



# Urban Montessori Charter School

## Regular Board Meeting

Published on April 24, 2023 at 4:19 PM PDT

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### Date and Time

Thursday April 27, 2023 at 5:30 PM PDT

### Location

4551 Steele Street, Oakland, CA 94619. Ring the front bell or call/text 510-290-4005 for entry. Signage on campus will direct you to the correct room, generally the Head of School's Office.

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?pwd=cG02OTRoUVdrdngwOTI2WFBrOTBzQT09>

Additional teleconference locations:

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. Call the Meeting to Order</b>		Sarah Morrill	1 m
This meeting is being audio-recorded.			
<b>B. Record Attendance</b>		Sarah Morrill	1 m
<b>C. Review of Action/Discussion Items</b>	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. Review Community Agreements</b>	Discuss	Sarah Morrill	5 m
<ul style="list-style-type: none"> <li>• Welcome Discomfort - give it space and let it land in a place of growth</li> <li>• Learn from silence - listen with intent; Step up AND Step back</li> <li>• Mistakes are for learning!</li> <li>• Be Curious - without judgment</li> <li>• Expect and Accept Non-Closure - keep making steps forward</li> <li>• Recognize your impact - assume positive intent AND be open to your</li> </ul>			

	Purpose	Presenter	Time
<p>impact varying from your intent</p> <ul style="list-style-type: none"> <li>• Be Vulnerable and courageous!</li> <li>• Know that it is Possible!</li> <li>• Compassionate feedback</li> <li>• Build Relationships</li> </ul>			

Would anyone like to speak about the agreements? Is there an agreement you are focusing on for tonight's meeting?

<b>E.</b> Board and Community Appreciations		Sarah Morrill	10 m
Members of the Board and UMCS community may provide appreciations and affirmations during this time.			

<b>F.</b> 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.			

<b>G.</b> 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.			

*“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 6:03 PM**

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

<b>A.</b> Head of School Report	Discuss	Krishna Feeney	20 m
Report topics this meeting <b>may</b> include:			

1. UMCS Performance Management Policies
2. Recent and upcoming events
3. Professional Development
4. Staffing Updates
5. Enrollment and Application Updates
6. [LCAP](#) and [Local Indicator](#) updates [Official Public Hearing in May!]

	Purpose	Presenter	Time
<b>III. Finance Committee</b>			<b>6:23 PM</b>
<b>A.</b> Discussion Item - Committee Report, including year to date financial report	Discuss	Ann Rhodes	5 m
Most recent year-to-date financial report through March 31, 2023 is available here attached to the agenda or in the "Other files" section of this meeting.			
<b>IV. Academic Oversight Committee</b>			<b>6:28 PM</b>
<b>A.</b> Discussion Item - Committee Report	Discuss	Kara Fortuna	5 m
<b>V. Family Advisory Council</b>			<b>6:33 PM</b>
<b>A.</b> Discussion Item - Committee Report	Discuss	Kara Fortuna	5 m
<b>VI. Executive &amp; Governance Committee</b>			<b>6:38 PM</b>
<b>A.</b> Discussion Item: Committee Updates, including candidates for board service, Form 700, and training	Discuss	Sarah Morrill	10 m
Committee updates on Head of School Evaluation process, <a href="#">short Board member job description</a> , and annual Board assessment.			
Regular reminders:			
<ul style="list-style-type: none"> <li>• <a href="#">Form 700</a> and <a href="#">related Feb 2023 Training Materials</a></li> <li>• Board member recruitment</li> <li>• Board Clearance process</li> </ul>			
<b>B.</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 <a href="#">here</a> .			
<b>VII. Other Business</b>			<b>6:53 PM</b>
<b>A.</b> Oakland and California Updates	Discuss	Sarah Morrill	5 m

	Purpose	Presenter	Time
Updates and current events related to Oakland USD, Alameda County Office of Education, and California, and potential implications for UMCS.			

<b>B.</b>	Approve Minutes from March 23, 2023 Regular Meeting	Approve Minutes	Sarah Morrill	1 m
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<b>C.</b>	Action Item - Vote on General Consent Report General Consent Report for April 27, 2023	Vote	Sarah Morrill	3 m
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1. [UMCS Transitional Youth Policy](#)
2. [UMCS Anti-Bullying Policy](#)

[items may be linked directly here in the agenda, or under "Recordings" and then "Other files" of this meeting on BoardOnTrack.]

<b>D.</b>	Collect New Business items for Future Meetings	Discuss	Sarah Morrill	5 m
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<b>E.</b>	Community Agreement Reflection	Discuss	Sarah Morrill	5 m
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Are there any reflections on how those present at this meeting observed (or not) our Community Agreements?

**VIII. Closed Session 7:12 PM**

<b>A.</b>	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**

<b>A.</b>	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.

	Purpose	Presenter	Time
<b>X. Closing Items</b>			<b>7:28 PM</b>
<b>A. Adjourn Meeting</b>	FYI	Sarah Morrill	2 m

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY The Governing Board’s presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting UMCS at 4551 Steele Street, Oakland, CA 94619 or [info@urbanmontessori.org](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: <https://www.urbanmontessori.org/boardontrackportal>

# Coversheet

## Head of School Report

**Section:** II. Head of School Report  
**Item:** A. Head of School Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** April 2023 HOS Board Report.pdf



# HOS REPORT APRIL 27, 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



# RECENT AND UPCOMING EVENTS

## RECENT AND UPCOMING EVENTS

- NWEA Testing May 1st - May 19th
- Drama Production - Shrek the musical - Friday, April 28th from 6:30 - 7:30pm
- Move-a-thon - May 6th; 10am - 2pm
- No School in observance of Memorial Day - Monday, May 29th.
- Last day of school for students - Friday, June 2nd.



**PROFESSIONAL  
DEVELOPMENT AND  
INSTRUCTIONAL UPDATES**

## ONGOING AND UPCOMING

- Classroom placements
  - First pass through of Primary -> LE and LE -> UE complete.
  - Family night - Classroom Placement process coming soon!
- Visit with Elizabeth Slade from Public Montessori in Action
  - Site visit for teacher residents.
  - Working with staff on creating spring focus for all classrooms.



# PERFORMANCE MANAGEMENT AT UMCS

# PERFORMANCE MANAGEMENT AND SUPPORT

- Performance support and improvement
  - When staff are struggling with Job responsibilities they are provided with a Performance support or improvement plan
  - These plans can be implemented at any time during employment as needed to support staff in meeting their job responsibilities
  - Typically implemented for 6-8 weeks

# PERFORMANCE MANAGEMENT AND SUPPORT

- All staff expectations
  - In addition to job specific performance expectations, we have a thorough Employee Handbook that contains staff policies.
  - Staff sign yearly in acknowledgment that they have read and understood the policies within
  - Staff communications include any mid year changes, and highlights to areas of community concern



## PERFORMANCE MANAGEMENT AND SUPPORT

- When staff struggle with Employee Handbook policies:
  1. Notified in writing (usually email) of the concern with an offer or direct ask for a meeting
  2. Secondary written communication including handbook language with direct ask for improvement/immediate adjustment and in-person meeting request; notification of potential disciplinary action
  3. Depending on the specific situation... We do not have a “3 strikes” or “zero tolerance” policy, AND different situations and policies call for different approaches
- Ongoing: regular individual communication

# PERFORMANCE MANAGEMENT AND SUPPORT

- Improvements planned for Next Year:
  - Collaborative review of policies, job descriptions and processes of support and development
  - Expanded individual coaching
  - Formal Evaluation by position
  - Additional Onboarding procedures and support
  - Additional Professional Development focus on the Employee Handbook, and Job responsibilities



# STAFFING UPDATES

## STAFFING UPDATES!

- 42 of 47 staff members have been invited to return next year
- 2 staff members have shared they are leaving (one is moving out of state, one is leaving to care for a parent)
- 3 full time positions have been **added** for next year
- Currently we are actively hiring for 4 open 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\_2023\_March\_Balance\_Sheet.pdf  
UMCS\_2023\_March\_Cash\_Flow.pdf  
UMCS\_2023\_March\_Financials\_Presentation.pdf  
UMCS\_2023\_March\_Financials.pdf



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

	<b>Jun FY2022</b>	<b>Mar FY2023</b>
<b>ASSETS</b>		
Cash Balance	1,082,292	1,169,667
Accounts Receivable	754,600	166,590
Prepays	17,458	8,526
Fixed Assets, Net	30,626	23,901
<b>TOTAL ASSETS</b>	<b>1,884,976</b>	<b>1,368,684</b>
<b>LIABILITIES &amp; EQUITY</b>		
Accounts Payable	103,057	157,756
Due to Others	102,400	102,400
Deferred Revenue	118,565	134,509
Current Loans and Other Payables	47,348	80,759
Beginning Net Assets	1,422,465	1,513,606
Net Income (Loss) to Date	91,142	(620,346)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,884,976</b>	<b>1,368,684</b>

