \$168k in budgeted revenue in fundraising and grants, so without any of that, it's closer to \$145k, with additional expenses still to include in the draft budget.

Jan asked about enrollment, and Krishna responded that it is budgeted on 407 and we may be able to enroll a few additional students over that.

Sarah asked about increases in compensation and benefits, and Krishna responded that it is both increases in compensation and additional staffing.

Greg shared that if the full May Revise is adopted, there could actually be more revenue in the budget, but for now we are not assuming it all. Have to match one-time revenues with one-time spending.

No other questions or public comments on this item.

IV. Academic Oversight Committee

A.

Discussion Item - Committee Report

Jan shared the committee report, where they discussed SBAC testing which was going well. State shortened the assessments. Daniel shared that the completion rate is looking good.

Jan shared that staff are working on having student portfolios available for families starting next school year. Level Transition meetings occurred. Daniel shared a student portfolio.

The committee reviewed the Homeless Student Policy and the Grading/Promotion policy.

No questions or public comments.

V. Family Advisory Council

A. Discussion Item - Committee Report

Kara shared about the recent MOVEathon, and that attendees had a lot of fun, and the bake sale was big. Kara and Site met and are planning for next year, including talking about family fundraising and any changes there. The last Morning Coffee of the year happened earlier in May. There will be new FAC elections in the Fall. Greg appreciated teachers, Krishna, Kara, and Sita for all their work to bring the MOVEathon to the finish line.

No other questions or public comments.

VI. Executive & Governance Committee

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

Greg shared the committee's report.

For the Head of School evaluation process, board members and direct reports are currently finalizing their surveys on BoardOnTrack. Looking to vote on the evaluation in June.

The committee discussed the Board's annual assessment. Higher marks for finance, board meetings, and school leader support. More work to do on board recruitment, composition, and on-boarding.

Sarah collected annual Brown Act, Conflict of Interest, and Fair Political Practices Commission training materials from Young, Minney & Corr. All board members received training materials directly from the YM&C lawyers.

The committee recommended the Board meetings shift to 5:30pm. The committee discussed the LCAP for next year. And lastly, that Sarah has picked up the staff exit survey work and is working to systematize it.

Greg shared a draft proposal for Board Officer roles and Committee memberships for the Board's consideration in June for the 2022-2023 fiscal year.

No questions or public comments.

B. Board and committee officers and members

No changes needed. Tabled.

VII. Other Business

A. Oakland and California Updates

Greg shared that it was recently the last day of school for Oakland USD students. OUSD hired a new Director of the Office of Charter Schools, Kelly Krag-Arnold. The OUSD Board will soon decide if and when they will seek a Measure N renewal from Oakland voters. And there is an election currently going on now through June 7th.

Sarah asked about charter school facility related legislation. Greg shared that there are multiple bills related to charter-run schools in the legislature right now. The Board wasn't quite sure which bill number it was, but that it was something to do with schools in private facilities.

No questions or public comments on this item.

B. Approve Minutes from April 28, 2022 Regular Meeting

D. Leung made a motion to approve the minutes from Regular Board Meeting on 04-28-22.

S. Morrill seconded the motion.

No questions or public comments.

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

Roll Call

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

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

Roll Call

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

D. Collect New Business items for Future Meetings

None.

VIII. Closed Session

A. Closed Session Items

The Board went into closed session at 7:48pm on Public Employee Performance Evaluation - Head of School. 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 8:02. No actions 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 8:02 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- 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
 - Board Assessment Report.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](#).

