



Urban Montessori Charter School  
Regular Meeting of the Board of Directors  
Wednesday, March 11<sup>th</sup>, 2015 at 6:30 – 8:30 PM

This meeting will be held in the library of the Urban Montessori Charter School  
5328 Brann Street, Oakland, CA 94619.

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**Board Members:** Tony Emerson (Chair), Daishi Harada, Nancy McAfee Flemming (Secretary), Hae-Sin Kim Thomas (Treasurer), Steven Bauer, Caryn Voskuil, MaryJo Kennedy, Michelle Hammons

**1. Call to Order and Attendance** 6:30 PM

Tony Emerson, Daishi Harada, Nancy McAfee, Steven Bauer, MaryJo Kennedy, Michelle Hammons

**2. Presentations from the Floor** 6:35 PM

PRESENTATIONS ON AGENDA ITEMS – Any person wishing to speak to any item on the agenda will be granted three minutes to make a presentation at the time of that agenda item.

**3. Review of Action/Discussion Items** 6:40 PM

The board 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.

**4. Board Member Comment** 6:43PM

Any board member wishing to speak to an issue regarding UMCS that does not pertain to an agenda item may do so at this time. No further discussion or action will take place following each board member's comments.

Daishi: Regular FAC updates should be agendized; I'll take this opportunity to do so here

-FAC talks about various issues that the family feel ... for the budget

-Concerns from the FAC include ...

1. How Montessori the school is – how can we focus attention on Montessori, driven towards a faithful representation of what Montessori means?
2. Also expressions of concern about class size for K, curriculum and classroom; classroom for upper El
  - One concern has been the upper elementary classroom – various issues
  - On Saturday is a sharing opportunity - Upper Elementary Notice & Care Session, 1 of 3
3. Budget conversation – attendance; one thing I wanted to raise was the fact that some parents are concerned that attendance taking may not be accurate, in that they've had to go back and have received notification of a certain # of absences from the school; upon their review, that that's not the # of absences they remember and having to go back and correct school attendance records; trying to figure out ways that attendance taking processes can be improved
4. Parent education towards how assessments are done; there can be a lot more parent education on this topic; there's been assessment + reporting at the school is evolving; more parents would like more clarity and understanding about the reports they get and how they should be interpreting it, what it implies
  - Where is there need for clarity – purpose of assessments (in a Montessori setting) OR what the assessments mean and how they're being used?
  - We need broad support for making parent-teacher conferences successful, and make reports purposeful

**5. Finance Committee Update** 6:50 PM

<see finance update/report for 3/11>

Enrolment went down to 270 at M7

Attendance was around 91%



249.37 ADA

Revenue will be impacted by -\$48K (offset by \$40K contingency)

Downward forecast by \$21K from previous forecast

Steven: Quick highlights –

1. 91% ADA is low, but we made room for a contingency of 2% bringing us to about 93% ADA
2. 6K % for SPED one to one
3. NGLC grant
4. Long-term, we need to be thinking about financial and fundraising planning

Michelle/EdTec:

1. I've had a multi-year about finances; we're in the middle of LCFF implementation, I have a fairly good handle on how the state funding will change for the next 3 or 4 years; assuming I'm very familiar with expenditures; I think next year is gonna be a lot like this year in terms of LCFF funding; but the year after, driven by the planned increase of the implementation that Cal spends on education;

## 6. Action/Discussion Items

7:10 PM

- a. Approval of Minutes from 2.11.2015 Regular Meeting

TE: Moved to next meeting; no vote..

- b. Discussion of Comedy Event: The Board will check-in on progress for sales for our annual comedy event, sharing strategies and best practices to sell tickets and tables.

MJ: I've reached out – talked a lot to families, sister Trish has secured \$500, bro's gonna be there, coach at Iowa State, will hopefully bid on some items there

Michelle: Bought a ticket

Nancy: We have a table, gonna be some people sitting at it; we'll bring some Masons of Pastor Fleming's

Steven: We're sponsoring a table, I reached out to a # of people in the Bay to get folks there; I am not candidly having as much success as I would like; I let HST we're happy to have folks

Daishi: We'll be attending and I've spread the word

## 7. Head of School Report

7:30 PM

Important updates:

-Tonight, OUSD will be approving the letter to extend our lease @ this site for an additional year – w/a strange reduction in rent

-We need to agendize approval of OUSD for Prop39 offer

-We'll be given more autonomies with more services given a successful first 3 years at the site

-Successful lottery on Feb 25<sup>th</sup> – enrolling both K/TK to 30, with the goal of getting 28 throughout the year and staying there

Tony: Did the demographic breakdown of our incoming 60 TK/K students mirror our goals around being representative of Oakland?

