

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Regular Meeting

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##### Date and Time

Thursday November 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

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

Members: Greg Klein (Chair), Davis Leung, Ann Rhodes

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](#).

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#### **Committee Members Present**

A. Rhodes (remote), D. Leung (remote), G. Klein

#### **Committee Members Absent**

*None*

#### **Guests Present**

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 Nov 17, 2022 at 3:05 PM.

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

#### **C. Vote on Minutes from prior Finance Committee Meeting**

D. Leung made a motion to approve the minutes from Finance Committee Regular Meeting on 10-21-22.

G. Klein seconded the motion.

No public comments or questions on the minutes.

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

**Roll Call**

G. Klein Aye

A. Rhodes Abstain

D. Leung 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 this month's Finance Committee Update. The current forecast of operating income increased to approximately \$350,000. Some adjustments in compensation and benefits to more accurately account for a few FTE's exact hours. Largest increase in revenue driven by adjusted expanded learning revenue. Small adjustments on expenses related to books, supplies, and rent. Fund balance forecasted at 33.7% of expenses. Cash flow still forecasted to end very strong. Attendance and enrollment are slightly below the current forecast, but is too small and early to make any further adjustment at this time.

No other questions or public comments on this item.

**B. Audit process for 2021-2022**

Josh shared that there are three outstanding items left to be turned in. Krishna share that she and Buck have a plan to complete them in the next week.

No other questions or public comments on this item.

**C. 2022-23 California Community Schools Partnership Program: Planning Grant**

Greg shared about this new state grant program and confirmed with Josh that we are not currently eligible to apply.

No questions or public comments on this item.

**D.**

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

None at this time. Tabled.

**E. Discussion of Schedule of Regular Meetings starting in 2023**

The committee discussed that Davis's term on the Board ends at the end of December and that means this is his last finance committee meeting. The continuing members, Krishna, and Josh discussed updating the calendar of regular meetings. For now, the committee will keep the same January meeting and check-in again at that time.

No public comments on this item.

**III. Closed Session**

**A. Closed Session Items**

At 3:40pm, Greg announced that the committee would go into Closed Session on the topic Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

**B. Report out of Closed Session**

The board returned to open session at 3:56. No actions were taken.

**IV. Closing Items**

**A. New Business**

Contract for review of pay scale, and contract for internet service upgrades.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:56 PM.

Respectfully Submitted,  
G. Klein

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**Documents used during the meeting**

*None*

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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](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 Governance Section of our website: <http://www.urbanmontessori.org/governance> or directly via our [BoardOnTrack public portal](#).