Coversheet

Action Item - Vote on General Consent Report

Section: VIII. Other Business
Item: C. Action Item - Vote on General Consent Report
Purpose: Vote
Submitted by:
Related Material: Urban Montessori.1336.CharterSAFEProposal2223.06-01-2022.pdf
UMCS-FY23 EPA resolution and spending plan 20220623.pdf
UMCS ELO-P Plan Guide.pdf

CharterSAFE

BE SAFE • FEEL SAFE

2022-2023 Membership Proposal

Prepared for:

Urban Montessori

Coverage Effective:

July 01, 2022 at 12:01 AM - July 01, 2023 at 12:00 AM

California Charter Schools Joint Powers Authority
P.O. Box 969, Weimar, CA 95736
Phone: 888.901.0004 Fax: 888.901.0004
www.chartersafe.org

Issued: June 01, 2022 at 4:04 pm

DISCLOSURE: This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority (CCSJPA) based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to CCSJPA. As set forth in this document, CCSJPA DBA CharterSAFE shall be referred to as CharterSAFE.

Dear Krishna,

CharterSAFE is pleased to present your membership renewal for the 2022-2023 year. Your membership includes the following:



For a more detailed listing of our member services, please contact **Bettina Hooper**, Managing Director, Member Services and Operations, at bhooper@chartersafe.org or (916) 880-3470.

All of CharterSAFE's coverage placements are with insurance companies that have a financial rating with A.M. Best of A- (Excellent), financial size category VII (\$50M policyholder surplus minimum) or higher or are placed with an approved California scholastic joint powers authority.

REQUIRED SIGNATURES:

To bind coverage, you must login to the CharterSAFE web portal at www.chartersafe.org and complete and sign the following:

1. Member renewal acceptance

We look forward to working with you in the 2022-2023 year!

Thank you,

The CharterSAFE Team

CharterSAFE

2022-2023 CLAIMS AND INCIDENT REPORTS GUIDELINES

Member schools must notify CharterSAFE by submitting an online report, as soon as practicable, of an occurrence, accident, injury, claim, suit or circumstances that may reasonably result in a claim or suit. A delay in reporting could lead to a denial of coverage.

For your protection, claims will not be accepted by phone, email, or fax.

CLAIMS FILING PROCESS ON THE WEB PORTAL

- Go to www.chartersafe.org and log in.
- If you need to reset your login credentials, please reach out to your CharterSAFE Representative: **Egan Yu** at eyu@chartersafe.org.
- Hover over the "Claims" tab, choose "Submit a Claim" and our website will prompt you with a series of questions to help you determine the appropriate claim form to submit.
- Complete the online questions and select the "Submit" icon at the bottom. After submission, you will receive a confirmation email with information regarding next steps.

CLAIMS RESOURCES AND FORMS

- Hover over the "Claims" tab, choose "Resources and Forms" and you will find all supporting documents you might need when filing a claim or incident report, such as:
 - Student Accident Claim Packet (English and Spanish)
 - Volunteer Accident Claim Packet (English and Spanish)
 - Statement of No Insurance
 - Workers' Compensation Claim Form (DWC-1)
 - Employee Fact Sheet
 - Kaiser on the Job Clinics
 - Employee Injury Card

For any claim reporting questions, please contact **Dennis Monahan**, Managing Director, Claims, at (619) 878-6221 or email dmonahan@chartersafe.org.

1336
A
SELF
P,WC

MEMBER CONTRIBUTION SUMMARY

Urban Montessori

Coverage Effective: July 01, 2022 at 12:01 AM - July 01, 2023 at 12:00 AM

Your CharterSAFE Insurance Program includes the following coverages:

Liability & Property Package Member Contribution

\$77,651.00

Core Liability Program

- Directors & Officers Liability
- Employment Practices Liability
- Fiduciary Liability
- General Liability
- Employee Benefits Liability
- Educator's Legal Liability
- Childhood Sexual Assault Liability
- Law Enforcement Liability
- Automobile Liability & Physical Damage

Crime

- Property
- Student & Volunteer Accident

Additional Program Coverages

- Pollution Liability and First Party Remediation
- Terrorism Liability and Property
- Cyber Liability

Workers' Compensation & Employer's Liability Member Contribution

\$30,381.00

Combined Member Contribution

\$108,032.00

COVID-19 REBATE:

