



Urban Montessori Charter School

Regular Board Meeting

Published on September 16, 2022 at 8:25 AM PDT
Amended on September 16, 2022 at 10:37 AM PDT

Date and Time

Thursday September 22, 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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Meeting ID: 825 9285 5160

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

Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553; 350 W 40th St, New York, NY 10018

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: Kara Fortuna, Greg Klein, Davis Leung, Sarah Morrill, 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			5:30 PM
A. Call the Meeting to Order		Sarah Morrill	1 m
This meeting is being audio-recorded.			
B. Record Attendance		Greg Klein	1 m
C. Review of Action/Discussion Items	Discuss	Sarah Morrill	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		Sarah Morrill	10 m
Members of the Board and UMCS community may provide appreciations and affirmations during this time.			
E. Board Member Comment		Sarah Morrill	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		Sarah Morrill	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

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	Krishna Feeney	25 m

Report topics this meeting **may** include:

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

III. Finance Committee **6:23 PM**

A. Discussion Item - Committee Report, including year to date financial report	Discuss	Greg Klein	5 m
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Discussion of the close of the 2021-2022 fiscal year.

Most recent year-to-date financial report through August 31, 2022 is available here attached to the agenda or in the "Other files" section of this meeting.

IV. Academic Oversight Committee **6:28 PM**

A. Discussion Item - Committee Report	Discuss	Kara Fortuna	15 m
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V. Family Advisory Council **6:43 PM**

A. Discussion Item - Committee Report	Discuss	Kara Fortuna	5 m
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VI. Executive & Governance Committee **6:48 PM**

A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training	Discuss	Sarah Morrill	10 m
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Committee report: Retreat and Goal planning; Leader evaluation process updates; Community of Practice
Regular reminders:

- [Form 700](#)
- Board member recruitment
- Board Clearance process

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.

Current and archival information is [here](#).

VII. Other Business **7:03 PM**

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

B. Approve Minutes from August 22, 2022 Regular Meeting	Approve Minutes	Greg Klein	1 m
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C. Action Item - Vote on General Consent Report	Vote	Sarah Morrill	3 m
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General Consent Report for September 22, 2022

1. 2021-2022 Unaudited Actuals
2. UMCS Safe Return to In-Person Instruction and Continuity of Services Plan

[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	Sarah Morrill	5 m
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VIII. Closed Session 7:22 PM

A. Closed Session Items	Discuss	Sarah Morrill	30 m
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1. Public Employee Performance Evaluation - Head of School

"Closed Session" is always agendized ahead of time as a "Discuss" item. If any votes are taken during any Closed Session, those are reported out publicly upon return to Open Session.

IX. Return to Open Session 7:52 PM

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

X. Closing Items 7:53 PM

A. Adjourn Meeting	FYI	Sarah Morrill	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

Head of School Report

Section:	II. Head of School Report
Item:	A. Head of School Report
Purpose:	Discuss
Submitted by:	
Related Material:	September 2022 HOS Board Report (1).pdf



HOS REPORT SEPTEMBER 22, 2022

RECENT AND UPCOMING EVENTS

- **No School for Students this Friday** – Professional Development Day – Friday, September 23, 2022
- Read-a-Thon!
- NWEA Testing - September 26 - October 7
- Picture Day! – Thursday, October 6, 2022.
 - The Picture Day ID is EVTC2T487.
- No School in honor of Indigineous Peoples Day - October 10



INSTRUCTIONAL UPDATES

INSTRUCTIONAL UPDATES

- ▶ Contracted with outside data analyst to sort and visualize school data for internal use and in preparation for next renewal
 - Attendance
 - NWEA twice a year
 - SBAC
 - DIBELS

CONT...

- ▶ Coaching conversations
 - Data collection and observations
 - Transparent Classroom
 - Looking at lessons given in classrooms by sub groups.
 - Using a variety of observation tools to track student engagement by sub groups.

SCHOOL SITE VISIT DATA - PMA

	Year	Primary	LE	UE
Work Engagement	2021 (10/21)	59%	72%	30%
	2021 (4/20)	73%	82%	70%
	2022 (8/30)	69%	71%	68%
Montessori materials in use	2021 (10/21)	10	7	1 (all in one class)
	2021 (4/20)	10	10	.25
	2022 (8/30)	15	7	3

PROFESSIONAL DEVELOPMENT DAY

- Community Building
- Finalize ABAR statements and Land Acknowledgment
 - How will we share these with students or use them in our classroom spaces?
- Affinity Groups
- Curriculum planning
- Data Review
- and More!



STAFFING UPDATES

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- Teacher Lisa - Amethyst English and History
- Ms. Sandra - Leopard Lily Lead
- Teacher Stef - Support Teacher for Leopard Lily

- We are hiring for California Poppy Support Teacher
 - Ms. Shani supporting in the interim



QUESTIONS?

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_August_2022_Forecast.pdf
UMCS_September_2022_FC_Presentation.pdf

Urban Montessori
Income Statement
As of Aug FY2023

	Actual		YTD	Budget				
	Jul	Aug		Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining
SUMMARY								
Revenue								
LCFF Entitlement	-	76,155	76,155	3,833,476	3,521,359	(312,117)	3,445,204	2%
Federal Revenue	-	-	-	499,411	491,671	(7,740)	491,671	0%
Other State Revenues	12,655	25,292	37,947	1,130,345	1,732,813	602,468	1,694,866	2%
Local Revenues	-	-	-	59,584	59,584	-	59,584	0%
Fundraising and Grants	-	-	-	190,000	190,000	-	190,000	0%
Total Revenue	12,655	101,447	114,102	5,712,817	5,995,427	282,611	5,881,325	2%
Expenses								
Compensation and Benefits	71,606	343,179	414,785	3,934,949	4,010,646	(75,696)	3,595,860	10%
Books and Supplies	3,327	51,006	54,333	410,800	401,900	8,900	347,567	14%
Services and Other Operating Expenditures	56,276	85,301	141,577	1,296,489	1,085,835	210,654	944,258	13%
Depreciation	-	-	-	8,986	8,986	-	8,986	0%
Other Outflows	49,092	900	49,992	-	-	-	(49,992)	
Total Expenses	180,301	480,386	660,687	5,651,224	5,507,366	143,858	4,846,679	12%
Operating Income	(167,646)	(378,939)	(546,585)	61,592	488,061	426,469	1,034,646	
Fund Balance								
Beginning Balance (Audited)				1,236,534	1,468,305			
Operating Income				61,592	488,061			
Ending Fund Balance				1,298,126	1,956,366			
Fund Balance as a % of Expenses				23%	36%			

Urban Montessori
Income Statement
As of Aug FY2023

	Actual		YTD	Budget				
	Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
KEY ASSUMPTIONS								
Enrollment Summary								
K-3				222	201	(21)		
4-6				128	117	(11)		
7-8				56	45	(11)		
Total Enrolled				406	363	(43)		
ADA %								
K-3				93.0%	93.0%	0.0%		
4-6				93.0%	93.0%	0.0%		
7-8				93.0%	93.0%	0.0%		
Average ADA %				93.0%	93.0%	0.0%		
ADA								
K-3				206.46	186.93	(19.53)		
4-6				119.04	108.81	(10.23)		
7-8				52.08	41.85	(10.23)		
Total ADA				377.58	337.59	(39.99)		

Urban Montessori
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As of Aug FY2023

	Actual		YTD	Budget				
	Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
REVENUE								
LCFF Entitlement								
8011		76,155	76,155	1,904,420	1,796,612	(107,808)	1,720,457	4%
8012		-	-	858,994	668,094	(190,901)	668,094	0%
8096		-	-	1,070,062	1,056,653	(13,408)	1,056,653	0%
		76,155	76,155	3,833,476	3,521,359	(312,117)	3,445,204	2%
Federal Revenue								
8181		-	-	43,625	43,625	-	43,625	0%
8220		-	-	73,080	65,340	(7,740)	65,340	0%
8291		-	-	42,645	42,645	-	42,645	0%
8292		-	-	8,381	8,381	-	8,381	0%
8294		-	-	10,000	10,000	-	10,000	0%
8299		-	-	321,680	321,680	-	321,680	0%
		-	-	499,411	491,671	(7,740)	491,671	0%
Other State Revenue								
8381	12,655	12,655	25,310	292,439	281,509	(10,931)	256,199	9%
8382	-	1,580	1,580	21,600	18,150	(3,450)	16,570	9%
8520	-	-	-	3,045	2,723	(323)	2,723	0%
8550	-	-	-	5,798	5,798	-	5,798	0%
8560	-	-	-	89,916	83,566	(6,350)	83,566	0%
8590	-	253	253	587,481	1,124,682	537,201	1,124,429	0%
8593	-	10,804	10,804	130,067	216,386	86,319	205,582	5%
	12,655	25,292	37,947	1,130,345	1,732,813	602,468	1,694,866	2%
Local Revenue								
8702	-	-	-	59,584	59,584	-	59,584	0%
	-	-	-	59,584	59,584	-	59,584	0%
Fundraising and Grants								
8801	-	-	-	50,000	50,000	-	50,000	0%
8802	-	-	-	25,000	25,000	-	25,000	0%
8803	-	-	-	100,000	100,000	-	100,000	0%
8814	-	-	-	15,000	15,000	-	15,000	0%
	-	-	-	190,000	190,000	-	190,000	0%
TOTAL REVENUE	12,655	101,447	114,102	5,712,817	5,995,427	282,611	5,881,325	2%

