



# Urban Montessori Charter School

## Regular Board Meeting

Published on March 17, 2023 at 8:44 AM PDT  
Amended on March 20, 2023 at 11:52 AM PDT

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### Date and Time

Thursday March 23, 2023 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](mailto: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: 494 Juana Ave San Leandro, CA 94577

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, Sarah Morrill, Ann Rhodes, 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
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b> Call the Meeting to Order		Sarah Morrill	1 m
This meeting is being audio-recorded.			
<b>B.</b> Record Attendance		Greg Klein	1 m
<b>C.</b> 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.			
<b>D.</b> Board and Community Appreciations		Sarah Morrill	10 m
Members of the Board and UMCS community may provide appreciations and affirmations during this time. In particular this month we recognize and appreciate Davis Leung's four years of volunteer service to the Board.			
<b>E.</b> Board Member Comment		Sarah Morrill	5 m

Purpose    Presenter    Time

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
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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.

*“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*

**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.

A. Head of School Report	Discuss	Krishna Feeney	15 m
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Report topics this meeting **may** include:

1. Pick up and Drop Off Procedures
2. Recent and upcoming events
3. Professional Development
4. Staffing Update
5. Enrollment and Application Updates
6. [LCAP updates](#)

**III. Finance Committee 6:13 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 February 28, 2023 is available here attached to the agenda or in the "Other files" section of this meeting.

**IV. Academic Oversight Committee 6:18 PM**

A. Discussion Item - Committee Report	Discuss	Kara Fortuna	5 m
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**V. Family Advisory Council 6:23 PM**

A. Discussion Item - Committee Report	Discuss	Ann Rhodes	5 m
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Purpose Presenter Time

**VI. Executive & Governance Committee 6:28 PM**

- A.** Discussion Item: Committee Updates, including candidates for board service, Form 700, and training Discuss Sarah Morrill 10 m

Reviewing Board Job Description

Regular reminders:

- DUE APRIL 1st- [Form 700](#) and [related Feb 2023 Training Materials](#)
- Board member recruitment
- Board Clearance process

- B.** Board and Committee Officers and Members Vote Sarah Morrill 5 m

As needed, the Board may take action to change its officers, as well as committee membership and leadership.

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

- C.** Discussion of School Agreements & Article Sarah Morrill 15 m

What were take aways or reactions?

How do you think these agreements could support moving away from this culture?

What implications could this have for our work as a board?

**VII. Other Business 6:58 PM**

- A.** Oakland and California Updates Discuss Greg Klein 5 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 February 23, 2023 Regular Meeting Approve Greg Klein 1 m

- C.** Action Item - Vote on General Consent Report Vote Sarah Morrill 3 m

General Consent Report for March 23, 2023

	Purpose	Presenter	Time
1. <a href="#">UMCS Board Book</a>			
2. <a href="#">UMCS Board Bylaws</a>			
3. <a href="#">UMCS Conflict of Interest Code</a>			
4. Contract with GigaKom for Updated Internet Infrastructure			

[items may be linked directly here in the agenda, or under "Recordings" and then "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 7:12 PM**

A. Closed Session Items	Discuss	Sarah Morrill	15 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 7:27 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 7:28 PM**

A. Adjourn Meeting	FYI	Sarah Morrill	2 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](mailto: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](mailto: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

<b>Section:</b>	II. Head of School Report
<b>Item:</b>	A. Head of School Report
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	March 2023 HOS Board Report.pdf



**HOS REPORT**  
**MARCH 23, 2023**



# UMCS 2022 - 2023 COMMUNITY AGREEMENTS

- ❖ Welcome Discomfort - give it space and let it land in a place of growth
- ❖ Learn from silence - listen with intent; Step up AND Step back
- ❖ Mistakes are for learning!
- ❖ Be Curious - without judgment
- ❖ Expect and Accept Non-Closure - keep making steps forward
- ❖ Recognize your impact - assume positive intent AND be open to your impact varying from your intent
- ❖ Be Vulnerable and courageous!
- ❖ Know that it is Possible!
- ❖ Compassionate feedback
- ❖ Build Relationships

# UMCS LAND ACKNOWLEDGEMENT

**UMCS ANTI RACIST-ANTI BIASED**  
**STATEMENT/COMMITMENT**



# RECENT AND UPCOMING

## RECENT AND UPCOMING EVENTS

- Tree planting and Plant Sale - March 25
- SBAC testing for 3-8th grade students - March 6 - March 30
- No school for Cesar Chavez Day and Spring Break - March 31 - April 7



# ARRIVAL AND DISMISSAL

Procedure review!

## ARRIVAL AND DISMISSAL

- To maximize the flow of traffic, families should approach and drive Steele Street “one way” from High Street for curbside or park and walk up drop-off and pick-up. When leaving campus, please continue “down” towards Buell Street.
- All students and families prioritize safety on a busy street, model being “good neighbors” at all times, including while entering and exiting campus, when near younger students, and near homes and residents.

# ARRIVAL AND DISMISSAL





## TRAFFIC CHALLENGES

- In order to support community use of existing procedures, we need a dedicated group of 7-10 trained volunteers twice per day every school-day
- For 2023 - 2024 we are exploring options to stipend a project manager to plan and implement daily traffic guidelines, and support volunteer training and supervision.



**PROFESSIONAL  
DEVELOPMENT AND  
INSTRUCTIONAL UPDATES**

## ONGOING AND UPCOMING

- Continuing our work:
  - Lesson Study
  - Child Study
  - Collaborative Curriculum planning
  - Affinity groups
- Upcoming:
  - Classroom placement for rising 1st and 4th graders!
- OMTR Training update - finished our last weekend seminar!
  - Summer 2 begins June 12



# **ENROLLMENT UPDATES!**

# TOURS AND ENROLLMENT

➤ The lottery ran on March 8th!

	Offered	Accepted	Budget Goal	Waitlist
<b>tk</b>	45	34	36	13
<b>k</b>	15	10	19	112
<b>1</b>	10	3	7	11
<b>2</b>	10	4	5	5
<b>3</b>	20	5	12	0
<b>4</b>	2	0	2	18
<b>5</b>	7	5	7	7
<b>6</b>	17	3	14	16
<b>7</b>	5	1	1	8
<b>8</b>	5	2	1	0
<b>Total</b>	136	67	104	190

\*\*as of March 23, 2023 (1:15pm)

## WHAT'S NEXT?

- Today is the the last day before offers are rescinded
- Beginning tomorrow we will aggressively move through waitlists where needed
- Ongoing recruitment (particularly in 3rd and 6th grade!)



# STAFFING UPDATES

## STAFFING UPDATES!

- The 2023 - 2024 hiring season has begun!
- Formal intent to return survey sent to staff today in advance of Reasonable assurance letters (planned to go out April 14th)
- Interviewing for the Montessori Coach and Director of Student Services positions





**LCAP**

# LCAP SEASON!

- What is the LCAP?
  - The Local Control and Accountability Plan (LCAP) is a tool for local educational agencies to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes.
- All Local Educational Agencies update their LCAP yearly!
- You can find our DRAFT LCAP [here](#) and expect to here more about LCAP development at all board and committee meeting between now and June!



# 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\_February\_2023\_Balance\_Sheet.pdf  
UMCS\_February\_2023\_Cash\_Flow.pdf  
UMCS\_February\_2023\_FC\_Presentation.pdf  
UMCS\_February\_2023\_Financials.pdf

**Urban Montessori**  
**Balance Sheet**  
**As of Feb FY2023**

	<b>Jun FY2022</b>	<b>Feb FY2023</b>
<b>ASSETS</b>		
Cash Balance	1,082,292	1,182,838
Accounts Receivable	723,278	133,730
Prepays	17,458	8,526
Fixed Assets, Net	30,626	24,648
<b>TOTAL ASSETS</b>	<b>1,853,654</b>	<b>1,349,741</b>
<b>LIABILITIES &amp; EQUITY</b>		
Accounts Payable	103,057	130,237
Due to Others	102,400	102,400
Deferred Revenue	132,544	148,488
Current Loans and Other Payables	47,348	79,567
Beginning Net Assets	1,422,465	1,468,305
Net Income (Loss) to Date	45,841	(579,257)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,853,654</b>	<b>1,349,741</b>

