



# Urban Montessori Charter School

## Board Meeting

Published on May 16, 2025 at 1:17 PM PDT

---

### Date and Time

Thursday May 22, 2025 at 5:30 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.

The public may comment and participate [via Zoom](#) if they prefer. The public may also email comments to board@urbanmontessori.org to be shared by the Board's Secretary 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

One tap mobile

+16699009128,,82592855160# US (San Jose)

+12532158782,,82592855160# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

Find your local number: <https://us02web.zoom.us/j/82592855160?pwd=cG02OTRoUVdrdngwOTI2WFBrOTBzQT09>

Additional teleconference locations:

This meeting will be audio recorded. The public can find documents related to this agenda either linked directly on the agenda or under "Documents" after selecting the meeting in BoardOnTrack and prior to viewing the agenda. Downloading the "packet" may not include all of the "Documents" that are still otherwise available to the public via the Meeting on BoardOnTrack.

Members: Lana Butler, Kara Fortuna, Greg Klein, Sarah Morrill, Amy Ng (Chair), Evan Sequoia

Urban Montessori Charter School welcomes your participation at Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the organization in public. Your participation assures us of continuing community interest in our school and assists the Board in making the best decisions for our school. To assist you in the ease of speaking/participating in our meetings, guidelines are provided at the bottom of this agenda. All materials for all board and committee meetings, including audio recordings of Regular Board Meetings, are available on our [BoardOnTrack public portal](#) and also through the [UMCS School Calendar](#). The board uses [Robert's Rules of Order](#).

Each year by April 1, and when first joining or leaving the board, board members complete and file a [Form 700](#). Board members annually train on the CA [Brown Act](#), [Conflict of Interest](#), and the [Public Records Act](#).

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b> Call the Meeting to Order		Amy Ng	
This meeting is being audio-recorded.			
<b>B.</b> Record Attendance		Greg Klein	
<b>C.</b> Review of Action/Discussion Items	Discuss	Amy Ng	1 m
With input from the board, 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.			
<b>D.</b> Board and Community Appreciations		Amy Ng	5 m

	Purpose	Presenter	Time
Members of the Board and UMCS community may provide appreciations and affirmations during this time.			
<b>E.</b>	Board Member Comment	Amy Ng	1 m
Any board member wishing to speak to an issue regarding UMCS that does not pertain to an agenda item may do so at this time. No further discussion or action will take place following each board member's comments.			
<b>F.</b>	Presentations from the Floor	Amy Ng	10 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 shall have double time. Comments should refer to matters within the jurisdiction of this committee.			
<i>“What if [we] listened to others so deeply that they felt loved, accepted, and safe in [our] presence, no matter what they had to say?” -- Steve Shapiro, Author</i>			
<b>II.</b>	<b>Head of School Report</b>		<b>5:47 PM</b>
The Head of School and their designees will present topics of interest to the Board and the general public.			
<b>A.</b>	Head of School Report	Discuss Daniel Bissonnette	10 m
Report topics this meeting <b>may</b> include:			
<ol style="list-style-type: none"> <li>1. Recent and upcoming events</li> <li>2. Brookfield updates</li> <li>3. Update on paths forward and the Board's role</li> </ol>			
<b>III.</b>	<b>Family Advisory Council</b>		<b>5:57 PM</b>
<b>A.</b>	Discussion Item - Committee Report	Discuss Lana Butler	5 m
<b>IV.</b>	<b>Executive &amp; Governance Committee</b>		<b>6:02 PM</b>
<b>A.</b>	Discussion Item - Committee Report	Discuss Amy Ng	10 m
Discuss <a href="#">Draft Calendar</a> and <a href="#">membership and officers</a> for next year for the nonprofit.			
<b>V.</b>	<b>Other Business</b>		<b>6:12 PM</b>

	Purpose	Presenter	Time
<b>A.</b> Approve Minutes from April 24, 2025 Regular Meeting	Approve Minutes	Amy Ng	1 m
<b>B.</b> Action Item - Vote on General Consent Report	Vote	Amy Ng	3 m
1. Vote to accept monthly Finance Committee Report Documents: Year-to-date forecast, presentation from Edtec, cashflow, balance sheet 2. Record Retention Policy  [items may be linked or attached directly here in the agenda, or on BoardOnTrack under this date's Meeting and then "Documents."]			
<b>C.</b> Collect New Business items for Future Meetings	Discuss	Amy Ng	1 m
<b>VI. Closed Session</b>			<b>6:17 PM</b>
<b>A.</b> Closed Session Items	Discuss	Amy Ng	15 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>VII. Return to Open Session</b>			<b>6:32 PM</b>
<b>A.</b> Report out of any closed session action(s)	Vote	Amy Ng	1 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.			
<b>VIII. Closing Items</b>			<b>6:33 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Amy Ng	

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY** The Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Board may request assistance by contacting UMCS at 4551 Steele Street, Oakland, CA 94619 or [info@urbanmontessori.org](mailto:info@urbanmontessori.org).

**FOR MORE INFORMATION** For more information concerning this agenda or for materials relating to this meeting, please contact UMCS at 4551 Steele Street, Oakland, CA 94619 or [board@urbanmontessori.org](mailto:board@urbanmontessori.org). All materials are available via the BoardOnTrack portal of our website: <https://www.urbanmontessori.org/boardontrackportal>.

