



# Urban Montessori Charter School

## Finance Committee Regular Meeting

Published on November 17, 2023 at 2:41 PM PST

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### Date and Time

Monday November 27, 2023 at 3:30 PM PST

### 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](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), Ann Rhodes

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>3:30 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 October 19, 2023.			
Approve minutes for Finance Committee Regular Meeting on October 19, 2023			
<b>D.</b> 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>			
<b>E.</b>	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>			
<b>II.</b>	<b>Finance</b>		<b>3:38 PM</b>
<b>A.</b>	Discussion Item: Monthly Fiscal Report	Discuss Josh Kemp	25 m
<p>1. Current year-to-date forecast updates:</p> <ol style="list-style-type: none"> <li>1. Largest changes from the prior forecast in individual expense and revenue areas</li> <li>2. Latest enrollment, attendance, and average daily attendance (ADA)</li> <li>3. Current cash flow and ending fund balance projections, including COVID one-time revenue/expenses</li> <li>4. Fundraising</li> </ol>			
<b>B.</b>	New Business	Discuss Greg Klein	1 m
<p>Collect topics for future meetings, as needed.</p>			
<b>III.</b>	<b>Closed Session</b>		<b>4:04 PM</b>
<b>A.</b>	Closed Session Items	Discuss Greg Klein	10 m
<p>1. Public Employee Performance Evaluation - Head of School</p> <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>B.</b>	Report out of Closed Session	Vote Greg Klein	1 m
<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>			

	Purpose	Presenter	Time
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**IV. Closing Items**

**4:15 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 October 19, 2023

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Regular Meeting

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

Thursday October 19, 2023 at 3:30 PM

##### **Location**

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#### **Committee Members Present**

A. Rhodes (remote), G. Klein

#### **Committee Members Absent**

*None*

#### **Guests Present**

J. Kemp (remote), 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 Oct 19, 2023 at 3:32 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 09-21-23.

G. Klein seconded the motion.

No questions and no public comments on this item.

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

**Roll Call**

G. Klein Aye

A. Rhodes Aye

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

No changes needed.

**E. Presentations from the Floor**

No public comment on items not on the agenda.

**II. Finance**

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

Eboni shared the monthly report, through the end of September 2023. The forecast was updated for additional expenses in repairs, maintenance, electrical work, and non-instructional consultants, along with marketing and recruiting. There were savings in compensation and benefits related to removing a position that was to be removed earlier when the forecast was updated with this year's enrollment numbers. After all the updates, the operating income forecast remained at ~\$110,000.

Ending fund balance is now forecasted at \$1.7M and 30.3% of expenses. Cash flow remains strong through the end of the year and above 3 months of expenses.

The committee gave guidance to administration to prepare a donation of at least 1% and no more than 10% of last school year's annual fundraising from families, and to work with the faculty and Family Advisory Council to finalize the donations in line with the UMCS Land Acknowledgement, which is here: <https://docs.google.com/document/d/1Ow-XJ07v74nGz22re87ZKx1UtOvNgZhk-AcWqQRaBx8/edit>.

No other questions or public comments on this item.

**B. New Business**

No new items at this time.

**C. Multiyear Fiscal Outlook**

The committee reviewed a draft multiyear budget that keeps all of this year's assumptions and looks out three more years. It doesn't (and cannot) be informed yet even by the



Governor's January 2024 budget proposal, because that does not exist. The committee discussed how the school's finances are in a strong position. Financial considerations are not driving any need for change in the immediate future. Instead, the committee discussed that other dynamics, such as teacher and leader sustainability, the school's ability to support teachers and training at a high level, and facilities are factors that may inform how the school may need to change over the next three to five years. The committee discussed different constellations of Primary, Lower, and Upper Elementary classrooms -- or first through six grade elementary classrooms -- that could be the right mix given the facility, family demand, enrollment limits, and desired class sizes. No major changes are planned for this year.

No public comments on this item.

### **III. Closed Session**

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

At 4:27pm, the committee announced going into closed session on Public Employee Performance Evaluation - Head of School. No public comments on this item.

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

At 4:51pm, the committee returned to open session. No actions were taken.

### **IV. 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 4:52 PM.

Respectfully Submitted,  
G. Klein

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

*None*

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