**Urban Montessori  
Monthly Cash Forecast  
As of Feb FY2023**

	2022-23													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast			
<b>Beginning Cash</b>	<b>1,082,292</b>	<b>1,285,136</b>	<b>983,498</b>	<b>1,034,787</b>	<b>1,130,594</b>	<b>1,117,607</b>	<b>1,036,586</b>	<b>1,432,812</b>	<b>1,182,838</b>	<b>1,026,926</b>	<b>1,529,005</b>	<b>1,335,360</b>			
<b>REVENUE</b>															
LCFF Entitlement	-	76,155	345,646	334,968	137,078	216,234	426,358	137,078	230,556	398,034	132,223	132,223	3,197,778	631,225	
Federal Revenue	-	-	9	11	-	18,384	64,170	66,295	92,544	33,675	23,716	92,533	532,353	141,018	
Other State Revenue	12,655	25,292	35,005	43,383	185,255	57,535	184,109	19,448	54,636	548,029	109,877	156,640	1,375,539	(56,326)	
Other Local Revenue	-	-	29	38,102	34,187	26,035	17,818	18,913	22,334	799	799	60,383	219,176	(223)	
Fundraising & Grants	-	-	148	12,178	202	3,564	135,773	4,159	8,494	8,494	8,494	8,494	190,000	-	
<b>TOTAL REVENUE</b>	<b>12,655</b>	<b>101,447</b>	<b>380,836</b>	<b>428,642</b>	<b>356,722</b>	<b>321,752</b>	<b>828,228</b>	<b>245,892</b>	<b>408,564</b>	<b>989,032</b>	<b>275,109</b>	<b>450,274</b>	<b>5,514,846</b>	<b>715,693</b>	
<b>EXPENSES</b>															
Certificated Salaries	30,679	183,469	188,725	187,287	190,126	189,981	214,272	203,709	205,337	211,452	269,452	242,006	2,316,494	-	
Classified Salaries	20,471	50,499	71,894	58,879	62,054	55,413	51,022	58,437	58,318	60,025	60,025	57,839	664,875	-	
Employee Benefits	20,456	112,619	117,190	40,671	56,607	63,631	73,078	66,552	94,450	87,679	99,272	66,844	899,048	-	
Books & Supplies	52,343	51,006	36,283	29,181	9,312	19,678	1,696	43,478	102,992	39,706	47,593	42,343	470,512	(5,100)	
Services & Other Operating Expenses	56,353	82,793	93,484	72,930	89,446	56,996	61,385	115,483	101,170	88,448	92,770	147,444	1,073,848	15,146	
Capital Outlay & Depreciation	-	-	-	-	-	4,483	747	747	752	752	752	752	8,986	-	
Other Outflows	-	-	204	-	-	-	9,681	-	(9,885)	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>180,301</b>	<b>480,386</b>	<b>507,781</b>	<b>388,949</b>	<b>407,544</b>	<b>390,183</b>	<b>411,881</b>	<b>488,406</b>	<b>553,134</b>	<b>488,061</b>	<b>569,863</b>	<b>557,227</b>	<b>5,433,763</b>	<b>10,047</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>(167,646)</b>	<b>(378,939)</b>	<b>(126,944)</b>	<b>39,694</b>	<b>(50,823)</b>	<b>(68,431)</b>	<b>416,347</b>	<b>(242,514)</b>	<b>(144,570)</b>	<b>500,970</b>	<b>(294,754)</b>	<b>(106,954)</b>	<b>81,083</b>	<b>705,647</b>	
Revenues - Prior Year Accruals	255,068	88,128	174,069	57,303	-	26,337	(8,856)	-	8,896	13,147	13,147	13,147	-	-	
Accounts Receivable - Current Year	(2,800)	(1,250)	800	500	250	-	(500)	500	2,750	-	-	-	-	-	
Other Assets	8,932	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	-	-	-	-	-	4,483	747	747	752	752	752	752	-	-	
Expenses - Prior Year Accruals	172,028	(8,680)	(19,699)	(15,624)	(15,624)	(15,624)	(12,895)	(15,624)	(21,866)	(19,137)	(19,137)	(19,137)	-	-	
Accounts Payable - Current Year	(24,096)	(9,167)	13,152	(11,491)	43,840	(36,990)	(8,024)	(2,717)	(8,221)	-	-	-	-	-	
Summerholdback for Teachers	(38,642)	8,269	9,911	9,481	9,370	9,204	9,408	9,633	6,347	6,347	6,347	(6,240)	-	-	
Other Liabilities	-	-	-	15,944	-	-	-	-	-	-	100,000	-	-	-	
<b>Ending Cash</b>	<b>1,285,136</b>	<b>983,498</b>	<b>1,034,787</b>	<b>1,130,594</b>	<b>1,117,607</b>	<b>1,036,586</b>	<b>1,432,812</b>	<b>1,182,838</b>	<b>1,026,926</b>	<b>1,529,005</b>	<b>1,335,360</b>	<b>1,216,929</b>			

# Urban Montessori Finance Committee Update

JOSH KEMP

MARCH 15, 2023



# Contents



- 1. 2022-23 Financial Update**
  - A. Current Forecast
  - B. Enrollment Tracker
  - C. Auditor Selection
  
- 2. Exhibits**
  - A. Current 2022-23 Forecast
  - B. 2022-23 Cash Flow
  - C. Yearly Enrollment Comparison