\$4,321.00

Rebate will be applied either by:

1. Payment in Full - applied to your full payment due
2. Installment Plan - applied to the deposit

Total Member Contribution

\$103,711.00

(COVID-19 Rebate Applied)

Member can choose one of two payment options when accepting the proposal online

**Payment in Full - \$103,711.00
Installment Plan**

- Deposit (25%) - Due Now - \$22,687.00
- 9 Monthly Installments - \$9,003.00

Refer to the CharterSAFE Invoice for details and instructions on payment by ACH Debits

Invoices shall become delinquent thirty (30) calendar days from installment due date. CharterSAFE membership, including insurance coverage, is subject to cancellation for any invoice over sixty (60) days past due.

Proposal Acceptance: Go to www.chartersafe.org and sign on to complete the renewal acceptance.

By signing online, I, representing the Named Member in this proposal, acknowledge that I have read the complete proposal and agree to the terms outlined within.

DISCLOSURE: This proposal is an outline of the coverages proposed by California Charter Schools Joint Powers Authority (CCSJPA) based on the information provided by the Named Member. It does not include all of the terms, coverages, exclusions, limitation and conditions of the actual contracts. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request to CCSJPA. As set forth in this document, CCSJPA DBA CharterSAFE shall be referred to as CharterSAFE.

Mailing Address

4551 Steele Street
Oakland, CA 94619

Continuity and Retroactive Dates

Directors & Officers Liability Continuity Date:	07/12/2012
Employment Practices Liability Continuity Date:	07/12/2012
Fiduciary Liability Continuity Date:	07/01/2012
Childhood Sexual Assault Liability Continuity Date:	07/01/2021

Vehicles

None scheduled.

EXPOSURES & LOCATIONS

Member contributions are calculated based on the following exposures:

Students/Employees/Payroll

Location Address(es)	Students	Employees	Payroll
Urban Montessori Charter School 4551 Steele Street Oakland, CA 94619	415	47	\$2,528,172.00
Total:	415	47	\$2,528,172.00

Property Values

Location Address(es)	Building Value	Content Value	Electronic Data Processing (EDP)	Total Insured Value (TIV)
Urban Montessori Charter School 4551 Steele Street Oakland, CA 94619	\$0.00	\$105,000.00	\$31,500.00	\$136,500.00
Total:	\$0.00	\$105,000.00	\$31,500.00	\$136,500.00

CORE LIABILITY PROGRAM

Core Liability Program Coverage Limits: **\$5,000,000** Per Member Aggregate

The Core Liability Program Breaks Down As Follows:

Directors & Officers, Employment Practices, and Fiduciary Liability

Coverages	Limits	Deductibles
Directors & Officers and Company Liability	\$5,000,000 per claim and member aggregate	\$15,000.00
Employment Practices Liability	\$5,000,000 per claim and member aggregate	\$15,000.00
Fiduciary Liability	\$1,000,000 per claim and member aggregate	\$0

Reporting: Claims must be reported to CharterSAFE as soon as you are made aware of a claim and no later than sixty (60) days after policy expiration. Coverage is provided on a claims-made basis.

General Liability

Coverages	Limits	Deductibles
Bodily Injury Property Damage	\$5,000,000 per occurrence and member aggregate	\$500 per occurrence for bodily injury arising out of participation in a school sponsored <i>High-Risk Activity</i> *
Premises Medical Payment	\$10,000 per person \$50,000 per occurrence	\$0
Products and Completed Operations	\$5,000,000 per occurrence and member aggregate	\$0
Armed Assailant Sublimit	\$100,000 per occurrence and aggregate	\$0
COVID-19 Defense Cost and Premises Medical Payment for bodily injury arising out of the administration and/or supervision of on-site rapid testing of COVID-19	\$100,000 per occurrence and aggregate \$2,000,000 CharterSAFE's member combined aggregate	\$0

*A list of *High-Risk Activities* is available at www.chartersafe.org or you may contact **Egan Yu** (eyu@chartersafe.org / (310) 984-6611).