# Coversheet

## Approve Minutes from April 24, 2025 Regular Meeting

<b>Section:</b>	V. Other Business
<b>Item:</b>	A. Approve Minutes from April 24, 2025 Regular Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Board Meeting on April 24, 2025

APPROVED



## Urban Montessori Charter School

### Minutes

#### Board Meeting

(Voted in March to Move from April 17 to April 24)

---

#### Date and Time

Thursday April 24, 2025 at 5:30 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.

The public may comment and participate [via Zoom](#) if they prefer. The public may also email comments to [board@urbanmontessori.org](mailto:board@urbanmontessori.org) to be shared by the Board's Secretary 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

One tap mobile

+16699009128,,82592855160# US (San Jose)

+12532158782,,82592855160# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

---

Find your local number: <https://us02web.zoom.us/j/k1Y3eQWvA>

Additional teleconference locations:

---

This meeting will be audio recorded. The public can find documents related to this agenda either linked directly on the agenda or under "Documents" after selecting the meeting in BoardOnTrack and prior to viewing the agenda. Downloading the "packet" may not include all of the "Documents" that are still otherwise available to the public via the Meeting on BoardOnTrack.

Members: Lana Butler, Kara Fortuna, Greg Klein, Sarah Morrill, Amy Ng (Chair), Evan Sequoia

Urban Montessori Charter School welcomes your participation at Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the organization in public. Your participation assures us of continuing community interest in our school and assists the Board in making the best decisions for our school. To assist you in the ease of speaking/participating in our meetings, guidelines are provided at the bottom of this agenda. All materials for all board and committee meetings, including audio recordings of Regular Board Meetings, are available on our [BoardOnTrack public portal](#) and also through the [UMCS School Calendar](#). The board uses [Robert's Rules of Order](#).

Each year by April 1, and when first joining or leaving the board, board members complete and file a [Form 700](#). Board members annually train on the CA [Brown Act](#), [Conflict of Interest](#), and the [Public Records Act](#).

---

#### **Directors Present**

A. Ng, E. Sequoia, G. Klein, K. Fortuna, L. Butler

#### **Directors Absent**

S. Morrill

#### **Guests Present**

D. Bissonnette

---

### **I. Opening Items**

#### **A. Call the Meeting to Order**

A. Ng called a meeting of the board of directors of Urban Montessori Charter School to order on Thursday Apr 24, 2025 at 5:31 PM.

#### **B. Record Attendance**

#### **C. Review of Action/Discussion Items**



No changes needed.

**D. Board and Community Appreciations**

The Board appreciated Daniel for bringing dinner.

Lana appreciated the Port Authority and Jillian regarding Earth Day.

Greg appreciated the Sunflower team.

Daniel appreciated the Board.

Greg appreciated Superintendent Kyla Johnson-Trammell.

**E. Board Member Comment**

No board member comments on items not on the agenda.

**F. Presentations from the Floor**

No public comments on items not on the agenda.

**II. Head of School Report**

**A. Head of School Report**

Daniel shared about upcoming events, including SBAC testing in early May, Fun-a-thon 5/17, and Field Day 5/30/25.

Regarding the MOU with OUSD, Daniel shared about receiving an updating version which remains in progress. There are few outstanding questions to resolve, and now hoping for a mid May OUSD Board consideration. Brookfield staff and families, along with UMCS staff and families remain hopeful and interested in partnering together.

Greg asked about finalizing the MOU. And Daniel shared about the core team from OUSD working together, and how after the final details are finalized in upcoming meetings, then OUSD will need to partner and plan with their labor partners.

Greg asked about SBAC and Daniel shared that 3rd graders will take a practice test and students have been practicing performance tasks.

Kara asked about IXL data and Daniel shared that since this was the first year with IXL it's hard to say how it will end up predicting or not on SBAC, but NWEA data shows that scores are trending up.

Amy asked about the May meeting and Daniel shared that families will be encouraged to attend and share.

Kara asked if the change in superintendency could impact the MOU, and Daniel shared that it could.

There were no public comments on this item.

### **III. Academic Oversight Committee**

#### **A. Discussion Item - Committee Report**

No report out, the committee did not meet.

No public comments on this item.

### **IV. Family Advisory Council**

#### **A. Discussion Item - Committee Report**

Lana shared about the big shoreline clean up and the big final event is the FAC-led Fun-a-thon! There are plans to have food trucks, and all are welcome, and Brookfield Families and staff will be invited.

No public comments on this item.

### **V. Other Business**

#### **A. Approve Minutes from March 20, 2025 Regular Meeting**

L. Butler made a motion to approve the minutes from Board Meeting on 03-20-25.

K. Fortuna seconded the motion.

No public comments on this item.

Approved without objection.

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

#### **B. Action Item - Vote on General Consent Report**

G. Klein made a motion to approve the general consent report.

K. Fortuna seconded the motion.

No public comments on this item.

Approved without objection.

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

#### **C. Collect New Business items for Future Meetings**

Greg shared about the need to discuss in May and vote in June on officers and a calendar of meetings for the nonprofit for next year.

### **VI. Closed Session**

**A. Closed Session Items**

At 5:59p, Amy announced that the Board would go into closed session on Public Employee Performance Evaluation - Head of School.

There were no public comments on this item.

**VII. Return to Open Session**

**A. Report out of any closed session action(s)**

The Board returned to open session at 6:29p. No actions were taken.