# 2022-23 Forecast Update

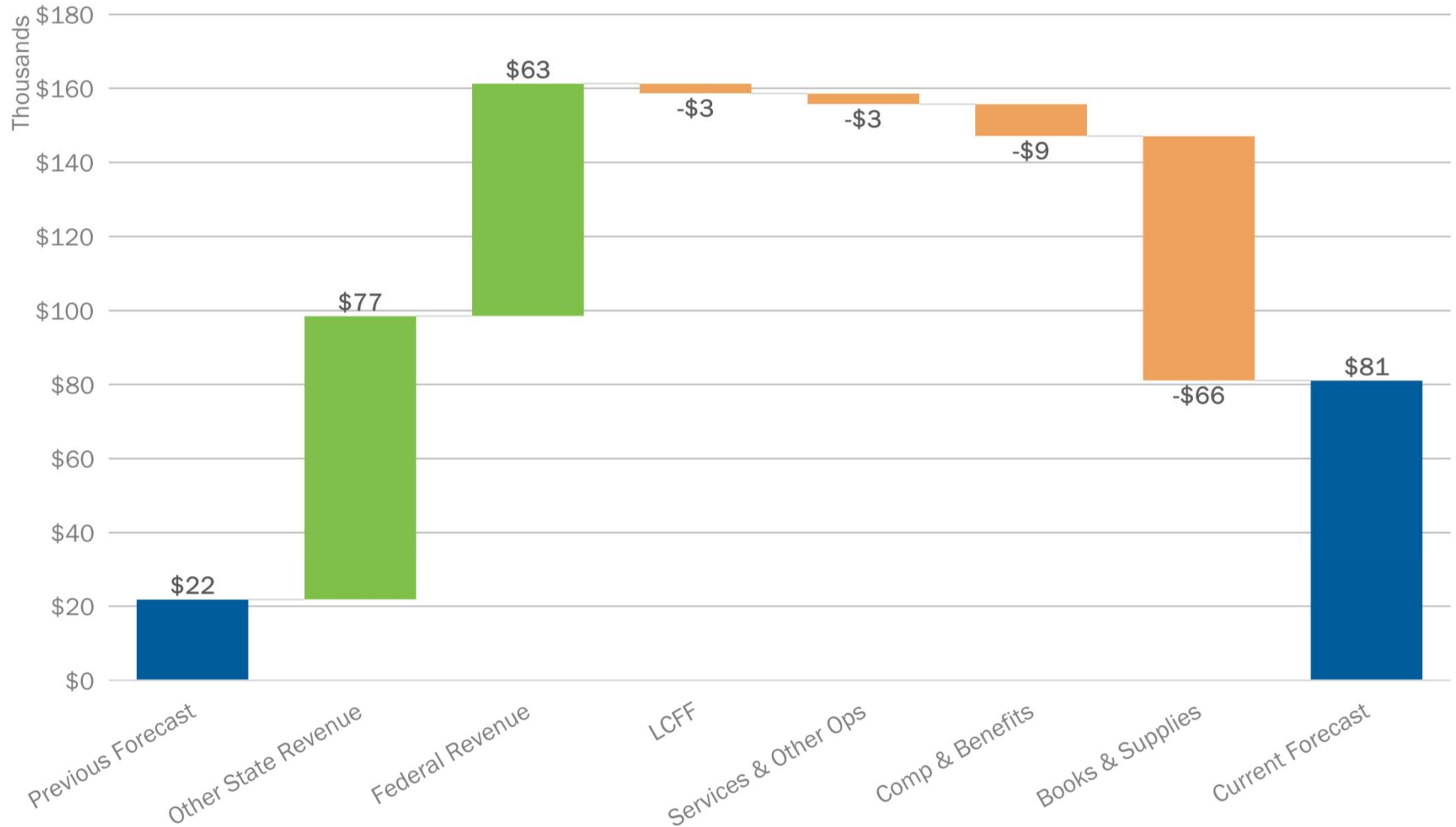
Actuals through 2/28/2023





# 2022-23 Forecast Update

## Large increase to State SpEd revenue, offsetting rev/exp for meals



# Budget Comparison

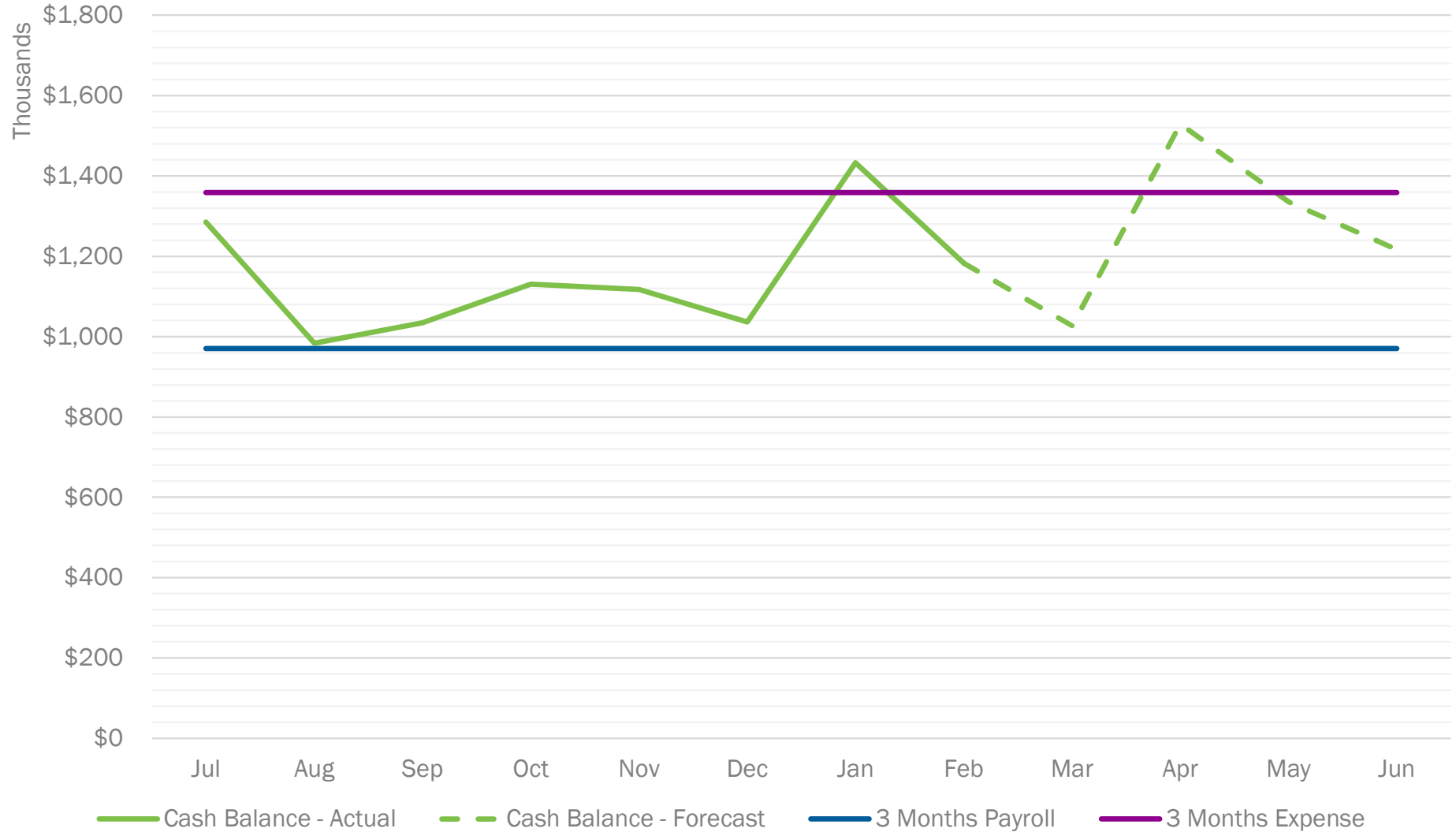


		2022-23	2022-23	Variance
		Previous Forecast	Current Forecast	
Revenue	LCFF Entitlement	3,200,425	3,197,778	(2,647)
	Federal Revenue	469,537	532,353	62,816
	Other State Revenues	1,298,848	1,375,539	76,691
	Local Revenues	219,176	219,176	-
	Fundraising and Grants	190,000	190,000	-
	<b>Total Revenue</b>	<b>5,377,986</b>	<b>5,514,846</b>	<b>136,860</b>
Expenses	Compensation and Benefits	3,871,791	3,880,417	(8,627)
	Books and Supplies	404,494	470,512	(66,018)
	Services and Other Operating	1,070,925	1,073,848	(2,923)
	Depreciation	8,986	8,986	-
	Other Outflows	-	-	-
	<b>Total Expenses</b>	<b>5,356,195</b>	<b>5,433,763</b>	<b>(77,568)</b>
	<b>Operating Income</b>	<b>21,791</b>	<b>81,083</b>	<b>59,292</b>
	Beginning Balance (Audited)	1,468,305	1,468,305	-
	Operating Income	21,791	81,083	59,292
	<b>Ending Fund Balance (incl. Depreciation)</b>	<b>1,490,096</b>	<b>1,549,388</b>	<b>59,292</b>
	<b>Ending Fund Balance as % of Expenses</b>	<b>27.8%</b>	<b>28.5%</b>	<b>0.7%</b>



# 2022-23 Monthly Cash Flow Projection

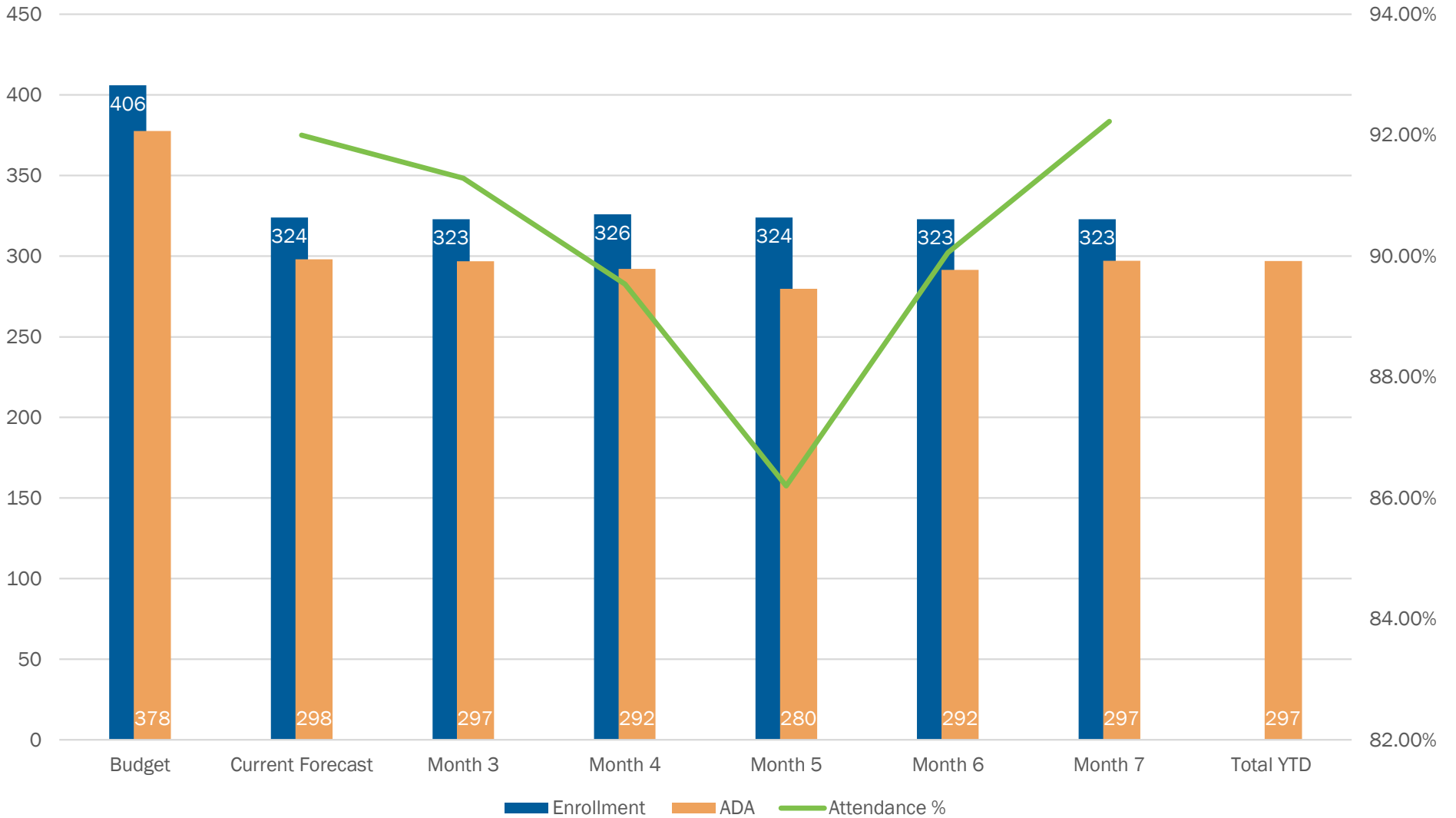
**Large cash bump in April due to hold harmless protection from FY22**





# Enrollment & Attendance

## Attendance was much stronger to start 2023



# FY23 Auditor Selection



**Urban Montessori  
Income Statement  
As of Feb FY2023**

	Actual			YTD	Budget						
	Dec	Jan	Feb	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>SUMMARY</b>											
<b>Revenue</b>											
LCFF Entitlement	216,234	426,358	137,078	1,673,517	3,833,476	3,200,425	3,197,778	(2,647)	(635,698)	1,524,261	52%
Federal Revenue	18,384	64,170	66,295	148,869	499,411	469,537	532,353	62,816	32,942	383,484	28%
Other State Revenues	57,535	184,109	19,448	562,683	1,130,345	1,298,848	1,375,539	76,691	245,194	812,856	41%
Local Revenues	26,035	17,818	18,913	135,083	59,584	219,176	219,176	-	159,592	84,093	62%
Fundraising and Grants	3,564	135,773	4,159	156,023	190,000	190,000	190,000	-	-	33,977	82%
<b>Total Revenue</b>	<b>321,752</b>	<b>828,228</b>	<b>245,892</b>	<b>2,676,174</b>	<b>5,712,817</b>	<b>5,377,986</b>	<b>5,514,846</b>	<b>136,860</b>	<b>(197,971)</b>	<b>2,838,671</b>	<b>49%</b>
<b>Expenses</b>											
Compensation and Benefits	309,025	338,372	328,698	2,367,720	3,934,949	3,871,791	3,880,417	(8,627)	54,532	1,512,697	61%
Books and Supplies	19,678	1,696	43,478	242,978	410,800	404,494	470,512	(66,018)	(59,712)	227,534	52%
Services and Other Operating Expenditures	56,996	61,385	115,483	628,870	1,296,489	1,070,925	1,073,848	(2,923)	222,641	444,978	59%
Depreciation	4,483	747	747	5,978	8,986	8,986	8,986	-	-	3,008	67%
Other Outflows	-	9,681	-	9,885	-	-	-	-	-	(9,885)	
<b>Total Expenses</b>	<b>390,183</b>	<b>411,881</b>	<b>488,406</b>	<b>3,255,431</b>	<b>5,651,224</b>	<b>5,356,195</b>	<b>5,433,763</b>	<b>(77,568)</b>	<b>217,461</b>	<b>2,178,332</b>	<b>60%</b>
<b>Operating Income</b>	<b>(68,431)</b>	<b>416,347</b>	<b>(242,514)</b>	<b>(579,257)</b>	<b>61,592</b>	<b>21,791</b>	<b>81,083</b>	<b>59,292</b>	<b>19,490</b>	<b>660,339</b>	
<b>Fund Balance</b>											
Beginning Balance (Audited)					1,236,534	1,468,305	1,468,305				
Operating Income					61,592	21,791	81,083				
<b>Ending Fund Balance</b>					<b>1,298,126</b>	<b>1,490,096</b>	<b>1,549,388</b>				
Fund Balance as a % of Expenses					23%	28%	29%				

**Urban Montessori**  
**Income Statement**  
**As of Feb FY2023**

	Actual			YTD	Budget						
	Dec	Jan	Feb	Actual YTD	Approved	Previous	Current	Previous	Approved	Current	% Current
					Budget v1	Forecast		Forecast vs. Current	Budget v1 vs. Current		
<b>KEY ASSUMPTIONS</b>											
<b>Enrollment Summary</b>											
K-3					222	179	181	2	(41)		
4-6					128	108	106	(2)	(22)		
7-8					56	37	36	(1)	(20)		
<b>Total Enrolled</b>					<b>406</b>	<b>324</b>	<b>323</b>	<b>(1)</b>	<b>(83)</b>		
<b>ADA %</b>											
K-3					93.0%	92.0%	92.0%	0.0%	-1.0%		
4-6					93.0%	92.0%	92.0%	0.0%	-1.0%		
7-8					93.0%	92.0%	92.0%	0.0%	-1.0%		
<b>Average ADA %</b>					<b>93.0%</b>	<b>92.0%</b>	<b>92.0%</b>	<b>0.0%</b>	<b>-1.0%</b>		
<b>ADA</b>											
K-3					206.46	164.68	166.52	1.84	(39.94)		
4-6					119.04	99.36	97.52	(1.84)	(21.52)		
7-8					52.08	34.04	33.12	(0.92)	(18.96)		
<b>Total ADA</b>					<b>377.58</b>	<b>298.08</b>	<b>297.16</b>	<b>(0.92)</b>	<b>(80.42)</b>		



