



Urban Montessori Charter School

Finance Committee Regular Meeting

Published on September 18, 2023 at 3:03 PM PDT

Date and Time

Thursday September 21, 2023 at 3:30 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.

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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			3:30 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 June 15, 2023.			
Approve minutes for Finance Committee Regular Meeting on June 15, 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		3:38 PM
A.	Discussion Item: Monthly Fiscal Report	Discuss Josh Clark	25 m
<ol style="list-style-type: none"> 1. Discuss Unaudited Actuals for 2022-2023 2. Current year-to-date forecast updates: <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 and discussion of annual land trust donation 			
B.	Local Control and Accountability Plan 2023-2024	Discuss Greg Klein	5 m
<p>Discussion on monitoring the 2023-2024 LCAP.</p>			
C.	New Business	Discuss Greg Klein	1 m
<p>Collect topics for future meetings, as needed.</p>			
III.	Closed Session		4:09 PM
A.	Closed Session Items	Discuss Greg Klein	10 m
<ol style="list-style-type: none"> 1. Public Employee Performance Evaluation - Head of School <p>"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.</p>			
B.	Report out of Closed Session	Vote Greg Klein	1 m

	Purpose	Presenter	Time
<p>"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.</p>			

IV. Closing Items 4:20 PM

A. Adjourn Meeting	Discuss	Greg Klein
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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 June 15, 2023



Urban Montessori Charter School

Minutes

Finance Committee Regular Meeting

Date and Time

Thursday June 15, 2023 at 3:00 PM

Location

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Committee Members Present

A. Rhodes, G. Klein

Committee Members Absent

None

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 Jun 15, 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 05-18-23.

G. Klein seconded the motion.

No questions or public comments on the minutes.
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 on items not on the agenda.

II. Finance

A. Discussion Item: Monthly Fiscal Report

Josh shared the report from Edtec. No changes in the forecast since April. Expenses are tracking under budget overall. Revenues are tracking to the forecast, but we are still unclear what will happen with the state budget with certain state funds potentially being clawed back by California. Josh shared that After School Revenue is tracking higher than what is forecasted.

No public comments on this item.

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

The committee discussed and recommended the CharterSafe insurance contract to go on the next General Consent Report for the Board's approval.

No public comments on this item.

C. Local Control and Accountability Plan for 2023-2024

The committee reviewed the latest draft of the LCAP and Local Indicators reflection. Josh shared that he needs to send a slightly updated version of the Budget Overview for Parents to be included prior to the Board voting on LCAP at next week's Board Meeting.

No public comments on this item.

D. Discuss Budget for 2023-2024 and multi-year projections

Josh shared an overview of the May Revise and the latest Legislature's proposal. The Governor's proposal would impact UMCS with a loss of about \$200k and the Legislature's proposal would result in a loss of \$30k. Our latest draft budget already includes plans for a \$100k loss in one-time revenue.

Josh shared the most recent draft of the multiyear budget, which is included in this meeting's packet. Josh shared that the budget works when we hit our enrollment targets.

Ann shared that FAC met with Krishna last week to share about Fundraising and getting plans calendared for the upcoming year.

No public comments on this item.

E. Review of Board Policies

Greg shared that he reviewed the UMCS Family Handbook, UMCS Employee Handbook, and Annual Notices to Families. Greg asked Josh and Eboni from Edtec if they had updated information about including newly required language about Firearm Safety in the Annual Notices to Families, but they did not have any updates. The committee discussed the Calendar of Regular Board Meetings 2023-2024, including Committee Meetings, and plan to move the meeting time to 3:30pm starting next school year.

No public comments on this item.

III. Closed Session

A. Closed Session Items

At 3:46pm, Greg shared that the committee would go into closed session on Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

B. Report out of Closed Session

At 3:52pm, the committee returned to open session. Greg shared that no actions were taken while in closed session.

IV. Closing Items

A. New Business

No new items.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:53 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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