Employee Benefits Liability

Coverages	Limits	Deductibles
Employee Benefits Liability	\$5,000,000 per occurrence and member aggregate	\$0

Educator's Legal Liability

Coverages	Limits	Deductibles
Educator's Legal Liability	\$5,000,000 per occurrence and member aggregate	\$2,500 per occurrence
Special Education Program Legal Expense Coverage - Reimbursement Sublimit	\$50,000 per occurrence/ aggregate reimbursement sublimit \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$7,500 per occurrence

Childhood Sexual Assault Liability

Coverages	Limits	Deductibles
Childhood Sexual Assault Liability	\$5,000,000 per claim and member aggregate	\$0 if school completes training requirement \$100,000 if school did not complete training requirement
Reporting:	Claims must be reported to CharterSAFE within sixty (60) days after policy expiration. Coverage is provided on a claims-made basis.	
Training Mandate	Childhood Sexual Assault Prevention Training by CharterSAFE is available under the CharterSAFE Learning Center and is REQUIRED to be completed by 90% or more of staff within ninety (90) days of coverage renewal. New employees are required to complete the training within six (6) weeks of employment.	

Law Enforcement Activities Liability

Coverages	Limits	Deductibles
Law Enforcement Activities Liability	\$5,000,000 per occurrence and member aggregate	\$0

Automobile

Coverages	Limits	Deductibles
Auto Liability, including autos scheduled with CharterSAFE, non-owned autos, and hired autos	\$5,000,000 per occurrence and member aggregate	\$0
Auto Physical Damage*	\$2,000,000 per occurrence and member aggregate	\$500 per occurrence for Hired Auto Physical Damage
*Auto Physical Damage described herein for hired automobiles is secondary to any/all rental coverage offered by the rental company(ies). CharterSAFE strongly advises our members to purchase auto physical damage when renting vehicles.		

Excess Liability - SELF

Coverage Provided by:	Schools Excess Liability Fund (SELF)
Coverage:	Excess Liability with separate Memorandum of Coverage with separate terms, conditions, and exclusions.
Limits:	\$50,000,000 per occurrence/claim and member aggregate as outlined by the SELF Memorandum of Coverage. This coverage is excess of the \$5M limits above to total a limit of \$55M.

CharterSAFE is a single member of SELF, a nonprofit scholastic JPA in California, for excess liability coverage. Please note that SELF is a separate entity from CharterSAFE and carries a separate Memorandum of Coverage with different limits, terms, conditions and exclusions. You can access SELF JPA's information at www.selfjpa.org.

Employment Practices Liability coverage within the SELF layer includes ONLY these three types: wrongful termination, discrimination, and/or sexual harassment.

CRIME

Coverages	Limits	Deductibles
Money and Securities Forgery or Alteration Employee Dishonesty Computer and Funds Transfer Fraud	\$1,000,000 per occurrence and member aggregate	\$2,500 per occurrence

PROPERTY

Perils Include: Direct Physical Loss subject to all the terms, conditions, and exclusions established in the applicable policy(ies)

Valuation: Replacement Cost as scheduled with CharterSAFE, see "Exposures & Locations" section

Coverages	Limits	Deductibles
Property	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence. See "Exposures & Locations" section for scheduled limits.	\$1,000 per occurrence Causes of Loss: 1. Water Damage: \$10,000 per occurrence 2. Wildfire: \$2,500 per occurrence
Boiler & Machinery / Equipment Breakdown	As scheduled with CharterSAFE subject to the maximum limit of \$100,000,000 per occurrence. See "Exposures & Locations" section for scheduled limits.	\$1,000 per occurrence
Business Interruption	\$10,000,000 per occurrence	\$1,000 per occurrence
Extra Expense	\$10,000,000 per occurrence	\$1,000 per occurrence

PLEASE NOTE:

Renovation and construction projects valued over \$200,000 in hard and soft costs are not covered unless specifically endorsed onto the policy. If you have a renovation/construction project valued over \$200,000 in hard and soft costs, please contact your CharterSAFE Representative: Egan Yu at eyu@chartersafe.org. CharterSAFE is able to endorse builder's risk coverage for renovation projects up to \$10,000,000 onto your policy. Additional member contribution would apply.

