APPROVED

Urban Montessori Charter School

Minutes

Finance Committee Meeting

Date and Time
Thursday November 19, 2020 at 3:00 PM

Location
Join Zoom Meeting
https://us02web.zoom.us/j/5102904005?pwd=M1kxU2hXSzRSN1dCL3QwYVEzdkJ3Zz09
Meeting ID: 510 290 4005; Passcode: 510 290 4005
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PER GOVERNOR NEWSOM'S SHELTER IN PLACE EXECUTIVE ORDER DATED MARCH 19, 2020 (WHICH IS HERE IN ITS ENTIRETY) AND BY ORDER OF THE HEALTH OFFICER OF THE COUNTY OF ALAMEDA DATED JUNE 5, 2020 (Revised June 18, 2020, July 15, 2020, and August 20, 2020) (WHICH IS HERE IN ITS ENTIRETY):
THIS WILL BE A VIRTUAL-ONLY MEETING

Join Zoom Meeting: tinyurl.com/Zoom5102904005

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One tap mobile +16699006833,,5102904005# US (San Jose) +13462487799,,5102904005# US (Houston) Dial by your location +1 669 900 6833 US (San Jose) +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 312 626 6799 US (Chicago) +1 929 436 2866 US (New York) +1 301 715 8592 US (Germantown) Meeting ID: 510 290 4005 Find your local number: https://us02web.zoom.us/u/kb8IDmVDDD

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If you have any trouble getting on the Zoom, please text 510-290-4005 for support.

Members: Stacey Wang (Chair), Greg Klein, Davis Leung

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 via on our BoardOnTrack public portal and is also accessible via the UMCS School Calendar.

Committee Members Present
D. Leung (remote), G. Klein (remote), S. Wang (remote)

Committee Members Absent
None

Guests Present
A. Rodriguez (remote), K. Feeney (remote)

I. Opening Items

A. Call the Meeting to Order

S. Wang called a meeting of the Finance Committee of Urban Montessori Charter School to order on Thursday Nov 19, 2020 at 3:01 PM.

B. Record Attendance

C.

Approve Minutes from October 15, 2020 Finance Committee Meeting

D. Leung made a motion to approve the minutes from Finance Committee Meeting on 10-15-20.
S. Wang seconded the motion.
No public comment.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
G. Klein	Aye
K. Feeney	Absent
D. Leung	Aye
S. Wang	Aye
A. Rodriguez	Absent

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

No public comment.

II. Finance

A. Discuss current Fiscal Year to Date Budget Forecast

Greg shared the Edtec report. Forecast stands now at just over $105,000 after investing in additional teacher stipends and air ventilation solutions. Cash flow remains positive, but tighter at the end of the year due to deferrals from the state.

The Committee reviewed the first interim financial report, including initial very draft budget proposals for 2021-2022 and 2022-2023. The report will go to the Board for approval in December.

Krishna joined the call at 3:15pm. Stacey asked Krishna assumptions already baked in to future draft budgets in the out years. Krishna shared that they are built with conservative assumptions that will definitely change as the Governor provides the January budget proposal. The slight revenue increases are based on slight enrollment increases. The draft changes in expenses are related to potential changes in operational staffing and state retirement benefit requirements.

Greg asked about the forecast change related to janitorial, which Krishna shared was one additional month over the summer during the move period.

No public comment.

B.

COVID/Smoke HVAC units

Daniel shared about getting a quote for a proposal to install new HVAC units on top of existing units, some of which do not function well. Daniel found a second company and got a second bid. The second company also said they would install on to existing equipment, but have to get all those working well. This was said by both companies. OUSD has been unable to solve those issues across the entire campus.

Stand alone units are an option with the second company. These also come with HEPA filters, which would also be good for future air quality days.

Much of the expense is now built into the forecast. Board will see a full proposed contract in early December.

Greg asked about buying additional ones. Krishna shared that that option is available as needed in January. Greg commented that proper ventilation is not the only required step prior to reopening, but that it was good to see some demonstrable progress in improving the facility as we continue work to checking off boxes required to opening up safely. It's not about rushing to reopening, but it is about making progress towards a safe reopening.

Davis recommended buying only one kind of filter/HVAC to help with future support/maintenance.

No public comment.

C. Discussion Item: Enrollment

Krishna shared that applications have opened for next school year. Daniel and Krishna have hosted three virtual meetings with prospective new families so far. Greg shared that it's an important year to share a lot more virtually and with videos and testimonials, since folks cannot visit in person.

Greg offered to share a proposed plan with Krishna and Daniel on virtual advertising to support with school enrollment.

No public comment.

D. Action Item: Discuss and vote on update Fiscal Management Policy

The current policy requires approvals and additional signatures for individual expenses above $10,000. Greg discussed increasing to $25,000. Alejandra discussed that the Board might not be as comfortable with a $25,000 limit if there wasn't such stable school leadership -- have to plan for the future, too.

The committee recommended the policy be updated to a limit of $15,000 up from current $10,000 across the policy, and add the updated policy to the Board's General Consent Report in December.

No public comment.

E. Budget Overview for Parents

Alejandra shared the Budget Overview for Parents (BOP). This is due in December and will go to the Board in December for a vote.

Greg asked about the timeline of this document and how it relates to the Learning Continuity and Attendance Plan (LCP) and the the Single Plan for Student Achievement (SPSA). Krishna shared that the BOP refers to the same school year as the LCP, and the supplemental and concentration funds within the school's Local Control Funding Formula (LCFF). For the SPSA, the school will likely hold a public hearing in January and a Board vote in February. SPSA supports with the school accessing federal funding, and is needed this school year because California suspended the LCAP and Federal Addendum to the LCAP. Krishna shared that after the SPSA, the school will turn quickly to drafting a new three-year LCAP and Federal Addendum that will start guiding work in 2021-2022. That template will likely be approved by the State Board of Education in January.

The committee recommended the Budget Overview for Parents be added to the Board's general consent report.

No public comment.

III. Closing Items

A. New Business

Greg mentioned updates on enrollment recruitment, fundraising, and on ventilation.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:30 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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 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.

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 Governing Board may request assistance by contacting UMCS at 4551 Steele Street, Oakland, CA 94619 or info@urbanmontessori.org.

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