**VIII. 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 6:30 PM.

Respectfully Submitted,  
G. Klein

---

**Documents used during the meeting**

- Closure Resolution.pdf
- UMCS\_March\_Balance\_Sheet.pdf
- UMCS\_March\_Cash\_Flow.pdf
- UMCS\_March\_MYP.pdf
- UMCS\_March\_Financials\_4.11.25.pdf
- UMCS\_March\_Finance\_Committee\_Meeting\_04.14.25.pdf

---

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY The Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or

participate in this meeting of the Board may request assistance by contacting UMCS at 4551 Steele Street, Oakland, CA 94619 or [info@urbanmontessori.org](mailto:info@urbanmontessori.org).

FOR MORE INFORMATION For more information concerning this agenda or for materials relating to this meeting, please contact UMCS at 4551 Steele Street, Oakland, CA 94619 or [board@urbanmontessori.org](mailto:board@urbanmontessori.org). All materials are available via the BoardOnTrack portal of our website: <https://www.urbanmontessori.org/boardontrackportal>.

# Coversheet

## Action Item - Vote on General Consent Report

<b>Section:</b>	V. Other Business
<b>Item:</b>	B. Action Item - Vote on General Consent Report
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	UMCS Record Retention Policy.pdf UMCS April Finance Committee Meeting 05.15.25.pdf



# Urban Montessori

## CHARTER SCHOOL

4551 Steele St Oakland CA — 510-842-1181

### Urban Montessori

## RECORD RETENTION AND DISPOSAL POLICY

### I. Purpose

The records of Urban Montessori (“Urban Montessori” or the “Charter School”) are important to the efficient and effective operation of the Charter School. Urban Montessori records include those produced and received by Urban Montessori’s administrators, employees, volunteers, and board members, both in electronic and paper form, when acting in the course and scope of their roles at Urban Montessori. Urban Montessori records are those found on computers, email accounts, or other electronic storage devices owned or controlled by Urban Montessori and may include Urban Montessori records on personal devices and email accounts. Items that may seem unimportant, such as interoffice e-mails, desktop calendars, and printed memoranda are considered records under this Policy.

The purpose of this Policy is to ensure that necessary records of Urban Montessori are adequately protected and maintained and that records no longer needed by Urban Montessori or that are of no value are appropriately discarded at the proper time. This Policy should also aid administrators, employees, volunteers, and board members of Urban Montessori (sometimes referred to herein as “you”) in understanding obligations in retaining electronic documents, including e-mail, web files, text files, sound and movie files, PDF, Word, or other native-formatted files. If you are ever uncertain as to any procedures set forth in this Policy (e.g., what records to retain or destroy, when to do so, or how), it is your responsibility to seek direction from the Administrator of this Policy (defined below).

### II. Policy and Scope

This is Urban Montessori’s formal policy (the “Policy”) regarding the retention and destruction of records, including electronic documents. This Policy applies to all records generated in the course of Urban Montessori’s operation, including both original documents and reproductions. It also applies to electronic documents.

The goals of this Policy are to:

- Retain important documents for reference and future use;
- Delete or dispose of documents that are no longer necessary for the operation of Urban Montessori’s charter schools;
- Organize important documents for efficient retrieval; and
- Ensure that Urban Montessori’s administrators, employees, volunteers, and board members know what documents should be retained, the length of their retention, means of storage, and when / how they should be destroyed.

Federal and state laws require Urban Montessori to maintain certain types of records for particular periods. Failure to maintain such records could subject Urban Montessori to penalties and fines, obstruct justice, affect evidence, and/or seriously harm Urban Montessori’s position in

tax or litigation matters. Thus, it is important that you understand and comply with this Policy and any future records retention or destruction policies and schedules. Notwithstanding anything contrary to this Policy, you should retain and seek direction from the Administrator concerning any records which you reasonably believe:

- (i) are or could be relevant to any future tax or litigation matter;
- (ii) arise from a dispute that could lead to litigation; or
- (iii) pertain to a lawsuit in which Urban Montessori is a party. In such situations, Urban Montessori must preserve records unless or until Urban Montessori's legal counsel determines that the records are no longer needed.

“Records” discussed herein refers to all business records of Urban Montessori (and is used interchangeably with “documents”), including written, printed, and recorded materials, as well as electronic records (i.e., e-mails and documents saved electronically). All records shall be retained for a period no longer than necessary for the proper conduct and functioning of Urban Montessori. No business records shall be retained longer than seven (7) years, except those that: (i) have periods provided for herein; (ii) are in the Record Retention Schedule, found at **Appendix A**; or (iii) are specifically exempted by the Administrator.

### **III. Administration and Oversight**

Attached as Appendix A is a Record Retention Schedule (the “Retention Schedule”) that is approved as the initial maintenance, retention and disposal schedule for physical records of Urban Montessori and the retention and disposal of electronic documents. The Retention Schedule lists several categories of records, as well as specific records that contain specific retention periods. The Head of School of Urban Montessori (the “Administrator”) or her/his designee is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Retention Schedule is followed. The Administrator is also authorized to: (i) make modifications to the Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Urban Montessori; (ii) monitor local, state and federal laws affecting record retention; (iii) annually review the record retention and disposal program; and (iv) monitor compliance with this Policy.

To ensure compliance with this Policy, the Administrator is responsible for the following oversight functions:

- Implementing this Policy;
- Ensuring that administrators, employees, volunteers, and board members are properly informed, understand, and follow this Policy and the Retention Schedule;
- Providing oversight on actual retention and destruction/disposal of documents;
- Ensuring proper storage of documents;

- Periodically following up with legal counsel to ensure proper retention periods are in place;
- Suspending the destruction of documents upon actual or foreseeable litigation or governmental investigation; and
- Keeping administrators, employees, volunteers, and board members apprised of changes in relation to this Policy or the Retention Schedule.

