

City Garden Montessori School

Board of Directors Meeting

Date and Time

Tuesday August 19, 2025 at 5:00 PM CDT

This is virtual meeting.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=Rnl0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website (citygardenschool.org/board)

Agenda

| | Purpose | Presenter | Time |
|--|---------|-------------|----------------|
| I. Opening Items | | | 5:00 PM |
| Opening Items | | | |
| A. Call the Meeting to Order | | Jesse Dixon | 2 m |
| B. Record Attendance and Guests | | Sarah Miner | 1 m |
| C. Welcome, Land Acknowledgement, and Board Meeting Agreements | | Jesse Dixon | 3 m |
| Welcome and Land Acknowledgement | | | |
| We, the community of City Garden Montessori, honor the Illiniwek (Eel-Ly-neh-wehk) people, the original protectors of the lands that we now call St. Louis, MO. Let's give a respectful and brief moment of silence. | | | |
| Acknowledge Board Meeting Agreements | | | |

| | Purpose | Presenter | Time |
|------------|--|--------------------------------|----------------|
| | <ul style="list-style-type: none"> • We prioritize and value our relationships with one another. • We come to meetings prepared and stay present. • We use our meeting time responsibly to focus on what matters most. • We say what needs to be said, directly and with care. • We ask questions for clarity and transparency. • We slow down to ensure we're centering our mission and values. • We acknowledge that disagreement is inevitable, but commit to decisions as a team. • We follow through on our commitments to each other and to City Garden. | | |
| D. | Mission Statement | Jesse Dixon | 1 m |
| | <p>City Garden exists to redefine education by developing the whole child in an excellent, inclusive, Montessori school; to reimagine community by creating spaces and systems that help to restore our collective humanity; and to reinvigorate our world by creating a culture in which individuals and communities thrive without disparities or barriers to success.</p> | | |
| E. | Introductions and Public Comment | Discuss Jesse Dixon | 5 m |
| | <ul style="list-style-type: none"> • Public Comment - Each individual will be given three minutes to speak. | | |
| II. | Action Items | | 5:12 PM |
| A. | Approve Minutes from June 2025 Board Meeting | Approve Minutes Jesse Dixon | 3 m |
| B. | Approve May 2025 and June 2025 Financials | Vote Benjamin Huebner | 7 m |
| | <ul style="list-style-type: none"> • The board will review the May 2025 and June 2025 financial statements. | | |
| C. | Approve FY26 Contracts Over \$10,000 | Vote Benjamin Huebner | 5 m |
| | <ul style="list-style-type: none"> • The board will approve the FY26 contracts over \$10,000 | | |
| D. | Approve Alternative Methods of Instruction (AMI) Plan | Vote Christie Huck | 3 m |

| | Purpose | Presenter | Time |
|--|---------|---------------|---------|
| • The Board will review the AMI plan for 2025-26 School Year | | | |
| E. Approve Cell Phone Policy | Vote | Jesse Dixon | 5 m |
| • A Cell Phone Policy restricting use of cell phones and other devices during the school day is mandatory in the State of Missouri, following a legislative change in May, 2025. | | | |
| III. Information Items | | | 5:35 PM |
| A. CEO Report and Strategic Plan Update | FYI | Christie Huck | 10 m |
| B. Board Chair Report | Discuss | Jesse Dixon | 10 m |
| Discuss and review the Board Processes for 2025-26 School Year | | | |
| IV. Final Items | | | 5:55 PM |
| A. Questions and Comments | Discuss | Jesse Dixon | 3 m |
| B. Reading Materials and Links | FYI | | |
| • Link to the 2025-26 City Garden School Calendar | | | |
| V. Upcoming Board/Committee Meetings | | | 5:58 PM |
| A. Board and Committee Meetings | FYI | | |
| Board Meeting Schedule | | | |
| The third Tuesday of every month, except for October 2025, March 2026, and May 2026 | | | |
| Board Business and Community Engagement is the 4th Friday in October 2025 and May 2026 | | | |
| Board Retreats - TBD dates in January and June | | | |
| Committee Meeting Schedule | | | |
| Finance Committee - TBD | | | |

| | Purpose | Presenter | Time |
|-------------------------------------|---------|-----------|------|
| Governance Committee - TBD | | | |
| Whole Child Success Committee - TBD | | | |

VI. Closing Items

| | |
|---------------------------|------|
| A. Adjourn Meeting | Vote |
|---------------------------|------|

Coversheet

Approve Minutes from June 2025 Board Meeting

| | |
|--------------------------|--|
| Section: | II. Action Items |
| Item: | A. Approve Minutes from June 2025 Board Meeting |
| Purpose: | Approve Minutes |
| Submitted by: | |
| Related Material: | Minutes for Board of Directors Meeting on June 4, 2025 |

DRAFT

City Garden Montessori School

Minutes

Board of Directors Meeting

Date and Time

Wednesday June 4, 2025 at 6:30 PM

This is an in-person meeting at 4209 Folsom Ave, St. Louis, MO 63110.

We will be live streaming the meeting via Zoom webinar at this link:

<https://us02web.zoom.us/j/88115198576?pwd=RnI0cWNYaDZsdkdES3o2VE9hQnNMdz09>

The meeting will also be recorded and posted on the City Garden website

(citygardenschool.org/board)

Directors Present

B. Huebner, D. Smith, J. Dixon (remote), M. Howard, S. Deuanepenh, S. Shelton-Dodge (remote)

Directors Absent

K. Shaffer, L. Vowell, N. Johnson, S. Haigler

Guests Present

C. Huck, D. Blank, K. Lohrum, M. Flohr, M. Marshall, S. Miner

I. Opening Items

A. Call the Meeting to Order

S. Deuanepenh called a meeting of the board of directors of City Garden Montessori School to order on Wednesday Jun 4, 2025 at 6:47 PM.

B. Record Attendance and Guests

C.

Recess General Meeting to Convene Closed Session

D. Smith made a motion to Recess General Meeting to Convene Closed Session.
B. Huebner seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| K. Shaffer | Absent |
| N. Johnson | Absent |
| D. Smith | Aye |
| L. Vowell | Absent |
| S. Deuanephenh | Aye |
| S. Shelton-Dodge | Aye |
| J. Dixon | Aye |
| M. Howard | Aye |
| B. Huebner | Aye |
| S. Haigler | Absent |

D. 7:00pm - Resume the General Meeting

General Meeting resumed at 7:23pm

E. Mission Statement

F. Introductions and Public Comment

There is no public comment this month.
Welcome new board members Nicole Johnson and Kyle Shaffer.

II. Action Items

A. Approve Minutes from May 2025 Board Meeting

D. Smith made a motion to approve the minutes from Board of Directors Meeting on 05-07-25.
M. Howard seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

| | |
|------------------|--------|
| S. Deuanephenh | Aye |
| N. Johnson | Absent |
| D. Smith | Aye |
| J. Dixon | Aye |
| K. Shaffer | Absent |
| L. Vowell | Absent |
| S. Shelton-Dodge | Aye |
| M. Howard | Aye |
| S. Haigler | Absent |
| B. Huebner | Aye |

B. Approve April 2025 Financials

M. Howard made a motion to Approve the April 2025 Financials.

B. Huebner seconded the motion.

- Revenue and Expenses are consistent
- David Blank made some updates to the forecast through April 2025
 - We are expecting to be in a surplus of \$278,000 for the year, with a healthy cash balance of 13%
- Attendance are slightly improved since the last meeting, but below the budgeted number
- The forecast is down slightly from the previous forecast due to the following:
 - MOQPK numbers are down because some families we initially thought qualified, do not qualify
 - Some building expenses were higher than expected
 - This number should go down once insurance pays for some of the costs from the flooding

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

C. Approval of Fiscal Year 26 Budget and FY26 Contracts Over \$10,000

D. Smith made a motion to Approve the Fiscal Year 26 Budget and FY26 Contracts Over \$10,000.

B. Huebner seconded the motion.

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

Key Aspects of the 2025-26 Budget

- New Lead Guide Salary Schedule with a pay increase
- Pay increase for Assistant Guides
- Increase in the Retirement Contribution to 14% on 1/1/2026
- Higher enrollment numbers than 2024-25 School Year
- Attendance is budgeted at 93.5%
- Strategic Planning Funding added to the budget for 2025-26
- Philanthropy will balance out due to some restricted funds ending
- Additional big expense of 14% retirement

D. Approval of 2025-26 Board Leadership Slate

D. Smith made a motion to Approve the 2025-26 Board Leadership.

S. Shelton-Dodge seconded the motion.

- Jesse Dixon - Chair
- Mia Howard - Vice Chair
- Ben Huebner - Treasurer

- Laura Vowell - Secretary

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

III. Information Items

A. CEO Report

- Our 13th graduating class graduated 26 8th graders on 5/27
- Several City Garden students performed extremely well at the Science Fair with one student advancing on to the National Competition
- BWorks partnership continued with the 4th grade bike class and the first City Garden Bike Bus in May
- Day of Giving exceeded our goal of \$400,000 with several people donating at the end to get the goal
- The use of the Common app for enrollment has been helpful and successful
 - There was some over enrollment to account for expected attrition
 - We will keep admitting until the end of July with higher grades limiting enrollment first
- New ECEC Principal selection will be announced soon
- Summer School starts on 6/9/25
- Three day leadership retreat for Admin Team in early June
- City Garden Montessori Institute (our Teacher Education Program) starts on 7/7/2025

B. Governance Committee Report

- There is much discussion regarding at what point it makes sense to bring in parents as Board Members, with the requirements below.
 - 2 parent board members at a time
 - specific agreements around personnel and legal
 - additional ongoing support for parent board members throughout term
 - onboarding support and guidance for other board members on how to leverage and honor the voices of parents on a board
 - a more focused meeting will occur in the coming weeks

C. Board Chair Report

Board Retreat on May 31, 2025

- Discussed how to engage the community with lots of thing to review and decide regarding:
 - Strategic Planning
 - Goals for Board and how to achieve them
 - Being Efficient and Effective
 - Inclusivity

- Being available for the community
- Term ending on June 30, 2025
 - Susie Shelton-Dodge
 - Donna Smith
 - Sysco Deuanepenh