If you are interested in a separate policy for flood and/or earthquake coverage, please contact Kiki Goldsmith (kiki_goldsmith@ajg.com/ 949-349-9842).

STUDENT AND VOLUNTEER ACCIDENT

Coverages	Limits	Deductibles
Student Accident	\$50,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *
Volunteer Accident	\$25,000 per injury/accident 104 Week benefit period	\$500 per injury/accident for <i>High-Risk Activities</i> *

*A list of *High-Risk Activities* is available at www.chartersafe.org or you may contact Egan Yu (eyu@chartersafe.org / (310) 984-6611).

Terms & Conditions:

- Coverage is provided on an excess basis, but would become primary should the student or volunteer not have health insurance.
- Claim submission deadline: Ninety (90) days after the date of incident.

Optional Catastrophic Student Accident Coverage:

If interested in obtaining higher limits with or without sports included, please contact:

Gallagher
18201 Von Karman Avenue, Suite #200
Irvine, CA 92612

Kiki Goldsmith
Client Service Manager
kiki_goldsmith@ajg.com
949-349-9842

ADDITIONAL PROGRAM COVERAGES

Pollution Liability And First Party Remediation

Coverages	Limits	Deductibles
Pollution Liability and First Party Remediation	\$1,000,000 per pollution condition or indoor environmental condition and aggregate \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$10,000 per pollution condition

Reporting: Claim must be reported to CharterSAFE within sixty (60) days after policy expiration.
Coverage is provided on a claims-made basis.

Terrorism Liability

Coverages	Limits	Deductibles
Terrorism Liability	\$5,000,000 per occurrence and CharterSAFE Members' Combined Annual Aggregate	\$0

Reporting: Claim must be reported to CharterSAFE within sixty (60) days after policy expiration.
Coverage is provided on a claims-made basis.

Terrorism Property

Coverages	Limits	Deductibles
Terrorism Property	As scheduled with CharterSAFE subject to the maximum limit of \$20,000,000 per occurrence. See "Exposures & Locations" section for schedule limits.	\$1,000 per occurrence

Cyber Liability

Coverages	Limits	Deductibles
Cyber Liability including Ransomware	\$1,000,000 per claim \$5,000,000 CharterSAFE Members' Combined Annual Aggregate	\$10,000 per claim
Ransom Payment Sublimit	Qualification Level 1 - \$250,000 sublimit* Qualification Level 2 - \$100,000 sublimit* Qualification Level 3 - \$50,000 sublimit*	

Reporting: Claim must be reported to CharterSAFE within sixty (60) days after policy expiration.
Coverage is provided on a claims-made basis.

***Requirement for Coverage to be in effect:**

Qualification Level 1 - submitted cyber application and have implemented (1) MFA for all remote systems access by faculty, staff, and contractors; (2) backup data is stored in a cloud or offline using separate credentials; (3) implemented an EDR tool or MDR service.

Qualification Level 2 - submitted cyber application and have implemented (1) MFA for all remote systems access by faculty, staff, and contractors; (2) backup data is stored in a cloud or offline using separate credentials.

Qualification Level 3 - Members who did not submit a cyber application and/or do not meet the security requirements.

WORKERS' COMPENSATION & EMPLOYER'S LIABILITY

Coverages	Limits	Deductibles
Workers' Compensation	Statutory	\$0
Employer's Liability	\$5,000,000 per Accident \$5,000,000 by Disease per Employee \$5,000,000 by Disease Policy Limit	\$0

Auditable:

The estimated payroll figure will be audited at the end of each coverage period. CharterSAFE will request copies of the 941 Federal Quarterly Reporting Forms on a quarterly basis to verify the payroll figure. If the estimated payroll figure has been overestimated, a refund will be issued. If the estimated payroll figure has been underestimated, an invoice for the additional amount due will be issued.