The Administrator shall periodically review this Policy and Retention Schedule, modify them accordingly, and inform and educate all Urban Montessori administrators, employees, volunteers, and board members on any such changes. All document retention and/or destruction questions should be directly addressed to the Administrator.

#### **IV. How Records are Stored**

##### **Tangible Records**

Tangible records are those which you must physically move to store, such as paper records (including records printed versions of electronically saved documents), photographs, audio recordings, advertisements and promotional items. Active records that are retained as set forth in the Retention Schedule and need to be easily accessible may be stored in Urban Montessori's administration space or equipment. Inactive tangible records that are retained as set forth in the Retention Schedule may be sent to an off-site storage facility.

##### **Electronic Records**

Electronic mail ("e-mail") that is required to be retained as set forth in the Retention Schedule should be either printed and stored as tangible records or stored electronically.

#### **V. Destruction/Deletion of Records**

##### **Tangible Records**

Tangible records that are not required to be retained as set forth in the Retention Schedule should be destroyed by shredding or some other means that will render them unreadable. If you have a record that you do not know how to destroy, such as a photograph, compact disk, or tape recording, ask the advice of the Administrator.



### **Electronic Records**

E-mail records that you “delete” from a device typically remain in Urban Montessori’s system. Thus, Urban Montessori information technology (“IT”) staff or vendor will be responsible for permanently removing deleted emails from the computer system that are not required to be retained as set forth in the Retention Schedule. Permanently deleting a file is usually sufficient in most circumstances to dispose of a record. However, because electronic records can be stored in many locations, Urban Montessori’s IT staff or vendor will be responsible for permanently removing deleted files from the entire system. Keep in mind, where duplicate records are involved, both/all copies should be destroyed/deleted, where proper.

Email that is considered SPAM or advertising and is not necessary to the discharge of an official duty may be immediately deleted.

### **VI. Suspension of Record Disposal in the Event of Litigation, Investigation, or Claims**

In the event Urban Montessori is served with a document subpoena, or an employee becomes aware of a governmental investigation or audit concerning Urban Montessori or the commencement of any litigation against or concerning Urban Montessori, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of legal counsel, determines otherwise (“Legal Hold”). A Legal Hold will always supersede any retention period noted in **Appendix A** below. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

## **APPENDIX A - RECORD RETENTION SCHEDULE**

The following types of records will be retained for the following periods of time. At least one copy of each record will be retained according to the following schedule:

### **A. CORPORATE RECORDS**

<b>Document</b>	<b>Time Period</b>
Articles of Incorporation <i>(including all amendments)</i>	Permanent
Corporate Bylaws	Permanent
IRS Application for Tax Exempt Status (Form 1023)	Permanent
IRS Letter of Determination granting tax-exempt status	Permanent
State Application for Tax Exempt Status (Form 3500)	Permanent
State Determination Letter granting tax-exempt status	Permanent
Board Policies/Resolutions	Permanent
Board and Committee Meeting Minutes, including the text of a rule, regulation, policy or resolution not set forth verbatim in the minutes but included therein by reference.	Permanent
Sales Tax Exemption Documents	Permanent
Tax ID Number Designations	Permanent
Licenses and Permits	Permanent
Annual Reports	Permanent

### **B. FINANCIAL RECORDS**

<b>Document</b>	<b>Time Period</b>
Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Average Daily Attendance Reporting	Permanent
Official budgets for each fiscal year	Permanent
All detailed records related to land building and equipment.	Permanent
Real estate closing statements	Permanent
Average Daily Attendance Reports, including reports for the first and second interim reporting periods (P-1 and P-2)	Permanent
Financial report of all funds, including cafeteria and student body funds	Permanent
Records relating to loans, bonds, receivable sales, or any other liability.	Permanent
Check Registers/Books	7 years
Business Expenses Documents	7 years
Bank Statements and Bank Deposit Slips	7 years
Cancelled Checks	7 years

<b>Document</b>	<b>Time Period</b>
Invoices	7 years
Investment Records (deposit, earning, withdrawals)	7 years
Property and Asset inventories	7 years
Petty cash receipts /documents	7 years
Credit card receipts	7 years
Travel, Transportation, Entertainment and Gift Expenses (specific recordkeeping rules apply to these expenses. For more information, see IRS Publication 463).	3 years from the date you file an income tax return on which a deduction or item of income is claimed. If the nonprofit does not file a return, or a fraudulent return is filed, records must be kept indefinitely.

**C. INSURANCE RECORDS**

<b>Document</b>	<b>Time Period</b>
Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Disbursements/Denials	Permanent

**D. CONTRACTS**

<b>Document</b>	<b>Time Period</b>
All Insurance Contracts	Permanent
Construction Contracts	Permanent
Loan/Mortgage and Real Estate Documents	Permanent
Leases/Deeds	Permanent
Vendor Contracts	7 years
Warranties	7 years

**E. LEGAL RECORDS**

<b>Document</b>	<b>Time Period</b>
Legal Correspondence	Permanent
Litigation Files	Permanent
Court Orders	Permanent
Trademark and Copyright Registrations	Permanent

**F. DONATIONS / FUNDRAISING RECORDS**

<b>Document</b>	<b>Time Period</b>
Grant Dispersal Contract	Permanent
Donor Lists	7 years
Grant Applications	7 years
Donor Acknowledgments	7 years
All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters	7 years
All evidence of returned grant funds	7 years

#### **G. MANAGEMENT PLANS AND PROCEDURES**

<b>Document</b>	<b>Time Period</b>
Strategic Plan	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years
Disaster Recovery Plan	7 years

#### **H. PERSONNEL RECORDS**

**General Principle:** Pension documents and supporting employee data shall be kept in such a manner that can establish at all times whether or not any pension is payable to any person and if so, the amount of such pension.

