

APPROVED



## Urban Montessori Charter School

### Minutes

#### Finance Committee Regular Meeting

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**Date and Time**

Thursday April 20, 2023 at 3:00 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 [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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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.

Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be unavailable. During this time, Zoom strongly recommends using computer audio capabilities (or via phone with the Zoom app) while on wifi.

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

Members: Greg Klein (Chair), 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, 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 Apr 20, 2023 at 3:00 PM.

**B. Record Attendance**

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

A. Rhodes made a motion to approve the minutes from Finance Committee Regular Meeting on 03-15-23.

G. Klein seconded the motion.

No questions or public comment on this item.

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

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

No changes needed.

**E. Presentations from the Floor**

No public comments in-person or on zoom on items not on the agenda.

**II. Finance**

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

Josh shared the month's report, starting with introducing Eboni Williams, from Edtec.

Through the end of March, the forecast in operating income increased slightly to just under \$90,000. Greg asked and Josh clarified that there was a combination of factors, including slight savings in posted job positions that will start slightly later, adjustments to average daily attendance, and pushing some one-time revenue and associated costs to the following fiscal year. The ending fund balance is forecasted currently at 30% of expenses, or about \$1.6M. Cash flow continues to look good through the end of the fiscal year. Expenses and revenue currently are both below 75% of the forecast with 25% of the fiscal year remaining. There is revenue expected to arrive from the State of California here in April.

Josh shared the 2021-2022 Audit recap summary. Slight revenue adjustment increase. Two minor findings neither of which were repeated and both have already been fixed. One issue that was addressed regarded how AERIES was reporting independent study, and the other related to reopening the school after COVID five days too late. No ongoing concerns.

No public comments on this item.

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

Tabled.

**C. Local Control and Accountability Plan for 2023-2024**

Ms. Feeney shared the latest draft of the LCAP and created another opportunity for the Board and community to engage and provide input and feedback. The draft remains open for comments at all times via

[https://docs.google.com/document/d/1Uhtsgz1yG5\\_Pu03P\\_1QlcF1iV1ID201q/edit#](https://docs.google.com/document/d/1Uhtsgz1yG5_Pu03P_1QlcF1iV1ID201q/edit#). Ms. Feeney and Josh made a plan for reviewing expenses and doing further updating on resources spent on various actions and services in the LCAP

No public comments on this item.

### **III. Finance Committee's Support of Long Term Goals**

#### **A. Overview**

Ann shared the data slides showing the demographics of this years students, lead teachers, and 2019 Oakland Census data, sharing where we align and represent overall. Greg asked about current enrollment and Krishna shared that there will be better information to share in May.

No public comments on this item.

### **IV. Closed Session**

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

3:44pm, Greg announced that the committee would go into Closed Session on Public Employee Performance Evaluation - Head of School. No public comments on this item.

#### **B. Report out of Closed Session**

At 3:58pm, the committee returned to open session. No actions were taken.

### **V. Closing Items**

#### **A. New Business**

None.

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:59 PM.

Respectfully Submitted,  
G. Klein

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

- Representation Goals Finance Cmte 2.15.23.pptx

**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).

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