-We have close to 200 families on the waitlist, mainly for Kinder

-NGLC update, we were trying to repeat what was stated earlier; we'll make a full community announcement on Thursday; OUSD slowed the process to get the press release out; Friday is what we're told when that will happen



- Grant app was a considerable amount of work – 7page doc; 10 slide narrated PPT presentation; video; project budget along with a budget narrative
- We were one of 3 schools of hundreds that applied

Tony: Can you talk us through the process of how we can and will decide how to use the funds?

David: We have a budget that was created during the grant proposal creation process; the budget has been created and it's available for your review in Dropbox

## 8. Board Transparency Committee Update

7:45 PM

Thomas Peele: I wanted to congratulate you all for passing the bylaws with ethical stuff in it; we talked a lot about this; I know plenty of other lawyers who are more skilled that I could lean on to do a session; given that you're on the verge of filing these; Hae Sin and I thought I could briefly hit a couple of highlights of them and advice

- Form 700: Given the jurisdictional declaration you made earlier this year – every board member's employment is at play on Schedule A; beyond that, there's some common sense that come out of the FPPC
- You don't have to put home address and phone #; putting a school # and address is all that's necessary here
- Any second properties within the state have to be listed – but your primary properties (where you live) don't have to be listed
- Note that finances change a lot; mutual funds and checking accounts aren't things that need to be disclosed; less than 10% ownership; if you have an investment in a hedge fund that needs to be declared, to do what the governor does, "investments in a variety of interests"; be more specific than the governor; more is better, and if you're comfortable with declaring what the private investments are; that's a very good step away from opaqueness
- The other thing that folks fall into questions about, the gift limit is \$445 in aggregate from any single source, but exclusions exist for family members
- Some of the things that are considered to be tix, these count as gifts technically
  1. Sports tix
  2. Meals if you go to public events
  3. Parking at the airport
- Good government liberal guy, lists an entire list of gifts that blow limits out of the water, but not understanding the rules on limits; read the rules if you can and I think retroactively given the new emphasis on this school; think about the gifts more going forward this year than what may have happened in the past; other than that it's a common sense thing err on the side of disclosure
- We're going to schedule a committee meeting w/the FAC to try to look @ how the bylaws of each body might intersect better to have cohesive responsibilities

## 9. Academic Oversight Committee Update

7:55 PM

Daishi: I will summarize; we meet the day after board meetings; We talked about the role of the instructional leadership team; the ILT is a team consisting of Michael, Gilbert, Jen, Christina, and David; they serve as the decision-making body to inform how decision-making at the school works; they are in the process; we didn't have a chance ... assessments were too recent; and so that's what we're looking forward to tomorrow; so hopefully we'll have more things to share next meeting; I'm happy to have Michelle attend if possible

Daishi: One thing – one of the focus I think for the Ac Oversight is to look longer term; I am interested in looking @ the assessment data; one thing that the committee should do is create a strategy for an academic story for the renewal process; trying to come up with an overarching narrative that we can use that will present our school in the best possible way

David: We've spent our last; staff initial focus was preparing for conferences and report cards; doing work with the teachers getting them the right kinds of reports; we held our first Data Summit, mapping out individual intervention times for students that are flatlining or regressing; part of that could include academic interventions, there's summer school; and we're also ...



developing a retention policy in case the board wants to approve it; the school does not have a retention policy; a lot of the work has been done on the ground, now we're looking @ disaggregated data coming out of the fall/winter cycle

Tony: Three big focus areas for me are - 0) Supporting/working with David to analyze and share-out school-wide assessment data; 1) Honing our Montessori muscle; 2) Preparing for parent/teacher communication about student growth

**10. Board Development Committee Update**

8:05 PM

Tony: Our board retreat is April 18<sup>th</sup>

- LCAP
- Budget
- Long-term fundraising strategy
- Conflict of interest/Brown Act training and discussion
- Culture-building

**11. Adjournment**

8:30 PM

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 PO Box 8452, Emeryville, CA 94662-0452 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 PO Box 8452, Emeryville, CA 94662-0452 or [info@urbanmontessori.org](mailto:info@urbanmontessori.org)