**Urban Montessori**  
**Monthly Cash Forecast**  
**As of Mar 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 Actuals	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>1,169,667</b>	<b>1,546,426</b>	<b>1,350,343</b>		
<b>REVENUE</b>														
LCFF Entitlement	-	76,155	345,646	334,968	137,078	216,234	426,358	137,078	254,323	374,267	132,223	132,223	3,183,158	616,604
Federal Revenue	-	-	3,791	11	-	18,384	64,170	66,295	7,410	11,507	23,110	91,927	537,592	250,987
Other State Revenue	12,655	25,292	35,005	43,383	185,255	57,535	184,109	19,448	91,750	545,172	107,152	58,573	1,298,979	(66,350)
Other Local Revenue	-	-	-	38,102	34,187	26,035	17,818	18,719	23,748	(615)	799	60,383	219,176	-
Fundraising & Grants	-	-	177	12,178	202	3,564	135,773	4,353	9,617	7,963	8,088	8,088	190,000	-
<b>TOTAL REVENUE</b>	<b>12,655</b>	<b>101,447</b>	<b>384,618</b>	<b>428,642</b>	<b>356,722</b>	<b>321,752</b>	<b>828,228</b>	<b>245,892</b>	<b>386,847</b>	<b>938,294</b>	<b>271,371</b>	<b>351,193</b>	<b>5,428,904</b>	<b>801,242</b>
<b>EXPENSES</b>														
Certificated Salaries	30,679	183,469	188,725	187,287	190,126	189,981	214,272	203,709	192,945	211,455	269,455	248,554	2,310,656	-
Classified Salaries	20,471	50,499	71,894	58,879	62,054	55,413	51,022	58,437	56,862	54,617	49,600	53,960	643,708	-
Employee Benefits	20,456	112,619	117,190	40,671	56,607	63,631	73,078	66,552	56,359	100,884	107,354	77,135	892,536	-
Books & Supplies	52,343	51,006	36,283	29,181	9,312	19,678	3,907	44,837	29,303	72,391	48,510	41,942	422,012	(16,682)
Services & Other Operating Expenses	56,353	82,793	93,484	72,930	89,446	56,996	68,855	119,188	89,915	89,575	91,739	138,814	1,061,042	10,954
Capital Outlay & Depreciation	-	-	-	-	-	4,483	747	747	747	754	754	754	8,986	-
Other Outflows	-	-	204	-	-	-	-	150	372	(727)	-	-	-	-
<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>493,621</b>	<b>426,504</b>	<b>528,948</b>	<b>567,412</b>	<b>561,159</b>	<b>5,338,940</b>	<b>(5,728)</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(167,646)</b>	<b>(378,939)</b>	<b>(123,163)</b>	<b>39,694</b>	<b>(50,823)</b>	<b>(68,431)</b>	<b>416,347</b>	<b>(247,728)</b>	<b>(39,657)</b>	<b>409,346</b>	<b>(296,040)</b>	<b>(209,965)</b>	<b>89,964</b>	<b>806,970</b>
Revenues - Prior Year Accruals	255,068	88,128	170,287	57,303	-	26,337	(8,856)	-	2,243	24,032	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	747	754	754	754		
Expenses - Prior Year Accruals	172,028	(8,680)	(19,699)	(15,624)	(15,624)	(15,624)	(12,895)	(15,624)	(15,625)	(23,036)	(20,308)	(20,308)		
Accounts Payable - Current Year	(24,096)	(9,167)	13,152	(11,491)	43,840	(36,990)	(8,024)	2,498	30,014	(43,449)	-	-		
Summerholdback for Teachers	(38,642)	8,269	9,911	9,481	9,370	9,204	9,408	9,633	9,107	6,363	6,363	(6,223)	-	
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>1,169,667</b>	<b>1,546,426</b>	<b>1,350,343</b>	<b>1,127,748</b>		