IV. Closing Items

A. Adjourn Meeting

D. Smith made a motion to Adjourn the June 2025 Board Meeting.

M. Howard seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,
S. Miner

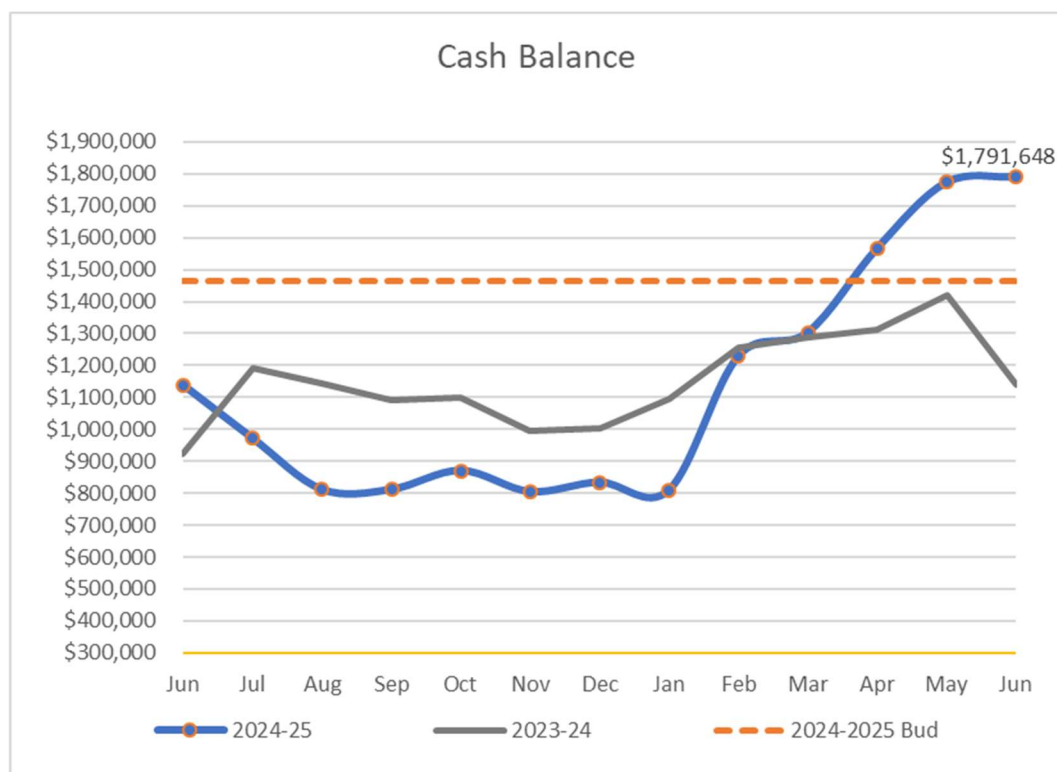
Coversheet

Approve May 2025 and June 2025 Financials

| | |
|--------------------------|--|
| Section: | II. Action Items |
| Item: | B. Approve May 2025 and June 2025 Financials |
| Purpose: | Vote |
| Submitted by: | |
| Related Material: | June 2025 Financials.pdf |

City Garden Montessori School
Notes Accompanying Financial Statements
June 30, 2025

The period ending June 30, 2025 had a cash balance of \$1,791,648. This is an increase of \$17,560 from May 31, 2025, and an increase of \$653,389 from June 30, 2024.



Highlights of Financial Statements and Budget:

Revenue:

- State above budget by \$663.0k due to higher per student amount
Prop C below budget by \$1.5k due to slightly below per student amount.
- Federal above budget by \$119.0K due to:
 - Medicaid Admin billing over \$53.9k perm.
 - Federal Grant over \$147.7K, timing
 - SPED under \$29.1k due to lower Early Childhood SPED
 - Title Funding under \$37.4k, timing (will receive in 25-26)
 - Cares ACT over \$5.1k, perm.
 - FRL under budget by \$21.2k perm due to lower claim counts.
- Philanthropy over budget \$105.3k, timing
 - Restricted over by \$278.9K
 - Annual Fund under by \$173.6k
- Prek Tuition under budget by \$50.3k due to MOQPK grants and conversion of 1 PRK room to a SPED room. City Garden cannot receive tuition for any child who receives the MOQPK grant.

Expenses:

- Salary under budget by \$355.2k due to:
 - 10.5 open positions as of 6/30
 - Offset by

- Stipends to new teachers for Montessori Institute \$5k
 - Timing of Extra Duties pay from prior year not budgeted
 - Timing of Summer School incentive to CG teachers.
- Benefits under budget by \$54.0k due to open positions.
- Purchase Services over budget by \$487.5k
 - Spending for Substitutes over by \$250k due to turnover, perm
 - Professional Development under by \$32.7k
 - Philanthropy over by \$88.9k due to turnover.
 - Business Office over \$35k.
 - Legal Fees over \$24.0k due to personnel matters.
- Supplies under by \$24.9k due to
 - Instruction under by \$6.0k.
 - Admin under by \$16.2k
 - School Support under by \$3.3k
- Occupancy under by \$23.0k.
 - Cleaning over \$21.0k
 - \$9.0K summer perm
 - \$12.0k increased evening cleaning costs perm.
 - Building supplies and utilities under \$23.0k, primarily due to lower electric costs.
 - Property Insurance and taxes under \$33.6k
 - Maintenance over by \$40.2k. \$23k flood related and will NOT be covered by insurance.

| City Garden Montessori School | | | | | | |
|--|------------|-----------|-------------|------------------|----------------|--------------|
| Week ending | | 05/16 | | | | |
| Weekly Enrollment and Attendance | | | | | | |
| | Enrollment | | | Attendance | | |
| | Actual | Budget | Variance | Week Ending 05/1 | YTD Attendance | ADA |
| 1 | 76 | 80 | -4 | 95.84% | 93.67% | 72.84 |
| 2 | 72 | 74 | -2 | 92.22% | 94.07% | 66.40 |
| 3 | 75 | 78 | -3 | 92.53% | 93.75% | 69.40 |
| 4 | 47 | 55 | -8 | 96.60% | 93.54% | 45.40 |
| 5 | 36 | 40 | -4 | 95.00% | 92.14% | 34.20 |
| 6 | 38 | 40 | -2 | 95.26% | 93.02% | 36.20 |
| 7 | 27 | 28 | -1 | 94.07% | 93.32% | 25.40 |
| 8 | 28 | 23 | 5 | 95.00% | 91.99% | 26.60 |
| | | | | | | - |
| PS | 42 | 48 | -6 | 97.14% | 92.31% | 40.80 |
| PK | 58 | 72 | -14 | 95.17% | 91.82% | 55.20 |
| K | 81 | 84 | -3 | 96.79% | 92.42% | 78.40 |
| Total Enrollment | 580 | 622 | -42 | 95.0% | 93.0% | 550.83 |
| Charter | 480 | 502 | -22 | 94.8% | 93.2% | 454.8339 |
| \$ per ADA | | | | | | \$ 12,060 |
| Estimated Charter State Annual Revenue | | | | | | \$ 5,485,297 |
| Budgetd Charter State Annual Revenue | | | | | | \$ 5,660,602 |
| Over/(Short Fall) Total | | | | | | \$ (175,305) |
| RACE | | | | | | |
| Charter | # | % | Preschool | # | % | Whole School |
| A | 5 | 1.0% | A | 2 | 2.0% | A |
| B | 214 | 44.6% | B | 39 | 39.0% | B |
| H | 35 | 7.3% | H | 10 | 10.0% | H |
| I | 1 | 0.2% | I | 0 | 0.0% | I |
| M | 55 | 11.5% | M | 16 | 16.0% | M |
| P | 0 | 0.0% | P | 0 | 0.0% | P |
| W | 170 | 35.4% | W | 33 | 33.0% | W |
| FRL | Free # | Reduced # | Total # | Total % | | |
| Charter | 204 | 35 | 239 | 49.8% | | |
| Preschool | 43 | 10 | 53 | 53.0% | | |
| Whole School | 247 | 45 | 292 | 50.3% | | |
| EAECE | 166 | 28 | 194 | 48.6% | | |
| ECEE | 81 | 17 | 98 | 54.1% | | |
| IEPs | # | % | 504s | # | % | |
| Charter | 66 | 14% | Charter | 18 | 4% | |
| Preschool | 3 | 3% | Preschool | 0 | 0% | |
| Whole School | 69 | 12% | Whole Schoo | 18 | 3% | |

Powered by BoardOnTrack

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Actual and Budget

| Revenue | | | | |
|---------------------------------|----------------------|----------------------|------------------|--------------------|
| Source | Actual June 2024 YTD | Actual June 2025 YTD | Budget 24-25 YTD | Variance to Budget |
| State | \$ 6,208,853 | \$ 7,547,011 | \$ 6,884,040 | \$ 662,971 |
| Federal | 980,074 | 1,125,687 | 1,006,700 | 118,987 |
| Prop C | 552,361 | 726,475 | 728,000 | (1,525) |
| Annual Fund Philanthropy | 826,280 | 789,396 | 962,947 | (173,551) |
| Restricted/Capital Philanthropy | 1,009,490 | 561,860 | 283,010 | 278,850 |
| Preschool Tuition | 570,500 | 494,764 | 545,040 | (50,276) |
| Other | 326,412 | 358,239 | 490,040 | (131,801) |
| Total | \$ 10,473,971 | \$ 11,603,432 | \$ 10,899,777 | \$ 703,655 |

| Expenses | | | | |
|-----------------------|----------------------|----------------------|------------------|--------------------|
| Category | Actual June 2024 YTD | Actual June 2025 YTD | Budget 24-25 YTD | Variance to Budget |
| Salaries | \$ 5,032,529 | \$ 5,324,856 | \$ 5,680,062 | \$ (355,206) |
| Benefits | 1,688,596 | 1,763,641 | 1,817,620 | (53,979) |
| Purchased Services | 1,362,262 | 1,843,410 | 1,355,896 | 487,514 |
| Supplies | 358,237 | 469,540 | 488,547 | (19,007) |
| Occupancy | 1,126,711 | 1,261,250 | 1,238,768 | 22,482 |
| Capital/Debt Services | 671,800 | 609,611 | 606,490 | 3,120 |
| Total | \$ 10,240,136 | \$ 11,272,308 | \$ 11,187,383 | \$ 84,925 |
| Net Income\Loss | \$ 233,835 | \$ 331,124 | \$ (287,606) | \$ 618,729 |