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Actual		YTD	Budget				
Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent

Urban Montessori
Income Statement
As of Aug FY2023

	Actual		YTD	Budget					
	Jul	Aug		Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
EXPENSES									
Compensation & Benefits									
Certificated Salaries									
1100	Lead Teacher Salaries	6,600	62,081	68,681	1,072,001	1,107,849	(35,848)	1,039,168	6%
1148	Special Ed Teacher Salaries	-	27,891	27,891	349,210	407,047	(57,838)	379,157	7%
1150	Support Teacher Salaries	1,800	32,105	33,905	656,289	473,484	182,805	439,580	7%
1170	Measure G1 Stipends	-	-	-	58,000	58,000	-	58,000	0%
1300	Certificated Supervisor & Administrator Salaries	22,279	22,279	44,558	267,350	267,350	-	222,792	17%
1980	Other Cert - Custom 5	-	33,292	33,292	-	-	-	(33,292)	
	SUBTOTAL - Certificated Salaries	30,679	177,648	208,327	2,402,850	2,313,731	89,119	2,105,404	9%
Classified Salaries									
2100	Distance Learning Support Staff	-	5,941	5,941	65,354	65,354	-	59,413	9%
2102	Student Support Staff	-	8,567	8,567	231,572	200,065	31,508	191,498	4%
2300	Classified Supervisor & Administrator Salaries	9,366	9,366	18,733	112,398	112,398	-	93,665	17%
2400	Classified Clerical & Office Salaries	11,104	14,423	25,527	180,411	223,924	(43,513)	198,397	11%
2900	Classified Substitutes	-	4,558	4,558	46,771	23,790	22,981	19,232	19%
2905	Other Classified - After School	-	-	-	-	136,871	(136,871)	136,871	0%
2999	Payroll Temporary Holding Account	-	12,565	12,565	-	-	-	(12,565)	
	SUBTOTAL - Classified Salaries	20,471	55,420	75,891	636,506	762,401	(125,895)	686,510	10%
Employee Benefits									
3100	STRS	5,516	34,171	39,687	425,134	464,282	(39,148)	424,595	9%
3300	OASDI-Medicare-Alternative	2,011	6,317	8,328	94,509	84,615	9,894	76,287	10%
3400	Health & Welfare Benefits	5,334	63,760	69,094	327,692	335,144	(7,452)	266,050	21%
3500	Unemployment Insurance	-	799	799	11,734	13,507	(1,773)	12,708	6%
3600	Workers Comp Insurance	7,595	5,064	12,659	36,524	36,966	(442)	24,307	34%
	SUBTOTAL - Employee Benefits	20,456	110,111	130,567	895,593	934,513	(38,920)	803,946	14%
Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	-	11,695	11,695	100,000	100,000	-	88,305	12%
4200	Books & Other Reference Materials	-	1,981	1,981	1,000	2,000	(1,000)	19	99%
4320	Educational Software	-	-	-	9,000	9,000	-	9,000	0%
4325	Instructional Materials & Supplies	3,211	3,602	6,813	7,500	7,500	-	687	91%
4326	Art & Music Supplies	33	7,864	7,897	5,000	8,000	(3,000)	103	99%
4330	Office Supplies	-	479	479	5,000	5,000	-	4,521	10%
4335	PE Supplies	-	393	393	2,000	2,000	-	1,607	20%
4340	SpEd Materials & Supplies	83	-	83	2,000	2,000	-	1,917	4%

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	Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1	Current Forecast	% Current Forecast
						vs. Current Forecast	Remaining	Spent
4400 Training Center Expenses	-	-	-	100,000	100,000	-	100,000	0%
4410 Classroom Furniture, Equipment & Supplies	-	2,305	2,305	10,000	10,000	-	7,695	23%
4420 Computers: individual items less than \$5k	-	7,227	7,227	17,500	17,500	-	10,273	41%
4430 Non Classroom Related Furniture, Equipment & Supplies	-	2,097	2,097	10,000	10,000	-	7,903	21%
4700 Snacks	-	2,904	2,904	15,000	15,000	-	12,096	19%
4710 Student Food Services	-	9,038	9,038	121,800	108,900	12,900	99,862	8%
4720 Other Food	-	1,421	1,421	5,000	5,000	-	3,579	28%
SUBTOTAL - Books and Supplies	3,327	51,006	54,333	410,800	401,900	8,900	347,567	14%
Services & Other Operating Expenses								
5215 Travel - Mileage, Parking, Tolls	-	-	-	1,662	1,662	-	1,662	0%
5305 Dues & Membership - Professional	4,438	-	4,438	19,000	19,000	-	14,563	23%
5450 Insurance - Other	15,092	15,450	30,542	73,330	73,330	-	42,788	42%
5515 Janitorial, Gardening Services & Supplies	7,200	9,948	17,148	100,000	100,000	-	82,852	17%
5520 Security	1,567	8,307	9,874	22,660	22,660	-	12,787	44%
5535 Utilities - All Utilities	-	7,546	7,546	55,105	55,105	-	47,559	14%
5605 Equipment Leases	931	1,191	2,122	13,596	13,596	-	11,474	16%
5610 Rent	-	-	-	146,708	146,708	-	146,708	0%
5615 Repairs and Maintenance - Building	25	52	77	20,000	20,000	-	19,923	0%
5803 Accounting Fees	-	-	-	23,672	23,672	-	23,672	0%
5805 Administrative Fees	-	-	-	6,775	6,775	-	6,775	0%
5809 Banking Fees	111	111	222	656	656	-	434	34%
5812 Business Services	10,167	10,167	20,333	122,000	122,000	-	101,667	17%
5815 Consultants - Instructional	-	-	-	5,000	5,000	-	5,000	0%
5824 District Oversight Fees	-	-	-	39,485	36,270	3,215	36,270	0%
5826 Directors Contingency	-	-	-	253,612	35,214	218,399	35,214	0%
5827 Middle School Program expenses (8816 offset)	-	-	-	1,918	1,918	-	1,918	0%
5830 Field Trips Expenses	-	-	-	50,000	50,000	-	50,000	0%
5833 Fines and Penalties	-	-	-	1,000	1,000	-	1,000	0%
5836 Fingerprinting	-	-	-	1,692	1,692	-	1,692	0%
5839 Fundraising Expenses	-	-	-	11,674	11,674	-	11,674	0%
5845 Legal Fees	-	-	-	50,000	50,000	-	50,000	0%
5851 Marketing and Student Recruiting	-	-	-	10,000	10,000	-	10,000	0%
5857 Payroll Fees	312	445	757	6,747	6,747	-	5,990	11%
5860 Printing and Reproduction	-	-	-	1,030	1,030	-	1,030	0%
5861 Prior Yr Exp (not accrued)	-	10,959	10,959	-	10,959	(10,959)	-	100%
5863 Professional Development	7,450	3,799	11,249	69,000	69,000	-	57,751	16%
5869 Special Education Contract Instructors	-	-	-	90,000	90,000	-	90,000	0%
5875 Staff Recruiting	-	75	75	4,000	4,000	-	3,925	2%
5878 Student Assessment	534	-	534	13,000	13,000	-	12,466	4%

Urban Montessori
Income Statement
As of Aug FY2023

		Actual		YTD	Budget				
		Jul	Aug	Actual YTD	Approved Budget v1	Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
5880	Student Health Services	-	1,557	1,557	6,000	6,000	-	4,443	26%
5881	Student Information System	827	12,327	13,154	25,000	25,000	-	11,846	53%
5884	Substitutes	-	-	-	15,450	15,450	-	15,450	0%
5887	Technology Services	6,012	1,766	7,779	13,000	13,000	-	5,221	60%
5910	Communications - Internet / Website Fees	569	569	1,138	8,652	8,652	-	7,514	13%
5915	Postage and Delivery	-	42	42	3,395	3,395	-	3,353	1%
5920	Communications - Telephone & Fax	1,042	989	2,031	11,670	11,670	-	9,639	17%
SUBTOTAL - Services & Other Operating Exp.		56,276	85,301	141,577	1,296,489	1,085,835	210,654	944,258	13%
Capital Outlay & Depreciation									
6900	Depreciation	-	-	-	8,986	8,986	-	8,986	0%
SUBTOTAL - Capital Outlay & Depreciation		-	-	-	8,986	8,986	-	8,986	0%
Other Outflows									
7999	Uncategorized Expense	49,092	900	49,992	-	-	-	(49,992)	
SUBTOTAL - Other Outflows		49,092	900	49,992	-	-	-	(49,992)	
TOTAL EXPENSES		180,301	480,386	660,687	5,651,224	5,507,366	143,858	4,846,679	12%