# Urban Montessori Finance Committee Update

JOSH KEMP

APRIL 20, 2023



# 2022-23 Forecast Update

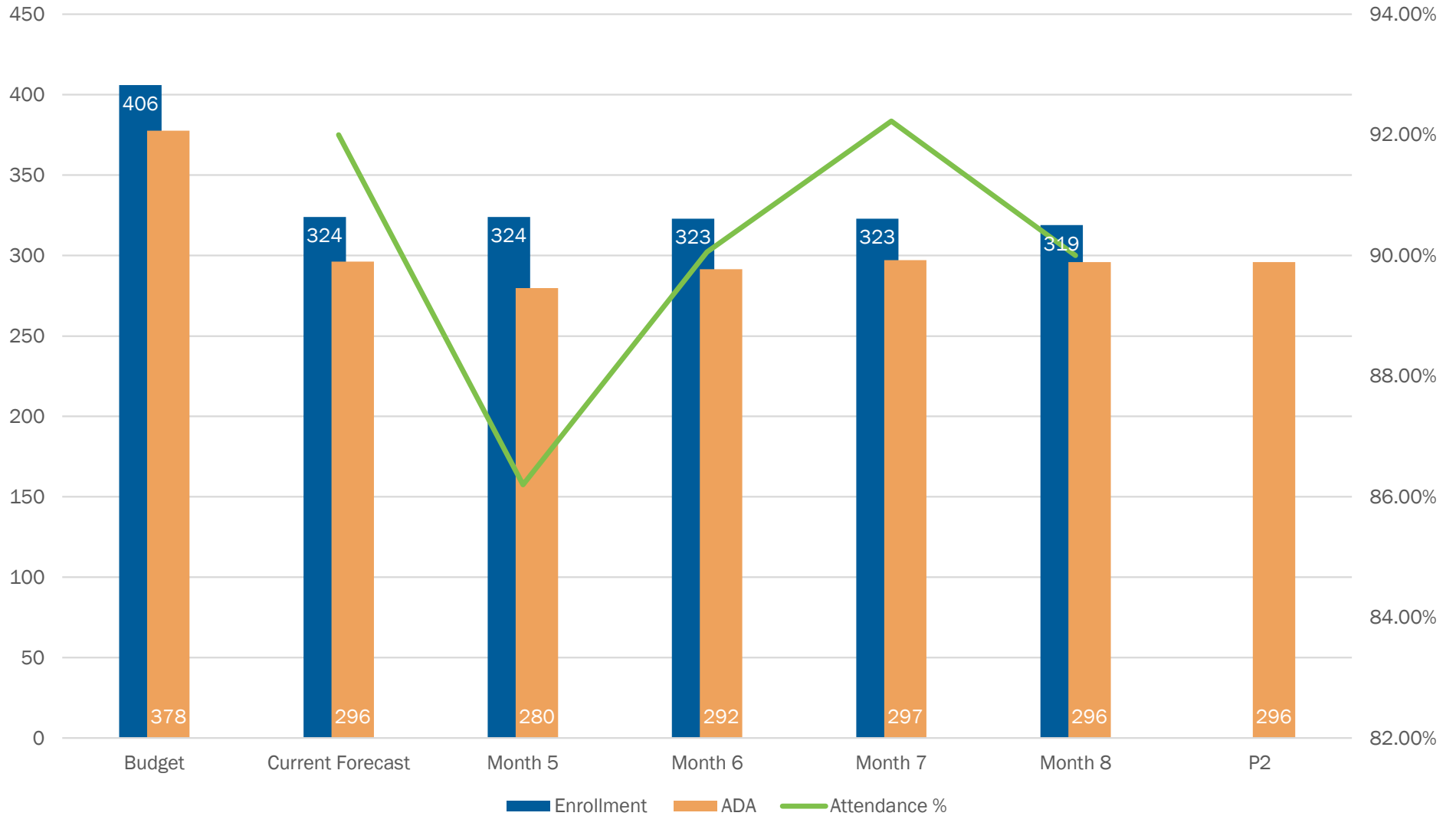
Actuals through 3/31/2023





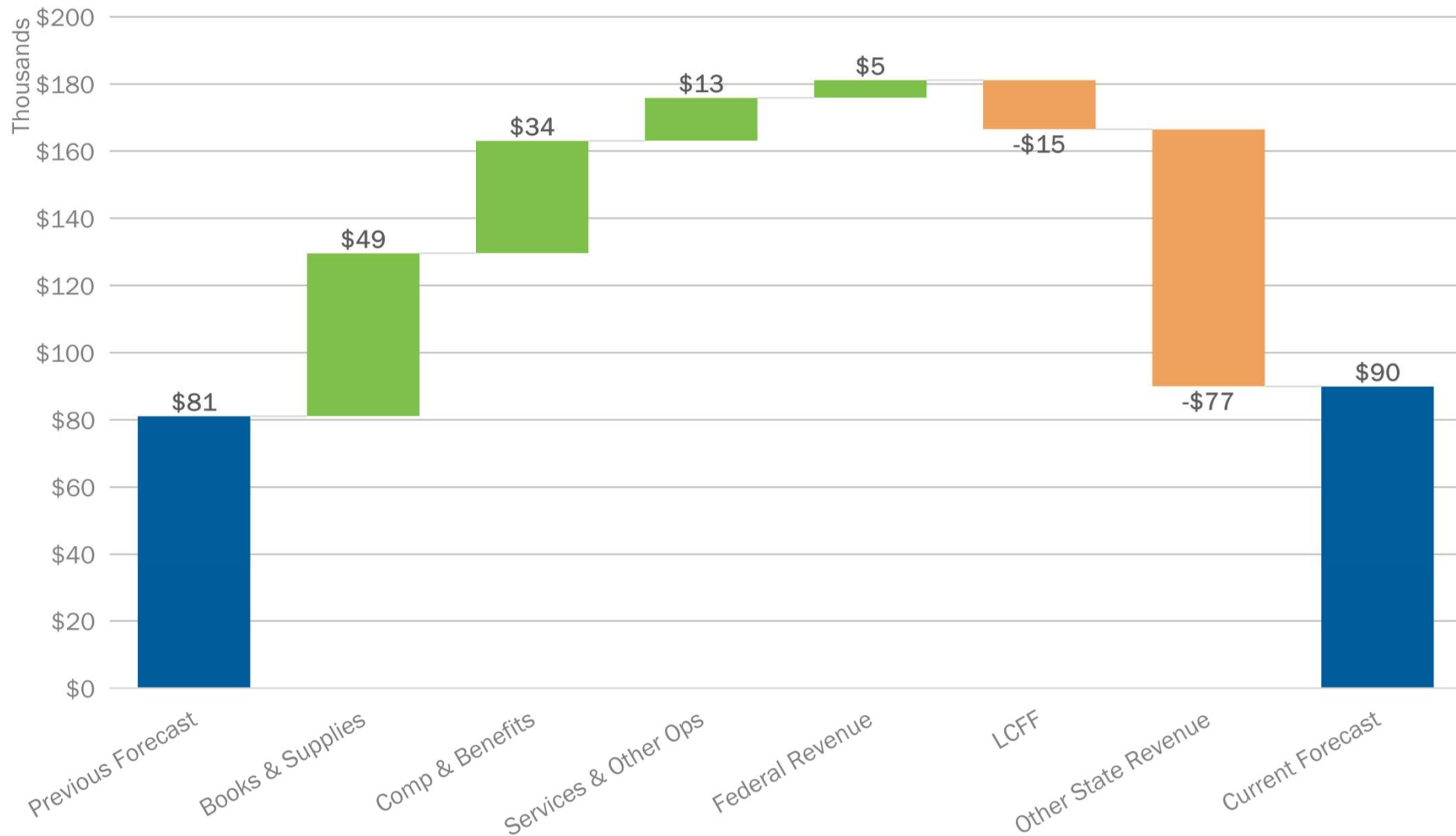
# Enrollment & Attendance

## Final P2 ADA: 296.21



# 2022-23 Forecast Update

Have started moving revenue and expenses to next year, P2 ADA updated



# Budget Comparison

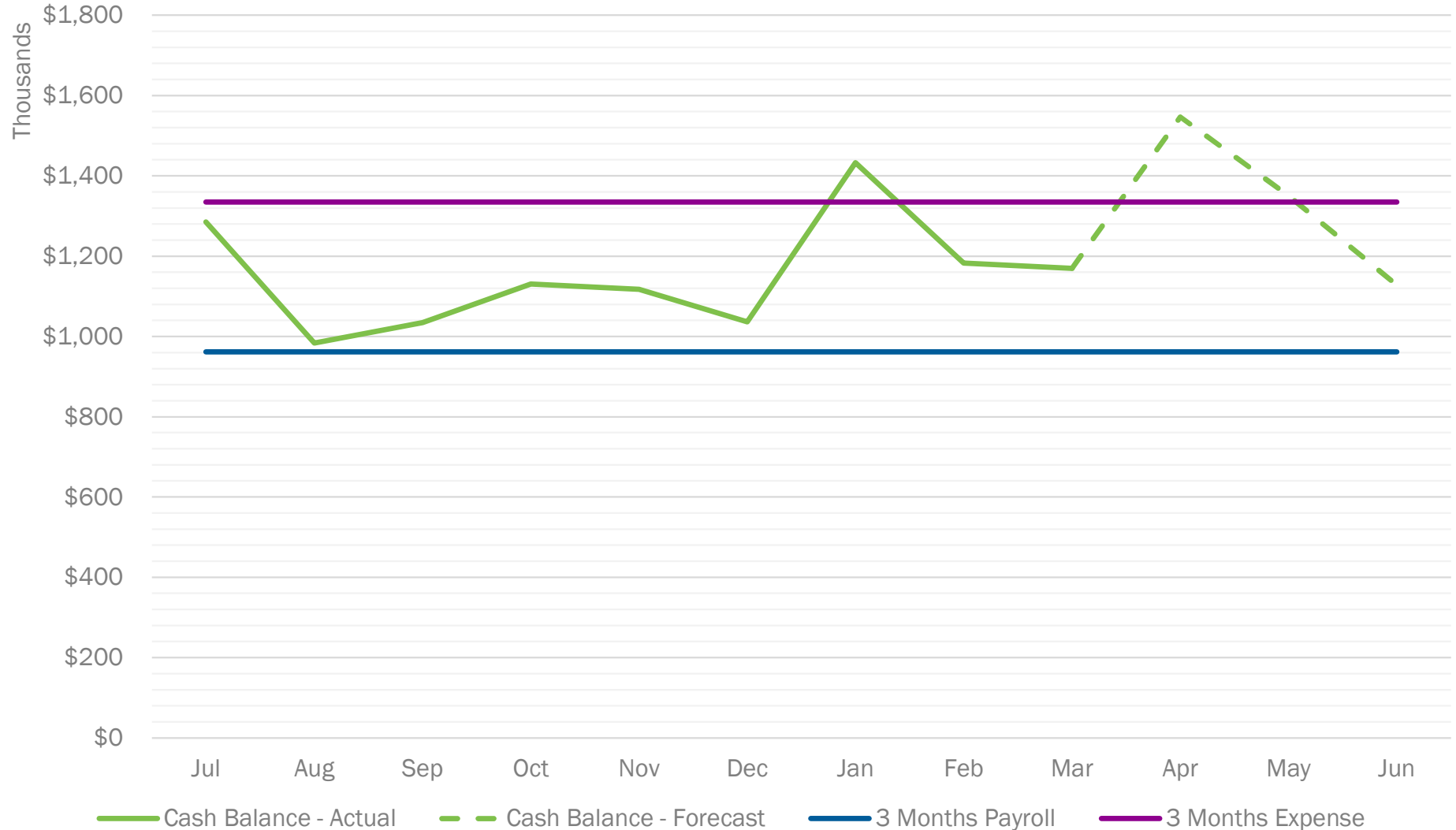


		2022-23	2022-23	Variance
		Previous Forecast	Current Forecast	
Revenue	LCFF Entitlement	3,197,778	3,183,158	(14,620)
	Federal Revenue	532,353	537,592	5,239
	Other State Revenues	1,375,539	1,298,979	(76,560)
	Local Revenues	219,176	219,176	-
	Fundraising and Grants	190,000	190,000	-
	<b>Total Revenue</b>	<b>5,514,846</b>	<b>5,428,904</b>	<b>(85,941)</b>
Expenses	Compensation and Benefits	3,880,417	3,846,900	33,517
	Books and Supplies	470,512	422,012	48,500
	Services and Other Operating	1,073,848	1,061,042	12,806
	Depreciation	8,986	8,986	-
	Other Outflows	-	-	-
	<b>Total Expenses</b>	<b>5,433,763</b>	<b>5,338,940</b>	<b>94,823</b>
	<b>Operating Income</b>	<b>81,083</b>	<b>89,964</b>	<b>8,882</b>
	Beginning Balance (Audited)	1,468,305	1,513,606	45,301
	Operating Income	81,083	89,964	8,882
	<b>Ending Fund Balance (incl. Depreciation)</b>	<b>1,549,388</b>	<b>1,603,571</b>	<b>54,183</b>
	<b>Ending Fund Balance as % of Expenses</b>	<b>28.5%</b>	<b>30.0%</b>	<b>1.5%</b>



# 2022-23 Monthly Cash Flow Projection

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





# Audit Summary



# 2021-22 Audit Recap

<b>Revenue</b>	<ul style="list-style-type: none"><li>• \$4.49M total audited revenue</li><li>• Increase of \$45k to revenue from unaudited actuals</li></ul>
<b>Expenses</b>	<ul style="list-style-type: none"><li>• \$4.40M total audited expenses</li><li>• Same as unaudited actuals</li></ul>
<b>Net Income</b>	<ul style="list-style-type: none"><li>• \$91k total audited net income</li><li>• Same as unaudited actuals with revenue adjustment</li></ul>
<b>Fund Balance</b>	<ul style="list-style-type: none"><li>• \$1.51M or 28.4% of annual budget</li></ul>
<b>Conclusion</b>	<ul style="list-style-type: none"><li>• Two findings identified</li><li>• Neither repeated and both already fixed</li></ul>