Financial Health Check

| Category | FY 22-23 | FY 23-24 | Actual June 2025 YTD | Budget FY 24-25 |
|------------------------------|------------|--------------|----------------------|-----------------|
| Ending Cash Fund Balance | \$ 924,722 | \$ 1,138,259 | \$ 1,791,648 | \$ 850,654 |
| Cash Days on Hand* | 36 | 39 | 57 | 27 |
| State Reimbursement per WADA | \$ 11,695 | \$ 11,994 | \$ 14,861 | \$ 9,503 |
| Revenue per Student* | \$ 18,610 | \$ 18,152 | \$ 20,006 | \$ 17,524 |
| Cost per Student* | \$ 18,828 | \$ 17,747 | \$ 19,435 | \$ 17,986 |
| Excess/(Deficit) Per Student | \$ (217) | \$ 405 | \$ 571 | \$ (462) |

Accountability Plan

| 202-23 | | | | |
|----------------------------------|----------|---------------|-----------------|--------------|
| Measure | FY 23-24 | YTD June 2025 | Budget FY-24-25 | Measure Met? |
| Debt to Asset Ratio < 0.9 | 0.84 | 0.82 | 0.79 | Yes |
| Enrollment Variance >= 95% | 97.5% | 93.2% | 93.2% | No |
| Fund Balance >= 10% Unrestricted | 11.5% | 16.0% | 13% | Yes |

Annual Trends

| Revenue | | | | |
|---------------------------------|-----------------|-----------------|-------------------|-----------------|
| Source | Actual FY 22-23 | Actual FY 23-24 | Forecast FY 24-25 | Budget FY 24-25 |
| State | \$ 4,356,828 | \$ 6,208,853 | \$ 7,502,174 | \$ 6,884,040 |
| Federal | 1,451,796 | 980,074 | 1,147,004 | 1,006,700 |
| Prop C | 362,005 | 552,361 | 753,000 | 728,000 |
| Annual Fund Philanthropy | 894,363 | 825,930 | 962,947 | 962,947 |
| Restricted/Capital Philanthropy | 940,635 | 1,009,490 | 283,010 | 283,010 |
| Preschool Tuition | 523,155 | 573,039 | 598,240 | 671,240 |
| Other | 478,700 | 324,224 | 304,040 | 363,840 |
| Total Revenue | \$ 9,007,481 | \$ 10,473,971 | \$ 11,550,415 | \$ 10,899,777 |

| Expenses | | | | |
|------------------------------|-----------------|-----------------|-------------------|-----------------|
| Category | Actual FY 22-23 | Actual FY 23-24 | Forecast FY 24-25 | Budget FY 24-25 |
| Salaries | \$ 4,529,155 | \$ 5,032,529 | \$ 5,280,000 | \$ 5,680,062 |
| Benefits | 1,466,319 | 1,702,215 | 1,848,000 | 1,817,620 |
| Purchased Services | 1,106,871 | 1,351,495 | 1,615,896 | 1,355,896 |
| Supplies | 459,109 | 360,212 | 588,547 | 488,547 |
| Occupancy | 957,235 | 1,126,711 | 1,298,768 | 1,238,768 |
| Capital Outlay/Debt Services | 593,962 | 667,818 | 640,490 | 606,490 |
| Total Expenses | \$ 9,112,651 | \$ 10,240,980 | \$ 11,271,700 | \$ 11,187,382 |
| Net Income\Loss | \$ (105,170) | \$ 232,991 | \$ 278,715 | \$ (287,605) |

School Stats

| Category | FY 22-23 | FY 23-24 | 06/30/2025 | FY24-25 Budget |
|--|-------------------|------------------|------------------|----------------|
| Charter School Enrollment | 366 | 450 | 482 | 502 |
| Pre-School Enrollment | 118 | 118 | 98 | 120 |
| Average Daily Attendance - Charter # / % | 336.3540 / 91.95% | 415.0639 / 92.2% | 454.8339 / 93.2% | 469.4 / 93.5% |
| Free & Reduced Lunch Count - Charter | 147 | 223 | 239 | 256 |
| Free & Reduced Lunch % - Charter | 40% | 50% | 50% | 51% |
| Weighted Average Daily Attendance | 379.2683 | 479.0092 | 527.0647 *** | 561.75 |

** Per current Payment

Points to Note-

| |
|--|
| State Funding up due to higher per WADA amount, Fed Funding due to Charter Exp grant timing. |
| Preschool below budget due to MOQPK grants, which show up in State funding. |
| Wages and Benefits below budget due to turnover and open positions |
| Services over due to increased Subs and Flood damage |
| Enrollment below budget Charter by 22, PRk by 20. Attendance below budget by 0.3% |
| Fund Balance above 10% minimum target due to cashflow timing |

City Garden Montessori Charter School

Statement of Financial Position

As of June 30, 2025

| | Total | |
|---|----------------------|-------------------------|
| | As of Jun 30, 2025 | As of Jun 30, 2024 (PY) |
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1000 Cash on Hand | 200 | 200 |
| 1113 Simmons Operating 9865 | 1,435,502 | 580,859 |
| 1115 US Bank 1830 | 1,352 | 1,412 |
| 1118 Simmons-4200 Folsom 9012 | 4,731 | 4,863 |
| 1120 Simmons- MM 8644 | 202,636 | 402,829 |
| 1122 Simmons- Junior High 8636 | 14,603 | 11,296 |
| 1130 USB Blocked Account FBO IFF-3851 | 3,880 | 28,409 |
| 1131 USB Interest Reserve-4222 | 12,431 | 12,738 |
| 1149 Edward Jones Investment 0317 | 116,312 | 100,738 |
| Total Bank Accounts | \$ 1,791,648 | \$ 1,143,342 |
| Other Current Assets | | |
| 1205 Note Receivable | 10,408,800 | 10,408,800 |
| 1215 Due to/From 4209 Folsom Owner | 12,683 | 109,490 |
| 1230 Debt Issuance Costs | 167,759 | 199,359 |
| 1231 Accumulated Amortization-Debt Issuance Costs | (102,313) | (105,568) |
| 1245 Investment in 4209 Folsom Managing Member, LLC | 2,668,639 | 2,693,639 |
| Total Other Current Assets | \$ 13,155,568 | \$ 13,305,719 |
| Total Current Assets | \$ 14,947,216 | \$ 14,449,060 |
| Fixed Assets | | |
| 1511 Fixed Assets- Land | 50,000 | 50,000 |
| 1521 Fixed Assets- Building | 233,487 | 233,487 |
| 1531 Leasehold Improvements | 475,268 | 475,268 |
| 1539 Accum. Depreciation- Leasehold Improvments | (304,412) | (254,985) |
| Total Fixed Assets | \$ 454,343 | \$ 503,769 |
| TOTAL ASSETS | \$ 15,401,559 | \$ 14,952,829 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Credit Cards | | |
| 2150 CreditOne Card | 0 | 0 |
| 2152 School Credit Card | 189 | 365 |
| 2155 Ramp Card | 1,902 | (365) |
| Total Credit Cards | \$ 2,092 | \$ 0 |
| Other Current Liabilities | | |

City Garden Montessori Charter School

Statement of Financial Position

As of June 30, 2025

| | Total | |
|---|----------------------|-------------------------|
| | As of Jun 30, 2025 | As of Jun 30, 2024 (PY) |
| 2200 Payroll Clearing | 0 | 3,506 |
| 2242 Accrued Rent Payable | (0) | (0) |
| Total Other Current Liabilities | \$ (0) | \$ 3,506 |
| Total Current Liabilities | \$ 2,092 | \$ 3,506 |
| Long-Term Liabilities | | |
| 2130 Note Payable-IFF Source Loan | 7,160,853 | 7,160,853 |
| 2131 Note Payable-Catalytic Holdings-Fed Bridge | 0 | 1,057,620 |
| 2132 Note Payable-4209 Folsom Mngng Mbr-State Source Loan | 2,136,418 | 2,136,418 |
| 2133 Note Payable 4209 Prime Tenant- Fed Source Loan | 1,483,302 | 306,662 |
| 2134 Note Payable-IFF Close-Out Loan | 1,875,000 | 1,875,000 |
| Total Long-Term Liabilities | \$ 12,655,573 | \$ 12,536,553 |
| Total Liabilities | \$ 12,657,664 | \$ 12,540,059 |
| Equity | | |
| 3111 Fund Balance | 1,355,139 | 1,067,506 |
| 3119 Fund Balance- 4209 Project | 1,057,631 | 1,057,631 |
| Net Revenue | 331,124 | 287,633 |
| Total Equity | \$ 2,743,895 | \$ 2,412,771 |
| TOTAL LIABILITIES AND EQUITY | \$ 15,401,559 | \$ 14,952,829 |

Friday, Jul 25, 2025 03:29:05 PM GMT-7 - Cash Basis

City Garden Montessori

Revenue -Actual vs. Budget

2023-2024

06/30/2025

| | | | | YTD | | | Notes |
|---------------------------------|------------------|----------------|-----------------|-------------------|-------------------|-----------------|-------------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| Prop C | 36,149 | 60,667 | (24,518) | 726,475 | 728,000 | (1,525) | Higher per pupil amount |
| Interest | (17,154) | 8,667 | (25,821) | 79,224 | 104,000 | (24,776) | |
| Student Food Sales | 2,046 | - | 2,046 | 43,239 | 52,000 | (8,761) | |
| Student Activity - JRH | - | 1,100 | (1,100) | 4,940 | 13,300 | (8,360) | |
| Student Activity-Club/Athletics | - | 14,103 | (14,103) | 2,790 | 19,500 | (16,710) | |
| Student Activity-Field Trips | 60 | - | 60 | 3,245 | 24,800 | (21,555) | Likely perm. |
| Facility Rental | - | - | - | - | - | - | |
| Donations | 449,783 | 228,947 | 220,836 | 789,396 | 962,947 | (173,551) | Timing |
| Donations-Restricted Capacity | - | - | - | 561,860 | 283,010 | 278,850 | |
| Preschool Tuition | 16,876 | (59,960) | 76,836 | 494,764 | 545,040 | (50,276) | Lower Enrollment |
| After Care Tuition | 6,331 | 9,190 | (2,859) | 115,936 | 91,900 | 24,036 | |
| Before Care Tuition | 1,886 | 4,880 | (2,995) | 29,224 | 34,300 | (5,076) | |
| Institute Tuition | - | 300 | (300) | - | 15,300 | (15,300) | |
| Other | 1,185 | 11,245 | (10,060) | 79,642 | 134,940 | (55,298) | |
| Total Local Revenue | 497,160 | 279,139 | 218,021 | 2,930,734 | 3,009,037 | (78,303) | |
| State Basic Formula/CTF | 599,750 | 563,670 | 36,080 | 7,547,011 | 6,884,040 | 662,971 | Higher Per Pupil Amount |
| Medicaid Admin Billing | - | 37,100 | (37,100) | 122,492 | 68,600 | 53,892 | Timing |
| CARES Act | - | - | - | 5,099 | - | 5,099 | |
| Preschool Expansion Grant | - | - | - | - | - | - | |
| Federal Grant | - | 17,762 | (17,762) | 437,689 | 290,000 | 147,689 | Timing |
| Special Ed Part B | 15,150 | - | 15,150 | 174,555 | 141,800 | 32,755 | Timing |
| Special Ed Early Childhood | 5,335 | 8,750 | (3,415) | 8,160 | 70,000 | (61,840) | Timing |
| Lunch Program | 18,799 | 8,400 | 10,399 | 140,233 | 154,000 | (13,767) | Timing |
| Breakfast Program | 3,477 | (400) | 3,877 | 25,582 | 34,000 | (8,418) | Timing |
| Snack Program | 1,260 | 233 | 1,027 | 14,947 | 14,000 | 947 | Timing |
| Other Federal | - | - | - | - | - | - | |
| Consolidated Federal Funds | - | 58,950 | (58,950) | 196,930 | 234,300 | (37,370) | Timing |
| Federal Revenue | 44,022 | 130,795 | (86,773) | 1,125,687 | 1,006,700 | 118,987 | |
| Total Revenue | 1,140,932 | 973,604 | 167,328 | 11,603,432 | 10,899,777 | 703,655 | |