Urban Montessori Finance Committee Update

JOSH KEMP

SEPTEMBER 15, 2022





Contents

- 1. 2022-23 Financial Update**
 - A. Current Forecast

- 2. 2021-22 Unaudited Actuals**
 - A. Unaudited Actuals
 - B. Comparison to Budget
 - C. Audit Steps

- 3. Exhibits**
 - A. Current 2022-23 Forecast
 - B. 2022-23 Cash Flow
 - C. 2021-22 Unaudited Actuals

2022-23 Forecast Update

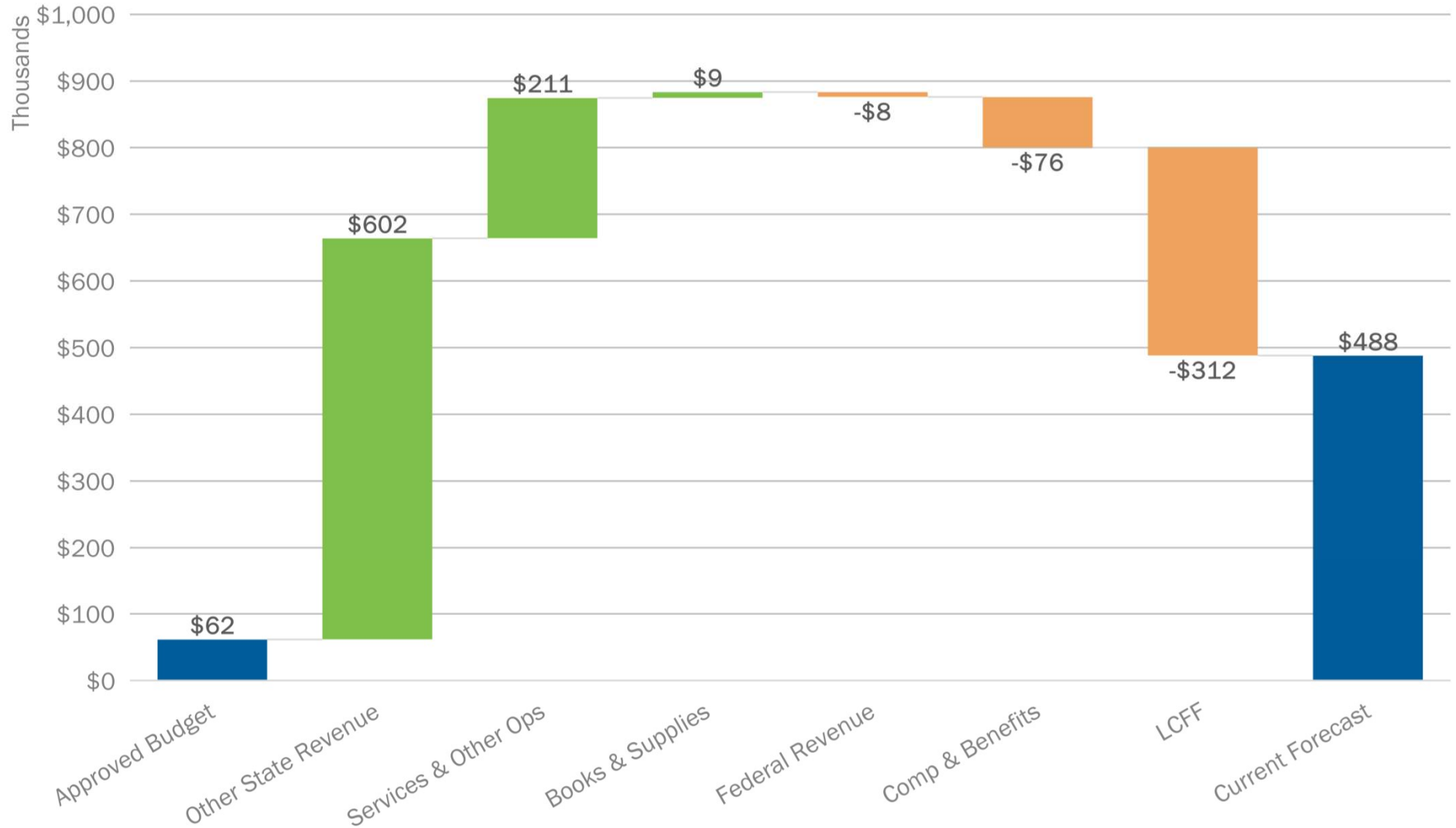
Actuals through 8/31/2022





2022-23 Forecast Update

Hold Harmless offsets lower than expected enrollment



Budget Comparison

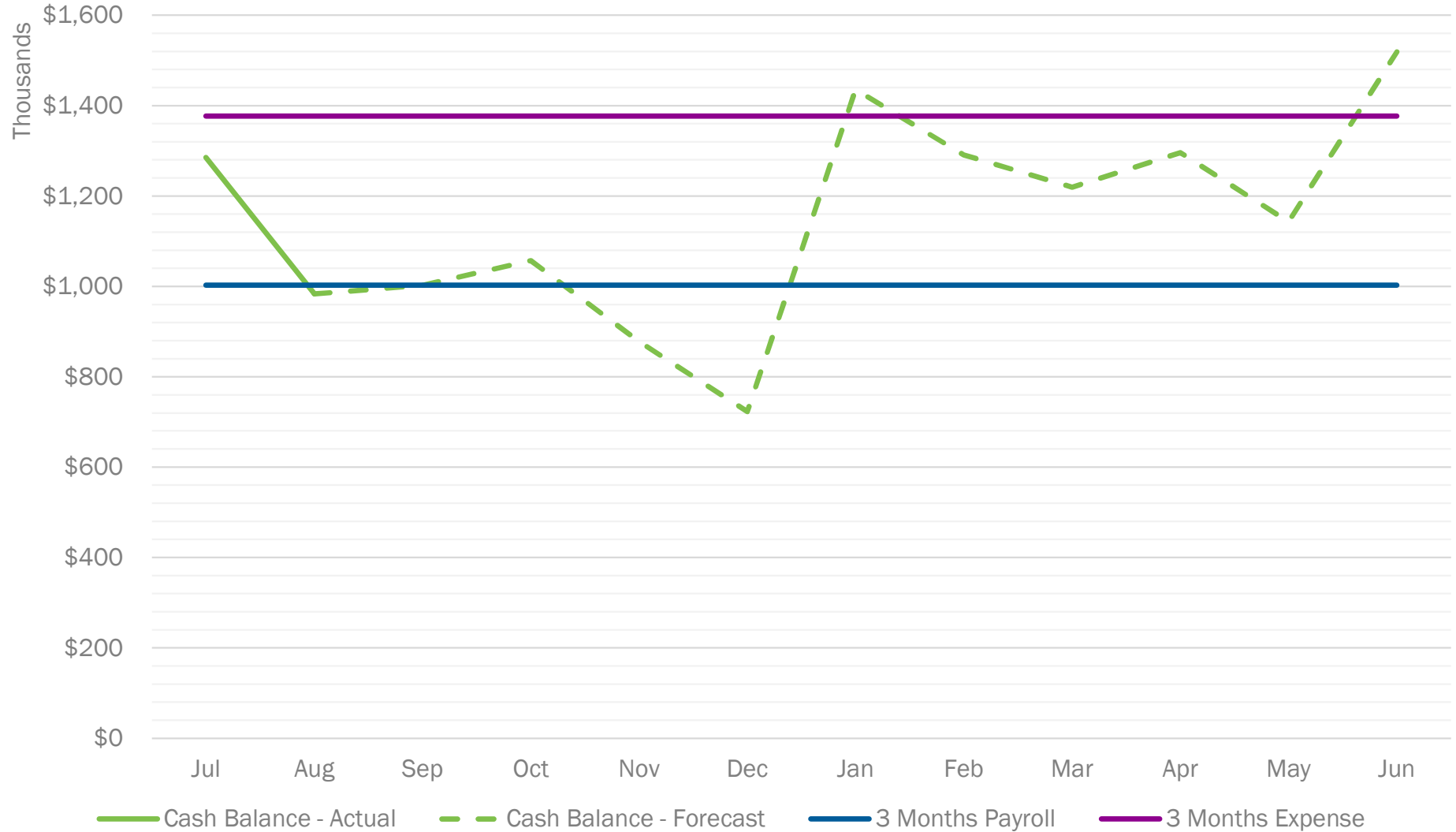


		2022-23	2022-23	Variance
		Budget	Current Forecast	
Revenue	LCFF Entitlement	3,833,476	3,521,359	(312,117)
	Federal Revenue	499,411	491,671	(7,740)
	Other State Revenues	1,130,345	1,732,813	602,468
	Local Revenues	59,584	59,584	-
	Fundraising and Grants	190,000	190,000	-
	Total Revenue	5,712,817	5,995,427	282,611
Expenses	Compensation and Benefits	3,934,949	4,010,646	(75,696)
	Books and Supplies	410,800	401,900	8,900
	Services and Other Operating	1,296,489	1,085,835	210,654
	Depreciation	8,986	8,986	-
	Other Outflows	-	-	-
	Total Expenses	5,651,224	5,507,366	143,858
	Operating Income	61,592	488,061	426,469
	Beginning Balance (Unaudited)	1,236,534	1,468,305	231,771
	Operating Income	61,592	488,061	426,469
Ending Fund Balance (incl. Depreciation)		1,298,126	1,956,366	658,240
Ending Fund Balance as % of Expenses		23.0%	35.5%	12.6%