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

	Actual			YTD	Budget						
	Jan	Feb	Mar		Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining
<b>SUMMARY</b>											
<b>Revenue</b>											
LCFF Entitlement	426,358	137,078	254,323	1,927,840	3,833,476	3,197,778	3,183,158	(14,620)	(650,318)	1,255,318	61%
Federal Revenue	64,170	66,295	7,410	160,061	499,411	532,353	537,592	5,239	38,181	377,531	30%
Other State Revenues	184,109	19,448	91,750	654,432	1,130,345	1,375,539	1,298,979	(76,560)	168,633	644,547	50%
Local Revenues	17,818	18,719	23,748	158,608	59,584	219,176	219,176	-	159,592	60,568	72%
Fundraising and Grants	135,773	4,353	9,617	165,862	190,000	190,000	190,000	-	-	24,138	87%
<b>Total Revenue</b>	<b>828,228</b>	<b>245,892</b>	<b>386,847</b>	<b>3,066,803</b>	<b>5,712,817</b>	<b>5,514,846</b>	<b>5,428,904</b>	<b>(85,941)</b>	<b>(283,912)</b>	<b>2,362,101</b>	<b>56%</b>
<b>Expenses</b>											
Compensation and Benefits	338,372	328,698	306,166	2,673,886	3,934,949	3,880,417	3,846,900	33,517	88,050	1,173,013	70%
Books and Supplies	3,907	44,837	29,303	275,851	410,800	470,512	422,012	48,500	(11,212)	146,161	65%
Services and Other Operating Expenditures	68,855	119,188	89,915	729,960	1,296,489	1,073,848	1,061,042	12,806	235,447	331,082	69%
Depreciation	747	747	747	6,725	8,986	8,986	8,986	-	-	2,261	75%
Other Outflows	-	150	372	727	-	-	-	-	-	(727)	
<b>Total Expenses</b>	<b>411,881</b>	<b>493,621</b>	<b>426,504</b>	<b>3,687,150</b>	<b>5,651,224</b>	<b>5,433,763</b>	<b>5,338,940</b>	<b>94,823</b>	<b>312,284</b>	<b>1,651,790</b>	<b>69%</b>
<b>Operating Income</b>	<b>416,347</b>	<b>(247,728)</b>	<b>(39,657)</b>	<b>(620,346)</b>	<b>61,592</b>	<b>81,083</b>	<b>89,964</b>	<b>8,882</b>	<b>28,372</b>	<b>710,311</b>	
<b>Fund Balance</b>											
Beginning Balance (Audited)					1,236,534	1,468,305	1,513,606				
Operating Income					61,592	81,083	89,964				
<b>Ending Fund Balance</b>					<b>1,298,126</b>	<b>1,549,388</b>	<b>1,603,571</b>				
Fund Balance as a % of Expenses					23%	29%	30%				

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

	Actual			YTD	Budget							
	Jan	Feb	Mar	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>KEY ASSUMPTIONS</b>												
<b>Enrollment Summary</b>												
K-3					222	181	181	-	(41)			
4-6					128	106	106	-	(22)			
7-8					56	36	36	-	(20)			
<b>Total Enrolled</b>					<b>406</b>	<b>323</b>	<b>323</b>	-	(83)			
<b>ADA %</b>												
K-3					93.0%	92.0%	91.5%	-0.5%	-1.5%			
4-6					93.0%	92.0%	91.3%	-0.7%	-1.7%			
7-8					93.0%	92.0%	94.3%	2.3%	1.3%			
<b>Average ADA %</b>					<b>93.0%</b>	<b>92.0%</b>	<b>91.7%</b>	<b>-0.3%</b>	<b>-1.3%</b>			
<b>ADA</b>												
K-3					206.46	166.52	165.55	(0.97)	(40.91)			
4-6					119.04	97.52	96.73	(0.79)	(22.31)			
7-8					52.08	33.12	33.93	0.81	(18.15)			
<b>Total ADA</b>					<b>377.58</b>	<b>297.16</b>	<b>296.21</b>	<b>(0.95)</b>	<b>(81.37)</b>			

**Urban Montessori**  
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	Actual			YTD	Budget						
	Jan	Feb	Mar	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>REVENUE</b>											
<b>LCFF Entitlement</b>											
8011 Charter Schools General Purpose Entitlement - State Aid	137,078	137,078	96,011	933,711	1,904,420	1,477,584	1,468,464	(9,121)	(435,956)	534,753	64%
8012 Education Protection Account Entitlement	210,124	-	-	420,248	858,994	790,085	787,560	(2,526)	(71,435)	367,312	53%
8096 Charter Schools in Lieu of Property Taxes	79,156	-	158,312	573,881	1,070,062	930,108	927,134	(2,973)	(142,927)	353,253	62%
<b>SUBTOTAL - LCFF Entitlement</b>	<b>426,358</b>	<b>137,078</b>	<b>254,323</b>	<b>1,927,840</b>	<b>3,833,476</b>	<b>3,197,778</b>	<b>3,183,158</b>	<b>(14,620)</b>	<b>(650,318)</b>	<b>1,255,318</b>	<b>61%</b>
<b>Federal Revenue</b>											
8181 Special Education - Entitlement	-	-	-	-	43,625	43,125	50,649	7,524	7,024	50,649	0%
8220 Child Nutrition Programs	23,924	-	7,410	49,718	73,080	121,125	115,069	(6,056)	41,989	65,351	43%
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	5,610	5,610	-	(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	-	-	-	3,782	-	11	3,782	3,771	3,782	-	100%
8299 All Other Federal Revenue	-	62,089	-	62,109	321,680	321,680	321,680	-	-	259,571	19%
<b>SUBTOTAL - Federal Revenue</b>	<b>64,170</b>	<b>66,295</b>	<b>7,410</b>	<b>160,061</b>	<b>499,411</b>	<b>532,353</b>	<b>537,592</b>	<b>5,239</b>	<b>38,181</b>	<b>377,531</b>	<b>30%</b>
<b>Other State Revenue</b>											
8319 Other State Apportionments - Prior Years	234	-	290	524	-	234	524	290	524	-	100%
8381 Special Education - Entitlement (State)	22,512	-	63,914	202,050	292,439	308,484	308,484	-	16,045	106,434	65%
8382 Special Education Reimbursement (State)	1,423	-	3,444	13,959	21,600	19,970	19,970	-	(1,630)	6,011	70%
8520 Child Nutrition - State	11,950	-	4,622	23,106	3,045	32,300	30,685	(1,615)	27,640	7,579	75%
8550 Mandated Cost Reimbursements	-	-	-	5,798	5,798	5,798	5,798	-	-	(0)	100%
8560 State Lottery Revenue	23,262	-	-	23,262	89,916	73,558	73,323	(235)	(16,593)	50,061	32%
8590 All Other State Revenue	105,280	-	-	247,405	587,481	718,809	643,809	(75,000)	56,328	396,404	38%
8593 Expanded Learning Opportunities Program	19,448	19,448	19,480	138,328	130,067	216,386	216,386	-	86,319	78,058	64%
<b>SUBTOTAL - Other State Revenue</b>	<b>184,109</b>	<b>19,448</b>	<b>91,750</b>	<b>654,432</b>	<b>1,130,345</b>	<b>1,375,539</b>	<b>1,298,979</b>	<b>(76,560)</b>	<b>168,633</b>	<b>644,547</b>	<b>50%</b>
<b>Local Revenue</b>											
8676 After School Program Revenue	12,606	18,719	23,748	149,016	-	150,000	150,000	-	150,000	984	99%
8699 All Other Local Revenue	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%
<b>SUBTOTAL - Local Revenue</b>	<b>17,818</b>	<b>18,719</b>	<b>23,748</b>	<b>158,608</b>	<b>59,584</b>	<b>219,176</b>	<b>219,176</b>	<b>-</b>	<b>159,592</b>	<b>60,568</b>	<b>72%</b>
<b>Fundraising and Grants</b>											
8801 Family Fundraising	4,512	4,189	-	24,521	50,000	50,000	50,000	-	-	25,479	49%
8802 Private Grants	131,260	163	1,000	132,724	25,000	125,000	125,000	-	100,000	(7,724)	106%
8803 Training Center	-	-	-	-	100,000	-	-	-	(100,000)	-	-
8812 Other Fundraising (Movie Night, Apparel, etc)	-	-	8,492	8,492	-	-	-	-	-	(8,492)	-
8814 Field Trips Donations	-	-	-	-	15,000	15,000	15,000	-	-	15,000	0%
8815 Silicon School Fund	-	-	125	125	-	-	-	-	-	(125)	-
<b>SUBTOTAL - Fundraising and Grants</b>	<b>135,773</b>	<b>4,353</b>	<b>9,617</b>	<b>165,862</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>	<b>-</b>	<b>-</b>	<b>24,138</b>	<b>87%</b>
<b>TOTAL REVENUE</b>	<b>828,228</b>	<b>245,892</b>	<b>386,847</b>	<b>3,066,803</b>	<b>5,712,817</b>	<b>5,514,846</b>	<b>5,428,904</b>	<b>(85,941)</b>	<b>(283,912)</b>	<b>2,362,101</b>	<b>56%</b>