City Garden Montessori School

Wage and FTE Summary

06/30/2025

| | 2024-2025 | | 2024-2025 | | Variance | |
|---------------------------|---------------------|-------------|---------------------|--------------|-------------------------|---------------|
| | Actual | | Budget | | Over/(Under) Bud | |
| | Wages | FTE | Wages | FTE | Wages | FTE |
| Lead Guide | \$ 1,157,283 | 21.0 | \$ 1,294,420 | 24.0 | \$ (137,137) | (3.0) |
| Assistant Guide | 746,525 | 21.3 | 805,479 | 24.0 | (58,955) | (2.8) |
| Other Instruction | 330,125 | 8.0 | 342,973 | 7.5 | (12,848) | 0.5 |
| School Support | 474,912 | 11.4 | 480,798 | 12.5 | (5,887) | (1.1) |
| SPED Instruction | 311,521 | 5.2 | 305,302 | 6.0 | 6,219 | (0.8) |
| SPED Support | 214,365 | 6.0 | 219,679 | 7.0 | (5,314) | (1.0) |
| Instruction | \$ 2,708,844 | 61.7 | \$ 2,923,670 | 68.0 | \$ (214,826) | (6.3) |
| Before/After Care | \$ 35,657 | 0.9 | \$ 53,492 | 1.8 | \$ (17,836) | (0.9) |
| Network Admin | \$ 1,035,519 | 13.0 | \$ 1,128,150 | 13.3 | \$ (92,632) | (0.3) |
| School Admin | \$ 852,095 | 11.3 | \$ 857,743 | 12.3 | \$ (5,648) | (1.1) |
| Summer School | \$ 166,854 | - | \$ 192,025 | - | \$ (25,170) | - |
| Total Wages | \$ 5,324,856 | 98.0 | \$ 5,680,062 | 108.4 | \$ (355,207) | (10.5) |
| Benefits | 1,763,641 | | 1,817,620 | | \$ (53,979) | |
| Wages and Benefits | \$ 7,088,497 | | \$ 7,497,682 | | \$ (409,185) | |

City Garden Montessori School

Services- Actual vs. Budget

06/30/2025

Cost Center

Instruction

Elementary Instructioin

JH Instruction

Preschool Instruction

Summer School

SPED

Reading and other Instruction

Subtotal- Instruction**Student and Family Support**

Principal

Student Support

Nurse

Parental Support

Before/Aftercare

Student Activities and Athletics

Transportation

Food

Subtotal- Student and Family Sup.**Admin and Other**

Professional Development

Technology

Executive Admin

Business Office

Philanthropy

Institute

Subtotal- Admin and Other**Subtotal- Before Building****Building****Total**

| Totals | | | Elementary and Adolescent Education Center | | | Early Childhood Education Center | | | 4202 Folsom and unallocated | | |
|--------------|--------------|-------------|--|--------------|-------------|----------------------------------|------------|-------------|-----------------------------|------------|-------------|
| Actual | Budget | Variance | Actual | Budget | Variance | Actual | Budget | Variance | Actual | Budget | Variance |
| 250,234.66 | 72,559.02 | 177,675.64 | 150,865.24 | 55,825.49 | 95,039.76 | 99,369.42 | 16,733.53 | 82,635.89 | - | - | - |
| 78,019.40 | 5,407.50 | 72,611.90 | 78,019.40 | 5,407.50 | 72,611.90 | - | - | - | - | - | - |
| - | 9,949.80 | (9,949.80) | - | - | - | - | 9,949.80 | (9,949.80) | - | - | - |
| 9,538.20 | 9,841.65 | (303.45) | 7,273.12 | 6,597.15 | 675.97 | 2,265.08 | 3,244.50 | (979.42) | - | - | - |
| 158,286.15 | 165,677.00 | (7,390.85) | 113,220.85 | 124,065.00 | (10,844.15) | 45,065.30 | 41,612.00 | 3,453.30 | - | - | - |
| (990.00) | 216.30 | (1,206.30) | (990.00) | 216.30 | (1,206.30) | - | - | - | - | - | - |
| 495,088.41 | 263,651.27 | 231,437.14 | 348,388.61 | 192,111.44 | 156,277.18 | 146,699.80 | 71,539.83 | 75,159.97 | - | - | - |
| 1,204.59 | 29,579.03 | (28,374.44) | 1,139.59 | 23,090.03 | (21,950.44) | 65.00 | 6,489.00 | (6,424.00) | - | - | - |
| 150,308.77 | 123,078.31 | 27,230.47 | 117,777.83 | 110,035.93 | 7,741.90 | 32,500.94 | 13,042.38 | 19,458.57 | 30.00 | - | 30.00 |
| 75,000.00 | 64,499.78 | 10,500.22 | 60,000.00 | 41,205.20 | 18,794.80 | 15,000.00 | 23,294.58 | (8,294.58) | - | - | - |
| 228.95 | 8,034.00 | (7,805.05) | 228.95 | 2,935.50 | (2,706.55) | - | 5,098.50 | (5,098.50) | - | - | - |
| 150.00 | 2,080.60 | (1,930.60) | 150.00 | 1,040.30 | (890.30) | - | 1,040.30 | (1,040.30) | - | - | - |
| 13,890.00 | 10,815.00 | 3,075.00 | 12,025.00 | 10,815.00 | 1,210.00 | 40.00 | - | 40.00 | 1,825.00 | - | 1,825.00 |
| - | 35,698.04 | (35,698.04) | - | 27,320.54 | (27,320.54) | - | 8,377.50 | (8,377.50) | - | - | - |
| 242,054.94 | 226,577.35 | 15,477.59 | 162,337.48 | 134,655.00 | 27,682.48 | 79,717.46 | 91,922.35 | (12,204.89) | - | - | - |
| 482,837.25 | 500,362.11 | (17,524.86) | 353,658.85 | 351,097.50 | 2,561.35 | 127,323.40 | 149,264.61 | (21,941.21) | 1,855.00 | - | 1,855.00 |
| 146,660.68 | 170,607.00 | (23,946.32) | 64,752.34 | 152,527.92 | (87,775.58) | 4,309.86 | 18,079.08 | (13,769.22) | 77,598.48 | - | 77,598.48 |
| 86,091.98 | 86,520.00 | (428.02) | 47,083.00 | 58,401.00 | (11,318.00) | 36,935.00 | 28,119.00 | 8,816.00 | 2,073.98 | - | 2,073.98 |
| 346,329.84 | 163,771.87 | 182,557.97 | 25,607.26 | - | 25,607.26 | 3,886.50 | - | 3,886.50 | 316,836.08 | 163,771.87 | 153,064.21 |
| 101,507.13 | 66,217.00 | 35,290.13 | 2,870.50 | - | 2,870.50 | - | - | - | 98,636.63 | 66,217.00 | 32,419.63 |
| 138,669.24 | 49,764.50 | 88,904.74 | 3,022.50 | - | 3,022.50 | - | - | - | 135,646.74 | 49,764.50 | 85,882.24 |
| 46,225.62 | 55,002.00 | (8,776.38) | 28,360.21 | - | 28,360.21 | - | - | - | 17,865.41 | 55,002.00 | (37,136.59) |
| 865,484.49 | 591,882.36 | 273,602.13 | 171,695.81 | 210,928.92 | (39,233.11) | 45,131.36 | 46,198.08 | (1,066.72) | 648,657.32 | 334,755.36 | 313,901.96 |
| 1,843,410.15 | 1,355,895.74 | 487,514.41 | 873,743.27 | 754,137.86 | 119,605.41 | 319,154.56 | 267,002.52 | 52,152.04 | 650,512.32 | 334,755.36 | 315,756.96 |
| 1,067,393.21 | 1,021,866.86 | 45,526.35 | 551,068.81 | 511,116.56 | 39,952.25 | 460,980.97 | 484,563.58 | (23,582.61) | 55,343.43 | 26,186.72 | 29,156.71 |
| 2,910,803.36 | 2,377,762.60 | 533,040.76 | 1,424,812.08 | 1,265,254.42 | 279,163.08 | 780,135.53 | 751,566.10 | 80,721.47 | 705,855.75 | 360,942.08 | 660,670.62 |

City Garden Montessori School

Supplies- Actual vs. Budget

06/30/2025

Cost Center

Instruction

Elementary Instruction

JH Instruction

Preschool Instruction

Summer School

SPED

Reading and other Instruction

Subtotal- Instruction

Student and Family Support

Principal

Student Support

Nurse

Parental Support

Before/Aftercare

Student Activities and Athletics

Transportation

Food

Subtotal- Student and Family Sup.