2022-23 Monthly Cash Flow Projection

Strong cash flow ending year with over 3 months expense



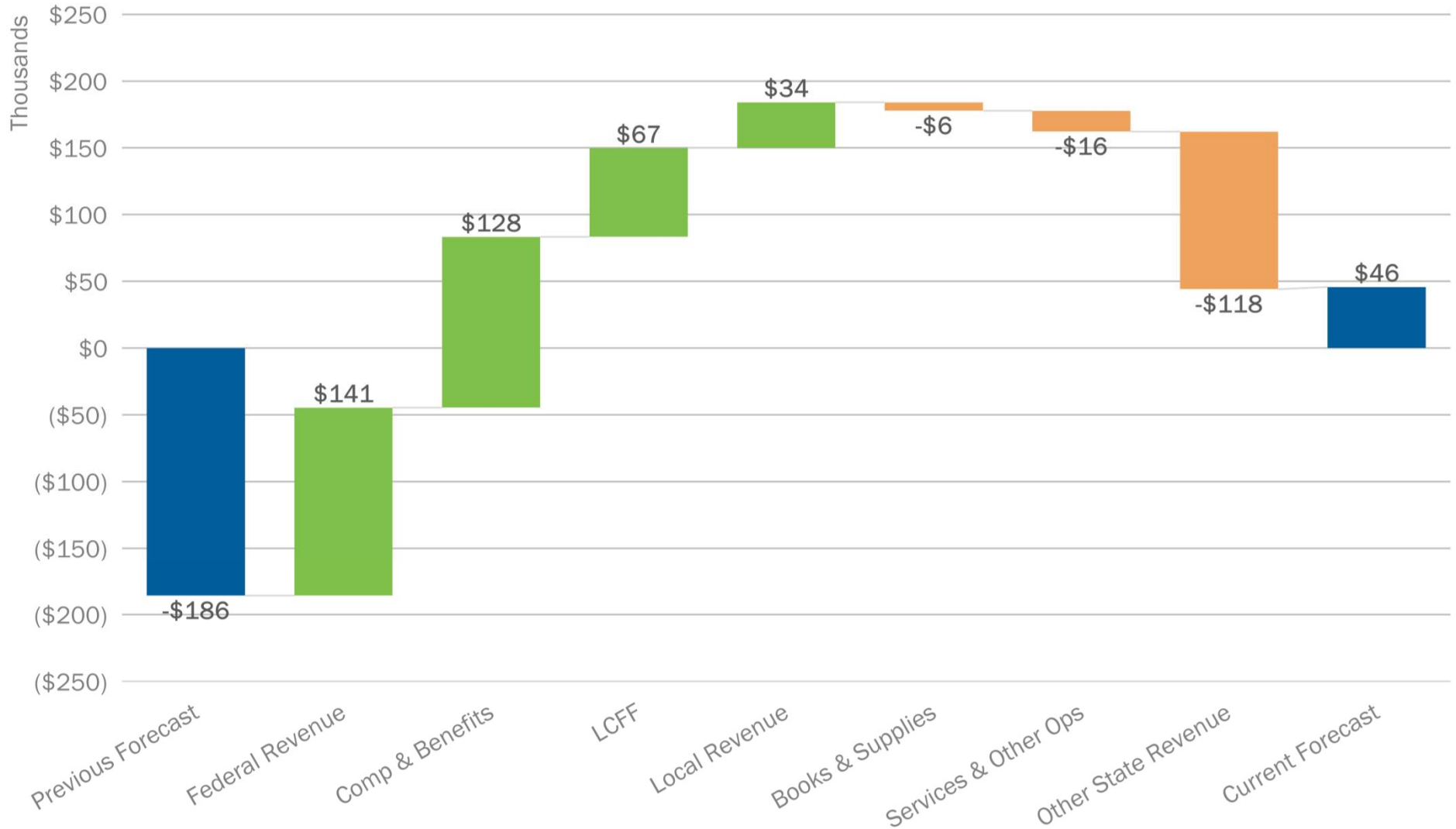
FY22 Unaudited Actuals





FY22 Year-End Net Income (Unaudited Actuals)

Large revenue increases and savings resulted in operating income



FY22 Year-End Net Income (Unaudited Actuals)