<b>Document</b>	<b>Time Period</b>
Employment and Performance <ul style="list-style-type: none"> <li>• Employment contacts/agreements</li> <li>• Training and testing</li> <li>• Performance goals</li> <li>• Performance evaluations</li> <li>• Written feedback and commendations</li> <li>• Promotions and demotions</li> <li>• Letters of reprimand and discipline</li> <li>• Performance Improvement Plans</li> <li>• Termination, resignation, lay-offs, etc.</li> </ul>	Permanent
Recruitment, Hiring and Job Placement Records <ul style="list-style-type: none"> <li>• Job applications</li> <li>• Job descriptions</li> <li>• Resumes</li> <li>• Letters of recommendation</li> <li>• Job advertisements/postings</li> <li>• Results of non-medical pre-employment tests</li> <li>• Offers of employment</li> <li>• Signed pre-employment disclosures (employee handbook acknowledgment, complaint procedures, etc.)</li> </ul>	4 years after separation, or for the duration of any claim or litigation

Document	Time Period
<ul style="list-style-type: none"> <li>Employee training (harassment prevention, mandated reporting, etc.)</li> <li>Employee certificates, credentials, licenses, and other evidence of qualifications</li> <li>Certificate of criminal background check clearance (or failure)</li> </ul>	
<p>Employee Medical Leave Records (PDL, FMLA, CFRA, etc.) *</p> <ul style="list-style-type: none"> <li>Requests for leave**</li> <li>Health care provider notes</li> <li>Leave calculations</li> <li>Records of disputes regarding leave</li> <li>Employee benefits related to leave</li> <li>Leave policies</li> </ul>	<p>4 years after separation</p> <p>* Records that contain employee confidential medical information should be retained in a separate, secure file.</p> <p>**Sick leave record is <b>permanent</b>.</p>
<p>Employee Wage Records</p> <ul style="list-style-type: none"> <li>Wage rates and calculations</li> <li>Shift schedules (hours and days)</li> <li>Time cards</li> <li>Individual calculations for absences, sick days, vacation days, etc.</li> <li>Itemized wage statements/pay stubs</li> </ul>	<p>3 years after separation</p> <p>Note: If a record is both a <i>wage record</i> and a <i>payroll record</i>, follow the longer retention period.</p>
<p>Employee Payroll Records</p> <ul style="list-style-type: none"> <li>Employee name, address, age, and occupation</li> <li>Individual wage records</li> <li>Regularly hourly rate</li> <li>Hours worked (daily/weekly)</li> <li>Weekly overtime earnings</li> <li>Daily and weekly straight time earnings</li> <li>Deductions from or additions to wages</li> <li>Wages paid each pay period</li> <li>Pay dates and pay periods</li> <li>Unemployment Insurance Records</li> </ul>	<p>Permanent</p>
<p>Employment Eligibility (I-9 Forms)</p>	<p>The later of (a) 1 year after separation, or (b) 3 years from date of hire.</p>
<p>Employee Health Records*</p> <ul style="list-style-type: none"> <li>First-aid records</li> <li>Job injuries (causing loss of work time)</li> <li>Drug and alcohol test records</li> </ul>	<p>5 years after separation</p> <p>* Records that contain employee confidential medical information should be retained in a separate, secure file.</p>
<p>Employee Workers' Compensation Records</p> <ul style="list-style-type: none"> <li>Copies of claim forms</li> <li>Reports of occupational injury or illness</li> <li>Letters of denial of benefits</li> </ul>	<p>5 years after date of injury and 2 years after claim has been closed.</p> <p>* Records that contain employee</p>

Document	Time Period
<ul style="list-style-type: none"> <li>• Reports to the Division of Workers' Compensation</li> <li>• Benefits paid</li> <li>• Estimates of future benefits</li> <li>• Applications to the Workers' Compensation Appeals Board</li> <li>• Orders and Awards of the Workers' Compensation Appeals Board</li> </ul>	confidential medical information should be retained in a separate, secure file.
Employee Benefit Records <ul style="list-style-type: none"> <li>• Benefits elections</li> <li>• Beneficiary designations</li> <li>• Eligibility determinations</li> <li>• COBRA notices</li> <li>• Summary plan descriptions</li> <li>• Other welfare benefit plan information (life, health, disability, long-term care, post-retirement medical)</li> </ul>	6 years after separation, but not less than 1 year following a plan termination.  * Records required to determine retirement benefits, including 401(k) and similar plans, must be kept indefinitely.
Chemical Safety and Toxic Exposure Records	30 years after separation (medical records of employees who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment)

## **I. TAX RECORDS**

**General Principle:** Urban Montessori must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any tax return or audit.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, sales and property tax laws.