Admin and Other

Professional Development

Technology

Executive Admin

Business Office

Philanthropy

Institute

Subtotal- Admin and Other

Subtotal- Before Building

Building

Total

| | Totals | | | Elementary and Adolescent Education Center | | | Early Childhood Education Center | | | 4202 Folsom and unallocated | | |
|-----------------------------------|------------|------------|-------------|--|------------|-------------|----------------------------------|------------|-------------|-----------------------------|------------|-------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | Actual | Budget | Variance | Actual | Budget | Variance |
| Elementary Instruction | 270,019.10 | 319,719.42 | (49,700.32) | 244,442.16 | 308,595.42 | (64,153.26) | 21,604.32 | 11,124.00 | 10,480.32 | 3,972.62 | - | 3,972.62 |
| JH Instruction | 10,325.00 | 2,595.60 | 7,729.40 | 9,846.37 | 2,595.60 | 7,250.77 | 478.63 | - | 478.63 | - | - | - |
| Preschool Instruction | 4,469.16 | 4,025.96 | 443.20 | - | - | - | 4,469.16 | 4,025.96 | 443.20 | - | - | - |
| Summer School | 6,955.39 | - | 6,955.39 | 4,824.16 | - | 4,824.16 | 2,119.38 | - | 2,119.38 | 11.85 | - | 11.85 |
| SPED | 13,198.21 | 1,915.80 | 11,282.41 | 10,639.94 | 1,266.90 | 9,373.04 | 2,558.27 | 648.90 | 1,909.37 | - | - | - |
| Reading and other Instruction | 500.00 | 1,297.80 | (797.80) | 500.00 | 1,297.80 | (797.80) | - | - | - | - | - | - |
| Subtotal- Instruction | 305,466.86 | 329,554.58 | (24,087.72) | 270,252.63 | 313,755.72 | (43,503.09) | 31,229.76 | 15,798.86 | 15,430.90 | 3,984.47 | - | 3,984.47 |
| Student and Family Support | | | | | | | | | | | | |
| Principal | 40,058.49 | 21,413.70 | 18,644.79 | 23,741.66 | 12,978.00 | 10,763.66 | 15,959.31 | 8,435.70 | 7,523.61 | 357.52 | - | 357.52 |
| Student Support | 9,619.83 | 540.75 | 9,079.08 | 3,353.13 | 540.75 | 2,812.38 | 1,566.70 | - | 1,566.70 | 4,700.00 | - | 4,700.00 |
| Nurse | - | 1,583.63 | (1,583.63) | - | 1,055.75 | (1,055.75) | - | 527.88 | (527.88) | - | - | - |
| Parental Support | 9,903.21 | 8,349.18 | 1,554.03 | 6,555.72 | 5,310.68 | 1,245.04 | 3,347.49 | 3,038.50 | 308.99 | - | - | - |
| Before/Aftercare | 2,892.92 | 1,071.20 | 1,821.72 | 760.17 | 540.75 | 219.42 | 2,132.75 | 530.45 | 1,602.30 | - | - | - |
| Student Activities and Athletics | 7,446.59 | 10,969.50 | (3,522.91) | 7,446.59 | 10,969.50 | (3,522.91) | - | - | - | - | - | - |
| Transportation | - | - | - | - | - | - | - | - | - | - | - | - |
| Food | 6,823.83 | 17,510.00 | (10,686.17) | 4,777.57 | 13,088.31 | (8,310.74) | 2,046.26 | 4,421.69 | (2,375.43) | - | - | - |
| Subtotal- Student and Family Sup. | 76,744.87 | 61,437.96 | 15,306.92 | 46,634.84 | 44,483.74 | 2,151.10 | 25,052.51 | 16,954.21 | 8,098.30 | 5,057.52 | - | 5,057.52 |
| Admin and Other | | | | | | | | | | | | |
| Professional Development | 8,906.51 | 216.30 | 8,690.21 | 3,138.17 | 131.94 | 3,006.23 | 1,339.45 | 84.36 | 1,255.09 | 4,428.89 | - | 4,428.89 |
| Technology | 3,017.96 | 31,930.00 | (28,912.04) | 3,017.96 | - | 3,017.96 | - | - | - | - | 31,930.00 | (31,930.00) |
| Executive Admin | 36,613.68 | 25,716.99 | 10,896.69 | 2,970.32 | - | 2,970.32 | 6.16 | - | 6.16 | 33,637.20 | 25,716.99 | 7,920.21 |
| Business Office | 1,598.01 | 540.75 | 1,057.26 | - | - | - | - | - | - | 1,598.01 | 540.75 | 1,057.26 |
| Philanthropy | 22,405.19 | 23,793.00 | (1,387.81) | 80.67 | - | 80.67 | 765.77 | - | 765.77 | 21,558.75 | 23,793.00 | (2,234.25) |
| Institute | 8,848.76 | 15,357.30 | (6,508.54) | 130.60 | - | 130.60 | - | - | - | 8,718.16 | 15,357.30 | (6,639.14) |
| Subtotal- Admin and Other | 81,390.11 | 97,554.34 | (16,164.23) | 9,337.72 | 131.94 | 9,205.78 | 2,111.38 | 84.36 | 2,027.02 | 69,941.01 | 97,338.04 | (27,397.03) |
| Subtotal- Before Building | 463,601.84 | 488,546.87 | (24,945.03) | 326,225.19 | 358,371.41 | (32,146.22) | 58,393.65 | 32,837.43 | 25,556.22 | 78,983.00 | 97,338.04 | (18,355.04) |
| Building | 193,856.85 | 216,900.74 | (23,043.89) | 127,504.02 | 130,842.80 | (3,338.78) | 58,876.70 | 77,948.96 | (19,072.26) | 7,476.13 | 8,108.98 | (632.85) |
| Total | 657,458.69 | 705,447.61 | (47,988.92) | 453,729.21 | 489,214.20 | (35,484.99) | 117,270.35 | 110,786.39 | 6,483.96 | 86,459.13 | 105,447.02 | (18,987.89) |

City Garden Montessori School

Facilities- Actual vs. Budget

06/30/2025

Supplies

| | Totals | | | Elementary and Adolescent Education Center | | | Early Childhood Education Center | | | 4202 Folsom and unallocated | | |
|---|---------------------|---------------------|--------------------|---|---------------------|-------------------|---|-------------------|--------------------|------------------------------------|------------------|--------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance | Actual | Budget | Variance | Actual | Budget | Variance |
| Building Supplies | 78,201.55 | 75,694.29 | 2,507.26 | 56,206.37 | 40,919.84 | 15,286.53 | 21,515.87 | 32,203.57 | (10,687.70) | 479.31 | 2,570.88 | (2,091.57) |
| Electric | 102,951.94 | 130,048.67 | (27,096.73) | 68,069.20 | 86,750.56 | (18,681.36) | 30,213.22 | 39,977.39 | (9,764.17) | 4,669.52 | 3,320.72 | 1,348.80 |
| Natural Gas | 12,703.36 | 11,157.78 | 1,545.58 | 3,228.45 | 3,172.40 | 56.05 | 7,147.61 | 5,768.00 | 1,379.61 | 2,327.30 | 2,217.38 | 109.92 |
| Subtotal- Supplies | 193,856.85 | 216,900.74 | (23,043.89) | 127,504.02 | 130,842.80 | (3,338.78) | 58,876.70 | 77,948.96 | (19,072.26) | 7,476.13 | 8,108.98 | (632.85) |
| | | | | | | | | | | | | |
| Rent and Services | | | | | | | | | | | | |
| Rent | 673,789.97 | 657,801.00 | 15,988.97 | 323,990.50 | 323,500.00 | 490.50 | 349,799.47 | 334,301.00 | 15,498.47 | - | - | - |
| Cleaning Services | 147,718.00 | 126,731.20 | 20,986.80 | 97,956.00 | 85,490.00 | 12,466.00 | 29,910.00 | 36,956.40 | (7,046.40) | 19,852.00 | 4,284.80 | 15,567.20 |
| Maintenance | 113,594.63 | 73,376.58 | 40,218.05 | 69,986.79 | 38,728.00 | 31,258.79 | 29,824.67 | 31,434.98 | (1,610.31) | 13,783.17 | 3,213.60 | 10,569.57 |
| Trash | 17,986.65 | 14,032.72 | 3,953.93 | 9,471.92 | 5,891.60 | 3,580.32 | 7,162.73 | 7,069.92 | 92.81 | 1,352.00 | 1,071.20 | 280.80 |
| Other Property Services | 44,784.11 | 27,420.04 | 17,364.07 | 26,906.36 | 15,688.96 | 11,217.40 | 10,147.18 | 7,446.28 | 2,700.90 | 7,730.57 | 4,284.80 | 3,445.77 |
| Property Insurance | 28,154.55 | 73,411.40 | (45,256.85) | 10,331.94 | 36,462.00 | (26,130.06) | 17,278.84 | 30,687.00 | (13,408.16) | 543.77 | 6,262.40 | (5,718.63) |
| Communications | 34,344.31 | 22,701.20 | 11,643.11 | 12,054.80 | 5,356.00 | 6,698.80 | 10,207.59 | 10,918.00 | (710.41) | 12,081.92 | 6,427.20 | 5,654.72 |
| Property Taxes | 7,020.99 | 26,392.72 | (19,371.73) | 370.50 | - | 370.50 | 6,650.49 | 25,750.00 | (19,099.51) | - | 642.72 | (642.72) |
| Subtotal- Rent and Services | 1,067,393.21 | 1,021,866.86 | 45,526.35 | 551,068.81 | 511,116.56 | 39,952.25 | 460,980.97 | 484,563.58 | (23,582.61) | 55,343.43 | 26,186.72 | 29,156.71 |
| | | | | | | | | | | | | |
| Capitla and Debt Service | | | | | | | | | | | | |
| Capital Spending | - | - | - | - | - | - | - | - | - | - | - | - |
| Interest- Cash | 531,840.01 | 525,290.22 | 6,549.79 | 531,840.01 | 525,290.22 | 6,549.79 | - | - | - | - | - | - |
| Interest- Amortization of Debt Cost | 28,344.12 | 31,200.00 | (2,855.88) | 28,344.12 | 31,200.00 | (2,855.88) | - | - | - | - | - | - |
| Depreciation | 49,426.56 | 50,000.00 | (573.44) | - | - | - | 41,643.60 | 10,000.00 | 31,643.60 | 7,782.96 | 40,000.00 | (32,217.04) |
| Subtotal- Captial and Debt Service | 609,610.69 | 606,490.22 | 3,120.47 | 560,184.13 | 556,490.22 | 3,693.91 | 41,643.60 | 10,000.00 | 31,643.60 | 7,782.96 | 40,000.00 | (32,217.04) |
| | | | | | | | | | | | | |
| Total | 1,870,860.75 | 1,845,257.82 | 25,602.93 | 1,238,756.96 | 1,198,449.58 | 40,307.38 | 561,501.27 | 572,512.54 | (11,011.27) | 70,602.52 | 74,295.70 | (3,693.18) |

