



Urban Montessori Charter School

Finance Committee Regular Meeting

Published on May 15, 2023 at 10:13 AM PDT

Date and Time

Thursday May 18, 2023 at 3:00 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 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), Ann Rhodes

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Agenda

	Purpose	Presenter	Time
I. Opening Items			3:00 PM
A. Call the Meeting to Order		Greg Klein	
B. Record Attendance		Greg Klein	1 m
C. Vote on Minutes from prior Finance Committee Meeting	Approve Minutes	Greg Klein	1 m
Vote on minutes for Finance Committee Regular Meeting on April 20, 2023.			
Approve minutes for Finance Committee Regular Meeting on April 20, 2023			
D. Review of Action/Discussion Items	Discuss	Greg Klein	1 m

	Purpose	Presenter	Time
<p>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.</p>			
E.	Presentations from the Floor	Greg Klein	5 m
<p>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.</p>			
II.	Finance		3:08 PM
A.	Discussion Item: Monthly Fiscal Report	Discuss Josh Clark	15 m
<p>1. Current year-to-date forecast updates:</p> <ol style="list-style-type: none"> 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.	Contracts, invoices, and payments above \$15,000	Discuss Krishna Feeney	5 m
<p>If needed, a discussion of any contracts, invoices, and payments above \$15,000.</p>			
C.	Local Control and Accountability Plan for 2023-2024	Discuss Greg Klein	5 m
<p>Discussion on updates to our LCAP development, and the timeline and process for developing the 2023-2024 LCAP and Local Indicators reflection on 2022-2023.</p>			
D.	Discuss draft budget(s) for 2023-2024	Discuss Krishna Feeney	15 m
<p>Discussion to include the budget supports the schools long term goals, including investments in preparing all environments, and the Training Center.</p>			
III.	Closed Session		3:48 PM
A.	Closed Session Items	Discuss Greg Klein	10 m

	Purpose	Presenter	Time
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.	Report out of Closed Session	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.			

IV.	Closing Items		4:00 PM
A.	New Business	Discuss	Greg Klein
	Collect topics for future meetings, as needed.		1 m
B.	Adjourn Meeting	Discuss	Greg Klein
			1 m

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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 April 20, 2023

APPROVED



Urban Montessori Charter School

Minutes

Finance Committee Regular Meeting

Date and Time

Thursday April 20, 2023 at 3:00 PM

Location

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Committee Members Present

A. Rhodes, G. Klein

Committee Members Absent

None

Guests Present

K. Feeney

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 Apr 20, 2023 at 3:00 PM.

B. Record Attendance

C. Vote on Minutes from prior Finance Committee Meeting

A. Rhodes made a motion to approve the minutes from Finance Committee Regular Meeting on 03-15-23.

G. Klein seconded the motion.

No questions or public comment on this item.

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

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

No public comments in-person or on zoom on items not on the agenda.

II. Finance

A. Discussion Item: Monthly Fiscal Report

Josh shared the month's report, starting with introducing Eboni Williams, from Edtec.

Through the end of March, the forecast in operating income increased slightly to just under \$90,000. Greg asked and Josh clarified that there was a combination of factors, including slight savings in posted job positions that will start slightly later, adjustments to average daily attendance, and pushing some one-time revenue and associated costs to the following fiscal year. The ending fund balance is forecasted currently at 30% of expenses, or about \$1.6M. Cash flow continues to look good through the end of the fiscal year. Expenses and revenue currently are both below 75% of the forecast with 25% of the fiscal year remaining. There is revenue expected to arrive from the State of California here in April.

Josh shared the 2021-2022 Audit recap summary. Slight revenue adjustment increase. Two minor findings neither of which were repeated and both have already been fixed. One issue that was addressed regarded how AERIES was reporting independent study, and the other related to reopening the school after COVID five days too late. No ongoing concerns.

No public comments on this item.

B. Contracts, invoices, and payments above \$15,000

Tabled.

C. Local Control and Accountability Plan for 2023-2024

Ms. Feeney shared the latest draft of the LCAP and created another opportunity for the Board and community to engage and provide input and feedback. The draft remains open for comments at all times via

https://docs.google.com/document/d/1Uhtsgz1yG5_Pu03P_1QlcF1iV1ID201q/edit#. Ms. Feeney and Josh made a plan for reviewing expenses and doing further updating on resources spent on various actions and services in the LCAP

No public comments on this item.

III. Finance Committee's Support of Long Term Goals

A. Overview

Ann shared the data slides showing the demographics of this years students, lead teachers, and 2019 Oakland Census data, sharing where we align and represent overall. Greg asked about current enrollment and Krishna shared that there will be better information to share in May.

No public comments on this item.

IV. Closed Session

A. Closed Session Items

3:44pm, Greg announced that the committee would go into Closed Session on Public Employee Performance Evaluation - Head of School. No public comments on this item.

B. Report out of Closed Session

At 3:58pm, the committee returned to open session. No actions were taken.

V. Closing Items

A. New Business

None.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:59 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- Representation Goals Finance Cmte 2.15.23.pptx

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