Document	Time Period
IRS Annual Tax Filing Form 990	Permanent
FTB Annual Form 199	Permanent
Payroll Registers	Permanent
IRS Form 1099 Filings	Permanent
Payroll tax returns and withholding returns	Permanent
Earnings records	Permanent
W-2 statements	Permanent

## **J. STUDENT RECORDS**

Document	Time Period
<b>Mandatory Permanent (Original or copy)</b>	Permanent (even after the student leaves the charter school)
(A) Legal name of student	
(B) Date of Birth	
(C) Method of verification of birth	
(D) Sex of student	
(E) Place of birth	
(F) Name and address of parent of minor student	
- Address of minor student if different than above.	
- An annual verification of the name and address of the parent and the residence of the student.	
(G) Entering and leaving date of each school year and for any summer session or other extra session	
(H) Subjects taken during each year, half-year, summer session or quarter	
(I) If marks or credit are given, the mark or number of credits toward graduation allows for work taken.	
(J) Verification of or exemption from required immunizations	
(K) Date of high school graduation or equivalent	
<b>Mandatory Interim (Original or copy)</b>	At least 3 school years after the student leaves the charter school or usefulness ceases.
(A) A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent or guardian or the eligible pupil, or a dependent adult pupil, or an adult pupil, or the custodian of records.	
(B) Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver.	
(C) Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.	
(D) Language training records.	
(E) Progress slips and/or notices as required by Education Code Sections 49066 and 49067.	
(F) Parental restrictions regarding access to directory information or related stipulations.	
(G) Parent or adult pupil rejoinders to challenged records and to disciplinary action.	
(H) Parental authorizations or prohibitions of pupil participation in specific programs.	

Document	Time Period
(I) Results of standardized tests administered within the preceding three years.	
(J) Expulsion order	
(K) Independent Study Records, including but not limited to independent study agreements, representative samples of student work product, contemporaneous records documenting student attendance, evaluations pursuant to Education Code Section 51747 determining whether it is in the best interest of the pupil to remain in independent study, records of pupil participation or lack of participation in synchronous instruction and live interaction as applicable by grade level, written or computer-based evidence of pupil engagement that includes but is not limited to, a grade book or summary document that for each class, lists all assignments, assessments, and associated grades.	4 years
(L) Documentation of continuous enrollment and satisfactory progress towards a high school diploma for pupils 19 and over.	4 years
<b>Permitted Records (Original or copy)</b>	At least 6 months after the student's completion of or withdrawal from the charter school.
(A) Objective counselor and/or teacher ratings.	
(B) Standardized test results older than three years.	
(C) Routine discipline data ( <i>not including expulsion orders</i> ).	
(D) Verified reports of relevant behavioral patterns.	
(E) All disciplinary notices ( <i>not including expulsion orders</i> ).	
(F) Attendance records not used for apportionment or compulsory education ( <i>i.e. attendance rosters, truancy letters, SART/SARB contract, etc.</i> )	
<b>Miscellaneous</b>	
Individual student injury record for which a claim was filed	Permanent (or if litigated, 4 years settlement / dismissal of the claim)
Individual student injury record for which a claim was not filed.	4 years

4937-4114-2320, v. 2



# Urban Montessori Finance Committee Update

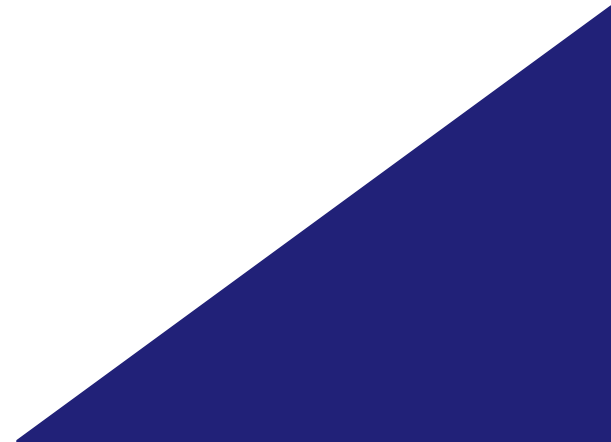
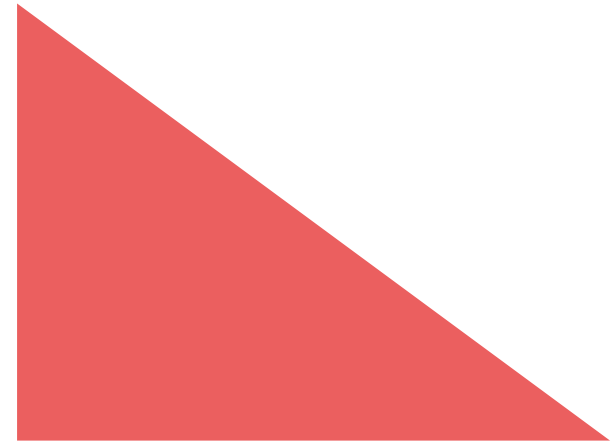
ADRIENE WONG