City Garden Montessori Charter School

Statement of Activity

June 2025

| | Total | |
|---|----------------------|---------------------------|
| | Jun 2025 | Jul 2024 - Jun 2025 (YTD) |
| Revenue | | |
| 5100001 Local Revenue | | |
| 5113001 Prop C,Local | 36,148.59 | 726,475.47 |
| 5141001 Interest,Local | 194.19 | 1,157.93 |
| 5141901 Interest-4209 Project,Local | -17,348.00 | 78,066.00 |
| 5179A01 Activity Fee- Athletics | | 2,440.00 |
| 5180001 Tuition-Pre K, Before/After Care | 1,608.70 | 1,608.70 |
| 5181011 After School Care,Local | 6,330.70 | 115,936.45 |
| 5181021 Before School Care,Local | 1,885.50 | 29,223.52 |
| 5182P01 Preschool Tuition,Local | 10,506.35 | 411,302.69 |
| 5182P21 Preschool Tuition- Deposit,Local | 5,100.28 | 76,912.08 |
| Total 5180001 Tuition-Pre K, Before/After Care | \$ 25,431.53 | \$ 634,983.44 |
| 5192011 Donations,Local Annual Fund | 449,782.67 | 789,395.82 |
| 5192901 Donations-Restricted,Local | | 561,860.00 |
| 5198901 Other Income-Local | 993.01 | 14,019.17 |
| 5151001 Student Food Sales,Local | 2,045.60 | 43,238.85 |
| 5179001 Activity Fees ,Local | 60.00 | 3,245.00 |
| 5179J01 Student Activity - JRH,Local | | 4,940.09 |
| 5198001 Other,Local | 301.78 | 65,308.28 |
| 5198091 Misc Rev-Returned Check,Local | -110.00 | 314.20 |
| Total 5198901 Other Income-Local | \$ 3,290.39 | \$ 131,065.59 |
| 5198A01 Other Athletic Revenue | | 350.00 |
| Total 5100001 Local Revenue | \$ 497,499.37 | \$ 2,925,794.25 |
| 5300003 State Revenue | | |
| 5311003 Basic Formula,State | 612,848.00 | 7,125,316.00 |
| 5314003 ECSE- STATE | 7,045.98 | 78,011.52 |
| 5319003 Classroom Trust,State | 25,165.17 | 276,837.34 |
| 5333003 State Foodservice Revenue,State | | 1,537.23 |
| 5338003 MOQPK- Preschool State Funding | -55,308.70 | 55,308.70 |
| 5397003 Charter School Closure Refund- State | 10,000.00 | 10,000.00 |
| Total 5300003 State Revenue | \$ 599,750.45 | \$ 7,547,010.79 |
| 5400004 Federal Revenue | | |
| 5412004 Medicaid Revenue,Federal | | 122,491.75 |
| 5422004 ARP ESSER III | | 3,299.78 |
| 5441004 Part B SPED,Federal | 15,149.75 | 174,555.00 |
| 5442004 ECSE-Federal (619) | 5,335.00 | 8,160.00 |
| 5445004 Lunch Program,Fed | 18,799.42 | 140,232.57 |
| 5446004 Breakfast Program,Federal | 3,477.22 | 25,582.00 |
| 5448004 Snack Program,Federal | 1,260.13 | 14,947.29 |
| 5451004 Title I - Revenue,Federal | | 166,428.71 |
| 5461004 Title IV Revenue,Federal | | 11,265.81 |
| 5465004 Title II - Revenue, Federal | | 19,235.83 |
| 5468004 ARP-HCY II | | 1,799.00 |
| 5497014 Federal Charter School Expansion | | 437,688.90 |
| Total 5400004 Federal Revenue | \$ 44,021.52 | \$ 1,125,686.64 |

City Garden Montessori Charter School

Statement of Activity

June 2025

| | Total | |
|---|------------------------|---------------------------|
| | Jun 2025 | Jul 2024 - Jun 2025 (YTD) |
| Unapplied Cash Payment Revenue | -339.50 | 4,940.07 |
| Total Revenue | \$ 1,140,931.84 | \$ 11,603,431.75 |
| Gross Profit | \$ 1,140,931.84 | \$ 11,603,431.75 |
| Expenditures | | |
| 6100000 Salaries | | |
| 6110000 Certified Salaries | | |
| 6111001 FT Cert Salaries,Local | 15,191.55 | 158,114.78 |
| 6111003 Full-Time Certified Salaries,State | 170,608.55 | 2,061,596.64 |
| 6121003 Part-Time Certified Salaries,State | 31,987.90 | 65,950.77 |
| Total 6110000 Certified Salaries | \$ 217,788.00 | \$ 2,285,662.19 |
| 6150000 Classified Salaries | | |
| 6151001 Classified Salaries,Local | 37,563.18 | 410,333.02 |
| 6151003 Full-Time Classified Salaries,State | 214,585.96 | 2,242,286.95 |
| 6161001 Part-time Classified Salaries,Local | 1,625.55 | 31,240.36 |
| 6161003 Part-time Classified Salaries,State | 55,462.33 | 355,333.51 |
| Total 6150000 Classified Salaries | \$ 309,237.02 | \$ 3,039,193.84 |
| Total 6100000 Salaries | \$ 527,025.02 | \$ 5,324,856.03 |
| 6200000 Employee Benefits | | |
| 6211003 Teachers' Retirement,State | 22,894.15 | 299,137.85 |
| 6221001 Employee Benefits;Non Teaher Retirment, Local | 4,344.49 | 55,244.42 |
| 6221003 Non-Teacher Retirement,State | 25,659.85 | 309,728.20 |
| 6231001 Social Security,Local | 3,486.44 | 39,659.07 |
| 6231003 Social Security,State | 28,902.86 | 288,168.84 |
| 6232001 Medicare,Local | 266.73 | 6,106.25 |
| 6232003 Medicare, State | 3,831.54 | 66,535.81 |
| 6241001 Employee Insurance,Local | 7,791.99 | 78,460.32 |
| 6241003 Employee Insurance,State | 73,363.58 | 622,367.84 |
| 6241103 Employee Insurance-ded. Reimb Plan,State | 283.50 | 847.00 |
| 6241T03 Employee Insurance- Term Empl,State | 40,708.20 | -31,500.33 |
| 6261003 Workers' Compensation,State | 4,406.00 | 26,296.67 |
| 6271003 Unemployment Compensation,State | | 2,589.10 |
| Total 6200000 Employee Benefits | \$ 215,939.33 | \$ 1,763,641.04 |
| 6300000 Purchased Services | | |
| 6300B00 Purchase Service- Facilities | | |
| 6331003 Cleaning Services-State | 10,700.00 | 147,718.00 |
| 6332003 Repairs & Maintenance,State | 3,998.00 | 168,916.66 |
| 6332B23 HVAC Maintenance,State | | -73,433.06 |
| 6332B33 Other Repairs & Maintenance,State | | 8,834.75 |
| Total 6332003 Repairs & Maintenance,State | \$ 3,998.00 | \$ 104,318.35 |
| 6332B13 Building Maintenance,State | 225.00 | 9,276.28 |
| 6333003 Rent-Buildling,State | 12,587.73 | 673,789.97 |
| 6339003 Other Property Services,State | 674.01 | 7,081.96 |
| 6334003 Rental Equipment,State | 1,571.05 | 16,565.05 |
| 6336003 Trash Removal,State | 1,635.87 | 18,410.15 |
| 6339B13 Extermination,State | 2,372.44 | 5,173.24 |

City Garden Montessori Charter School

Statement of Activity

June 2025

| | Total | |
|---|----------------------|---------------------------|
| | Jun 2025 | Jul 2024 - Jun 2025 (YTD) |
| 6339B23 Security,State | 769.00 | 8,302.00 |
| 6339B33 Snow Removal,State | 570.40 | 13,381.98 |
| 6339B43 Water/Sewer | 1,389.91 | 10,844.93 |
| Total 6339003 Other Property Services,State | \$ 8,982.68 | \$ 79,759.31 |
| 6351003 Property Insurance,State | | 28,154.55 |
| Total 6300B00 Purchase Service- Facilities | \$ 36,493.41 | \$ 1,043,016.46 |
| 6300D00 Purchase Services- Development | | |
| 6319D11 Other Development Consulting/Design | | 1,805.99 |
| 6319D21 Development Consulting | 5,328.75 | 36,321.95 |
| 6319D41 Website/Online Resources | 196.95 | 1,412.95 |
| 6395001 Special Events,Local | 800.00 | 16,435.21 |
| 6395DB1 Block Party | 1,190.00 | 6,310.50 |
| 6395DG1 Bloomarang, CC fees | 285.62 | 10,750.80 |
| 6395DM1 Direct Mail | | 3,811.50 |
| Total 6395001 Special Events,Local | \$ 2,275.62 | \$ 37,308.01 |
| Total 6300D00 Purchase Services- Development | \$ 7,801.32 | \$ 76,848.90 |
| 6300I00 Purchase Services- Instruction | | |
| 6311-31 Purchased Services-SPED State | | 27,581.67 |
| 6311003 Professional Services,State | 2,693.90 | 85,619.40 |
| 6311004 Purchased Services,Federal | 141,859.05 | 141,859.05 |
| 6311I33 Online Learning Subscriptions,State | | 2,032.88 |
| 6311I43 NWEA/iReady Assesment,State | | 397.80 |
| 6311I53 Substitutes,State | 67,675.98 | 235,454.97 |
| 6311I63 Summer School-State | 4,688.04 | 4,688.04 |
| 6311IE4 Tutoring-ESSER III, Federal | | -990.00 |
| 6319I13 Student Information System | | 22,743.50 |
| 6343001 Travel,Local | 1,496.37 | 35,554.60 |
| Total 6300I00 Purchase Services- Instruction | \$ 218,413.34 | \$ 554,941.91 |
| 6300S00 Prof. Services- Support | | |
| 6319S13 Student Information Systems | 1,055.48 | 27,160.73 |
| 6319S23 Email/Website | | 5,051.00 |
| 6341S14 McKinney-Vento Student Transportation,Federal | 39.95 | 7,891.48 |
| 6391F13 FoodService, State | | -1,301.50 |
| 6391F14 Food Service,Federal | 17,287.35 | 243,191.44 |
| Total 6300S00 Prof. Services- Support | \$ 18,382.78 | \$ 281,993.15 |
| 6300T00 Purchase Services- Training | 25,475.29 | 25,475.29 |
| 6312T13 Montessori Training,State | | 53,915.00 |
| 6312T23 Common Core Training,State | 700.00 | 14,072.64 |
| 6312T33 Administrative Staff PD,State | 132.49 | 19,475.73 |
| 6312T91 PD- Outside Facilitation,Local | | 14,975.00 |
| Total 6300T00 Purchase Services- Training | \$ 26,307.78 | \$ 127,913.66 |
| 6300X00 Purchase Services- Admin | | |
| 6315003 Audit,State | | 24,900.00 |
| 6317003 Legal,State | 6,342.00 | 67,301.53 |
| 6319003 Other Professional Services,State | 59,756.64 | 383,369.71 |

