



## Urban Montessori Charter School

### Finance Committee Regular Meeting

Published on January 10, 2023 at 1:53 PM PST

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#### Date and Time

Thursday January 19, 2023 at 3:00 PM PST

#### 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.

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

Meeting ID: 825 9285 5160; Passcode 510 842 1181

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Members: Greg Klein (Chair), Ann Rhodes

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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 November 17, 2022.			
Approve minutes for Finance Committee Regular Meeting on November 17, 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.

	Purpose	Presenter	Time
<b>E. Presentations from the Floor</b>		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.

**II. Finance 3:08 PM**

<b>A. Discussion Item: Monthly Fiscal Report</b>	Discuss	Josh Clark	15 m
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1. 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)
  3. Current cash flow and ending fund balance projections, including COVID one-time revenue/expenses
  4. Fundraising

<b>B. Audit process for 2021-2022</b>	Discuss	Greg Klein	5 m
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A discussion on the status of the 2021-2022 audit, and any additional support the committee might provide.

<b>C. Contracts, invoices, and payments above \$15,000</b>	Discuss	Krishna Feeney	5 m
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If needed, a discussion of any contracts, invoices, and payments above \$15,000.

<b>D. Discussion of Schedule of Regular Meetings starting in 2023</b>	Discuss	Greg Klein	5 m
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The committee will review and confirm its Regular Meeting schedule moving forward.

<b>E. Governor's January Proposal for 2023-2024</b>	Discuss	Josh Kemp	10 m
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Discussion on the education budget proposed by the Governor.

**III. Finance Committee's Support of Long Term Goals 3:48 PM**

<b>A. Overview</b>	Discuss	Greg Klein	10 m
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Discuss the draft role of the Finance committee for four of the six [UMCS Long Term Goals](#).

**IV. Closed Session 3:58 PM**

	Purpose	Presenter	Time
<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
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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.

**V. Closing Items** **4:10 PM**

<b>A. New Business</b>	Discuss	Greg Klein	1 m
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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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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

## 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 November 17, 2022

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Regular Meeting

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

Thursday November 17, 2022 at 3:00 PM

##### **Location**

4551 Steele Street, Oakland, CA 94619. Signage on campus will direct you to the correct room, generally the Sun Room.

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Members: Greg Klein (Chair), Davis Leung, Ann Rhodes

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#### **Committee Members Present**

A. Rhodes (remote), 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 Nov 17, 2022 at 3:05 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 10-21-22.

G. Klein seconded the motion.

No public comments or questions on the minutes.

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

**Roll Call**

D. Leung Aye

A. Rhodes Abstain

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 this month's Finance Committee Update. The current forecast of operating income increased to approximately \$350,000. Some adjustments in compensation and benefits to more accurately account for a few FTE's exact hours. Largest increase in revenue driven by adjusted expanded learning revenue. Small adjustments on expenses related to books, supplies, and rent. Fund balance forecasted at 33.7% of expenses. Cash flow still forecasted to end very strong. Attendance and enrollment are slightly below the current forecast, but is too small and early to make any further adjustment at this time.

No other questions or public comments on this item.

**B. Audit process for 2021-2022**

Josh shared that there are three outstanding items left to be turned in. Krishna share that she and Buck have a plan to complete them in the next week.

No other questions or public comments on this item.

**C. 2022-23 California Community Schools Partnership Program: Planning Grant**

Greg shared about this new state grant program and confirmed with Josh that we are not currently eligible to apply.

No questions or public comments on this item.

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

None at this time. Tabled.

#### **E. Discussion of Schedule of Regular Meetings starting in 2023**

The committee discussed that Davis's term on the Board ends at the end of December and that means this is his last finance committee meeting. The continuing members, Krishna, and Josh discussed updating the calendar of regular meetings. For now, the committee will keep the same January meeting and check-in again at that time.

No public comments on this item.

### **III. Closed Session**

#### **A. Closed Session Items**

At 3:40pm, Greg announced that the committee would go into Closed Session on the topic Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

#### **B. Report out of Closed Session**

The board returned to open session at 3:56. No actions were taken.

### **IV. Closing Items**

#### **A. New Business**

Contract for review of pay scale, and contract for internet service upgrades.

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:56 PM.

Respectfully Submitted,  
G. Klein

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

*None*

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