**Urban Montessori**  
**Income Statement**  
**As of Feb FY2023**

		Actual			YTD	Budget						
		Dec	Jan	Feb	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current	Approved Budget v1 vs. Current	Current Forecast Remaining	% Current Forecast Spent
<b>REVENUE</b>												
<b>LCFF Entitlement</b>												
8011	Charter Schools General Purpose Entitlement - State Aid	137,078	137,078	137,078	837,700	1,904,420	1,474,906	1,477,584	2,679	(426,836)	639,884	57%
8012	Education Protection Account Entitlement	-	210,124	-	420,248	858,994	792,532	790,085	(2,446)	(68,909)	369,837	53%
8096	Charter Schools in Lieu of Property Taxes	79,156	79,156	-	415,569	1,070,062	932,987	930,108	(2,880)	(139,954)	514,539	45%
<b>SUBTOTAL - LCFF Entitlement</b>		<b>216,234</b>	<b>426,358</b>	<b>137,078</b>	<b>1,673,517</b>	<b>3,833,476</b>	<b>3,200,425</b>	<b>3,197,778</b>	<b>(2,647)</b>	<b>(635,698)</b>	<b>1,524,261</b>	<b>52%</b>
<b>Federal Revenue</b>												
8181	Special Education - Entitlement	-	-	-	-	43,625	43,125	43,125	-	(500)	43,125	0%
8220	Child Nutrition Programs	18,384	23,924	-	42,308	73,080	58,320	121,125	62,805	48,045	78,817	35%
8291	Title I	-	31,880	-	31,880	42,645	31,880	31,880	-	(10,765)	-	100%
8292	Title II	-	1,404	4,206	5,610	8,381	5,599	5,610	11	(2,771)	-	100%
8294	Title IV	-	6,962	-	6,962	10,000	8,922	8,922	-	(1,078)	1,960	78%
8297	PY Federal - Not Accrued	-	-	-	-	-	11	11	-	11	11	0%
8299	All Other Federal Revenue	-	-	62,089	62,109	321,680	321,680	321,680	-	-	259,571	19%
<b>SUBTOTAL - Federal Revenue</b>		<b>18,384</b>	<b>64,170</b>	<b>66,295</b>	<b>148,869</b>	<b>499,411</b>	<b>469,537</b>	<b>532,353</b>	<b>62,816</b>	<b>32,942</b>	<b>383,484</b>	<b>28%</b>
<b>Other State Revenue</b>												
8319	Other State Apportionments - Prior Years	-	234	-	234	-	234	234	-	234	-	100%
8381	Special Education - Entitlement (State)	22,512	22,512	-	138,136	292,439	244,426	308,484	64,058	16,045	170,348	45%
8382	Special Education Reimbursement (State)	3,243	1,423	-	10,515	21,600	19,970	19,970	-	(1,630)	9,455	53%
8520	Child Nutrition - State	6,534	11,950	-	18,485	3,045	19,440	32,300	12,860	29,255	13,815	57%
8550	Mandated Cost Reimbursements	5,798	-	-	5,798	5,798	5,798	5,798	-	-	(0)	100%
8560	State Lottery Revenue	-	23,262	-	23,262	89,916	73,786	73,558	(228)	(16,358)	50,296	32%
8590	All Other State Revenue	-	105,280	-	247,405	587,481	718,809	718,809	-	131,328	471,404	34%
8593	Expanded Learning Opportunities Program	19,448	19,448	19,448	118,848	130,067	216,386	216,386	-	86,319	97,538	55%
<b>SUBTOTAL - Other State Revenue</b>		<b>57,535</b>	<b>184,109</b>	<b>19,448</b>	<b>562,683</b>	<b>1,130,345</b>	<b>1,298,848</b>	<b>1,375,539</b>	<b>76,691</b>	<b>245,194</b>	<b>812,856</b>	<b>41%</b>
<b>Local Revenue</b>												
8676	After School Program Revenue	22,245	12,606	18,719	125,268	-	150,000	150,000	-	150,000	24,732	84%
8699	All Other Local Revenue	3,790	5,213	-	9,592	-	9,592	9,592	-	9,592	0	100%
8702	Oakland Measure G1	-	-	-	-	59,584	59,584	59,584	-	-	59,584	0%
8999	Uncategorized Revenue	-	-	194	223	-	-	-	-	-	(223)	
<b>SUBTOTAL - Local Revenue</b>		<b>26,035</b>	<b>17,818</b>	<b>18,913</b>	<b>135,083</b>	<b>59,584</b>	<b>219,176</b>	<b>219,176</b>	<b>-</b>	<b>159,592</b>	<b>84,093</b>	<b>62%</b>
<b>Fundraising and Grants</b>												
8801	Family Fundraising	3,564	4,512	3,995	24,299	50,000	50,000	50,000	-	-	25,701	49%
8802	Private Grants	-	131,260	163	131,724	25,000	125,000	125,000	-	100,000	(6,724)	105%
8803	Training Center	-	-	-	-	100,000	-	-	-	(100,000)	-	
8814	Field Trips Donations	-	-	-	-	15,000	15,000	15,000	-	-	15,000	0%
<b>SUBTOTAL - Fundraising and Grants</b>		<b>3,564</b>	<b>135,773</b>	<b>4,159</b>	<b>156,023</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>	<b>-</b>	<b>-</b>	<b>33,977</b>	<b>82%</b>
<b>TOTAL REVENUE</b>		<b>321,752</b>	<b>828,228</b>	<b>245,892</b>	<b>2,676,174</b>	<b>5,712,817</b>	<b>5,377,986</b>	<b>5,514,846</b>	<b>136,860</b>	<b>(197,971)</b>	<b>2,838,671</b>	<b>49%</b>

**Urban Montessori  
Income Statement  
As of Feb FY2023**

	Actual			YTD	Budget							
	Dec	Jan	Feb	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current	Approved Budget v1 vs. Current	Current Forecast Remaining	% Current Forecast Spent	
<b>EXPENSES</b>												
<b>Compensation &amp; Benefits</b>												
<b>Certificated Salaries</b>												
1100	Lead Teacher Salaries	90,212	101,717	79,852	628,397	1,072,001	1,045,591	1,045,591	-	26,410	417,195	60%
1148	Special Ed Teacher Salaries	29,848	33,848	29,848	212,976	349,210	364,240	358,125	6,115	(8,915)	145,149	59%
1150	Support Teacher Salaries	47,643	56,429	71,730	368,641	656,289	522,074	587,428	(65,354)	68,861	218,787	63%
1170	Measure G1 Stipends	-	-	-	-	58,000	58,000	58,000	-	-	58,000	0%
1300	Certificated Supervisor & Administrator Salaries	22,279	22,279	22,279	178,233	267,350	267,350	267,350	-	-	89,117	67%
	<b>SUBTOTAL - Certificated Salaries</b>	<b>189,981</b>	<b>214,272</b>	<b>203,709</b>	<b>1,388,247</b>	<b>2,402,850</b>	<b>2,257,255</b>	<b>2,316,494</b>	<b>(59,239)</b>	<b>86,356</b>	<b>928,247</b>	<b>60%</b>
<b>Classified Salaries</b>												
2100	Distance Learning Support Staff	-	-	-	-	65,354	65,354	-	65,354	65,354	-	
2102	Student Support Staff	18,699	16,006	18,124	134,218	231,572	173,212	173,212	-	58,361	38,994	77%
2300	Classified Supervisor & Administrator Salaries	9,366	9,366	9,366	74,932	112,398	112,398	112,398	-	-	37,466	67%
2400	Classified Clerical & Office Salaries	10,977	12,322	14,649	109,407	180,411	194,072	194,072	-	(13,661)	84,665	56%
2900	Classified Substitutes	4,991	4,755	6,680	36,060	46,771	51,998	59,866	(7,868)	(13,095)	23,806	60%
2905	Other Classified - After School	11,380	8,573	9,617	74,052	-	118,099	125,327	(7,229)	(125,327)	51,275	59%
	<b>SUBTOTAL - Classified Salaries</b>	<b>55,413</b>	<b>51,022</b>	<b>58,437</b>	<b>428,669</b>	<b>636,506</b>	<b>715,132</b>	<b>664,875</b>	<b>50,258</b>	<b>(28,369)</b>	<b>236,206</b>	<b>64%</b>
<b>Employee Benefits</b>												
3100	STRS	32,936	38,056	40,185	263,473	425,134	442,994	441,826	1,168	(16,691)	178,352	60%
3300	OASDI-Medicare-Alternative	6,361	6,554	6,875	48,828	94,509	83,589	84,655	(1,066)	9,854	35,827	58%
3400	Health & Welfare Benefits	21,707	22,386	15,729	203,408	327,692	321,426	320,804	622	6,888	117,396	63%
3500	Unemployment Insurance	95	3,551	1,232	7,244	11,734	15,676	15,936	(261)	(4,203)	8,692	45%
3600	Workers Comp Insurance	2,532	2,532	2,531	27,850	36,524	35,719	35,827	(108)	697	7,977	78%
	<b>SUBTOTAL - Employee Benefits</b>	<b>63,631</b>	<b>73,078</b>	<b>66,552</b>	<b>550,804</b>	<b>895,593</b>	<b>899,403</b>	<b>899,048</b>	<b>355</b>	<b>(3,455)</b>	<b>348,244</b>	<b>61%</b>
<b>Books &amp; Supplies</b>												
4100	Approved Textbooks & Core Curricula Materials	-	(11,695)	-	-	100,000	25,000	25,000	-	75,000	25,000	0%
4200	Books & Other Reference Materials	85	293	70	3,012	1,000	2,942	3,012	(70)	(2,012)	-	100%
4320	Educational Software	-	-	6,944	6,944	9,000	9,000	9,000	-	-	2,056	77%
4325	Instructional Materials & Supplies	609	306	116	61,603	7,500	82,500	82,500	-	(75,000)	20,897	75%
4326	Art & Music Supplies	168	462	813	12,165	5,000	11,352	13,000	(1,648)	(8,000)	835	94%
4330	Office Supplies	412	634	48	4,619	5,000	5,000	5,000	-	-	381	92%
4335	PE Supplies	-	11	289	1,267	2,000	2,000	2,000	-	-	733	63%
4340	SpEd Materials & Supplies	-	65	94	1,313	2,000	2,000	2,000	-	-	687	66%
4400	Training Center Expenses	-	-	-	350	100,000	100,000	100,000	-	-	99,650	0%
4410	Classroom Furniture, Equipment & Supplies	539	570	90	17,944	10,000	20,000	20,000	-	(10,000)	2,056	90%
4420	Computers: individual items less than \$5k	1,388	157	56	9,466	17,500	17,500	17,500	-	-	8,034	54%
4430	Non Classroom Related Furniture, Equipment & Supplies	2,499	208	93	5,738	10,000	10,000	10,000	-	-	4,262	57%
4700	Snacks	594	-	-	11,076	15,000	15,000	15,000	-	-	3,924	74%
4710	Student Food Services	12,429	10,685	34,406	103,831	121,800	97,200	161,500	(64,300)	(39,700)	57,669	64%
4720	Other Food	955	-	459	3,651	5,000	5,000	5,000	-	-	1,349	73%
	<b>SUBTOTAL - Books and Supplies</b>	<b>19,678</b>	<b>1,696</b>	<b>43,478</b>	<b>242,978</b>	<b>410,800</b>	<b>404,494</b>	<b>470,512</b>	<b>(66,018)</b>	<b>(59,712)</b>	<b>227,534</b>	<b>52%</b>
<b>Services &amp; Other Operating Expenses</b>												
5215	Travel - Mileage, Parking, Tolls	-	55	-	55	1,662	1,662	1,662	-	-	1,607	3%
5305	Dues & Membership - Professional	-	-	142	5,950	19,000	19,000	19,000	-	-	13,050	31%
5450	Insurance - Other	6,471	6,471	6,471	66,860	73,330	73,330	73,330	-	-	6,470	91%
5515	Janitorial, Gardening Services & Supplies	7,485	7,000	8,381	63,495	100,000	100,000	100,000	-	-	36,505	63%
5520	Security	881	-	318	13,027	22,660	22,660	22,660	-	-	9,633	57%
5535	Utilities - All Utilities	6,036	7,362	1,241	42,823	55,105	55,105	55,105	-	-	12,282	78%