City Garden Montessori Charter School

Statement of Activity

June 2025

| | Total | |
|---|---------------|---------------------------|
| | Jun 2025 | Jul 2024 - Jun 2025 (YTD) |
| 6343094 Travel, Fed Grant, Fed | | 2,709.51 |
| 6352003 Liability Insurance,State | 7,118.77 | 81,119.46 |
| 6361003 Communication,State | 2,304.27 | 44,700.36 |
| 6362003 Advertising,State | | 3,474.94 |
| 6371003 Dues & Memberships,State | | 19,790.00 |
| 6391001 Other Purchase Services-Local | 67.55 | 5,174.64 |
| 6391003 Other Purchased Services,State | 2,396.03 | 19,564.65 |
| 6343T91 Travel Expense to be Reimbursed | 76.31 | 570.51 |
| 6391-B Other Professional Services | | 45.00 |
| Total 6391003 Other Purchased Services,State | \$ 2,472.34 | \$ 20,180.16 |
| 6392003 Admin Fees,State | 667.32 | 13,189.58 |
| Total 6300X00 Purchase Services- Admin | \$ 78,728.89 | \$ 665,909.89 |
| 6312T43 Missouri Certification Training and Course Work | | 1,650.00 |
| 6313003 6313003 Pupil Services, State | | 139.34 |
| 6319E03 Online other services | 677.94 | 10,504.00 |
| 6341003 Transportation- Other Student, State | | 2,947.48 |
| 6341M03 Transportaion- McKinney-Vento,State | | -66.73 |
| 6362E03 Advertising- Employee Recruitment | 1,901.07 | 16,141.38 |
| 6362S03 Advertising for Student Recruitment | 19.94 | 485.04 |
| 6391004 Professional Services, Federal | 16,854.75 | 85,550.00 |
| 6391A03 HR IS Fees Zenefits/Trinet | 3,631.72 | 13,787.06 |
| 6391A13 Payroll Service Fee Heartland | 1,700.12 | 16,976.54 |
| 6391Y004 Consulting Fees, Federal | | 12,030.36 |
| 6392903 Admin Fees, 4209 Folsom Project, State | | -83.08 |
| 6397003 Scabies Costs | | 65.00 |
| Total 6300000 Purchased Services | \$ 410,913.06 | \$ 2,910,750.36 |
| 6400000 Supplies & Materials | | |
| 6400B00 Supplies- Facilities | | |
| 6411B13 Building Supplies,State | 9,081.47 | 77,431.04 |
| 6411B23 Supplies Outdoor Space,State | | 175.76 |
| 6411B33 Other Supplies,State | 1,660.23 | 1,684.23 |
| 6481003 Electirc,State | 7,884.62 | 102,951.94 |
| 6483003 Gas,State | 397.87 | 12,703.36 |
| Total 6400B00 Supplies- Facilities | \$ 19,024.19 | \$ 194,946.33 |
| 6400I00 Supplies- Instruction | | |
| 6411003 General Supplies,State | 2,705.24 | 45,724.75 |
| 6411i13F Food and Drink- Staff- Prin. Discretion | 658.75 | 43,467.65 |
| 6411I33 Outdoor Ed/Stem Supplies,State | 378.75 | 931.34 |
| 6411J13 Supplies-JH 1,State | 2,581.21 | 5,826.34 |
| 6411J23 Supplies-JH 2,State | 184.32 | 402.64 |
| 6411L13 Supplies-Lower EL 1,State | 626.51 | 3,608.70 |
| 6411L23 Supplies-Lower EI 2,State | 289.37 | 1,475.46 |
| 6411L33 Supplies-Lower EI 3,State | 504.61 | 934.54 |
| 6411L83 Supplies-Lower EL 8, State | | 675.14 |
| 6411P33 Supplies-Primary 3,State | | 885.38 |

City Garden Montessori Charter School

Statement of Activity

June 2025

| | Total | |
|--|--------------|---------------------------|
| | Jun 2025 | Jul 2024 - Jun 2025 (YTD) |
| Total 6411003 General Supplies,State | \$ 7,928.76 | \$ 103,931.94 |
| 6411I13 Instruction Supplies, State | 2,150.61 | 17,144.40 |
| 6411I23 Physical Ed Supplies,State | | 898.07 |
| 6411I53 Supplies-Spanish,State | | 571.90 |
| 6411I63 Supplies-Art,State | | 1,378.55 |
| 6411I93 General Office | 458.50 | 18,370.38 |
| 6411I93F Staff Food and Beverage-BOM | | 100.70 |
| 6411IC3 Cuurriculum and furniture | 2,026.37 | 8,159.58 |
| 6411JC1 Jr High Capstone Expense | | 2,230.21 |
| 6411JS3 JH School Store, State | | 2,084.80 |
| 6411P11 Supplies & Materials Preschool,Local | | 986.56 |
| 6411P21 Supplies & Materials Preschool 2,Local | | 360.56 |
| 6411P41 Supplies & Materials Preschool 4, Local | | 1,203.66 |
| 6411P51 Supplies & Materials Preschool 5, Local | | 135.98 |
| 6411P61 Supplies & Materials Preschool 6, Local | | 1,001.96 |
| Total 6400I00 Supplies- Instruction | \$ 12,564.24 | \$ 158,559.25 |
| 6400S00 Supplies- Support | | |
| 6411A11 Supplies- Before/Aftercare,Local | 400.00 | 2,197.15 |
| 6411F14 Food Supplies,Federal | 228.31 | 3,887.54 |
| 6411G13 Childcare PAC Events- State | | -176.86 |
| 6411G33 Supplies/PAC,State | | 1,437.30 |
| 6411S13 Character Ed/Family Support,State | 2.49 | 7,750.80 |
| 6411S21 Supplies/Childcare-Events | | 829.83 |
| 6411S43 Supplies/Outeach,State | 4,700.00 | 15,021.83 |
| 6411S51 Supplies/SLU/JVC Appreciation,Local | | 59.67 |
| 6411S61 Supplies/Volunteer Appreciation,Local | | 1,545.82 |
| 6411S71 Suplies/Affordable Housing,Local | | 742.80 |
| 6471003 Food Supplies,State | | 2,936.29 |
| Total 6400S00 Supplies- Support | \$ 5,330.80 | \$ 36,232.17 |
| 6400T00 Supplies- Training | | |
| 6411T13 Montessori Training Supplies,State | | 3,426.68 |
| 6411T23 Other Training Supplies | 1,397.45 | 9,208.69 |
| 6411T33 Training-Staff Resources,State | | 393.15 |
| Total 6400T00 Supplies- Training | \$ 1,397.45 | \$ 13,028.52 |
| 6400X00 Supplies- Admin | | |
| 6411001 Supplies,Local | | 2,996.15 |
| 6411X13 Board Supplies and Materials,State | 208.24 | 1,275.35 |
| 6411X23 Admin Office Supplies | 1,081.60 | 11,617.23 |
| 6411X31 Staff/Board Winter Party | | 1,682.34 |
| 6411X33 Staff Appreciation | 2,568.28 | 20,573.24 |
| 6491003 Other Supplies & Materials,State | 532.64 | 2,520.90 |
| Total 6400X00 Supplies- Admin | \$ 4,390.76 | \$ 40,665.21 |
| 6411004 Supplies, Federal | 330.94 | 1,881.90 |
| 6411A21 Supplies for After School Activities and Athletics | 400.00 | 3,222.52 |
| 6411D11 Other Supplies-Development,Local | | 12,883.41 |

City Garden Montessori Charter School

Statement of Activity

June 2025

| | Total | |
|---|------------------------|---------------------------|
| | Jun 2025 | Jul 2024 - Jun 2025 (YTD) |
| 6411i83 Summer School Supplies | 4,271.55 | 4,723.40 |
| 6411iC4 Supplies & Materials | | 3,327.70 |
| 6411iM3 Music Supplies | | 152.08 |
| 6411iR4 Supplies & Materials-Startup, Federal | 1,531.92 | 172,146.76 |
| 6411K13 Supplies- Kindergarten 1,State | | 986.43 |
| 6411K23 Supplies- Kindergarten 2, State | | 567.16 |
| 6411K33 Supplies- Kindergarten 3, State | | 608.55 |
| 6411L43 Supplies-Lower EL 4,State | | 546.33 |
| 6411L53 Supplies-Lower EL 5,State | 670.63 | 1,335.86 |
| 6411L63 Supplies-Lower EL 6,State | | 1,188.73 |
| 6411L73 Supplies-Lower EL 7,State | 1,002.62 | 1,283.51 |
| 6411U13 Supplies Upper EL 1,State | 370.66 | 2,536.05 |
| 6411U23 Supplies-Upper EI 2,State | | 463.97 |
| 6411U33 Supplies-Upper EI 3,State | 336.60 | 558.60 |
| 6411u43 Supplies Upper EL 4,State | | 729.32 |
| 6411U53 Supplies Upper EI 5,State | 763.65 | 1,573.01 |
| 6411Y04 Supplies- Institute, Federal | | 293.96 |
| 6412004 Supplies Tech,Federal | | 3,017.96 |
| Total 6400000 Supplies & Materials | \$ 52,386.01 | \$ 657,458.69 |
| 6624901 Interest- 4209,Local | 17,003.48 | 531,840.01 |
| 6624911 Interest-4209 Debt Cost,Local | 2,362.01 | 28,344.12 |
| QuickBooks Payments Fees | | 53.00 |
| Unapplied Cash Bill Payment Expenditure | -6,620.00 | 5,938.00 |
| Total Expenditures | \$ 1,219,008.91 | \$ 11,222,881.25 |
| Net Operating Revenue | -\$ 78,077.07 | \$ 380,550.50 |
| Other Expenditures | | |
| 6999000 Depreciatoin | 4,118.88 | 49,426.56 |
| Total Other Expenditures | \$ 4,118.88 | \$ 49,426.56 |
| Net Other Revenue | -\$ 4,118.88 | -\$ 49,426.56 |
| Net Revenue | -\$ 82,195.95 | \$ 331,123.94 |