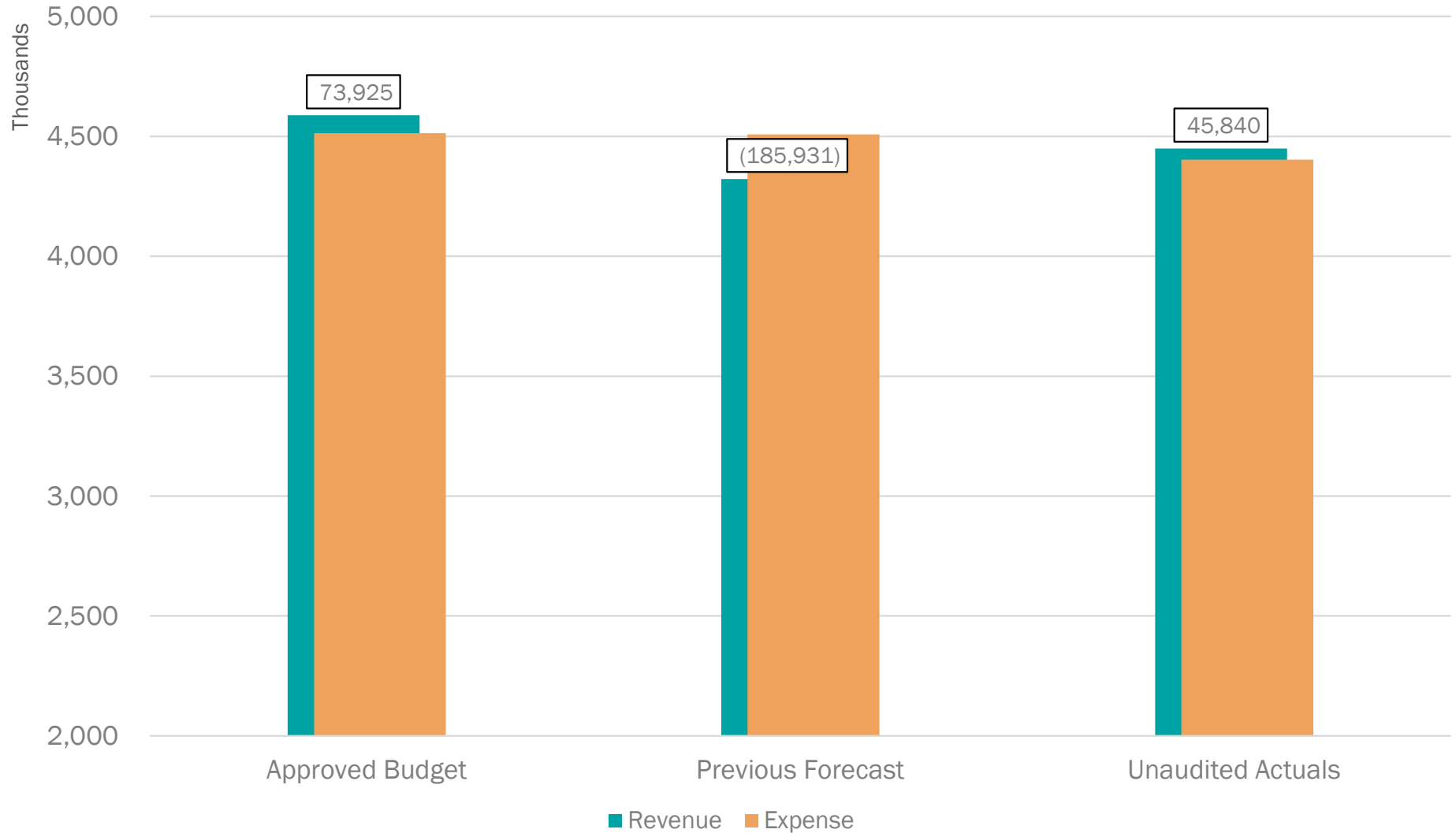


End FY22 with a 33% fund balance

		2021-22	2021-22	Variance
		Previous Forecast	Unaudited Actuals	
Revenue	LCFF Entitlement	2,937,753	3,004,254	66,501
	Federal Revenue	311,795	453,159	141,364
	Other State Revenues	802,262	684,230	(118,033)
	Local Revenues	62,659	97,007	34,347
	Fundraising and Grants	208,072	210,531	2,459
	Total Revenue	4,322,541	4,449,180	126,639
Expenses	Compensation and Benefits	3,270,408	3,142,527	127,881
	Books and Supplies	196,093	202,507	(6,413)
	Services and Other Operating	1,032,985	1,048,615	(15,630)
	Depreciation	8,986	8,965	21
	Other Outflows	-	726	(726)
	Total Expenses	4,508,472	4,403,340	105,133
	Operating Income	(185,931)	45,841	231,771
	Beginning Balance (Audited)	1,422,465	1,422,465	-
	Operating Income	(185,931)	45,841	231,771
	Ending Fund Balance (incl. Depreciation)	1,236,534	1,468,305	231,771
	Ending Fund Balance as % of Expenses	27.4%	33.3%	5.9%

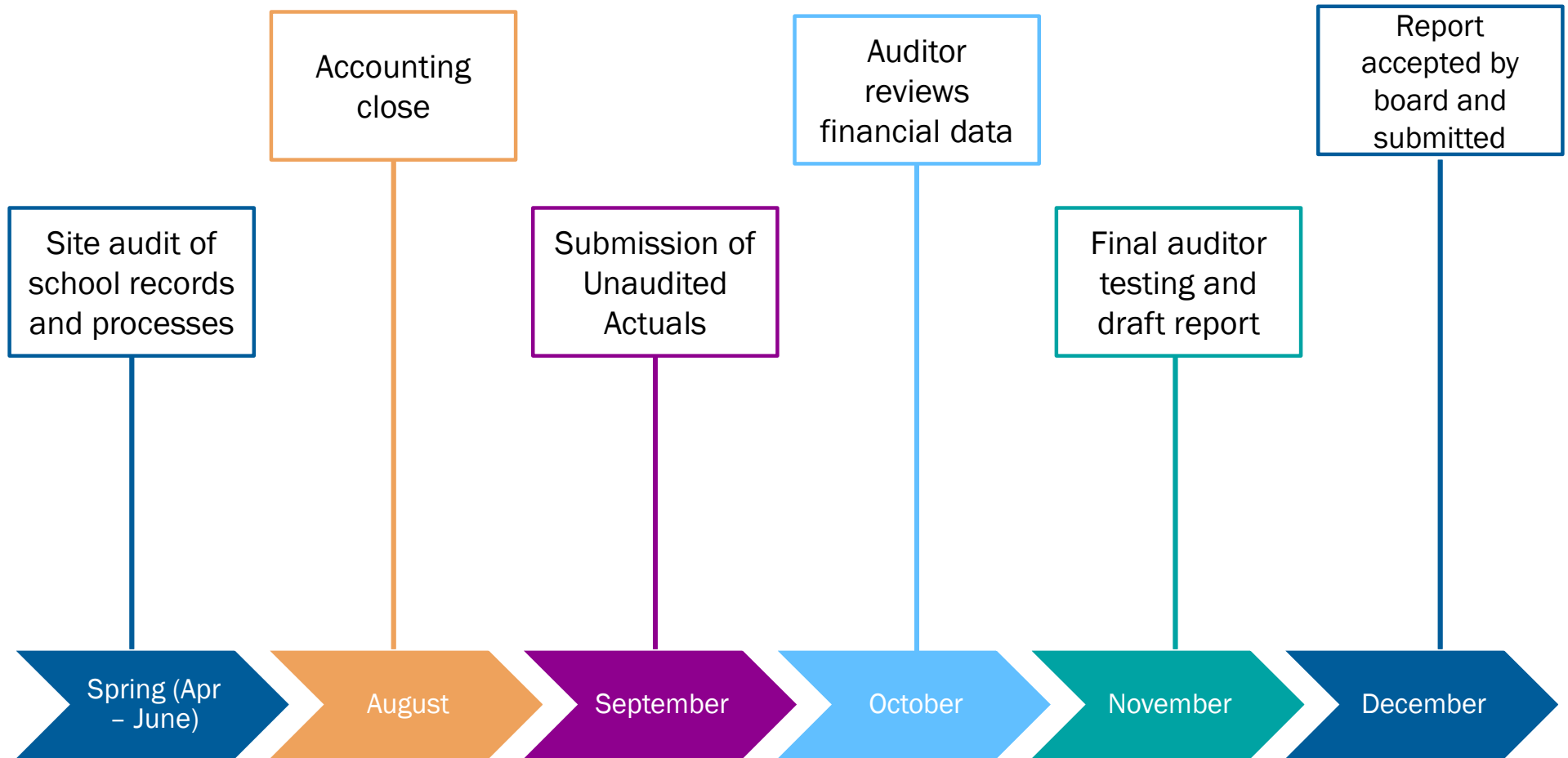
FY22 UA: Budget vs. Actual

Revenue and expenses both fell throughout the year



Audit process over next four months

Audit is result of EdTec accounting close and auditor review and testing



Coversheet

Approve Minutes from August 22, 2022 Regular Meeting

Section: VII. Other Business
Item: B. Approve Minutes from August 22, 2022 Regular Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on August 22, 2022

APPROVED



Urban Montessori Charter School

Minutes

Regular Board Meeting

(rescheduled from Aug 25th)

Date and Time

Monday August 22, 2022 at 5:30 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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Meeting ID: 825 9285 5160

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

Additional teleconference locations: 494 Juana Ave San Leandro, CA 94577; 1623 Sunhill Ct, Martinez, CA 94553; 3921 Enos Ave Oakland, 94619

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: Kara Fortuna, Greg Klein, Davis Leung, Sarah Morrill, 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. Williams, G. Klein, K. Fortuna (remote), S. Morrill

Directors Absent

D. Leung

Guests Present

D. Bissonnette

I. Opening Items

A. Call the Meeting to Order

D. Williams called a meeting of the board of directors of Urban Montessori Charter School to order on Monday Aug 22, 2022 at 5:32 PM.

B. Record Attendance

C. Review of Action/Discussion Items

No changes needed.

D. Board and Community Appreciations

Kara appreciated all of the teachers and staff for an impressively smooth first week. From the parent's side -- it all looked amazing!

Kara appreciated Daniel, Krishna, and Greg helped make the first week of middle school a lot of fun!

Parent Deb, echoed Kara's appreciations.

Donald appreciated the entire UCMS Staff, the summer event at Maxwell Park was amazing.

Krishna thanked the awesome UMCS Operations Team, and all the Teachers and Staff, for a great first week with nearly zero administrative support that week, as admin was either sick or in classrooms.

Sarah echoed appreciations to the whole staff and admin team for a great start to school, and also for the TK/K playdate that was organized; and for Ms. Krishna for a great prompt to use with her student to get more information about how his day went.

Greg appreciated Sita for her leadership as FAC President.

Daniel appreciated Krishna for working in-class full-time covering while getting the school year started. Daniel appreciated Greg for helping out in Amethyst. Daniel appreciated the staff who were trained over the summer, continuing to support one another as the year got started.

E. Board Member Comment

No comments not on today's agenda.

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 gave her head of school report, which is attached to the agenda for this meeting.

Back to school night is Wednesday 8/31. Looking to create an in-person event. No school on Monday 9/5, Labor Day. The year's events are on Page 2 of the School Calendar.

160 students are enrolled in expanded learning so far, which is not quite half the school. All families who want care are being offered care. Upcoming programs starting will be Chess, Drama, Drumming, Piano, and looking to outreach to Middle School.

Daniel shared about the founding cohort of the Oakland Montessori Teacher Residency completing its first summer. Daniel shared about the two weeks of PD that occurred before the start of school with students. New staff have all jumped right in with the rest of the staff helping welcome and supporting new staff. Lots of work on community agreements and learning about characteristics of white supremacy culture; participated in three sessions with Embracing Equity. Three goal areas for the year focus on: data, prepared environments, and adults practices. Five sessions about prepared environments during August PD. Also, there was work together on cleaning up communal spaces around campus.