Urban Montessori Charter School
RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT

WHEREAS, the voters approved Proposition 30 on November 6, 2012 and extended it via Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of Urban Montessori Charter School shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Urban Montessori Charter School;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of Urban Montessori Charter School has determined to spend the monies received from the Education Protection Act as attached.

DATED: June 23, 2022

Board Chair or Representative

Urban Montessori Charter School Education Protection Account (EPA) Spending Determination*

Estimated Expenditures July 1, 2022 - June 30, 2023

Education Protection Account (Object Code 8012, Resource Code 1400-0)

	Object Codes	Urban Montessori Charter School
Amount Available for this Fiscal Year		
Education Protection Account	8012	\$858,994
Expenditures		
Certificated Salaries	1000s	
Teacher Salaries	1100	\$858,994
Administrator Salaries	1300	\$0
Classified Salaries	2000s	\$0
Employee Benefits	3000s	\$0
Books and Supplies	4000s	\$0
Services and Other Operating Expenses	5000s	\$0
Capital Outlay	6000s	\$0
Total Expenditures		\$858,994

*Estimated EPA Spending based on FCMAT LCFF assumptions per the May Revision to the Governor's Proposed State Budget
Actual amount and expenses may be different than stated. Per Proposition 30 and as extended by Proposition 55, EPA funds may not be used for salaries or benefits of administrators or any other administrative costs.

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

Urban Montessori Charter School

Template Prepared by:
Expanded Learning Division

California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923



This Program Plan Template Guide is required by California *Education Code (EC)* Section 46120(b)(2)

Most recent prior Board review and approval: June 23, 2022

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Local Educational Agency (LEA) Name: Urban Montessori Charter School

Contact Name: Melody Washington

Contact Email: melodyw@urbanmontessori.org

Contact Phone: 510-225-9075

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Urban Montessori Charter School, located at 4551 Steele st., Oakland, CA 94619

Purpose

This template will aid LEAs in the development of a program plan as required by *EC* Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

“Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (*EC* Section 8482.1[a])

“Expanded learning opportunities” has the same meaning as “expanded learning” as defined in *EC* Section 8482.1. “Expanded learning opportunities” does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (*EC* Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with *EC* Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the *Quality Standards for Expanded Learning in California* (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and a supportive environment. Include if the program will be offered on the school site or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

The Urban Montessori Charter School (UMCS) Expanded Learning Opportunities Program (ELO-P) will provide a variety of safe and supportive experiences for students. All program staff and any partner organizations will be fingerprinted and have current TB and negative COVID tests. ELO-P staff will be trained in First Aid and CPR and will receive mandated reporter and anti-harassment training. Staff will also be trained on classroom management and Restorative Justice. Safety procedures will include effective student supervision, First Aid kits for every program leader, walkie talkies, locked gates, and staff wearing staff shirts and badges in order to be easily recognized.

Sandboxed attendance system will be used for tracking registration and enrollment as well as making sure every child in attendance is signed in and out of the program. Only those adults and who are on the authorized pick up list may pick up students. Middle school students who are allowed to walk home must have a written consent form on file with us and parents must email us with a schedule of the days the student will attend and times they will walk home.

The after school program will be included in the school's safety plan and will have similar fire, earthquake, and lockdown procedures and will have periodic drills. Staff will be thoroughly trained on these safety procedures.

Staff will follow established protocol when dealing with injuries, illnesses, or incidents including but not limited to filling out and turning in incident/accident reports, administering proper First Aid, and notifying parents and/or paramedics if necessary.