**Urban Montessori  
Income Statement  
As of Feb FY2023**

		Actual			YTD	Budget						
		Dec	Jan	Feb	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
5605	Equipment Leases	931	931	1,387	8,938	13,596	13,596	13,596	-	-	4,658	66%
5610	Rent	-	-	39,358	118,073	146,708	157,431	157,431	-	(10,723)	39,358	75%
5615	Repairs and Maintenance - Building	886	1,806	813	8,479	20,000	20,000	20,000	-	-	11,521	42%
5803	Accounting Fees	-	3,045	1,575	15,120	23,672	23,672	23,672	-	-	8,552	64%
5805	Administrative Fees	-	-	-	354	6,775	6,775	6,775	-	-	6,421	5%
5809	Banking Fees	86	111	86	922	656	2,000	2,000	-	(1,344)	1,078	46%
5812	Business Services	10,167	10,167	10,167	81,333	122,000	122,000	122,000	-	-	40,667	67%
5815	Consultants - Instructional	-	-	-	700	5,000	5,000	5,000	-	-	4,300	14%
5820	Consultants - Non Instructional - Custom 1	-	360	-	360	-	18,075	18,075	-	(18,075)	17,715	2%
5824	District Oversight Fees	-	5,745	-	9,687	39,485	32,964	32,937	27	6,548	23,250	29%
5826	Directors Contingency	-	-	-	-	253,612	-	-	-	253,612	-	-
5827	Middle School Program expenses (8816 offset)	-	-	-	118	1,918	1,918	1,918	-	-	1,800	6%
5830	Field Trips Expenses	150	-	-	150	50,000	50,000	50,000	-	-	49,850	0%
5833	Fines and Penalties	-	-	-	-	1,000	1,000	1,000	-	-	1,000	0%
5836	Fingerprinting	-	-	-	-	1,692	1,692	1,692	-	-	1,692	0%
5839	Fundraising Expenses	-	-	-	-	11,674	11,674	11,674	-	-	11,674	0%
5845	Legal Fees	-	-	2,296	11,024	50,000	50,000	50,000	-	-	38,977	22%
5851	Marketing and Student Recruiting	900	-	-	900	10,000	10,000	10,000	-	-	9,100	9%
5857	Payroll Fees	491	494	769	3,974	6,747	6,747	6,747	-	-	2,773	59%
5860	Printing and Reproduction	-	-	-	-	1,030	1,030	1,030	-	-	1,030	0%
5861	Prior Yr Exp (not accrued)	-	-	-	14,427	-	14,427	14,427	-	(14,427)	-	100%
5863	Professional Development	11,650	-	-	31,223	69,000	69,000	69,000	-	-	37,777	45%
5869	Special Education Contract Instructors	4,250	11,850	23,225	57,675	90,000	90,000	90,000	-	-	32,325	64%
5875	Staff Recruiting	3,000	-	-	3,075	4,000	4,000	4,000	-	-	925	77%
5878	Student Assessment	437	5,000	4,375	11,832	13,000	13,000	13,000	-	-	1,168	91%
5880	Student Health Services	192	-	710	3,376	6,000	6,000	6,000	-	-	2,624	56%
5881	Student Information System	1,147	827	3,787	22,945	25,000	25,000	25,000	-	-	2,055	92%
5884	Substitutes	-	-	-	-	15,450	5,450	-	5,450	15,450	-	-
5887	Technology Services	186	120	-	11,052	13,000	13,000	13,000	-	-	1,948	85%
5910	Communications - Internet / Website Fees	569	-	10,327	13,740	8,652	8,652	17,052	(8,400)	(8,400)	3,312	81%
5915	Postage and Delivery	70	42	57	1,096	3,395	3,395	3,395	-	-	2,299	32%
5920	Communications - Telephone & Fax	1,011	-	-	6,086	11,670	11,670	11,670	-	-	5,584	52%
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>		<b>56,996</b>	<b>61,385</b>	<b>115,483</b>	<b>628,870</b>	<b>1,296,489</b>	<b>1,070,925</b>	<b>1,073,848</b>	<b>(2,923)</b>	<b>222,641</b>	<b>444,978</b>	<b>59%</b>
<b>Capital Outlay &amp; Depreciation</b>												
6900	Depreciation	4,483	747	747	5,978	8,986	8,986	8,986	-	-	3,008	67%
<b>SUBTOTAL - Capital Outlay &amp; Depreciation</b>		<b>4,483</b>	<b>747</b>	<b>747</b>	<b>5,978</b>	<b>8,986</b>	<b>8,986</b>	<b>8,986</b>	<b>-</b>	<b>-</b>	<b>3,008</b>	<b>67%</b>
<b>Other Outflows</b>												
7999	Uncategorized Expense	-	9,681	-	9,885	-	-	-	-	-	(9,885)	-
<b>SUBTOTAL - Other Outflows</b>		<b>-</b>	<b>9,681</b>	<b>-</b>	<b>9,885</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(9,885)</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>390,183</b>	<b>411,881</b>	<b>488,406</b>	<b>3,255,431</b>	<b>5,651,224</b>	<b>5,356,195</b>	<b>5,433,763</b>	<b>(77,568)</b>	<b>217,461</b>	<b>2,178,332</b>	<b>60%</b>

# Coversheet

## Oakland and California Updates

**Section:** VII. Other Business  
**Item:** A. Oakland and California Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
Urban Montessori's Teacher Pipeline is Building Local Leaders.pdf

**Monday, March 13, 2023 at 14:23:35 Pacific Daylight Time**

**Subject:** Urban Montessori's Teacher Pipeline is Building Local Leaders  
**Date:** Monday, March 13, 2023 at 12:00:53 PM Pacific Daylight Time  
**From:** Families in Action for Quality Education  
**To:** greg@urbanmontessori.org

[{View as Webpage}](#)



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GET INVOLVED



It's 9 am on a weekday morning and the class of Freedom Reign, a first-year lead teacher at Urban Montessori Charter School, is buzzing. There are 25 students in the class – 4th, 5th, and 6th-grade students, which is typical in a Montessori school where grades are put together to enable students to learn from one

another. The students are in 8-10 different small groups working on various projects before they are called to the front.

Freedom is an Oakland native who has been working at the school for seven years. He sits at a table in front of the class, and rather than lecturing, as you might typically see a teacher do in a traditional class, he works with small groups of students through particular assignments. ("This is how you calculate area," Freedom tells one group.) After a few minutes, they return to their seats and a different group of students comes to the front for their time with the teacher. All the while, a support teacher, Anna, circles the room to see if students need any help.

"The biggest thing I enjoy about being a teacher, especially a Montessori teacher at

Urban, is the cosmic connection with students,” Freedom said. “Helping them find their bigger place in the world or the universe and trusting them to be in charge of their own learning, make them feel responsible and have a sense of ownership over their education.”

Freedom is part of the first cohort of a Montessori teacher training program called the Oakland Montessori Teacher Residency that launched last year at Urban. There are five other teachers in the cohort, and all were previously school employees who expressed an interest in becoming a lead teacher. It’s a two-and-a-half-year program that includes full-time work for back-to-back summers. At the end of the program, the residents will hold a Montessori teaching certificate.

“Oftentimes they are from Oakland, they went to public schools in Oakland and they understand our kids and where they come from,” Krishna Feeney, Urban’s Head of School, said of the first cohort.



*Oakland native Freedom Reign is a Lead Teacher in Urban Montessori’s groundbreaking new teacher pipeline. The program builds participant knowledge of the Montessori education model rooted in Oakland’s rich local context.*

When Freedom was growing up in Oakland attending traditional schools, he did not have that same sense of ownership over his education and future that he is instilling in his students. He said, “school felt like a prison for your soul.” Teachers were “overseers” not “collaborators.” He wasn’t feeling challenged and by the time he was in high school, his confidence was shot and he bottomed out, ending up in continuation school.

That’s where he was treated like a collaborator for the first time in his education and was inspired to apply himself. He graduated with a 3.26 GPA. Now, as a lead teacher at Urban, he’s making sure his students don’t have the same negative experience with school.

It was there where he was treated like a collaborator for the first time in his educational experience and was inspired to apply himself. He graduated with a 3.26 GPA. Now, as a lead teacher at Urban, he’s making sure his students don’t have the same negative experience with school.

Freedom started at Urban in the afterschool program before becoming a substitute teacher and then a support teacher. The teacher residency program is a perfect fit for the

school, staff and city, Freedom said. “The staff who are in a support role, they know the kids, they have great relationships,” he said. “Why hire someone else from far away when you can have a system or a pipeline to produce your own lead teachers? This is an affordable path to become a Montessorian.”

The idea for the teacher training program had been brewing for years, but launching it felt daunting, Krishna said. But the national teacher shortage has worsened since the pandemic, and Montessori teachers, who require a Montessori certificate to be a lead teacher, are even harder to find, especially locally. Out-of-town teachers can often be unfamiliar with the challenges of teaching in an Oakland public school.

What was available locally, though, were committed support teachers, including Freedom. There tended to be more people of color staffing those positions as well, Krishna said, and though the pay was lower they would stay for years.

“We have this larger bank of entry-level teachers than most public schools,” Krishna said. “They love our kids, they love our work, and we know that they have the potential to be teachers who are here because they want to be with our kids.”

After their first summer of training, the Montessori teacher residents went straight into the classroom as lead teachers. During the school year, the residents have weekly coaching and lesson-planning assistance, and regular seminars.