For Data, all classrooms have a private data binder, with five sections for different kinds of data to be collected and addressed throughout the year. Want to be able to share about the whole child's experience in the classrooms.

Krishna shared a few pictures from the first week of the school year.

Krishna shared staff updates. Still hiring for one Student Support Assistant and a MS Humanities position.

Krishna shared that enrollment will probably settle out about 350 students, which is about the same as last year. Applications are open.

Kara asked about staffing in Expanded Learning. Krishna responded that Melody is also still hiring, has some applicants, but not all the way there. With additional staff, they can expand options for activities. Kara asked if parents can be a part of campus beautification during Expanded Learning, and Krishna responded that the FAC should reach out directly to Melody about that work, and seems like a great discussion to have.

Greg encouraged Admin to get information about Back to School Night out as soon as possible and Krishna agreed.

No other questions or public comments on this item.

III. Finance Committee

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

Greg shared the Finance Committee's report. The committee did not review year-to-date financials the committee usually looks at the financials through end of August at the September meeting. Lots of updates, though, from the State of California since the Board's June budget adoption. Increases in LCFF funds, hold harmless for 2021-2022, and a few additional one-time monies, each of which can be spent over multiple upcoming fiscal years, and with broad spending categories. These one-time funds can support with art, music, instructional materials, and learning recovery investments. Revenue is nearly \$1M higher than previously expected, but that is based on higher enrollment than we currently have, and so the revenue increase is likely to be about one third to one half that amount. The committee also discussed and reviewed the Federal Consolidated Application, the template for which had been delayed.

No questions or public comments on this item.

B. Vote to accept the 2021-2022 Unaudited Actuals

This item did not occur. Tabled until September.

IV. Family Advisory Council

A. Discussion Item - Committee Report

Kara shared about ramping up activities, including first Morning Coffee and FAC meeting are on the calendar. The FAC needs to fill its officers for the year and the second Board seat. Parents have been volunteering to help with morning traffic, and joining the ParentSquare group.

Donald asked about joining FAC, and Kara responded that interested parents can join the group on ParentSquare, attend any meeting, and contact Kara.

No other questions or public comments on this item.

V. Executive & Governance Committee

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

Sarah gave the committee's report. The committee discussed Board Goals and addressing the prior annual Board assessment. Sarah offered that it could be a good time for a Board retreat. Greg is going to help schedule something the calendar. The committee also discussed the Head of School evaluation process, and planned to administer the next Board assessment in early 2023. Lastly, the committee discussed updates to the COVID-19 Safety Plan to stay in alignment

with the latest guidance; board member recruitment; and our next chair as Davis completes his term after December.

No questions or public comments on this item.

B. Board and Committee Officers and Members

G. Klein made a motion to nominate Sarah as Chair effective August 23, 2022.

D. Williams seconded the motion.

No discussion or public comments on this item.

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

Roll Call

D. Leung Absent

K. Fortuna Aye

G. Klein Aye

S. Morrill Abstain

D. Williams Aye

VI. Other Business

A. Oakland and California Updates

Greg shared a few brief updates, including that OUSD's Board has started its meetings again in the new school year. The OUSD Superintendent is about to start their sabbatical. Also, there was a recent news article about traffic safety around schools that was recently shared with UMCS families in the Friday Message. Parent Deb shared that there are upcoming School Board elections in districts 2, 4, and 6. Krishna shared that she can share in Friday Messages about voter information and how to get to learn more if they want to. There is a Candidate Forum later in September that families can attend.

No other questions or public comments on this item.

B. Approve Minutes from June 23, 2022 Regular Meeting

S. Morrill made a motion to approve the minutes from Regular Board Meeting on 06-23-22.

K. Fortuna seconded the motion.

No questions, discussion, or public comments on this item.

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

Roll Call

D. Leung Absent

K. Fortuna Aye

G. Klein Aye

S. Morrill Aye

D. Williams Aye

C. Action Item - Vote on General Consent Report

G. Klein made a motion to approve the General Consent Report.

K. Fortuna seconded the motion.

No questions, discussion, or public comments on this item.

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

Roll Call

D. Williams Aye

D. Leung Absent

Roll Call

G. Klein Aye
K. Fortuna Aye
S. Morrill Aye

D. Collect New Business items for Future Meetings

No new items at this time.

VII. Closed Session

A. Closed Session Items

At 6:18pm, the Board announced Closed Session on Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

VIII. Return to Open Session

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

At 6:30pm, the Board returned to open session. No actions were taken.

IX. 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 6:31 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- HOS August 2022 Board Report.pdf
- UMCS_Aug_2022_FC_Presentation.pdf
- UMCS FY2022-23 Application for Funding.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: VII. Other Business
Item: C. Action Item - Vote on General Consent Report
Purpose: Vote
Submitted by:
Related Material:
UMCS_August_2022_Unaudited_Actuals.pdf
UMCS Safe Return to In-Person Instruction and Continuity of Services Plan.pdf

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

	Actual			YTD	Budget							
	Apr	May	Jun		Actual YTD	Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs. Unaudited Actuals	Approved Budget v1 vs. Unaudited Actuals	Unaudited Actuals Remaining	% Unaudited Actuals Spent
SUMMARY												
Revenue												
LCFF Entitlement	158,586	153,040	554,034	3,004,254	3,527,480	2,937,753	3,004,254	66,501	(523,226)	-	100%	
Federal Revenue	-	27,777	367,626	453,159	223,082	311,795	453,159	141,364	230,077	-	100%	
Other State Revenues	60,461	24,453	160,914	684,230	596,661	802,262	684,230	(118,033)	87,568	-	100%	
Local Revenues	-	18,225	63,745	97,007	62,659	62,659	97,007	34,347	34,347	-	100%	
Fundraising and Grants	4,146	409	12,555	210,531	178,000	208,072	210,531	2,459	32,531	-	100%	
Total Revenue	223,194	223,903	1,158,874	4,449,180	4,587,883	4,322,541	4,449,180	126,639	(138,703)	-	100%	
Expenses												
Compensation and Benefits	252,012	265,993	316,366	3,142,527	3,332,231	3,270,408	3,142,527	127,881	189,704	-	100%	
Books and Supplies	18,013	36,318	28,262	202,507	215,137	196,093	202,507	(6,413)	12,630	-	100%	
Services and Other Operating Expenditures	89,559	112,723	153,787	1,048,615	951,645	1,032,985	1,048,615	(15,630)	(96,969)	-	100%	
Depreciation	747	747	747	8,965	14,944	8,986	8,965	21	5,979	-	100%	
Other Outflows	16,049	(27,035)	(35,089)	726	-	-	726	(726)	(726)	(0)	100%	
Total Expenses	376,380	388,746	464,074	4,403,340	4,513,958	4,508,472	4,403,340	105,133	110,618	(0)	100%	
Operating Income	(153,186)	(164,843)	694,800	45,841	73,925	(185,931)	45,841	231,771	(28,084)	0		
Fund Balance												
Beginning Balance (Audited)					1,316,161	1,422,465	1,422,465					
Operating Income					73,925	(185,931)	45,841					
Ending Fund Balance					1,390,085	1,236,534	1,468,305					
Fund Balance as a % of Expenses					31%	27%	33%					

Urban Montessori
Income Statement
As of Jun FY2022

	Actual			YTD	Budget						
	Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs.	Approved Budget v1 vs.	Unaudited Actuals Remaining	% Unaudited Actuals Spent
								Unaudited Actuals	Unaudited Actuals		
KEY ASSUMPTIONS											
Enrollment Summary											
Total Enrolled					400	349	-	(349)	(400)		
ADA %											
Average ADA %					94.0%	90.6%					
ADA											
Total ADA					376.00	316.12	-	(316.12)	(376.00)		

