



# Urban Montessori Charter School

## Finance Committee Regular Meeting

Published on September 12, 2022 at 1:14 PM PDT

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### Date and Time

Thursday September 15, 2022 at 3:00 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 [greg@urbanmontessori.org](mailto:greg@urbanmontessori.org) to be shared by the during the meeting. Please make that intention clear in your email.

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Meeting ID: 825 9285 5160; Passcode 510 842 1181

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Members: Greg Klein (Chair), Davis Leung

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>3:00 PM</b>
<b>A.</b> Call the Meeting to Order		Greg Klein	
<b>B.</b> Record Attendance		Greg Klein	1 m
<b>C.</b> Vote on Minutes from prior Finance Committee Meeting	Approve Minutes	Greg Klein	1 m
Vote on minutes for Finance Committee Regular Meeting on August 18, 2022.			
Approve minutes for Finance Committee Regular Meeting on August 18, 2022			
<b>D.</b> Review of Action/Discussion Items	Discuss	Greg Klein	1 m
With input from the committee, 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>E.</b> Presentations from the Floor		Greg Klein	5 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 will be granted double time. Comments should refer to matters within the jurisdiction of this committee.			
<b>II. Finance</b>			<b>3:08 PM</b>
<b>A.</b> Discussion Item: Monthly Fiscal Report	Discuss	Josh Clark	15 m
1. Discussion of the close of the 2021-2022 fiscal year and unaudited actuals.			
2. Current year-to-date forecast updates:			
1. Largest changes from the prior forecast in individual expense and revenue areas			
2. Latest enrollment, attendance, and average daily attendance (ADA)			

	Purpose	Presenter	Time
3. Current cash flow and ending fund balance projections, including COVID one-time revenue/expenses			
4. Fundraising			
<b>B. Updates on 2022-2023 Budget</b>	Discuss	Josh Clark	10 m
Discussion of any further updates to 2022-2023 Budget related to changes in state law since adoption and since the August committee meeting.			
<b>C. Contracts, invoices, and payments above \$15,000</b>	Discuss	Krishna Feeney	5 m
If needed, a discussion of any contracts, invoices, and payments above \$15,000.			
<b>D. Audit process for 2021-2022</b>	Discuss	Greg Klein	5 m
A discussion on the status of the 2021-2022 audit, and any additional support the committee might provide.			
<b>III. Closed Session</b>			<b>3:43 PM</b>
<b>A. Closed Session Items</b>	Discuss	Greg Klein	10 m
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.			
<b>B. Report out of Closed Session</b>	Vote	Greg Klein	2 m
"Return to Open Session" is always agendized ahead of time as a "Vote" item. It is not meant to indicate the the Board <i>shall</i> take an action at this time. If any votes are taken during any Closed Session, those are reported out publicly at this time on the agenda.			
<b>IV. Closing Items</b>			<b>3:55 PM</b>
<b>A. New Business</b>	Discuss	Greg Klein	1 m
Collect topics for future meetings, as needed.			
<b>B. Adjourn Meeting</b>	Discuss	Greg Klein	1 m

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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.

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# Coversheet

## Vote on Minutes from prior Finance Committee Meeting

**Section:** I. Opening Items  
**Item:** C. Vote on Minutes from prior Finance Committee Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee Regular Meeting on August 18, 2022

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Regular Meeting

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##### **Date and Time**

Thursday August 18, 2022 at 3:00 PM

##### **Location**

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#### **Committee Members Present**

D. Leung (remote), G. Klein

#### **Committee Members Absent**

*None*

#### **Guests Present**

K. Feeney

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

G. Klein called a meeting of the Finance Committee of Urban Montessori Charter School to order on Thursday Aug 18, 2022 at 3:00 PM.

#### **B. Record Attendance**

#### **C. Vote on Minutes from prior Finance Committee Meeting**

D. Leung made a motion to approve the minutes from Finance Committee Regular Meeting on 06-16-22.

G. Klein seconded the motion.

No questions or public comment on this item.

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

**Roll Call**

D. Leung Aye

G. Klein Aye

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

No changes needed.