Finally, the program will follow all staff to student ratios established by the State of California for this program, which also support a safe and supportive environment.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

The program will have a drama program that will provide opportunities for students to increase their literacy and comprehension through reading and performing scenes and creating stories. Students will gain confidence and learn self expression through drama exercises. It is also an opportunity for students to learn social and emotional skills.

Chess will help students develop problem solving skills, help them focus, develop their creativity, and help them learn to remain calm under pressure. Students will gain

confidence, learn how to think strategically and learn good sportsmanship.

Makers lab will be a part of every student's week. Activities using Legos, K'nex, clay, blocks, and other materials will challenge students to think creatively. There will be individual and team activities with older students working with younger students. Students can follow provided instructions or choose on their own how to use the materials.

Arts and crafts will also be a choice for students with many different materials and styles of art and crafts to choose from. Activities will be designed to elicit creativity and thought from the students. Painting, drawing, weaving, beading are just a few of the activities that can be used. Such activities also build fine motor skills.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

Students will engage in activities that build fine motor skills such as beading, using clay, and painting, as well as activities that build hand-eye coordination and teamwork skills such as sports and games. They will have the opportunity to participate in science, technology, engineering, art, and math (STEAM) activities and projects that require research.

There will be ample opportunities for social interaction and team building activities for social and emotional learning. Dances, fun Fridays, STEAM challenges, games, sports, chess, drama, and dance will all provide opportunities for social and emotional learning, motor skills, and academic skill building.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

The ELO-P will have a leadership program that will teach the democratic process, enable students to team build, and for older students to mentor the younger students. Students will plan and implement activities and special events such as dances and service learning projects. Older students will be trained to conduct peer mediation and conflict resolution. They will also periodically conduct student surveys regarding programming, activities.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

Snacks will be provided daily and will always include a choice of fruit or vegetables and milk.

Every student will participate in either a sport, outdoor recreation activity, or dance program ensuring that there is movement in their daily programming.

Sample Menu:

Monday	Tuesday	Wednesday	Thursday	Friday
Milk, apple, and muffin	Graham Crackers, orange, and milk	Cheese, and apple slices, and milk	Juice, orange, and granola bar	Milk, muffin, and apple

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

Students will have ample opportunity to learn about their own culture and other cultures in the form of arts and crafts activities, dance, special events like Black, Hispanic, Asian, and Women’s History months, and guest speakers and performers.

All materials for promotion or information will be printed in English and Spanish, as those two languages are each spoken by at least 15% of families at home.. Literacy activities will also be mindful of different language needs and abilities.

Ramps are available for any student needing wheelchair accessibility, and any student who has a one-on-one aide during the instructional day will also have one during ELO-P.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

Staff will be hired based on these specific qualifications: at least 48 units or an Associate degree, or able to pass the teaching assistant exam; at least one year of experience working with children; the ability to teach and run an activity; a desire to support students in improving their skills and interest; experience with diverse families and communities; energetic and motivational effective verbal and written communication skills necessary to work with children, teachers, and volunteers.

Program leaders will be trained in basic Montessori style teaching methods and Restorative Justice practices. They will be responsible for running the makers lab, arts and crafts, games and outdoor activities including Fun Fridays and sports. Program leaders will make weekly lesson plans with feedback from students and the ELO-P Director.

Staff will have several professional development opportunities to enhance their skills and

knowledge as well as collaborative planning time to keep programs fresh and in-line with the mission and vision.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

Mission

We are committed to empowering young people to become independent and self guided learners, innovators, and leaders who are socially, emotionally, and intellectually prepared to navigate diverse experiences and people with compassion, equity, and confidence. By providing opportunities for exploration, challenges, learning and growth through enrichment activities, The Expanded Learning Opportunities Program enables students to engage in activities that increase their skills, knowledge and experiences giving them the tools to become successful, thoughtful and inclusive citizens.

Vision

We will provide high-quality enrichment opportunities that ensure that each student is on a path to success, independence, and creativity which will enable them to build foundational skills, good character, and healthy self-sufficient lifestyles.

