

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Regular Meeting

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**Date and Time**

Thursday March 17, 2022 at 3:00 PM

**Location**

4551 Steele Street, Oakland, CA 94619. Signage on campus will direct you to the correct room, generally the Sun Room.

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.

<https://us02web.zoom.us/j/82592855160?pwd=cG02OTRoUVdrdngwOTI2WFBrOTBzQT09>

Meeting ID: 825 9285 5160; Passcode 510 842 1181

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Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553; 3125 School Street Oakland, CA 94602

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The public can find documents related to this agenda either linked directly on the agenda or under "Other files" after selecting the meeting in BoardOnTrack prior to viewing the agenda. Downloading the "packet" may not include all of the "Other files" that are still otherwise available to the public.

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Members: Greg Klein (Chair), Davis Leung, Maru Salazar

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#### **Committee Members Present**

D. Leung (remote), G. Klein

#### **Committee Members Absent**

M. Salazar

#### **Guests Present**

B. Fleming (remote), 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 Mar 17, 2022 at 3:04 PM.

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

#### **C.**

### **Approve Minutes from prior Finance Committee Meeting**

D. Leung made a motion to approve the minutes from Finance Committee Regular Meeting on 02-17-22.

G. Klein seconded the motion.

No questions. No public comments.

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

#### **Roll Call**

M. Salazar Absent

D. Leung Aye

G. Klein Aye

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

No changes needed.

### **E. Presentations from the Floor**

No public comments on items not on the agenda.

## **II. Finance**

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

Josh shared the monthly fiscal report through end of February 2022. Increases in special education assessment and technology costs, along with savings mostly related to Student Support Assistant position that has yet to be filled. Forecast overall changed slightly by a decrease of \$19k, and a 25% fund balance at end of the year.

Cash looks fine, but dips just below three month's payroll at the very end of the fiscal year. Could improve depending on timing of filling the SSA position.

No public comments on this item.

### **B. Updates from the State related to fiscal matters**

Josh shared that SB579 passed the Senate. Would increase revenue by over \$400k, but not yet law and not in our forecast. Bryce shared that other legislative pathways are also possible. Governor will release his revised budget in May, and the state should adopt its budget in June.

No public comments on this item.

### **C. Expanded Learning Opportunity Program**

Krishna shared about posting a position to help support and lead our ELOP and the planning to get it more up and running. There's work to survey families, hiring other staff, setting up fee schedule with free option for qualifying families. Eventually will need to

offer 30 additional intersession days and extended school hours. Greg asked, and Josh shared that no audit guide has been released yet for the program. Greg asked how the committee can help, and Krishna shared that ops team can now start helping phone screen some roles, but the committee might be able to help with that for this particular role. Greg offered support in connecting with FAC and gathering ideas from students and families.

No public comments on this item.

**D. 2021-2022 LCAP Review to inform 2022-2023 LCAP Development**

Krishna is collecting data and information from students, teachers, staff, parents, and parent leadership groups about what's working well and what investments educational partners want for next year. Krishna is also working with her team to further update and assess progress to date on this year's LCAP. Next year's LCAP will be need to be adopted in June.

No other questions or public comments on this item.

**E. Montessori Training Center**

Greg shared that Krishna and Daniel had made progress on planning for a Training Center. They met with Embracing Equity and also National Center for Montessori in the Public Sector. Next steps are to review materials from NCMPS related to licensing instructional materials from them, and their support in credential accreditation.

No other discussion or public comments.

**F. Contracts, invoices, and payments above \$15,000**

Tabled.

**G. Fiscal Management / Control Policy**

Greg shared the current Fiscal Management / Control Policy and the committee discussed a few areas where current practice could better align to the policy, and where the policy could be further clarified moving forward. Krishna will do a further review, resolve feedback, and bring the updated policy to the Board for approval when it's ready. The policy requires the board approve the annual tax returns, and so that was also reviewed.

No other discussion or public comments on this item.

**III. Closed Session**

**A. Closed Session Items**

Greg tabled this item. The committee did not go into Closed Session. There was no public comment on this item.

**B. Report out of Closed Session**

N/A

**IV. Closing Items**

**A. New Business**

No new items collected.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:04 PM.

Respectfully Submitted,  
G. Klein

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**Documents used during the meeting**

*None*

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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.

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