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

	Actual			YTD	Budget							
	Jan	Feb	Mar	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>EXPENSES</b>												
<b>Compensation &amp; Benefits</b>												
<b>Certificated Salaries</b>												
1100	Lead Teacher Salaries	101,717	79,852	80,051	708,448	1,072,001	1,045,591	1,048,745	(3,154)	23,256	340,297	68%
1148	Special Ed Teacher Salaries	33,848	29,848	29,848	242,823	349,210	358,125	349,132	8,993	78	106,309	70%
1150	Support Teacher Salaries	56,429	71,730	60,768	429,409	656,289	587,428	587,428	-	68,861	158,019	73%
1170	Measure G1 Stipends	-	-	-	-	58,000	58,000	58,000	-	-	58,000	0%
1300	Certificated Supervisor & Administrator Salaries	22,279	22,279	22,279	200,513	267,350	267,350	267,350	-	-	66,837	75%
	<b>SUBTOTAL - Certificated Salaries</b>	<b>214,272</b>	<b>203,709</b>	<b>192,945</b>	<b>1,581,193</b>	<b>2,402,850</b>	<b>2,316,494</b>	<b>2,310,656</b>	<b>5,839</b>	<b>92,195</b>	<b>729,463</b>	<b>68%</b>
<b>Classified Salaries</b>												
2100	Distance Learning Support Staff	-	-	-	-	65,354	-	-	-	65,354	-	
2102	Student Support Staff	16,006	18,124	15,646	149,864	231,572	173,212	173,212	-	58,361	23,348	87%
2300	Classified Supervisor & Administrator Salaries	9,366	9,366	9,366	84,298	112,398	112,398	112,398	-	-	28,099	75%
2400	Classified Clerical & Office Salaries	12,322	14,649	13,761	123,168	180,411	194,072	171,457	22,616	8,954	48,288	72%
2900	Classified Substitutes	4,755	6,680	5,169	41,229	46,771	59,866	59,866	-	(13,095)	18,637	69%
2905	Other Classified - After School	8,573	9,617	12,920	86,971	-	125,327	126,776	(1,449)	(126,776)	39,804	69%
	<b>SUBTOTAL - Classified Salaries</b>	<b>51,022</b>	<b>58,437</b>	<b>56,862</b>	<b>485,531</b>	<b>636,506</b>	<b>664,875</b>	<b>643,708</b>	<b>21,167</b>	<b>(7,202)</b>	<b>158,177</b>	<b>75%</b>
<b>Employee Benefits</b>												
3100	STRS	38,056	40,185	38,129	301,603	425,134	441,826	440,710	1,115	(15,576)	139,108	68%
3300	OASDI-Medicare-Alternative	6,554	6,875	6,537	55,365	94,509	84,655	82,951	1,704	11,558	27,586	67%
3400	Health & Welfare Benefits	22,386	15,729	8,844	212,252	327,692	320,804	317,527	3,277	10,164	105,275	67%
3500	Unemployment Insurance	3,551	1,232	317	7,562	11,734	15,936	15,845	92	(4,111)	8,283	48%
3600	Workers Comp Insurance	2,532	2,531	2,531	30,381	36,524	35,827	35,503	325	1,021	5,122	86%
	<b>SUBTOTAL - Employee Benefits</b>	<b>73,078</b>	<b>66,552</b>	<b>56,359</b>	<b>607,163</b>	<b>895,593</b>	<b>899,048</b>	<b>892,536</b>	<b>6,512</b>	<b>3,057</b>	<b>285,373</b>	<b>68%</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	293	70	-	3,012	1,000	3,012	3,012	-	(2,012)	-	100%
4320	Educational Software	-	6,944	-	6,944	9,000	9,000	9,000	-	-	2,056	77%
4325	Instructional Materials & Supplies	339	116	1,759	63,396	7,500	82,500	82,500	-	(75,000)	19,104	77%
4326	Art & Music Supplies	462	813	637	12,801	5,000	13,000	13,000	-	(8,000)	199	98%
4330	Office Supplies	765	48	722	5,471	5,000	5,000	6,500	(1,500)	(1,500)	1,029	84%
4335	PE Supplies	11	289	149	1,417	2,000	2,000	2,000	-	-	583	71%
4340	SpEd Materials & Supplies	565	225	9	1,953	2,000	2,000	2,000	-	-	47	98%
4400	Training Center Expenses	-	-	-	350	100,000	100,000	50,000	50,000	50,000	49,650	1%
4410	Classroom Furniture, Equipment & Supplies	570	90	83	18,026	10,000	20,000	20,000	-	(10,000)	1,974	90%
4420	Computers: individual items less than \$5k	157	56	7,987	17,452	17,500	17,500	17,500	-	-	48	100%
4430	Non Classroom Related Furniture, Equipment & Supplies	208	93	170	5,908	10,000	10,000	10,000	-	-	4,092	59%
4700	Snacks	1,539	1,228	2,069	15,912	15,000	15,000	23,075	(8,075)	(8,075)	7,163	69%
4710	Student Food Services	10,685	34,406	15,301	119,132	121,800	161,500	153,425	8,075	(31,625)	34,293	78%
4720	Other Food	8	459	419	4,077	5,000	5,000	5,000	-	-	923	82%
	<b>SUBTOTAL - Books and Supplies</b>	<b>3,907</b>	<b>44,837</b>	<b>29,303</b>	<b>275,851</b>	<b>410,800</b>	<b>470,512</b>	<b>422,012</b>	<b>48,500</b>	<b>(11,212)</b>	<b>146,161</b>	<b>65%</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	(6,875)	(925)	19,000	19,000	-	19,000	19,000	925	
5450	Insurance - Other	6,471	6,471	6,470	73,330	73,330	73,330	73,330	-	-	-	100%
5515	Janitorial, Gardening Services & Supplies	7,000	8,381	9,638	73,133	100,000	100,000	100,000	-	-	26,867	73%
5520	Security	-	318	1,625	14,652	22,660	22,660	22,660	-	-	8,008	65%

**Urban Montessori**  
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		Actual			YTD	Budget						
		Jan	Feb	Mar	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
5535	Utilities - All Utilities	11,302	1,241	10,017	56,780	55,105	55,105	75,105	(20,000)	(20,000)	18,325	76%
5605	Equipment Leases	931	1,387	931	9,869	13,596	13,596	13,596	-	-	3,727	73%
5610	Rent	-	39,358	-	118,073	146,708	157,431	157,431	-	(10,723)	39,358	75%
5615	Repairs and Maintenance - Building	2,967	2,809	16,828	28,463	20,000	20,000	30,000	(10,000)	(10,000)	1,537	95%
5803	Accounting Fees	3,045	1,575	4,180	19,300	23,672	23,672	23,672	-	-	4,372	82%
5805	Administrative Fees	-	-	-	354	6,775	6,775	6,775	-	-	6,421	5%
5809	Banking Fees	112	87	111	1,036	656	2,000	2,000	-	(1,344)	964	52%
5812	Business Services	10,167	10,167	10,167	91,500	122,000	122,000	122,000	-	-	30,500	75%
5815	Consultants - Instructional	-	-	2,050	2,750	5,000	5,000	5,000	-	-	2,250	55%
5820	Consultants - Non Instructional - Custom 1	360	-	18,060	18,420	-	18,075	18,420	(345)	(18,420)	-	100%
5824	District Oversight Fees	5,745	-	354	10,041	39,485	32,937	32,787	151	6,698	22,746	31%
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	-	-	998	1,148	50,000	50,000	25,000	25,000	25,000	23,852	5%
5833	Fines and Penalties	-	-	1	1	1,000	1,000	1,000	-	-	999	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	-	2,581	839	12,147	50,000	50,000	50,000	-	-	37,853	24%
5851	Marketing and Student Recruiting	-	150	-	1,050	10,000	10,000	10,000	-	-	8,950	11%
5857	Payroll Fees	494	769	519	4,494	6,747	6,747	6,747	-	-	2,253	67%
5860	Printing and Reproduction	150	61	-	211	1,030	1,030	1,030	-	-	819	20%
5861	Prior Yr Exp (not accrued)	-	-	(1,833)	12,593	-	14,427	14,427	-	(14,427)	1,833	87%
5863	Professional Development	-	-	199	31,422	69,000	69,000	69,000	-	-	37,578	46%
5869	Special Education Contract Instructors	11,850	23,225	11,265	68,940	90,000	90,000	90,000	-	-	21,060	77%
5875	Staff Recruiting	-	-	-	3,075	4,000	4,000	4,000	-	-	925	77%
5878	Student Assessment	5,443	4,818	440	13,157	13,000	13,000	14,000	(1,000)	(1,000)	843	94%
5880	Student Health Services	-	710	-	3,376	6,000	6,000	6,000	-	-	2,624	56%
5881	Student Information System	827	3,787	827	23,772	25,000	25,000	25,000	-	-	1,228	95%
5884	Substitutes	-	-	-	-	15,450	-	-	-	15,450	-	-
5887	Technology Services	306	186	226	11,650	13,000	13,000	13,000	-	-	1,350	90%
5910	Communications - Internet / Website Fees	569	10,896	609	15,487	8,652	17,052	17,052	-	(8,400)	1,565	91%
5915	Postage and Delivery	42	71	204	1,315	3,395	3,395	3,395	-	-	2,080	39%
5920	Communications - Telephone & Fax	1,021	-	2,064	9,171	11,670	11,670	11,670	-	-	2,499	79%
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>		<b>68,855</b>	<b>119,188</b>	<b>89,915</b>	<b>729,960</b>	<b>1,296,489</b>	<b>1,073,848</b>	<b>1,061,042</b>	<b>12,806</b>	<b>235,447</b>	<b>331,082</b>	<b>69%</b>
<b>Capital Outlay &amp; Depreciation</b>												
6900	Depreciation	747	747	747	6,725	8,986	8,986	8,986	-	-	2,261	75%
<b>SUBTOTAL - Capital Outlay &amp; Depreciation</b>		<b>747</b>	<b>747</b>	<b>747</b>	<b>6,725</b>	<b>8,986</b>	<b>8,986</b>	<b>8,986</b>	<b>-</b>	<b>-</b>	<b>2,261</b>	<b>75%</b>
<b>Other Outflows</b>												
7999	Uncategorized Expense	-	150	372	727	-	-	-	-	-	(727)	
<b>SUBTOTAL - Other Outflows</b>		<b>-</b>	<b>150</b>	<b>372</b>	<b>727</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(727)</b>	
<b>TOTAL EXPENSES</b>		<b>411,881</b>	<b>493,621</b>	<b>426,504</b>	<b>3,687,150</b>	<b>5,651,224</b>	<b>5,433,763</b>	<b>5,338,940</b>	<b>94,823</b>	<b>312,284</b>	<b>1,651,790</b>	<b>69%</b>

## Coversheet

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

**Section:** VI. Executive & Governance Committee  
**Item:** A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Handout\_\_\_The\_California\_Public\_Records\_Act.pdf





PRESENTED BY:

## *Unparalleled Charter School Legal Services*

**YOUNG, MINNEY & CORR, LLP**

SACRAMENTO ■ LOS ANGELES ■ SAN DIEGO ■ WALNUT CREEK | 916.646.1400 ■ YMCLEGAL.COM  
Powered by BoardOnTrack



## Firm Overview

Young, Minney & Corr, LLP (YM&C) has been a leader in charter school representation since the passage of California's Charter Schools Act of 1992, offering superior legal expertise in every facet of charter school creation, expansion, and operation.