“It really feels like it’s game-changing for our school,” said Daniel Bissonnette, Urban’s Assistant Head of School. “We have six teachers who entered the residency and they’re all now leading classrooms. So immediately, the school and students have benefitted from this.”

Krishna said the Urban staff have many big hopes and dreams for where the residency program could go since there is really nothing similar available locally. Right now, they’re focused on the here and now. “More people want in on the next cohort,” Krishna said. “We are building momentum for a pipeline for our staff.”

Freedom said he is excited to continue this phase of his career, building cosmic connections with students and helping them find their place in the universe. “I’d love to continue lead teaching, I’m going to stay in Oakland,” he said. “This is the city I grew up in and I gave so many teachers and principals hell, it’s time I pay that back. I feel really grateful to be in this position.”

*Learn more about Urban Montessori and its new teacher pipeline by visiting <https://www.urbanmontessori.org>.*

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# Coversheet

## Approve Minutes from February 23, 2023 Regular Meeting

<b>Section:</b>	VII. Other Business
<b>Item:</b>	B. Approve Minutes from February 23, 2023 Regular Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Regular Board Meeting on February 23, 2023



APPROVED



## Urban Montessori Charter School

### Minutes

#### Regular Board Meeting

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#### Date and Time

Thursday February 23, 2023 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](mailto:board@urbanmontessori.org) to be shared by the Board's Secretary during the meeting. Please make that intention clear in your email.

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

Meeting ID: 825 9285 5160; Passcode 510 842 1181

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+1 346 248 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/u/k1Y3eQWvA>

Additional teleconference locations:

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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, Sarah Morrill, Ann Rhodes, Donald Williams

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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](#).

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**Directors Present**

A. Rhodes, D. Williams, G. Klein, K. Fortuna, S. Morrill

**Directors Absent**

*None*

**Directors who left before the meeting adjourned**

D. Williams

**Guests Present**

D. Bissonnette

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**I. Opening Items**

**A. Call the Meeting to Order**

S. Morrill called a meeting of the board of directors of Urban Montessori Charter School to order on Thursday Feb 23, 2023 at 5:42 PM.

**B. Record Attendance**

**C. Review of Action/Discussion Items**

No changes needed.

**D. Board and Community Appreciations**

Daniel thanked families for attending classroom observations this week.  
Sarah appreciated teachers for welcoming families for observations.  
Donald appreciated afterschool program staff for their work with the kids.  
Greg appreciated the Board for strong in-person meeting attendance.

**E. Board Member Comment**

Donald commented that it he would like to add an item to the next meeting on school drop off and pick up procedures.

**F. Presentations from the Floor**

No public comments on items not on the agenda.

**II. Head of School Report**

**A.**

### Head of School Report

Daniel shared the Head of School report. Daniel shared about recent and upcoming events, including 5th and 7th grade physical fitness testing, classroom observations, family conferences, and state testing starting in March. At the February in-service day staff work on material making, curricular alignment, prepared for conferences, and community. Enrollment tours continue, and we are still enrolling and accepting applications for after the lottery, which will run March 8th. Daniel shared applications numbers of about 343 as of a few days ago, increased from last year. Sarah asked about marketing materials, and Daniel shared that they are being reordered. Donald asked about creating yard signs. Daniel shared that Krishna has nearly finished 1:1 check-ins with staff, including plans for next year. 1 staff member is not planning to return, and four are undecided, including one lead teacher. Daniel shared about expanding the Admin team to include a Montessori Coach and a Director of Student Services, and hiring is underway for those. Sarah clarified that the Director of Student Services will greatly support with Special Education. Daniel shared the latest draft LCAP, which is posted as part of the agenda. Greg asked about looking at Intent to Return data along with application numbers and Daniel shared that they have and anticipate having very few spots available in multiple grades. Teachers are training this weekend as part of the Training Center.

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

### B. Discuss and Vote on 2023-2024 School Calendar

G. Klein made a motion to approve the calendar.

K. Fortuna seconded the motion.

Prior to voting the board discussed the draft school calendar, and how and where it aligns with OUSD's calendar, and what we know of the OUSD calendar as of this date.

No public comments on this item.

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

#### Roll Call

D. Williams Aye

A. Rhodes Aye

S. Morrill Aye

G. Klein Aye

K. Fortuna Aye

## III. Finance Committee

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

Greg shared the committee report, and stated that the committee did not meet in February. Operating income is now forecasted at just under \$50,000, cash on hand forecast remains strong through the end of the fiscal year, and the forecasted ending fund balance remains above 28% of expenses. Greg shared the first look at draft budgets for the next two years, each of which show modest operating incomes as we begin the budgeting process this spring.

Greg commented that tonight's General Consent Report includes a renewal contract for Public Montessori in Action for the following school year.

Ann asked about fundraising, and Greg shared that we're currently just under \$40,000 from the forecasted goal as of the end of January, against the \$190,000 goal.

No questions or public comments on this item.

#### **B. Contract above \$15,000 to Edgility Consulting on Compensation Review**

S. Morrill made a motion to approve the contract with Edgility.

D. Williams seconded the motion.

Greg shared that because the committee did not meet, this item did not get reviewed ahead of time and did not get recommended to the General Consent Report. Greg presented the purpose of this contract and engaging the organization in a comprehensive compensation review. Goal of creating and ensuring competitive compensation packages, and also high transparency across the organization about what is included in total compensation for roles. Donald commented that the Board should seek to compensate teachers as much as possible and is responsible. The Board agreed and Greg commented that this process helps everyone share a common understanding of all the numbers so that things are clear and transparent.

No questions or public comments on this item.

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

##### **Roll Call**

A. Rhodes Aye

S. Morrill Aye

G. Klein Aye

D. Williams Aye

K. Fortuna Aye

#### **IV. Academic Oversight Committee**

##### **A. Discussion Item - Committee Report**

Kara shared the committee's report, including Daniel sharing about upcoming SBACs and teachers working prepare students. The committee reviewed attendance and chronic absence rates, by major subgroups. The committee followed up on Board retreat goals, including a dashboard of student performance. The committee discussed efforts to outreach to 6th grade families, which have begun. Greg shared the committee could review [ousddata.org](https://ousddata.org) and that the middle school will likely always be smaller and alternative.

No public comments on this item.

#### **V. Family Advisory Council**

##### **A. Discussion Item - Committee Report**

Kara shared the FAC report including morning coffee tomorrow in the Sun Room and a 6pm zoom FAC meeting, they are the Friday evening after a Board meeting. In March there is a book and clothing swap, tree planting, and plant/bake sales. In April there will be a parents night out. Moveathon will be the first weekend in May.

No public comments on this item.

#### **VI. Executive & Governance Committee**

##### **A.**

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

Sarah reminded board members to turn in Form 700. Greg shared updates from the recent Brown Act and Conflict of Interest law trainings. Sarah shared that the committee discussed follow ups from the Board retreat, developing metrics for each goal and following up with committee chairs on their goal-related work.

No public comment on this item.

**B. Board and Committee Officers and Members**

No changes needed. Tabled.

No public comments on this item.

**C. Discussion of School Agreements & Article**

Sarah and Daniel shared the UMCS Community Agreements that staff use regularly when they work together.

D. Williams left at 6:55 PM.

Greg shared about Welcome Discomfort agreement. Sarah shared about Be Curious. Greg shared about non-closure. Daniel offered that Board Meetings doesn't have to be the place where issues are resolved on the spot in that moment. Can be a place to take information and make informed decisions.

No public comments on this item.

**VII. Other Business**

**A. Oakland and California Updates**

Greg shared that the state is again considering a bill that would required Dyslexia screening for students. In OUSD, Nick Rensick resigned from the School Board (D4). OUSD's budget development for next year requires adjustments for next year which they are currently considering. OUSD and Oakland Education Association are currently bargaining, and teachers are seeking ~23% raise.

No questions or public comments on this item.

**B. Approve Minutes from January 26, 2023 Regular Meeting**

K. Fortuna made a motion to approve the minutes from Regular Board Meeting on 01-26-23.

S. Morrill seconded the motion.

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

**Roll Call**

D. Williams Absent

K. Fortuna Aye

A. Rhodes Aye

S. Morrill Aye

G. Klein Aye

**C. California Commission on Teacher Credentialing**

G. Klein made a motion to approve the Declaration of Need.

K. Fortuna seconded the motion.  
Greg shared the Declaration of Need, similar to what we declared last year for the current year.

No public comment on this item.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

G. Klein Aye  
K. Fortuna Aye  
D. Williams Absent  
S. Morrill Aye  
A. Rhodes Aye

**D. Action Item - Vote on General Consent Report**

G. Klein made a motion to approve the General Consent report.  
K. Fortuna seconded the motion.  
No public comment on this item.  
The board **VOTED** unanimously to approve the motion.

**E. Collect New Business items for Future Meetings**

Sarah referenced the item named earlier in the meeting about pick up and drop off procedures.

**VIII. Closed Session**

**A. Closed Session Items**

At 7:07pm, Sarah announced that the Board would go into closed session on Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

**IX. Return to Open Session**

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

The Board returned to open session at 7:15pm. No actions were taken.

**X. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:15 PM.

Respectfully Submitted,  
G. Klein

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**Documents used during the meeting**

- UMCS\_January\_2023\_Cash\_Flow.pdf
- UMCS\_January\_2023\_Balance\_Sheet.pdf
- UMCS\_January\_2023\_Forecast.pdf

- UMCS\_January\_2023\_FC\_Presentation.pdf
- UMCS\_January\_2023\_MYP.pdf
- Urban\_Montessori\_Charter\_School\_2022\_Compensation.pdf
- Handout-Comprehensive-Brown-Act-Training-for-Boards-and-Staff.pdf
- Handout-Complying-with-California-Conflict-of-Interest-Laws.pdf
- Declaration of Need.pdf
- UMCS\_Safe\_Return\_to\_In-Person\_Instruction\_and\_Continuity\_of\_Services\_Plan.pdf
- updated\_PMAI\_Contract\_-\_Urban\_Montessori\_23-24.pdf

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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](mailto: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](mailto: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:**  
URBAN\_MONTESSORI\_CHARTER\_SCHOOL-GigaKOM-\_IC-BM\_agreement\_\_CONTR  
ACT\_2023.pdf





## **INTERNAL CONNECTIONS and/or BASIC MAINTENANCE CONTRACT ERATE 2023**

THIS AGREEMENT is made and entered into this March 9, 2023, in the County of San Diego, State of California, by and between GigaKOM, a California corporation, with its principal place of business in San Diego, California hereafter "GigaKOM" and URBAN MONTESSORI CHARTER SCHOOL hereinafter called the "School".