**E. Presentations from the Floor**

No public comments on items not on the agenda.

**II. Finance**

**A. Discussion Item: Monthly Fiscal Report**

Josh shared that close of last fiscal year is still in process. The unaudited actuals will be turned into the County by September 15th, and will be reviewed by the Board also in September.

There is no July year to date report. In September, the committee will review the financials through end of August.

No other questions or public comment on this item.

**B. Updates on 2022-2023 Budget**

Josh shared about the latest budget laws. Hold harmless for 2021-2022 passed in Sacramento, but our auditors recommend that we show that revenue in this current fiscal year, even though the funds are related to the prior fiscal year. LCFF percentage increase was also higher than in our adopted budget. In one time funds, there is a new Learning Recovery Emergency Block (LREB) Grant (via unduplicated ADA), and another one for Arts, Music, and Instructional (AMI) Materials (ADA).

For Expanded Learning Learning Opportunity, the revenue came in a little lower per unduplicated ADA, and Edtec is supporting the UMCS Director of Expanded Learning in planning and budgeting.

More on LREB Grant -- can be spent through 2027-2028. Can be spent on instructional time, literacy, staff training, counseling, mental services -- very broad.



More on AMI Materials -- can be spent through 2025-2026, can support with instructional materials.

Overall, there is an increase of \$918k in additional revenue above the budget adopted in June. But if enrollment stays the same, which is lower than our adopted budget, the increase in revenue will be closer to \$470k, much of which will be spread out over multiple school years.

Krishna shared about the transition to universal TK is new, and enrolling more Kinder families can create future enrollment bubbles and other issues that carry through for years down the road. Need to work on enrolling the TK and K, and consider moving sooner to four classrooms in each of UE and LE, and maintaining staffing to ensure full capacity and coverage.

No other discussion or public comments on this item.

**C. Discussion and review of the ConApp for 2022-2023**

Josh reviewed the ConApp and the Title funding we will apply for. This has been approved by the Board. It was delayed this year from June to September. The committee recommended putting it on the upcoming General Consent Agenda.

No further discussion or public comments on this item.

**D. Contracts, invoices, and payments above \$15,000**

None at this time.

No public comments on this item.

**III. Closed Session**

**A. Closed Session Items**

Tabled, did not occur.

**B. Report out of Closed Session**

Tabled, did not occur.

**IV. Closing Items**

**A. New Business**

No new items at this time.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:27 PM.

Respectfully Submitted,  
G. Klein

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### **Documents used during the meeting**

*None*

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# Coversheet

## Audit process for 2021-2022

**Section:** II. Finance  
**Item:** D. Audit process for 2021-2022  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** UMCS 21-22 Deadline Letter to Management and Board.pdf



**CliftonLarsonAllen LLP**

2210 East Route 66  
Glendora, CA 91740

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[CLAconnect.com](http://CLAconnect.com)

August 17, 2022

To the Board and Management of  
Urban Montessori Charter School

**Subject: June 30, 2022 Audit Timing**

Due to the Pandemic, the California State Controller's Office extended the due date for charter school audit reports in each of the past two years. In 2022 the deadline is reverting back to the pre-Pandemic requirement of **December 15, 2022**.

In addition to the earlier deadline, there are increased state compliance audit requirements and personnel shortages that have the potential to cause a severe bottleneck in the completion of audits. In order to reduce the negative impacts of this as much as possible, we will be recommending schools request extensions from their authorizers if there are any delays in the audit process. Therefore, in order to allow for a timely completion of the audit and submission of the audit report it is imperative that we have all of the requested information within the timelines established with your respective audit team. The audit team leaders will be monitoring the timelines closely and will be recommending schools request extensions from their authorizer as needed.

We will notify you in writing if we recommend your school request an extension.

We appreciate the continued partnership as your auditor and your collaboration in ensuring you have a smooth and timely audit. Please reach out to your engagement principal or director with any questions.

This communication is intended solely for the information and use of the Board of Directors and management of Urban Montessori Charter School and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

**CliftonLarsonAllen LLP**  
626-857-7300

Charter School Engagement Principals:

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