Urban Montessori
Income Statement
As of Jun FY2022

		Actual			YTD	Budget						
		Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs. Unaudited Actuals	Approved Budget v1 vs. Unaudited Actuals	Unaudited Actuals Remaining	% Unaudited Actuals Spent
REVENUE												
LCFF Entitlement												
8010	Principal Apportionment	-	-	65,736	65,736	-	-	65,736	65,736	65,736	-	100%
8011	Charter Schools General Purpose Entitlement - State Aid	91,906	91,906	(88,346)	1,065,498	1,734,516	1,322,696	1,065,498	(257,198)	(669,018)	-	100%
8012	Education Protection Account Entitlement	66,680	-	388,960	883,568	724,019	719,173	883,568	164,395	159,549	-	100%
8096	Charter Schools in Lieu of Property Taxes	-	61,134	187,684	989,452	1,068,945	895,884	989,452	93,568	(79,493)	-	100%
SUBTOTAL - LCFF Entitlement		158,586	153,040	554,034	3,004,254	3,527,480	2,937,753	3,004,254	66,501	(523,226)	-	100%
Federal Revenue												
8181	Special Education - Entitlement	-	-	70,819	70,819	49,250	55,006	70,819	15,813	21,569	-	100%
8220	Child Nutrition Programs	-	12,146	65,650	89,458	44,708	53,436	89,458	36,022	44,749	-	100%
8291	Title I	-	-	12,470	41,784	41,403	41,403	41,784	381	381	-	100%
8292	Title II	-	-	4,016	7,947	8,137	7,947	7,947	(190)	(190)	-	100%
8294	Title IV	-	-	7,500	10,000	10,000	10,000	10,000	-	-	-	100%
8297	PY Federal - Not Accrued	-	-	(2)	3,098	-	4,400	3,098	(1,302)	3,098	-	100%
8299	All Other Federal Revenue	-	15,631	207,173	230,053	69,584	139,413	230,053	90,640	160,469	-	100%
SUBTOTAL - Federal Revenue		-	27,777	367,626	453,159	223,082	311,795	453,159	141,364	230,077	-	100%
Other State Revenue												
8319	Other State Apportionments - Prior Years	-	-	-	63	-	-	63	63	63	-	100%
8381	Special Education - Entitlement (State)	15,496	15,496	21,349	226,022	241,945	251,741	226,022	(25,719)	(15,923)	-	100%
8382	Special Education Reimbursement (State)	12,254	-	10,800	60,921	33,600	58,331	60,921	2,590	27,321	-	100%
8520	Child Nutrition - State	-	737	3,959	5,402	2,190	2,618	5,402	2,785	3,212	-	100%
8550	Mandated Cost Reimbursements	-	-	-	6,474	6,474	6,474	6,474	(0)	(0)	-	100%
8560	State Lottery Revenue	24,491	-	33,184	85,476	78,151	75,280	85,476	10,196	7,325	-	100%
8590	All Other State Revenue	-	-	75,177	208,530	234,301	316,476	208,530	(107,946)	(25,771)	-	100%
8593	Expanded Learning Opportunities Program	8,220	8,220	16,444	91,342	-	91,342	91,342	-	91,342	-	100%
SUBTOTAL - Other State Revenue		60,461	24,453	160,914	684,230	596,661	802,262	684,230	(118,033)	87,568	-	100%
Local Revenue												
8634	Food Service Sales	-	-	-	699	3,075	3,075	699	(2,376)	(2,376)	-	100%
8699	All Other Local Revenue	-	18,225	5,001	32,990	-	-	32,990	32,990	32,990	-	100%
8702	Oakland Measure G1	-	-	58,743	58,743	59,584	59,584	58,743	(841)	(841)	-	100%
8999	Uncategorized Revenue	-	-	-	4,575	-	-	4,575	4,575	4,575	-	100%
SUBTOTAL - Local Revenue		-	18,225	63,745	97,007	62,659	62,659	97,007	34,347	34,347	-	100%
Fundraising and Grants												
8801	Walkathon	-	-	-	-	25,000	25,000	-	(25,000)	(25,000)	-	100%
8802	Private Grants	-	409	12,409	136,979	100,000	122,384	136,979	14,595	36,979	-	100%
8803	All In for Learning	-	-	-	793	25,000	25,000	793	(24,207)	(24,207)	-	100%
8811	Fall Campaign	-	-	-	-	15,000	4,984	-	(4,984)	(15,000)	-	100%
8812	Other Fundraising (Movie Night, Apparel, etc)	4,146	-	146	72,758	10,000	27,704	72,758	45,054	62,758	-	100%
8814	Field Trips Donations	-	-	-	-	3,000	3,000	-	(3,000)	(3,000)	-	100%
SUBTOTAL - Fundraising and Grants		4,146	409	12,555	210,531	178,000	208,072	210,531	2,459	32,531	-	100%
TOTAL REVENUE		223,194	223,903	1,158,874	4,449,180	4,587,883	4,322,541	4,449,180	126,639	(138,703)	-	100%

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

	Actual			YTD	Budget							
	Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs. Unaudited Actuals	Approved Budget v1 vs. Unaudited Actuals	Unaudited Actuals Remaining	% Unaudited Actuals Spent	
EXPENSES												
Compensation & Benefits												
Certificated Salaries												
1100	Lead Teacher Salaries	72,784	71,189	108,222	890,822	924,287	920,703	890,822	29,881	33,465	-	100%
1148	Special Ed Teacher Salaries	29,762	26,734	42,338	350,744	403,725	336,502	350,744	(14,242)	52,981	-	100%
1150	Support Teacher Salaries	40,690	45,922	50,476	544,135	497,566	573,226	544,135	29,090	(46,570)	-	100%
1170	Measure G1 Stipends	-	-	-	-	58,000	59,584	-	59,584	58,000	-	100%
1300	Certificated Supervisor & Administrator Salaries	20,311	24,061	27,479	254,652	243,735	243,735	254,652	(10,918)	(10,918)	-	100%
	SUBTOTAL - Certificated Salaries	163,547	167,907	228,515	2,040,353	2,127,312	2,133,749	2,040,353	93,396	86,959	-	100%
Classified Salaries												
2100	Distance Learning Support Staff	5,491	5,491	7,323	60,799	142,197	56,234	60,799	(4,564)	81,398	-	100%
2102	Student Support Staff	12,769	14,544	18,132	152,349	127,557	136,273	152,349	(16,076)	(24,792)	-	100%
2300	Classified Supervisor & Administrator Salaries	-	6,088	9,728	15,817	-	15,712	15,817	(105)	(15,817)	-	100%
2400	Classified Clerical & Office Salaries	14,064	12,975	18,781	171,120	164,320	174,610	171,120	3,489	(6,800)	-	100%
2900	Classified Substitutes	2,397	6,331	5,189	36,367	33,440	38,244	36,367	1,876	(2,927)	-	100%
	SUBTOTAL - Classified Salaries	34,721	45,430	59,153	436,452	467,514	421,072	436,452	(15,380)	31,062	-	100%
Employee Benefits												
3100	STRS	26,013	26,891	25,382	310,728	343,211	322,067	310,728	11,339	32,483	-	100%
3300	OASDI-Medicare-Alternative	5,278	6,243	8,440	69,109	72,741	77,429	69,109	8,320	3,632	-	100%
3400	Health & Welfare Benefits	22,447	19,313	(5,200)	250,317	279,103	273,291	250,317	22,973	28,785	-	100%
3500	Unemployment Insurance	5	208	77	7,713	11,212	12,142	7,713	4,429	3,499	-	100%
3600	Workers Comp Insurance	-	-	-	27,855	31,138	30,658	27,855	2,803	3,283	-	100%
	SUBTOTAL - Employee Benefits	53,743	52,656	28,698	665,722	737,405	715,587	665,722	49,864	71,683	-	100%
Books & Supplies												
4100	Approved Textbooks & Core Curricula Materials	-	-	-	2,470	9,686	9,686	2,470	7,216	7,216	-	100%
4200	Books & Other Reference Materials	-	53	72	143	1,030	1,030	143	887	887	-	100%
4320	Educational Software	-	59	-	2,615	8,501	2,615	2,615	-	5,886	-	100%
4325	Instructional Materials & Supplies	584	343	4,039	21,086	10,109	17,047	21,086	(4,039)	(10,977)	-	100%
4326	Art & Music Supplies	199	59	266	1,051	5,150	785	1,051	(266)	4,099	-	100%
4330	Office Supplies	1,213	45	100	4,905	4,120	5,000	4,905	95	(785)	-	100%
4335	PE Supplies	-	-	-	1,034	1,030	1,034	1,034	-	(4)	-	100%
4340	SpEd Materials & Supplies	22	1,437	-	2,463	2,611	2,611	2,463	148	148	-	100%
4400	One-Time Funding Expense	-	-	-	-	55,000	-	-	-	55,000	-	100%
4410	Classroom Furniture, Equipment & Supplies	-	40	1,484	13,384	2,060	11,900	13,384	(1,484)	(11,324)	-	100%
4420	Computers: individual items less than \$5k	220	15,717	1,290	22,369	20,000	21,080	22,369	(1,290)	(2,369)	-	100%
4430	Non Classroom Related Furniture, Equipment & Supplies	539	292	-	1,828	2,060	2,060	1,828	232	232	-	100%
4700	Snacks	-	8,153	5,139	15,505	-	10,365	15,505	(5,139)	(15,505)	-	100%
4710	Student Food Services	15,236	10,069	15,389	108,104	87,600	104,700	108,104	(3,404)	(20,504)	-	100%
4720	Other Food	-	51	484	5,549	6,180	6,180	5,549	631	631	-	100%
	SUBTOTAL - Books and Supplies	18,013	36,318	28,262	202,507	215,137	196,093	202,507	(6,413)	12,630	-	100%
Services & Other Operating Expenses												
5215	Travel - Mileage, Parking, Tolls	-	547	2,195	4,356	515	2,161	4,356	(2,195)	(3,841)	-	100%
5305	Dues & Membership - Professional	-	212	-	18,990	6,180	18,990	18,990	-	(12,810)	-	100%
5450	Insurance - Other	2,773	-	(686)	67,952	70,962	70,962	67,952	3,010	3,010	-	100%
5515	Janitorial, Gardening Services & Supplies	6,080	7,049	7,096	84,250	92,700	84,250	84,250	450	8,450	-	100%
5520	Security	41	191	2,244	22,825	1,236	22,000	22,825	(825)	(21,589)	-	100%
5535	Utilities - All Utilities	1,196	21,849	14,011	66,605	51,500	53,500	66,605	(13,105)	(15,105)	-	100%
5605	Equipment Leases	1,896	1,890	2,210	12,349	14,444	13,200	12,349	851	2,095	-	100%