Purpose

To empower young people to become self-sufficient, compassionate, global citizens.

9—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

We will collaborate with The Berkeley Chess School to provide chess instruction for participants. The instructors will come in twice a week in order to offer instruction to the most students.

We are also building a collaborative relationship with Seele's Stars to provide a drama program for participants. Students will learn acting and stagecraft in preparation for a performance at the end of the year. This program will be available for TK-8th grade students.

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

We will use the California After School Network's Quality Self Assessment tool as well as surveys to students, parents and staff to ensure we are maintaining a quality program that is in line with the mission and vision as well as relevant to the participants.

Staff will receive periodic professional development in youth development practices and lesson planning to ensure quality programming and relationship building.

Student leadership will survey other students periodically for input on the program and special events.

11—Program Management

Describe the plan for program management.

The Director of Expanded Learning will develop programs, establish partnerships, and collaborate with youth organizations as well as school leadership, teachers and staff. The Director will hire, train, and supervise staff and programs and monitor program quality.

The Director and staff will work closely with administration to match as closely as possible the instructional day's practices, policies, and procedures.

“Discipline,” and relationship building with students, staff, and parents will have consistent and established policies and procedures that include best youth development practices, restorative practices, and transparency. This includes establishing group agreements with student input, training in restorative practices, incident reports, parent meetings and buy-in, and administration input.

The Director will have weekly staff meetings and one-on-ones with staff to set goals and maintain continuity in program implementation as well as quality. Staff will be fully aware of expectations and have input in programming, student needs, and collaborate on quality.

The Director will maintain oversight of the budget, record keeping including attendance, billing, time sheets, and any documentation of programming, incidents/accidents, and supplies purchased or donated improvement.

Administration and teachers will be kept informed of any issues of which they need to be aware or that may need their involvement or input.

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

Does not apply

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

Staff for TK-K will be recruited based on how many ECE units they have and/or how much experience they have with this age group. Hiring is based on the number of TK-K students whose parents have shown interest in using the program on our surveys and will be closely monitored to ensure that we hire enough staff to stay in ratio.

All staff will be trained in the child development stages and programs will be developed with these stages in mind. Most TK-K programs will take place in a separate area, however, there will be some programs where older children will serve as “mentors” to help TK-K students build skills, i.e. drama, teaching them to throw and catch balls.

Makers labs, arts and crafts, and team building activities will be designed to strengthen and develop milestones.

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

Time / period	Monday	Tuesday	Wednesday	Thursday	Friday
12:30-1:30			Sign-in/Free play		
1:30-2:00			skills labs		
2:00-3:00			Chess 5th-8th/ Sports/ TK-K rec games/dance 1st-4		
3:10-3:25	Sign-in/announ	Sign-in/announ	announcement s	Sign-in/announ	Sign-in/announ
3:10-4:10			Drama TK-3rd		
3:25-3:45	Snack/free play	Snack/free play	Snack/free play	Snack/free play	Snack/Fun Fridays
3:45-4:00	Circle Time	Circle Time	Circle Time	Circle Time	Circle Time
4:00-5:00	Chess 1st-4 /Sports/ TK-K rec games/ makerslab or arts & crafts	Dance TK-K/ Gardening/Yoga/in door games	Mindfulness & Yoga/sports/dance 5th-8th/makerslab or arts & crafts TK-8th	Leadership K-8th/outdoor games/Gardening TK-8th	Fun Fridays
4:10-5:40			Drama 4th-8th		
5:00-5:45	Teambuilding games TK-8	Teambuilding games TK-8	Teambuilding games TK-8	Teambuilding games TK-8	Teambuilding games TK-8
5:45-6:00	Clean-up/pick-up	Clean-up/pick-up	Clean-up/pick-up	Clean-up/pick-up	Clean-up/pick-up
	 =All Participants				

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 non school days, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

EC Section 46120(b)(6):

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c):

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

EC Section 8482.6:

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.