



# Urban Montessori Charter School

## Finance Committee Regular Meeting

Published on January 12, 2024 at 12:23 PM PST

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### Date and Time

Thursday January 18, 2024 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 November 27, 2023.			
Approve minutes for Finance Committee Regular Meeting on November 27, 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>	Discussion on the 2022-2023 School Accountability Report Card (SARC)	Discuss Greg Klein	5 m
<p>SARC archive is at <a href="https://www.urbanmontessori.org/boardontrackportal">https://www.urbanmontessori.org/boardontrackportal</a>. --&gt; Documents --&gt; State and County Accountability Documents and Reports --&gt; SARCs.</p>			
<b>C.</b>	Head of School Transition discussion	Discuss Greg Klein	15 m
<p>The Head of School plans to transition at the end of the fiscal year. This is an opportunity for the committee to discuss its role in the transition, and its support of an incoming Head.</p>			
<b>D.</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>4:24 PM</b>
<b>A.</b>	Closed Session Items	Discuss Greg Klein	10 m

	Purpose	Presenter	Time
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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	1 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.

<b>IV. Closing Items</b>	<b>4:35 PM</b>
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A. Adjourn Meeting	Discuss	Greg Klein	
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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.

SPECIAL PRESENTATIONS MAY BE MADE Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

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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 November 27, 2023

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Regular Meeting

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

Monday November 27, 2023 at 3:30 PM

##### **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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**Committee Members Present**

A. Rhodes, 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 Monday Nov 27, 2023 at 3:31 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 10-19-23.

G. Klein seconded the motion.

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

**Roll Call**

A. Rhodes Aye

G. Klein 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 most recent report, through the end of October. The operating income is forecasted overall to increase by \$49,000 to \$159,000. The changes are primarily driven by an increase in forecasted revenue from the Expanded Learning Opportunity Program (ELOP). On expenses, there was a small increase related to Special Education and increased ELOP staffing. The forecasted fund balance is now at 31.1% of expenses. Cash flow is forecasted to stay above 3 months of expenses for the rest of the year.

Eboni also shared the most recent draft of the First Interim report which will be turned into ACOE by December 15th. There is still more work to do for the 2024-2025 and 2025-2026 school year draft budgets to update with more accurate expenses and revenue projections. Greg asked and Eboni shared that Prop 28 funds are loaded into the forecast. Greg asked and Josh shared the recent family fundraising totals from the last few fiscal years, ranging from about \$90,000 to \$45,000 per year. Ms. Feeney and Edtec will update further prior to coming back to the full board for approval.

No public comments on this item.

**B. New Business**

Krishna shared that the Board needs to schedule a brief Special Meeting in December to vote on the Audit and First Interim Report.

**III. Closed Session**

**A. Closed Session Items**



At 3:58pm, the Committee went 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 4:15pm, 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 4:15 PM.

Respectfully Submitted,  
G. Klein

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**Documents used during the meeting**

*None*

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