YM&C emphasizes a preventative approach to the law – helping our clients anticipate legal difficulties, minimize exposure to legal claims and fees, and prevent operational challenges. When liability arises, YM&C will zealously advocate for your cause, marshaling an unparalleled amount of experience, expertise, practical knowledge, and skill in advocating on your behalf for your cause.

With 35 attorneys in offices throughout California, YM&C is proud to be a truly collaborative group with diverse backgrounds and personalities who are here to serve all your charter school needs.

YM&C offers a full breadth of legal services in every aspect of charter school law:

- Labor & Employment
- Student Rights & Discipline
- Special Education
- Board Governance
- Facilities
- Development & Renewal
- Insurance Defense
- Litigation
- Independent Study
- Corporate Law
- Public Law

With our main office located in Sacramento, YM&C is also uniquely positioned to influence the public policy debate in California – helping shape the future of charter schools.

For more information on our team of expert attorneys and services, please visit [www.ymclegal.com](http://www.ymclegal.com) or call us at **916-646-1400**.



## Paul C. Minney

### Founder / Partner

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pminney@mycharterlaw.com



Paul Minney has represented schools in state and federal courts in a multitude of critical areas for more than thirty years. After drafting the fifth charter in the state Paul has assisted over 500 charter schools in developing charter petitions, MOU's, facility use agreements, corporate papers and many other vital charter school documents. While his primary area of focus is litigation, he also assists clients in policy development, business transactions, governance, facilities, revocation defense, audit defense, dispute resolution, and administrative law.

Paul is a frequent speaker at school membership sponsored events throughout California as well as a contributing author to the National Charter School Law Deskbook published by Lexis Nexis in association with the National Alliance for Public Charter Schools.

Paul continues to be a founding member of the CCSA Legal Defense Fund (an organization designed to provide high quality and comprehensive legal services to all charter schools throughout the state of California) and he was a founding organizer of the National Network of Charter School Attorneys (the goal of this organization is to provide coordinated, executive legal support for charter schools throughout the United States). Paul was also formerly an appointed member of the State Superintendent's Charter School Advisory Committee and a founding member of the American Inns of Court (Robert G. McGrath, American Inns of Court).

### PRACTICE AREAS

Litigation  
Insurance Defense  
Administrative Law  
School Defense  
School Development  
Board Governance  
Facilities  
Corporate Law  
Public Law

### EDUCATION

- Seattle University School of Law, cum laude (J.D.)
- University of California, Berkeley (B.A.)

## REPRESENTATIVE CASES

Paul has been extensively involved in litigation that has shaped California school law for more than thirty years, including but not limited to, the following cases:

- Clayton Valley v. Mt. Diablo Unified School District, 69 Cal.App.5th 1004 (2021)
- Ochoa v. Anaheim City School District 11 Cal. App. 5th 209 (2017)
- Rocketship Education v. Mt. Diablo Unified School District (2017)
- Alternative Schools, Inc. v. Los Angeles Unified School District (2016)
- Anaheim Union Hill School District & Anaheim Elementary School District v. Orange County Department of Education (2016)
- Mt. Diablo Unified School District v. Contra Costa County Board of Education (2015)
- Morgan Hill Unified School District v. Santa Clara County Board of Education (2015)
- Dozier-Libby Medical High School et al., v. Antioch Unified School District, et al. (2014)
- Magnolia Educational & Research Foundation v. Los Angeles Unified School District (2014)
- Newhall School District v. Acton-Agua Dulce Unified School District, et. al. (2014)
- Liberty Family Academy v. North Monterey USD, Case No. H034551 (2011)
- Bullis Charter School v. Los Altos School District, Case No. H035195, 200 Cal.App4th 296 (2011)
- UTLA v. Los Angeles Unified School District (2011)
- Alfaro v Los Angeles Unified School District (2011)
- CSBA v. State Board of Education (2010)
- Shapiro v. LAUSD/Birmingham Charter High School (2009)
- MATES Charter School v. Conejo Valley Unified School District (2009)
- California School Boards Assoc. et al v. Cal. Dept of Education and State Board of Education (2008)
- New West Charter School v. Los Angeles Unified School District, Case No. BS 115979 (2008)
- Sequoia School District v. Aurora Charter School (2003)
- California School Boards Assoc. v. State Board of Education and Aspire Public Schools (2008)
- California School Board Association v Board of Education and Aspire Public Schools (2008)
- CCSA Green Dot, PUC et al. v LAUSD (2008)
- CCSA v San Diego City School District (2005)
- Ridgecrest Charter School v. Sierra Sands School District (2005)
- Richard Standley v. Office of Administrative Hearings (2004)
- BASIS v. Sunol Glen School District (2004)



## Kimberly Rodriguez

### Senior Counsel

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krodriguez@ymclegal.com



As Senior Counsel at Young, Minney, & Corr, LLP, Kimberly has focused her practice on nonprofit organizations in the areas of incorporation, tax exemption, governance, CMO organizational structuring, mergers, dissolutions, the formation of LLCs, out-of-state charter school growth and foundation development for fundraising and capital campaigns. Her practice areas also include conflicts of interest, the California Public Records Act, and The Family Educational Rights and Privacy Act (FERPA).

Before joining Young, Minney & Corr, LLP, Kimberly was a civil litigation attorney with McCormick Barstow, LLP representing clients in state and federal courts in insurance coverage and defense matters. While attending the University of California at Santa Barbara, Kimberly developed an interest in the law while interning at the Legal Aid Foundation of Santa Barbara, where she assisted with a multi-tenant housing discrimination lawsuit.

Kimberly currently serves on the Board of Directors of a nonprofit corporation located in the Sacramento area serving children with special needs.

#### PRACTICE AREAS

Board Governance  
Student Rights & Discipline  
Corporate Law  
Public Law

#### EDUCATION

- Santa Clara University of Law (J.D.)
- University of California, Santa Barbara (B.A.)

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**THE CALIFORNIA  
PUBLIC RECORDS  
ACT**

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**DISCLAIMER**

- 1 This training cannot substitute for personalized legal advice.
- 2 Our advice is based upon the latest available guidance which is subject to change in this ever-evolving landscape.
- 3 After the training there will be a Q&A.

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**YM&C FIRM MISSION**

- 1 We champion outstanding choices in education for all students.
- 2 We believe a quality public education is a civil right.
- 3 We work and fight alongside you to ensure student needs are always put first.

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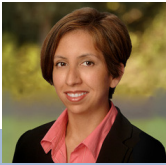
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4/18/23

PRESENTERS:



PAUL MINNEY, ESQ.  
Founder/Partner



KIMBERLY RODRIGUEZ, ESQ.  
Senior Counsel

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OVERVIEW OF TRAINING

- Purpose of the Public Records Act
- Important Definitions
- Procedural Requirements
- Most Relevant Exemptions
- Enforcement of Rights
- Common Public Records Act Requests
- Best Practices for Electronic Communication
- Notable Cases
- Best Practices for the Processing of Public Records Act Requests




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PURPOSE OF THE PUBLIC RECORDS ACT

Purpose

*"In enacting this chapter, the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state." (Govt. Code § 7921.000)*

PRA compliance is mandatory for charter schools. (Ed. Code §47604.1(b)(2))

Effective January 1, 2023 the Public Records Act was recodified. The recodification does not make substantive changes to the Act.

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**CONSTITUTIONAL AMENDMENT**

California Constitution Article I, Section 3(b) (“Sunshine Amendment”)  
 “The people have the right of access to information concerning the conduct of the people’s business, and, therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny.”  
 The Sunshine Amendment clarified the rules of construction for public agencies when interpreting the PRA requiring broad construction to further the right of access to records and narrow construction if it limits the right of access.

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**PUBLIC RECORDS DEFINED**

**Public Records**  
 “Includes any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.”  
 (Govt. Code § 7920.530)



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**PUBLIC RECORDS DEFINED**

**Writing**  
 “Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.”  
 (Govt. Code § 7920.545)

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**RESPONSE TIMELINE**

- Response within 10 days from receipt of the request.
- Request may be in any form (letter, email, verbal) and no need to specifically reference the PRA.
  - FOIA requests
- 10-day deadline can be extended up to 14 additional days in "unusual circumstances."
- Must make reasonable effort to elicit additional clarifying information to identify records.



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**TEN-DAY LETTER**

**Must Include:**

- Whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the school;
- The basis for exemption of records and who is making the determination (privilege log not needed); and
- The date when the records will be made available (reasonable time).