The following recitals are made part of this Category 2 Internal Connections Contract, hereafter Agreement:

WHEREAS, the School is pursuing E-Rate discounts to help fund the Technology Project(s) identified as Attachment A and incorporated by reference herein; and

WHEREAS, the School has determined that there is a need to contract with organizations that furnish Internet products and services in technology; and

WHEREAS, GigaKOM represents that it will provide trained and experienced personnel to provide such Internet equipment and services set forth called for by this Agreement; and

WHEREAS, the School has determined that it has a need to enter into this Agreement with GigaKOM for the Internet products, services and advice described herein;

NOW THEREFORE, it is mutually agreed by the parties herein, as follows:

**Article 1. Contract with GigaKOM:** The School hereby contracts with GigaKOM to provide the necessary products, services and advice as hereinafter set forth contingent upon the School receiving approval of its e-Rate funding request.

**Article 2. GIGAKOM's Services:**

(a) GigaKOM hereby agrees to provide the following equipment and services set forth to the satisfaction of the School and described in Attachment A and Attachment B if applicable.

(b) GigaKOM warrants that the recommendations, guidance, and performance of any person assigned under this Agreement shall be in accordance with sound engineering (technical practice and/or Internet access and maintenance standards), and the requirements of this Agreement. If any portion of the services supplied fails to comply with this warranty, and GigaKOM is so notified in writing within thirty (30) days after completion of this Agreement, GigaKOM will correctly perform such portion of the services at its own expense, within ninety (90) days or refund the amount of the compensation paid for such portion.

**Article 3. Time of Performance and Term of Agreement:** The services called for under this agreement shall be provided by GigaKOM during the period commencing after **April 1st, 2023** and ending upon completion of the project, but in no event later than the end of the ERATE **2023** Funding Year unless otherwise agreed upon in writing, executed by both parties.

Basic Maintenance Contract can be extended by five (5) additional one (1) year contract extensions based on mutual agreement by both parties.

Internal Connection Contract can be extended by two (2) additional one (1) year contract extensions based on mutual agreement by both parties.

**Article 4. GigaKOM's Fee:** The School shall pay GigaKOM for the providing all equipment rates/pricing established by Attachment A. This agreement is considered to be a "fixed price" contract with any related expenses such as travel and photocopying to be billed at cost. The total estimated contract amount is based on Attachment A. Any rates and estimates should be considered to be a good faith estimates based on the information received through the date of the contract. Any additional work required will be submitted in writing for approval on a time and materials basis. Unknown factors and/or additional requirements and tasks may require pricing adjustments. Any reduction in the quantity of components and services may result in unit price increases of individual components. Additionally, any reduction and or removal of services may result in 15% penalty for services not performed.

**Article 5. Payments:** School will be invoiced in progress invoices for equipment delivered and services rendered. All invoices are due and payable upon receipt. Payments should be remitted to:

GigaKOM  
Attn: Accounting  
9245 Activity Road, Suite 105  
San Diego, CA 92126

GigaKOM will invoice the School's discounted amount, based on its ERATE discount. The School will be liable should the SLD deny payment on ordered items or services previously approved. A service charge of 18% per annum (1 1/2% per month) will be added monthly to all accounts more than 15 days overdue. The School will pay reasonable attorney's fees and other collections costs in the event that GigaKOM has to enforce payment.

For Basic Maintenance Contracts at the District's discretion and in accordance with the rules of the SLD for broadband managed services, the district may opt to pre-pay for this agreement. In such a case, the District and GigaKOM will monitor the hours used on the contract to ensure there is no overpayment of funds. In case of SLD denial of payment of any portion of this contract, School will be responsible for paying 100% of unpaid balance.

**Article 6. Employee Benefits:** GigaKOM shall be responsible for all salaries, payments, and benefits for all of its officers, agents, and employees in performing services pursuant to this Agreement as GigaKOM is a vendor to said School.

**Article 7. Worker's Compensation Insurance:** GigaKOM agrees to produce and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against School by a bonafide employee of GigaKOM participating under this Agreement, GigaKOM agrees to defend and hold harmless the School from such claim, and pay for, or reimburse the School for, any costs incurred by the School in defending against such claims, including but not limited to all of the School's attorneys fees and any other legal costs.

**Article 8. Insurance:** GigaKOM shall, at its expense, carry and if required by the School, provide written proof of adequate insurance to fully protect both GigaKOM and the School from any and all claims of any nature for damage to property or for personal injury including death, which may arise while GigaKOM is traveling to or from a work-related location.

**Article 9. Confidentiality and Use of Information:**

- (a) GigaKOM shall hold in trust for the School, and shall not disclose to any person, any confidential information.
- (b) The School shall keep confidential information which is related to GigaKOM's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- (c) GigaKOM shall advise School of any and all materials used, or recommended for use by GigaKOM to achieve the project goals, that are subject to any copyright restrictions or other requirements.

**Article 10. Administrator of Agreement:** This Agreement shall be administered on behalf of the School. Any notice desired or required to be sent to a party hereunder shall be addressed to:

For School:  
URBAN MONTESSORI CHARTER SCHOOL  
Attn: Krishna Feeney  
4551 STEELE ST  
OAKLAND, CA 94619  
Tel: (510) 842-1181

For GigaKOM:  
GigaKOM  
Attn: Contract Department  
9245 Activity Road, Suite 105  
San Diego, CA 92126  
Tel: 858-769-5408

**Article 11. Ownership of Work-Product:** All products of work performed pursuant to this Agreement will be the sole property of the School except GigaKOM's proprietary information/products.

**Article 12. Termination:** The School or GigaKOM may terminate this Agreement only if ERATE funding by Schools and Libraries Division is denied. Notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. If the Agreement is terminated by the School as provided in this section, GigaKOM shall be entitled to receive compensation for any equipment delivered and any satisfactory work completed up to the receipt by GigaKOM of notice of termination and the effective date of termination pursuant to specific request by the School for the performance of such work.

**Article 13. Status of GigaKOM:** It is agreed that School is interested only in the results obtained from service hereunder and that GigaKOM shall perform as a supplier/vendor with sole control of the manner and means of performing the services required under this Agreement. GigaKOM shall complete this Agreement according to its own methods of work which shall be in the exclusive charge and control of GigaKOM and which shall not be subject to control or supervision by the School except as to the results of the work. GigaKOM is, for all purposes arising out of this Agreement, a supplier/vendor, and neither GigaKOM nor its employees shall be deemed an employee of the School for any purpose. It is expressly understood and agreed that GigaKOM and its employees shall in no event be entitled to any benefits to which School employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation worker's compensation benefits, sick or injury leave, or other benefits.

**Article 14. Attorney's Fees:** If suit is brought by either party to this Agreement to enforce any of its terms, each party shall pay its own litigation expenses incurred by the prevailing party, including attorneys' fees, court costs, expert witness fees, and investigation expenses. The forum for any disputes hereunder shall be the Superior Court of the State of California, County of San Diego, and all interpretations of all shall be those under the laws of the State of California.

**Article 15. Assignment:** No portion of this Agreement or any of the work to be performed hereunder may be assigned by GigaKOM without the express written consent of School, and without such consent all services hereunder are to be performed solely by GigaKOM, its officers, agents and employees.

**Article 16. Alternations or Variance:** No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the parties hereto.

**Article 17. A. B. 1610:** If GigaKOM personnel are in contact with students on a more than limited or occasional basis as determined by the School, GigaKOM, upon written notification, agrees to provide the School with: written certification under penalty of perjury that all of its employees who may come in contact with students have been, fingerprinted and had their criminal histories checked by GigaKOM and that none of these employees have been convicted of a serious or violent felony. This contract may, at the School's discretion, be immediately terminated in the event GigaKOM fails to comply with this law.

**Article 18. Contingency of ERATE Funding.** GigaKOM understands that purchase of the goods and services identified in Attachment A is based upon ERATE funding being approved for the School. Should such funding be denied, the School will have no obligation to purchase any items or services listed, however GigaKOM will continue to offer the goods and services as the prices listed. School has the option to purchase 0 or more of the items listed in Attachment A based on current SLD guidelines.

**Article 19. Basic Maintenance Details.** The services provided under this E-Rate Contract, which include Basic Maintenance elements, shall be limited to "basic maintenance services" as defined by the FCC's current E-rate rules. In general, this service will be limited to the provision of "break/fix" and preventive hardware maintenance, and of software updates and reconfigurations for E-rate eligible equipment. Other technical support services required by the School will be covered by a separate Technical Support Contract which will include: (a) any maintenance of ineligible equipment; and (b) any technical support that is over an above E-rate defined "basic" maintenance of eligible equipment.

#### GENERAL EXCLUSIONS

- ☐ Unless identified previously within the scope of work, this proposal is not inclusive of fire penetration sleeves, conduit, concrete cores and/or roof penetrations. If required for installation, additional charges will apply.
- ☐ Unless identified previously within the scope of work, Gigakom will install racks in specified locations and in the appropriate manner. Additional charges will apply if the location is not structurally compliant with the installation requested and facilities work is needed.
- ☐ Unless identified previously within the scope of work, all existing conduit is expected to be free and clear of debris with an appropriate pull string provided. Additional charges will apply for debris removal or the fishing of conduit.
- ☐ Unless identified previously within the scope of work, this proposal is not inclusive of the removal and replacement of furniture during the installation, additional charges will apply, if necessary.

