



# Urban Montessori Charter School

## Finance Committee Meeting

Published on October 14, 2024 at 9:26 AM PDT

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### Date and Time

Thursday October 17, 2024 at 3:30 PM PDT

### Location

4551 Steele Street, Oakland, CA 94619. Ring the front bell or call/text 510-898-8396 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 [evans@urbanmontessori.org](mailto:evans@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: Evan Sequoia (Chair), Ann Rhodes; Committee Alternates: Greg Klein

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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		Evan Sequoia	
<b>B.</b> Record Attendance		Evan Sequoia	1 m
<b>C.</b> Vote on Minutes from prior Finance Committee Meeting	Approve Minutes	Evan Sequoia	1 m
Approve minutes for Finance Committee Meeting on September 16, 2024			
<b>D.</b> Review of Action/Discussion Items	Discuss	Evan Sequoia	1 m
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.			

	Purpose	Presenter	Time
<b>E.</b> Presentations from the Floor		Evan Sequoia	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. Finance</b>			<b>3:38 PM</b>
<b>A.</b> Discussion Item: Monthly Fiscal Report	Discuss	Adriene Wong	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</li> <li>4. Fundraising</li> </ol>			
<b>B.</b> Updates on School Policies and Required Documents	Discuss	Evan Sequoia	10 m
<p>The committee may monitor, review, or suggest updates to school policies.</p>			
<b>C.</b> New Business	Discuss	Evan Sequoia	1 m
<p>Collect topics for future meetings, as needed.</p> <p>Announcement: the committee will regularly meet next month on Monday, September 16th instead of the 19th.</p>			
<b>III. Contracts for Approval</b>			<b>4:14 PM</b>
<b>A.</b> The Committee may discuss contracts larger than \$25,000	Discuss	Daniel Bissonnette	5 m
<b>IV. Closed Session</b>			<b>4:19 PM</b>
<b>A.</b> Closed Session Items	Discuss	Evan Sequoia	10 m
<p>1. Public Employee Performance Evaluation - Head of School</p>			

	Purpose	Presenter	Time
<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	Evan Sequoia	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>				

**V. Closing Items 4:30 PM**

<b>A.</b>	Adjourn Meeting	Discuss	Evan Sequoia
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REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY The committee's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

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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 Meeting on September 16, 2024

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Meeting

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**Date and Time**

Monday September 16, 2024 at 3:30 PM

**Location**

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**Committee Members Present**

A. Rhodes (remote), E. Sequoia

**Committee Members Absent**

*None*

**Guests Present**

A. Wong (remote), D. Bissonnette, G. Klein, J. Kemp (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

E. Sequoia called a meeting of the Finance Committee of Urban Montessori Charter School to order on Monday Sep 16, 2024 at 3:30 PM.

**B. Record Attendance**

**C. Board member virtual participation due to illness**

Ann requested to participate via Zoom because of an emergent illness and Evan approved. There were no adults over 18 with her.

**D. Vote on Minutes from prior Finance Committee Meeting**

E. Sequoia made a motion to approve the minutes from Finance Committee Regular Meeting on 06-17-24.

A. Rhodes seconded the motion.

No discussion or questions on the minutes.

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

**Roll Call**

A. Rhodes Aye

E. Sequoia Aye

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

No changes were needed.

**F. Presentations from the Floor**

There were no public comments on items not on the agenda.

**II. Finance**

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

Edtec provided the monthly report and all financial documents. These are viewable in the "Documents" link at the bottom of the meeting in BoardOnTrack. Adriene presented the Monthly Fiscal Report. Josh updated the committee on time sensitive forms to be completed by Edtec and staff. Cash flow remains strong through the end of the forecast. The current ending fund balance is project at approximately 30%.

There were no questions or public comments.

**B. Updates on School Policies and Required Documents**

Not discussed.

There were no public comments on this item.

**C. New Business**

No new items were collected for future discussion.

**III. Contracts for Approval**

**A. The Committee may discuss contracts larger than \$25,000**



There were no contracts larger than \$25,000 that needed to be approved. There were no public comments on this item.

#### **IV. Closed Session**

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

The committee did not go into closed session.

#### **V. 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,  
E. Sequoia

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

*None*

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