**Determining Time Frame for Production:**

- Do you need to search for and collect records?
- Is there large volume of records being requested?
- Do you need to consult with attorneys?
- Do you need time to compile data?
- Will documents need to be redacted before disclosure?

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**MAKING RECORDS AVAILABLE**

- In-person inspection: Inspection of records during office hours -records requiring retrieval and redaction – set time.
- Reasonable duty to locate records;
- Exact copy unless impracticable. However, in practice it is acceptable to produce a paper or pdf copy unless a request is made for documents in "native format."
- Electronic format if maintained in this format.
- Link to website.
- Paper copies-duplication cost.
- No requirement to create records.
- No requirement to disclose records held by third-parties (even if the school has access to those to records) if you do not control them. *Anderson-Barker v. Superior Court* (2019)

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**RECOVERY OF COSTS**

**Direct Costs of Duplication:** Cost of running the copy machine and expense of the person operating it. (Govt. Code §7922.530(a).)

**Does not include:** Retrieval, inspection, and handling of the file.

**Electronic Records:** *National Lawyers Guild v. City of Hayward* (2020):  
Extraction ≠ Redaction

**“Extraction”** covers costs associated with retrieving responsive data from an unproducible government database (i.e., to extract or compile data or undertake programming to produce data).

- Example: Pulling demographic data for all state agency employees from a human resources database and producing the relevant data in a spreadsheet.

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**EXCEPTIONS TO DISCLOSURE**

**Pending Litigation (Govt. Code §7927.200.)**

- Applies only during ongoing litigation.
- Prevents a litigant from using the PRA to gain earlier/ greater access to records outside of the rules of discovery.
- Protects documents specifically prepared for use in litigation.
- Settlements are generally disclosable.
- Attorneys’ fees and invoices while litigation is pending.



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**EXCEPTIONS TO DISCLOSURE**


**Personnel, medical, or similar files;**  
“the disclosure of which would constitute an unwarranted invasion of privacy.”  
(Govt. Code § 7927.700)

- Personnel records defined by content not location.
- Evaluations are exempt.

**Investigative Reports:**

- Personnel exemption can be overridden if allegations being investigated are substantial in nature and well-founded.

(*Marken v. Santa Monica-Malibu Unified School District* (2012).)



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**EXCEPTIONS TO DISCLOSURE**

Drafts:

- Not kept in ordinary course of business; and
- Public interest in withholding outweighs public interest disclosure. (Govt. Code §7927.500)



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**EXCEPTIONS TO DISCLOSURE**

Records exempted by federal or state law (Govt. Code § 7927.705):

- Attorney-Client Privileged
  - Copying emails to attorney may not be sufficient for exemption/protection.
  - NB – investigations performed by your legal counsel
- FERPA – identifiable student records
- **Catchall exception:** *Balancing test:* Public interest in not disclosing vs. public interest in disclosure. (Govt. Code § 7922.000)



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**EXCEPTIONS TO DISCLOSURE**

**Deliberative Process Privilege:**  
Protects pre-decisional discussions the disclosure of which would expose an agency's decision-making process discouraging candid discussion within the agency and undermining the agency's ability to perform its functions.

- Governor's appointment calendars and schedules exempt from disclosure. (*Times Mirror Co. v. Superior Court*)

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**REDACTION**

**Redaction**

- In most cases if a single record has disclosable and exempt information the record must be redacted (i.e., blacked out the exempt material and produce the remainder of the record).
- See example of redaction.
- Information to generally redact:
  - Exempt information;
  - And home address, personal email addresses, DOB, personal phone numbers, Social Security number, bank account numbers, etc.
- If redaction renders record worthless you may withhold the entire record.

CALIFORNIA DEPARTMENT OF  
ACCESS TO PUBLIC RECORDS  
March 2022

California citizens have a right to access public information maintained by government agencies, including the [REDACTED]. That right is provided for in the California Public Records Act and the state constitution, and it includes the right to inspect and copy records of state and local government agencies.

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**WAIVER OF EXEMPTIONS**

[I]f a state or local agency discloses to a member of the public a public record that is otherwise exempt from this division, this disclosure constitutes a waiver of the exemptions specified in:

- (1) The provisions listed in [Section 7920.505](#),
- (2) [Sections 7924.510](#) and [7924.700](#).
- (3) Other similar provisions of law. (Govt. Code § 7921.505)

Some exemptions to waiver: Civil discovery; court order; and possible confidentiality agreement with other oversight agency.

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**ENFORCEMENT OF RIGHTS**

- To enforce rights under the Public Records Act a requester must institute proceedings for injunctive/declaratory relief or seek a writ of mandate. (Govt. Code § 7923.000)
- The court shall award court costs and reasonable attorneys' fees to the plaintiff should the plaintiff prevail in litigation. (Govt. Code § 7923.115)
  - Plaintiff prevails if suit motivates disclosure

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**ENFORCEMENT OF RIGHTS**

- The costs and fees shall be paid by the public agency and shall not become a personal liability of the public official. (Govt. Code § 7923.115)
- If the court finds that the plaintiff's case is clearly frivolous, it shall award court costs and reasonable attorneys' fees to the public agency. (Govt. Code § 7923.115)

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**ENFORCEMENT OF RIGHTS**

- **Reverse-PRA:** Third party writ of mandate to prevent agency from release of records to requester. (*Marken v. Santa Monica-Malibu* (2012) [teacher sought to prevent release by school district of investigation report and letter of reprimand of sexual harassment claims by student].)
  - CCP 1021.5: Prevailing party in reverse-PRA entitled to attorneys' fees if "conferring a significant benefit upon public." *City of Los Angeles v. Metropolitan Water Dist. of Southern California* (2019) [utility attempted to prevent another utility from disclosing records to new company; utility paid atty's fees to new company.]

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**COMMON REQUESTS**

- Compensation data tied to employee name (State Controller, Transparent California, SmartProcure)
- Public bidding documentation.
- Employment contracts.
- Compliance with federal programs.
- Investigative reports.
- Requests for emails.
- Financial records of expenses.
- Vendor contracts.
- Agendas, minutes board backup documentation.
- Audio/video recordings of board meetings.



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**PERSONAL ACCOUNTS**

*City of San Jose v. Superior Court (2017)*  
 “A city employee’s writings about public business are not excluded from CPRA simply because they have been sent, received, or stored in a personal account.”  
 Must relate in some substantive way to the conduct of the public’s business.

**Factors:**

- Content;
- Context and purpose;
- Audience to whom it was directed; and
- Was it prepared by an employee acting or purporting to act within the scope of his or her employment?



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**ELECTRONIC COMMUNICATION BEST PRACTICES**

- Require employees to use school-issued email accounts for all communications touching on public business.
- Keep school-related email communication professional.
- Strongly discourage discussing public business on Facebook, Twitter, or other social medium.
- Discourage employees from using text messages to communicate about public business.
- Encourage phone or in-person communication with employees.
- Adopt records retention policy that addresses all records including email retention.

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**RECOMMENDED POLICIES**

**Public Records Act Policy:**  
 Provides notice of process and timeline for responding to a PRA request and the duplication costs.

**Records Retention Policy:** Delineating the required and recommended retention period for categories of documents.

- Email retention and deletion protocols
- Staff training recommended

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**CHARTER SCHOOL LAWSUITS**

<p><i>Riskin v. Charter School:</i> Alleged non-compliance with six PRA requests. Court ordered Charter School to submit a privilege log and supplemental declaration regarding the documents claimed as exempt from disclosure by Charter School. Privilege log required to include enough detail to give requester meaningful opportunity to contest exemption (e.g., date of correspondence, to/from, subject matter). Settled with payment of Attorney's fees.</p>	<p><i>Parents Seeking Educational E v. Charter School:</i> Petitioner alleged that Charter School became two corporations to avoid compliance with the PRA.</p>	<p><i>Robello v. Charter School</i> Plaintiff claimed noncompliance with PRA regarding request for emails. Settled with payment of Attorney's fees.</p>
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**RESPONDING TO EXTENSIVE REQUESTS**

- Utilize the 14-day extension if necessary to evaluate the request:
  - Number and type of potentially responsive records;
  - Staff capacity to review and redact records; and
  - Location of records.
- Consider whether request is unduly burdensome. If so, ask for request to be limited to avoid objection to request.
  - Limit timeframe of responsive documents;
  - Limit sender/recipient for emails; or
  - Request definition of terms.
- Set reasonable production timeline: Producing records at once vs. rolling production.

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**BEST PRACTICES IN HANDLING PRA REQUESTS**

- Approve PRA request policy;
- Confirm oral requests in writing;
- Calendar response deadlines immediately upon receipt;
- Work to refine requests to be specific and focused;
- Keep all PRA requests in one location;
- Maintain all responses in one location;
- Produce documents as single Bates stamped document;
- For multiple requests made by same requester keep a log of receipt and response dates;

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**BEST PRACTICES IN HANDLING PRA REQUESTS**

- Designate point person to process PRA requests;
- Designate specific email address to receive PRA requests;
- Confer with counsel regarding process; and
- Train staff and board members regarding the PRA, especially regarding usage of personnel devices for school business.

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**NON-PRA REQUEST FOR RECORDS**

**Ed. Code Section 47604.3:** Charter schools must promptly respond to all reasonable inquiries from chartering authority, COE and Superintendent of Public Instruction.