- ☐ Unless identified previously within the scope of work, this proposal is based upon normal working hours and does not include weekend or overtime. If weekend or overtime hours are required for this project, additional charges will apply.
- ☐ Unless identified previously within the scope of work, this proposal is not inclusive of a Lift rental. If a Lift is required, additional charges will apply.
- ☐ Unless identified previously within the scope of work, this proposal is not inclusive of additional labor time required for clean room environments. If clean room environments require special clothing, cleaning of tools, etc, additional charges will apply.
- ☐ Unless identified previously within the scope of work, this proposal is not inclusive of installing horizontal cable in a “sequential-by-building” fashion. If a “sequential-by-building” installation is required, this must be identified prior to cable installation and will require additional charges.
- ☐ Unless identified previously within the scope of work, this proposal is not inclusive of any voice or data cross-connects and/or patch cord installation. If cross-connects and/or patch cords are to be installed by Gigakom, additional charges will apply.
- ☐ Unless identified previously within the scope of work, this proposal is not inclusive of any and all plywood backboards within each closet. If plywood backboards are required, additional charges will apply.
- ☐ Unless identified previously within the scope of work, cost associated with parking is not included within this proposal. If parking fees are required during the installation, additional charges will apply.
- ☐ Unless identified previously within the scope of work, cost associated with securing material on site is not included within this proposal. If adequate secured storage is not able to be provided by the Customer, additional charges will apply.
- ☐ Unless identified previously within the scope of work, this proposal is based upon utilizing onsite trash receptacles for removal of trash debris. If trash receptacles are not made available, additional charges will apply.
- ☐ This proposal requires a minimum 2 weeks notice of installation for any and all modular furniture installed during this project. Additional charges may apply if notice of less than 2 weeks is provided.
- ☐ Unless identified previously within the scope of work, this proposal is based upon the Customer providing all necessary Ring and String or Conduit necessary for each work station location. Additional charges will apply to each location requiring Gigakom to provide ring and string or conduit.
- ☐ Unless identified previously within the scope of work, this proposal is not inclusive of Gigakom providing temporary power or sanitary facilities. Additional charges will apply if required.
- ☐ Unless identified previously within the scope of work, this proposal is not inclusive of removing any and all existing cable or cable supports. Additional charges will apply if required.
- ☐ Telephone Vendor will be responsible for labeling any and all patch panels related to voice circuit extensions. GigaKOM will provide said Telephone Vendor with a Cut-Sheet for each cable location.
- ☐ A 25% restock fee will be charged for all returned items. Special order items are non-returnable.

- ☐ GigaKOM has several blanket endorsements included in its insurance policies. If separate endorsements are required, additional charges may apply.

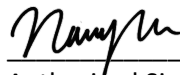
IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date hereinabove first written.

GIGAKOM  
Nancy Mena

URBAN MONTESSORI CHARTER SCHOOL

\_\_\_\_\_  
GigaKOM Representative

\_\_\_\_\_  
School Representative

  
\_\_\_\_\_  
Authorized Signature  
3/9/2023

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

## ATTACHMENT A

### School ERATE Scope of Work

- Pricing is based on volume pricing and any changes may result in price change and additional shipping charges
- Project performance and payment bond might not be included in the price, if requested they will be added as a line item on the total awarded amount
- GigaKOM recommends 10% contingency for project for any unforeseen add, move and changes.

***The items covered by this agreement are listed in the RFP, GigaKOM's Proposal and Response, Quotation and item 21.***

- Please see pricing pages

## ATTACHMENT B

### Basic Maintenance School District ERATE Scope of Work IF APPLICABLE

The following describes the range of maintenance services to be provided by GigaKOM. The proposed services are contingent upon final approval by the District.

Basic maintenance services are “necessary” if, but for the maintenance at issue, the connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services without e-rate discounts.

Basic maintenance services do not include services that maintain equipment that is not supported or that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment’s ability to transport information.

The primary purpose of the services for which support is sought must be the delivery of services to the classrooms or other places of instruction at schools and libraries that meet the statutory definition of an eligible institution. Support for the administrative functions of library or education programs is permitted so long as the services are part of the network of shared services for learning. Support will be limited to services delivered to the onsite educational facility or facilities.

GigaKOM will provide support for all services under this contract that will provide a minimum of switched 100BT network service and T-1 Internet Access to all eligible areas of the district. This includes unanticipated component replacement and expansion of the district's network.

All services must be performed in the ERATE funding window.

Duties will be limited to only those dealing with maintenance and operation of telecommunications and internal connections as specified in FCC Document *CC Docket No. 96—45 Schools and Libraries Eligibility List*. (Attachment C). Any work not covered on the eligibility list must be covered under a separate contract or invoice.

### LIST OF ELIGIBLE COMPONENTS

This list is required by the Schools and Libraries Division to identify the scope of equipment and services that are covered by this contract. Additionally, the SLD wishes to determine that no ineligible components are included for maintenance. All components must be a part of a network of shared services for learning.

***The items covered by this agreement are listed in the RFP, GigaKOM's proposal in response to the RFP and the quotation / pricing form provide***

- Please see pricing pages





9245 Activity Road, Ste 105  
San Diego, CA 92126

# QUOTE

**Customer** URBAN MONTESSORI CHARTER SCHOOL

**Date** 3/3/2023  
**Quote #** H2025MB

School Site	Product SKU #	Mftr	Product Description	E Rate Eligible	Qty	Price	Extended	Tax Amount	Total	
UMCS	FG-100F	Fortinet	UMCS-22 x GE RJ45 ports (including 2 x WAN ports, 1 x DMZ port, 1 x Mgmt port, 2 x HA ports, 16 x switch ports with 4 SFP port shared media), 4 SFP ports, 2x 10G SFP+ FortiLinks, dual power supplies redundancy.	100%	1	\$2,307.23	\$ 2,307.23	\$236.49	\$	2,543.72
UMCS	FS-248E-POE	Fortinet	UMCS-Layer 2/3 FortiGate switch controller compatible PoE+ switch with 48 x GE RJ45 ports, 4 x GE SFP, with automatic Max 370W POE output limit	100%	5	\$1,795.39	\$ 8,976.95	\$920.14	\$	9,897.09
UMCS	FS-224E-POE	Fortinet	UMCS-Layer 2/3 FortiGate switch controller compatible PoE+ switch with 24 x GE RJ45 ports, 4 x GE SFP, with automatic Max 180W POE output limit	100%	1	\$898.97	\$ 898.97	\$92.14	\$	991.11
UMCS	FAP-431F-A	Fortinet	UMCS-Indoor Wireless FortiAP - Tri radio (2x 802.11 a/b/g/n/ac/ax, 4x4 MIMO and 1x 802.11 a/b/g/n/ac Wave 2, 2x2 MU-MIMO), internal antennas, 1x 100/1000/2500 Base-T RJ45, 1x 10/100/1000 Base-T RJ45, BT/BLE, 1x Type A USB, 1x RS-232 RJ45 Serial Port. Ceiling/wall mount kit included. For power order: 802.3at PoE injector GPI-130 or AC power adaptor SP-FAP400-PA. Region Code A	100%	9	\$824.83	\$ 7,423.47	\$760.91	\$	8,184.38
UMCS	FAP-221E-A	Fortinet	UMCS-Indoor Wireless AP - Dual radio (802.11 b/g/n and 802.11 a/n/ac Wave 2, 2x2 MU-MIMO), internal antennas, 1 x 10/100/1000 RJ45 port, BT / BLE. Ceiling/wall mount kit included. For power order: 802.3af PoE injector GPI-115 or AC adapter SP-FAP200-PA. Region Code A	100%	17	\$311.79	\$ 5,300.43	\$543.29	\$	5,843.72
UMCS	Installation & Configuration	GigaKOM	UMCS-This quote includes installation and initial configuration of the following:  (1) Firewall(s)  (5) 48 Port Switch(es)  (1) 24 Port Switch(es)  (9) Interior Access Point(s) installed up to 12' in height  (17) Interior Access Point(s) installed up to 12' in height	100%	1	\$3,020.40	\$ 3,020.40	\$0.00	\$	3,020.40
UMCS	FG-100F-BDL-950-36	Fortinet	UMCS-FortiGate-100F Hardware plus 3 Year FortiCare Premium and FortiGuard Unified Threat Protection (UTP)	100%	1	\$7,140.66	\$ 7,140.66	\$0.00	\$	7,140.66
UMCS	FC-10-WP248-247-02-36	Fortinet	UMCS-FortiSwitch-248E-POE 3 Year FortiCare Premium Support	100%	5	\$599.58	\$ 2,997.90	\$0.00	\$	2,997.90



9245 Activity Road, Ste 105  
San Diego, CA 92126

# QUOTE

Customer URBAN MONTESSORI CHARTER SCHOOL

Date 3/3/2023  
Quote # H2025MB

UMCS	FC-10-W0301-247-02-36	Fortinet	UMCS-FortiSwitch-224E-POE 3 Year FortiCare Premium Support	100%	1	\$300.22	\$	300.22	\$0.00	\$	300.22
UMCS	FC-10-F431F-247-02-36	Fortinet	UMCS-FortiAP-431F 3 Year FortiCare Premium Support	100%	9	\$276.00	\$	2,484.00	\$0.00	\$	2,484.00
UMCS	FC-10-PE221-247-02-36	Fortinet	UMCS-FortiAP-221E 3 Year FortiCare Premium Support	100%	17	\$104.26	\$	1,772.42	\$0.00	\$	1,772.42
								<b>Line Items Total</b>	<b>\$42,622.65</b>	<b>\$2,552.97</b>	<b>\$45,175.62</b>
								<b>Shipping (as applicable)</b>			<b>\$0.00</b>
								<b>Grand Total</b>			<b>\$45,175.62</b>

THANK YOU FOR YOUR BUSINESS

*GigaKOM Business Information*

SPIN: 143027209, FCC # 0011991395, Certified Small Business – Micro # 40936,DIR Registration: 1000003984

*GigaKOM Job Site Terms & Conditions*

1. All areas of Hand holes/ maintenance holes and conduit pathways must be provided and accessible at time of work
2. Work shall be performed during normal business hours unless specified in the contact SOW. Additional charges for after hour / holiday work might apply
3. Parking on site shall be provided by client at no cost to GigaKOM
4. Client will provide free and clear access to all working areas
5. An onsite contact and access must be provided to GigaKOM prior to job site arrival
6. Any down time resulting from the lack of access or client required information, equipment is not the responsibly of GigaKOM and is billable
7. A \$250 fee will be billed to client for missed appointment, or site not ready for installation. Also \$150 will be billed for additional dispatch

*GigaKOM Billing and SLA Terms & Conditions <http://bit.ly/GIGAKOM-TCandSLA>*

1. Any work not included in this estimate will be billed as time and material, including any additional labor outside of services specified above, consulting, etc. please refer to gigakom terms and conditions, billing and sla for rates: please work with you account manager on changes.

2. The price set forth above is a good faith estimate based on the information received through the date of this estimate and may change based on updated information. Any price changes shall be communicated to customer through a revised estimate. This estimate is valid for 30 days from the day of issue. **GigaKOM WILL BILL IN PROGRESS INVOICES. HARDWARE AND SOFTWARE WILL BE BILLED UPON ARRIVAL** on customer site or at GigaKOM whichever occurs first. Services / labor will be billed in milestones, initial milestone will be billed at project commencement totaling up to 50% of Service/ Labor price. Additional training or Professional Services can be provided at our standard rates.

3. Shipping charged may apply to all orders. Shipping Charges are estimates and will be billed at actual amount if higher.

4. Payment Details Past due amounts subject to finance charges\* Customer shall reimburse all costs incurred in collecting past due amounts\* \*See GigaKOM