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

		Actual			YTD	Budget						
		Apr	May	Jun	Actual YTD	Approved Budget v1	Previous Forecast	Unaudited Actuals	Previous Forecast vs. Unaudited Actuals	Approved Budget v1 vs. Unaudited Actuals	Unaudited Actuals Remaining	% Unaudited Actuals Spent
5610	Rent	-	-	33,410	133,641	146,708	146,708	133,641	13,067	13,067	-	100%
5615	Repairs and Maintenance - Building	36	948	1,290	4,249	-	2,959	4,249	(1,290)	(4,249)	-	100%
5803	Accounting Fees	2,100	-	1,785	21,840	22,982	22,982	21,840	1,142	1,142	-	100%
5805	Administrative Fees	-	354	354	1,416	6,577	6,577	1,416	5,161	5,161	-	100%
5809	Banking Fees	25	190	26	662	618	637	662	(26)	(44)	-	100%
5812	Business Services	9,833	9,833	9,954	118,121	118,000	118,000	118,121	(121)	(121)	-	100%
5815	Consultants - Instructional	-	-	-	1,200	2,575	2,575	1,200	1,375	1,375	-	100%
5820	Consultants - Non Instructional - Custom 1	22,500	-	-	45,280	45,000	50,000	45,280	4,720	(280)	-	100%
5824	District Oversight Fees	-	3,942	11,427	30,043	35,275	29,378	30,043	(665)	5,232	-	100%
5826	Directors Contingency	-	-	-	-	45,000	-	-	-	45,000	-	-
5827	Middle School Program expenses (8816 offset)	-	-	-	-	1,862	-	-	-	1,862	-	-
5830	Field Trips Expenses	-	-	-	-	3,090	3,090	-	3,090	3,090	-	-
5833	Fines and Penalties	1,890	1,891	-	3,801	515	3,801	3,801	-	(3,286)	-	100%
5836	Fingerprinting	-	-	-	1,294	1,643	1,643	1,294	349	349	-	100%
5839	Fundraising Expenses	-	1,686	1,672	3,766	11,334	11,334	3,766	7,568	7,568	-	100%
5845	Legal Fees	9,619	3,317	2,100	55,523	15,450	55,000	55,523	(523)	(40,073)	-	100%
5851	Marketing and Student Recruiting	-	393	-	9,993	3,500	9,993	9,993	-	(6,493)	-	100%
5857	Payroll Fees	398	428	569	5,516	6,551	6,551	5,516	1,035	1,035	-	100%
5860	Printing and Reproduction	-	176	-	355	9,332	1,000	355	645	8,977	-	100%
5861	Prior Yr Exp (not accrued)	-	19,725	(190)	(9,713)	-	(9,523)	(9,713)	190	9,713	-	100%
5863	Professional Development	6,250	4,906	33,650	69,306	60,000	35,656	69,306	(33,650)	(9,306)	-	100%
5869	Special Education Contract Instructors	23,150	19,200	5,075	151,753	90,000	150,000	151,753	(1,753)	(61,753)	-	100%
5872	Special Education Encroachment	-	-	8,431	8,431	-	-	8,431	(8,431)	(8,431)	-	100%
5875	Staff Recruiting	-	-	1,200	4,405	4,120	3,205	4,405	(1,200)	(285)	-	100%
5878	Student Assessment	-	-	4,374	12,626	5,150	8,253	12,626	(4,374)	(7,476)	-	100%
5880	Student Health Services	-	2,925	-	6,041	5,150	6,041	6,041	-	(891)	-	100%
5881	Student Information System	788	3,978	1,320	37,907	25,000	36,587	37,907	(1,320)	(12,907)	-	100%
5884	Substitutes	-	-	-	103	15,000	15,000	103	14,898	14,898	-	100%
5887	Technology Services	-	286	6,121	30,672	9,270	27,000	30,672	(3,672)	(21,402)	-	100%
5910	Communications - Internet / Website Fees	986	1,795	2,118	9,502	9,780	8,400	9,502	(1,102)	278	-	100%
5915	Postage and Delivery	-	-	-	1,170	3,296	3,296	1,170	2,126	2,126	-	100%
5920	Communications - Telephone & Fax	-	5,011	2,031	12,387	11,330	11,330	12,387	(1,057)	(1,057)	-	100%
SUBTOTAL - Services & Other Operating Exp.		89,559	112,723	153,787	1,048,615	951,645	1,032,985	1,048,615	(15,630)	(96,969)	-	100%
Capital Outlay & Depreciation												
6900	Depreciation	747	747	747	8,965	14,944	8,986	8,965	21	5,979	-	100%
SUBTOTAL - Capital Outlay & Depreciation		747	747	747	8,965	14,944	8,986	8,965	21	5,979	-	100%
Other Outflows												
7999	Uncategorized Expense	16,049	(4,025)	(26,876)	726	-	-	726	(726)	(726)	(0)	100%
SUBTOTAL - Other Outflows		16,049	(27,035)	(35,089)	726	-	-	726	(726)	(726)	(0)	100%
TOTAL EXPENSES		376,380	388,746	464,074	4,403,340	4,513,958	4,508,472	4,403,340	105,133	110,618	(0)	100%

California Department of Education
June 2021

American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Local Educational Agency Plan Template

Background on ESSER

The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly \$122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021 requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services. If an LEA had already developed a plan for safe return to in-person instruction and continuity of services prior to the enactment of ARP that meets the statutory requirements of section 2001(i) but did not address all of the requirements in the IFR, the LEA must revise and post its plan no later than six months after receiving its ESSER III funds. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

The IFR and ARP statute, along with other helpful resources, are located here:

- April 2021 IFR: <https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>
- ARP Act text: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>
- Centers for Disease Control and Prevention (CDC) COVID-19 School Operation Guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor_1616080023247
- ED COVID-19 Handbook Volume I: <https://www2.ed.gov/documents/coronavirus/reopening.pdf>
- ED COVID-19 Handbook Volume II: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>
- ESEA Evidence-Based Guidance: <https://oese.ed.gov/files/2020/07/guidanceeuseseseinvestment.pdf>
- ED FAQs for ESSER and Governor's Emergency Education Relief (GEER): https://oese.ed.gov/files/2021/05/ESSER.GEER_FAQs_5.26.21_745AM_FINAL_b0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf

Purpose of the Template

The IFR issued by ED outlines several requirements for all LEAs that receive ESSER III funds, including that LEAs have in place a plan for ensuring safety during in-person instruction (either in-progress or planned) as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future. LEAs who had a plan in place by March 11, 2021, which incorporated opportunity for public comment and was posted publicly have six months from the date their ESSER III Assurances were completed to update and revise the plans to meet those requirements. Examples of previous plans that may be allowable would be a completed Cal/OSHA or Assembly Bill 86 plan, as long as it meets the requirements previously stated. LEAs which did not have a statutorily compliant plan in place as of March 11, 2021, must create and post this plan within 30 days of completing their ESSER III Assurances. If you have questions as to which category applies to your LEA, please contact EmergencyServices@cde.ca.gov. Plans are required for all LEAs, regardless of operating status, unless an LEA is fully virtual with no physical location. All plans must be reviewed, and, as appropriate, revised, at least every six months to incorporate new or revised CDC guidance and other changed factors.

This template has been created to assist LEAs in the creation of these plans and to ensure all required elements are met. The following requirements and assurances pertain to both the statutory requirements and the IFR published by ED. LEAs may provide any additional information they believe are helpful in assessing their plan. If you have any questions, please contact EmergencyServices@cde.ca.gov.

LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name:

Option for ensuring safe in-person instruction and continuity of services:

has developed a plan

will amend its plan

1. Please choose one:

The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.

The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

In addition, the LEA provides the following assurances:

The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

- o Please insert link to the plan:

The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.

The LEA will periodically review and, as appropriate revise its plan, at least every six months.

The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

- If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- The LEA has created its plan in an understandable and uniform format.
- The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.
- The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.