MAY 15, 2025

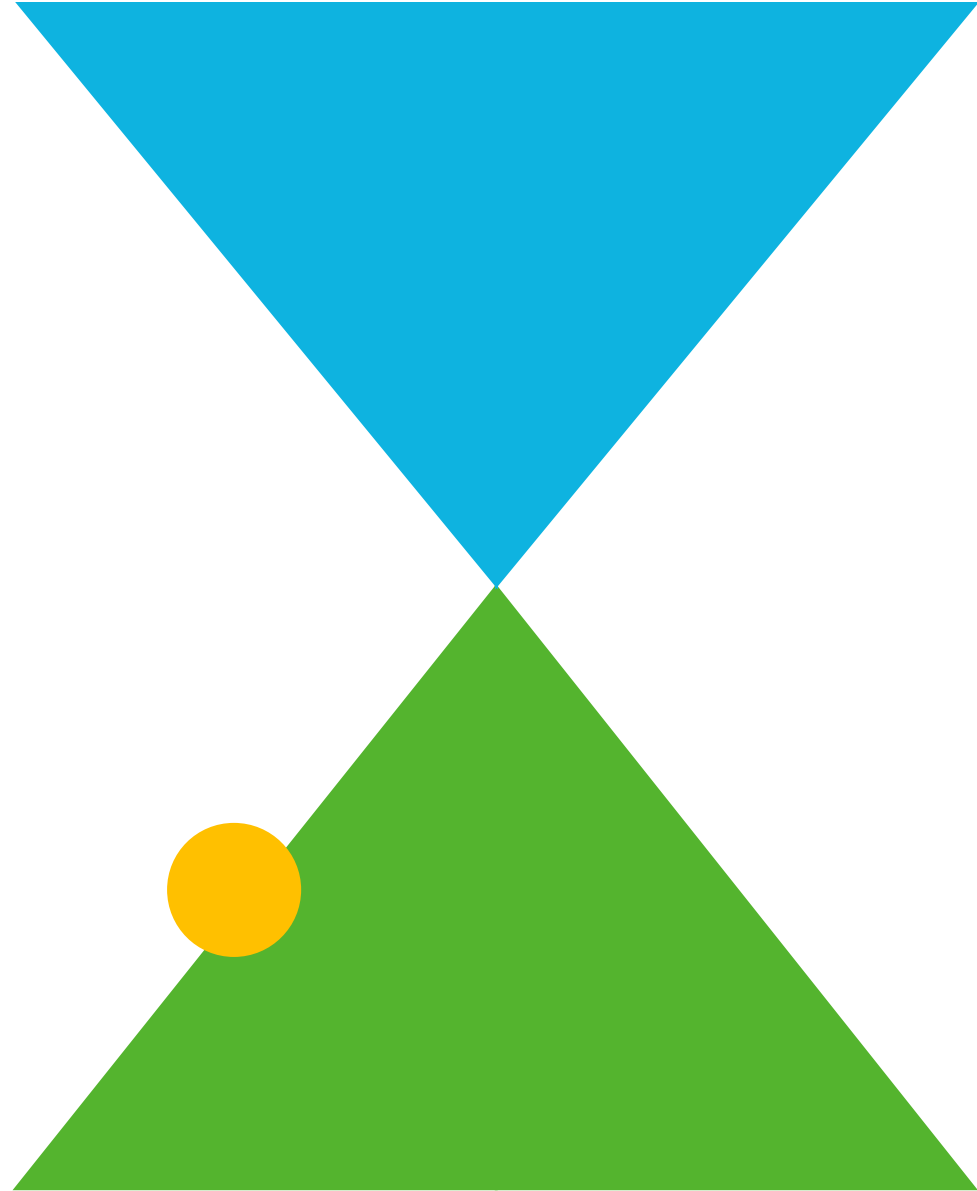


# Contents

- **2024-25 Financial Update**
  - Forecast Update
  - Cash Balance



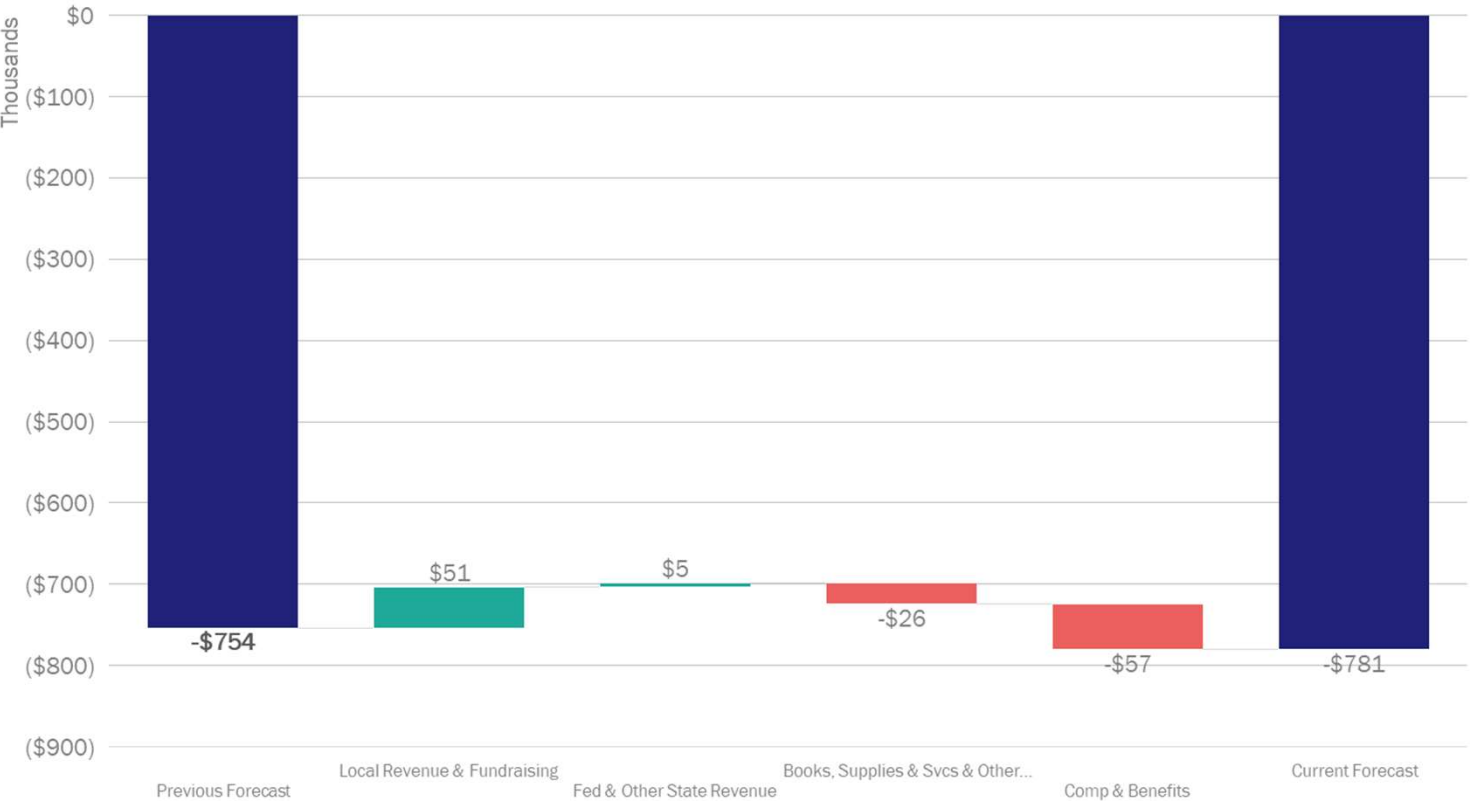
# 2024-25 Financial Update





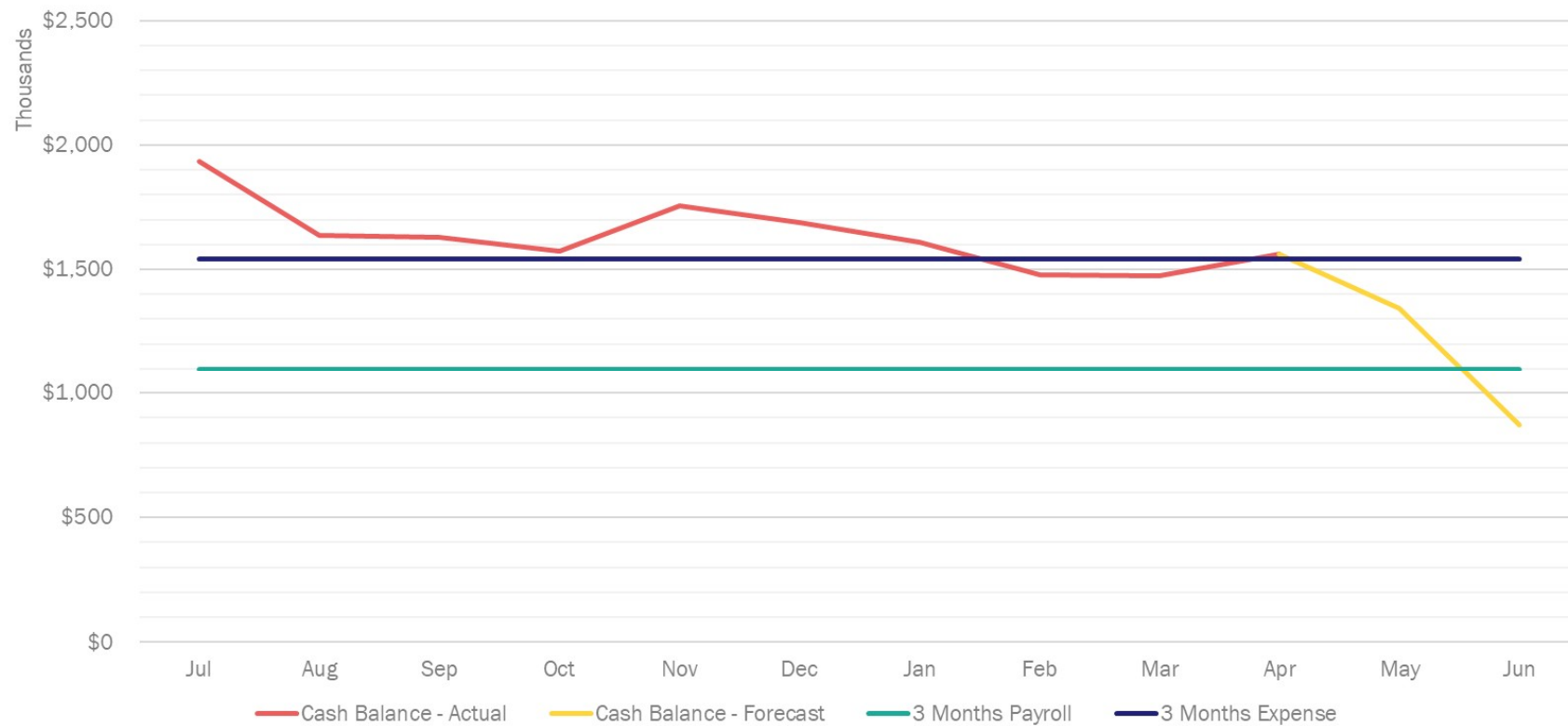
# Forecast Update

Higher after school revenue is offset by increases in utilities & payroll



## Cash Balance (FY24-25)

**Projected ending cash balance of \$873K**



## Cash Balance (FY24-25 & FY25-26)



**Projected ending cash balance of \$634K – Reflects wind down only for FY26, since plans are TBD**