**Request for Education Records** (FERPA, Ed. Code).

**Request for Personnel Records** (Labor Code).

**Form 700s:** Produce as soon as practicable and charge no more than .10 cents per page for copies.

**Charter or MOU obligations:** check your charter and any MOU if granting agency, COE or state involved.

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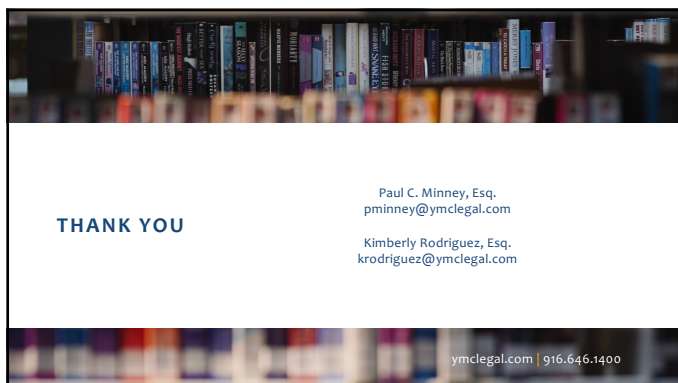
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# Coversheet

## Approve Minutes from March 23, 2023 Regular Meeting

**Section:** VII. Other Business  
**Item:** B. Approve Minutes from March 23, 2023 Regular Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on March 23, 2023

APPROVED



## Urban Montessori Charter School

### Minutes

#### Regular Board Meeting

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#### Date and Time

Thursday March 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

#### One tap mobile

+16699009128,,82592855160# US (San Jose)

+12532158782,,82592855160# US (Tacoma)

#### Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

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

Additional teleconference locations: 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](#).

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**Directors Present**

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

**Directors Absent**

D. Williams

**Guests Present**

D. Bissonnette, K. Feeney

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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 Mar 23, 2023 at 5:32 PM.

**B. Record Attendance**

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

No changes needed.

**D. Board and Community Appreciations**

The Board and Admin gave appreciations, including for tonight's dinner; the Sunflower Classroom team for their work on the upcoming field trip to the Oakland Zoo; Teacher Amy's weekly email newsletters for teachers; for Mr. Bryan; for the Ops team's work supporting testing; all the leaders for their work on the tree planting day; the Family Advisory Council leadership; the middle schoolers for their work with the chickens; the Clothing Swap.

There were no public comments on this item.

**E. Board Member Comment**

None.

**F. Presentations from the Floor**

There were no public comments on items not on the agenda.

**II. Head of School Report**

**A. Head of School Report**

Krishna gave the Head of School's report, starting with referencing the Community Agreements and Land Acknowledgement. Upcoming events include: Tree planting and Plant Sale - March 25; SBAC testing for 3-8th grade students - March 6 - March 30; and No school for Cesar Chavez Day and Spring Break - March 31 - April 7.

Krishna reviewed procedures related to traffic at drop-off and pick-up. Krishna and the Board discussed paying a project manager to manage volunteers (students and family members) to support with safe traffic flow.

Krishna shared updates on staff PD, including continuing Lesson Study; Child Study; Collaborative Curriculum planning; and Affinity groups. Coming up is work by teachers to recommend classroom placements for rising 1st and 4th graders!

The teachers that are part of the Oakland Montessori Teacher Residency finished their last weekend of the semester. The work of Summer 2 starts June 12th!

Krishna shared enrollment offer and acceptance updates, and shared how she and Buck work to watch acceptances/declines carefully as they build towards approximately 45 students in each grade (the middle school grades will be lower than that next year).

Krishna shared hiring updates for the upcoming school year.

Krishna shared the LCAP and created a space for Board members and public to weigh-in. A full official public hearing will occur in May.

There were no public comments on this item.

### **III. Finance Committee**

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

Greg shared the committee's report. The latest forecast shows an increase in operating income driven mostly by an update by our SELPA on how their distributing revenue. There was also an offsetting adjustment of increased School Meals expenditures and revenue. The ending fund balance as a percent of expenses is now just over 28% and cash on hand forecast remains strong through the end of the fiscal year. Attendance has been a little higher the last two months than at the end of 2022. The committee also discussed changing our lead partner with our auditors as is best practice over time. The committee also discussed the latest budgetary ideas and bills related to TK-12 funding being discussed and debated for 2023-2024.

Greg shared that the committee reviewed and recommended the contract on tonight's General Consent Report related to internet upgrades.

Krishna shared about Measure G1 application process at the Finance Committee meeting.

There were no public comments on this item.

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

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

Kara shared the committee's report. At the meeting, Daniel shared updates the teacher training program, about SBAC testing, students changing levels and classrooms for next year.

The committee discussed the Measure G1 application process and increasing student services.

Reviewed the Transitional Youth Policy and the Anti-Bullying Policy. Both will come back to the Board to be voted on for a re-approval.

There were no public comments on this item.

## **V. Family Advisory Council**

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

Ann shared the report, including that the Clothing Swap was very successful and therefore there may be another one in April. There will be a Parent Night Out on April 15th at Left Coast Yoga. This weekend there is the Community Tree Planting on Saturday morning, and a plant and bake sale in the afternoon. Looking into art being commissioned for the Sun Room. Sarah asked if families have wanted hybrid FAC meetings, and the FAC leaders can discuss that option (mostly on Zoom now). Kara shared that the last family morning coffee was during classroom observations, which was really nice. Greg appreciated Marcela for all her work.

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 shared the committee's report. Sarah created and reviewed a draft condensed Board Member Job Description: <https://docs.google.com/document/d/1wbwrl8poJeAfThFa3qlyxrNUIOA9M7ITkfOpLNEuUs/edit>. If approved, it can be included as part of the Board Book appendix. The document is available for Board and public to comment on. The committee encouraged members of the public to attend any and all Board meetings, and consider volunteering to serve on the Board.

Greg reminded the Board that Forms 700 are due April 3rd this year (as April 1 is on a weekend). There are recent related training materials included on the Board's agenda. The committee reviewed the documents and policies included in tonight's General Consent Report.

Sarah shared that she and Greg continue to participate in the Diverse Charter School Coalition's Equity in Governance cohort, with a focus on organizing the Board's work around the school's six long term goals, and also heard from Krishna about Measure G1.

No public comments on this item.

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

No changes needed. Greg commented that his current term ends after June 2023, and that he will not be able to attend the April or May regularly scheduled board meetings. No public comment on this item.

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

The Board took back up a conversation around an article entitled "White Supremacy Culture - Still Here" written by Tema Okun, from May 2021. The article can be found here: <https://docs.google.com/document/d/1v-07nXcVUPMgfZpokfLJFvjZjqklpHzyjoaJV7MT0Po>. The Board discussed how the UMCS Community Agreements were created with staff. The board discussed how our current practices connect to the descriptions in the article, and also where the board might consider different actions in further support of our agreements. The conversation also included connecting the article to structures and processes at the school that help students and families build their sense of belonging, including room parents, play dates, and buddy families. The Board discussed creating structures in future agendas to review and reflect on Community Agreements.

No public comments on this item.

## VII. Other Business

### A. Oakland and California Updates

Sarah shared the fabulous write-up about Teacher Freedom from Families in Action, which is included on tonight's agenda.

Greg shared a few updates, including that OUSD approved budget adjustments for the 2023-2024 fiscal year, and also that an unnamed and unnumbered cohort of schools would go through a school mergers process next year for the start of Fall 2024. Greg shared that President Hutchinson was sworn in as the District Four representative and the OUSD Board is debating whether to call for a special election or appoint a representative to serve out the remainder of his term as the District Five representative. Lastly, Greg shared that OUSD and the Oakland Education Association are in the midst of bargaining a new contract for teachers, and OUSD included a draft calendar for 2023-2024 in their most recent update, which can be found here:

<https://drive.google.com/file/d/1BfKDgnHfnlfenxTKYsqVKAHPwGdcl4R/view>.

No public comments on this item.

### B. Approve Minutes from February 23, 2023 Regular Meeting

A parent joined the Zoom. The Board briefly paused to make sure the technology was all working correctly.

A. Rhodes made a motion to approve the minutes from Regular Board Meeting on 02-23-23. S. Morrill seconded the motion.

No questions, discussions, or public comments.

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

### C. Action Item - Vote on General Consent Report

K. Fortuna made a motion to approve the General Consent Report.

A. Rhodes seconded the motion.

No questions, discussions, or public comments.

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

### D. Collect New Business items for Future Meetings

Greg suggested the Board continue to revisit the same article periodically, perhaps with additional discussion prompts.

Greg prompted the parent on Zoom if they'd like to make any comments or address the Board prior to the upcoming Closed Session item, followed by adjournment. The parent declined the offer.

## VIII. Closed Session

### A. Closed Session Items

Greg shared that the Board would be going into Closed Session on Public Employee Performance Evaluation - Head of School at 7:03pm. 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 from the Closed Session at 7:33pm. Sarah reported that 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 7:33 PM.

Respectfully Submitted,  
G. Klein

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## Documents used during the meeting

- March 2023 HOS Board Report.pdf
- 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's Teacher Pipeline is Building Local Leaders.pdf
- URBAN\_MONTESSORI\_CHARTER\_SCHOOL-GigaKOM-\_IC-BM\_agreement\_\_CONTRACT\_2023.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](#).