Friday, Jul 25, 2025 03:29:44 PM GMT-7 - Cash Basis

Coversheet

Approve FY26 Contracts Over \$10,000

| | |
|--------------------------|---|
| Section: | II. Action Items |
| Item: | C. Approve FY26 Contracts Over \$10,000 |
| Purpose: | Vote |
| Submitted by: | |
| Related Material: | Expenditures over \$10,000.25-26.Update Aug 25.pdf ECEC Facility Analysis_Proposal for Expenditure.pdf |

City Garden Montessori School
Expenditures over \$10,000
2025-2026 Budget- Update 8/3/2025

| <u>Vendor</u> | <u>Category</u> | <u>Description</u> | <u>Estimate</u> | <u>12 months Ending 4/30/2025</u> | <u>Contract End Date</u> | <u>Notes</u> |
|---|----------------------------------|---|-----------------|---|------------------------------|--|
| <u>New</u> | | | | | | |
| Consultant | Buildings | Project to perform a feasibility/affordability assessment for | \$ 15,000 | - | 12/31/2025 | |
| Architect/Engineer | Buildings | 1618 Tower Grove ECEC facility | \$ 10,000 | - | 12/31/2025 | |
| <u>Previously Approved</u> | | | | | | |
| Public Retirement System of the City of St. Louis | Employee Benefits | City Garden Contribution for Staff Retirement | \$ 873,000 | 664,000.00 | N/A | City Garden Portion |
| United Health Care | Employee Benefits | Health Insurance | \$ 780,000 | 635,000.00 | 9/1/2024 | City Garden Portion |
| IFF | Buildings | Interest on 4209 Folsom Source Loan | \$ 500,000 | 497,942.29 | N/A | |
| 1618 Tower Grove Master Landlord | Buildings | Rent at 1618 Tower Grove | \$ 380,000 | 372,816.00 | N/A | Includes Property taxes and building insurance |
| 4209 Folsom Managing Member | Buildings | Rent for 4209 Folsom | \$ 350,000 | 253,035.96 | N/A | |
| Propel Kitchens | FoodService | Lunch, Breakfast and Snack | \$ 227,000 | 262,779.00 | 6/30/2028 | |
| BIC Healthcare | Academic Support | Nurse and Social worker | \$ 132,000 | 110,181.59 | 5/31/2025 | |
| Ameren UE | Buildings | Electric | \$ 120,000 | 102,393.79 | N/A | |
| Golnet, Inc | Technology | IT services and Hardware | \$ 100,000 | 137,624.00 | Year to Year | |
| Jan-Pro of St. Louis | Buildings | Cleaning at 4209 Folsom | \$ 90,000 | 108,706.00 | Year to Year | |
| Wright Insurance Company | Building/Administration | Property, General Liability,Crime, Educators,Auto, Umbrella | \$ 90,000 | 51,676.80 | 3/15/2026 | |
| Virtual Humanity | Executing and HR Admin | Provide administrative support of CEO act as Chief of Staff | \$ 80,000 | 22,742.00 | 6/30/2026 | |
| St. Louis University Speech and Language | Academic Support | Speech services | \$ 75,000 | 62,175.00 | 6/30/2026 | |
| Flexible Educators | Instruction and Academic Support | Substitutes | \$ 75,000 | 129,384.99 | 6/30/2026 | |
| Guardian | Employee Benefits | Dental, Vision, and Life Insurance | \$ 53,000 | 39,561.00 | N/A | City Garden Portion |
| Allisons Montessori | Supplies and Equipment | Montessori Classroom Curriculum for new classrooms | \$ 50,000 | 38,823.25 | N/A | Expansion |
| St. Louis University PRIME | Administration | DESE and other Data reporting and Analysis | \$ 50,000 | - | | |
| AM Trust | Employee Benefits | Workers Compensation | \$ 44,000 | 39,888.00 | 3/15/2026 | |
| Cintas | Supplies and Equipment | School Paper products and rugs | \$ 43,000 | 42,345.64 | Reviewing | |
| Tueth, Keeney, Cooper, Mohan & Jackstadt | Administration | Legal Services | \$ 40,000 | 46,703.50 | N/A | |
| CTL | Technology | ChromeBook Purchases | \$ 40,000 | 20,935.00 | N/A | |
| Paylocity | Administration | Payroll System and HRIS System | \$ 40,000 | 29,157.40 | N/A | Replaces Zenefits and Heartland |
| Kaemmerlen Facilitiy Solutions | Buildings | Plumbing and 4209 HVAC | \$ 40,000 | 101,862.17 | | |
| Public Montessori In Action | Professional Development | School Executive Coaching | \$ 40,000 | 47,465.00 | 6/30/2026 | |
| Claire Schell Co | Administration | Strategic Planning | \$ 40,000 | - | | |
| Buildingstars Operations Inc | Buildings | Cleaning at 1618 Towr Grove | \$ 38,400 | 31,168.00 | Year to Year | |
| Pamela Ecker | Academic Support | IEP Evaluator | \$ 35,000 | 24,265.00 | 5/31/2026 | |
| Urban Impact Strategies | Administration | Strategic Planning | \$ 35,000 | 3,797.00 | | |
| Schmersahl Treloar& Co. | Administration | Financial Statement Audit and 990 | \$ 30,000 | 31,690.00 | Year to Year | |
| Curriculum Associates | Academic Support | iReady- Online learning and assessment | \$ 28,400 | 26,390.60 | Year to Year | |
| EMD Consulting | Philanthropy | Development Consulting | \$ 25,000 | 27,161.00 | Year to Year | |
| Culture Wise | Administration | Strategic Planning | \$ 25,000 | - | | |
| Shannon Spradling | Administration | Accounting Work | \$ 24,000 | 24,000.00 | N/A | |
| Panorama | Academic Support | Community Surveys, Acadmic and Behavioral Tracking, Behavioral analytics, incident tracking | \$ 22,000 | 32,860.00 | Year to Year | |
| Lisa Simoneau | Instruction and Academic Support | Interim JH Lead Guide and Montessori Consultant | \$ 20,000 | - | 12/31/2024 | |
| Agency Communications | Administration | Communications help | \$ 20,000 | 19,217.99 | 6/30/2026 | |
| Computer Information Concepts | Academic Support | Infinite Campus- Student Information Systemes | \$ 18,000 | 15,673.00 | Year to Year | |
| Missouri Charter Public Schools Association | Administration | DESE and other Data reporting and Analysis and Membership | \$ 18,000 | 7,494.24 | 6/30/2026 | Membership and replacing employee |
| AWS Service Center | Buildings | Trash and Recycling | \$ 16,000 | 15,880.00 | Year to Year | |
| The Together Group | Consulting | Training for Admin Team | \$ 15,875 | | 6/30/2025 | |
| Montessori Makers Group | Employee Recruiting | Recruiting for Montesori credntialed LE, UE and JH Leads | \$ 15,000 | 3,000.00 | 6/30/2025 | |
| Craig Vaughn | Supplies and Equipment | Montessori Shelves and Furniture | \$ 15,000 | 4,527.50 | N/A | |
| University of Missouri St. Louis | Professional Development | Tuition for Teacher Certification | \$ 15,000 | 46,148.00 | | |
| Chayka TVIXOMS LLC | Instruction and Academic Support | Seeing Impaired Service Provider | \$ 13,860 | 13,860.25 | | |
| Couture Consulting | Professional Development | Operations Coaching and Consulting | \$ 13,000 | 11,187.50 | 6/30/2026 | |
| Indeed | Administration | Employee Recruitment | \$ 12,000 | 10,464.00 | N/A | |
| Tom Berry | Administration | 4209 Folsom Tax Credit work | \$ 12,000 | 11,337.00 | N/A | |
| Spire | Buildings | Natural Gas | \$ 12,000 | 13,411.27 | N/A | |
| AC Systems | Buildings | Heating and Cooling Maintance at 1618 | \$ 12,000 | 11,842.80 | N/A | |
| Board on Track | Administration | Board/Committee Meeting tracking | \$ 11,000 | 10,995.00 | Year to Year | |
| Transparent Classroom/ MRX | Instruction and Academic Support | Montessori Lesson tracking/grading system | \$ 11,000 | 10,685.10 | | |
| J.Thomas Carpet Cleaning | Building | Carpet Steam Cleaning | \$ 10,500 | 10,420.00 | | |
| T-Mobile | Administration | Cell Phones | \$ 10,000 | | N/A | Replaces ATT |
| Sumner One | Buildings | Copier/Printer rental, supplies, service | \$ 10,000 | 10,602.18 | | |

City Garden Early Childhood Education Center – Facility Planning & Consultant Engagement

In the summer of 2027, City Garden's lease at 1618 Tower Grove will expire. While the lease includes provisions for an extension, any renewal would be based on a "Market Rate" to be mutually agreed upon by the parties. In preparation for this transition, we would like to engage a consultant to guide us through a strategic decision-making process regarding the future location of our Early Childhood Education Center.

Phase 1 of this process will focus on determining the financial feasibility of continuing to lease or potentially purchasing the property at 1618 Tower Grove. This will include a comprehensive analysis of market conditions, potential lease terms, purchase price estimates, and a comparison to other viable alternatives within our community.

As part of this assessment, we will also engage an architect and/or engineer to conduct a detailed building evaluation of 1618 Tower Grove. This will include the development of both a short- and long-term maintenance and capital improvement plan to help us accurately understand the full cost of leasing or owning the building.

While discussions around the need for facility planning began earlier in the year, the decision to engage a consultant was not finalized until June—after the current budget had been approved.

City Garden leadership is requesting to spend up to \$25,000 on a consultant for Phase 1 of this process.

Coversheet

Approve Alternative Methods of Instruction (AMI) Plan

| | |
|--------------------------|--|
| Section: | II. Action Items |
| Item: | D. Approve Alternative Methods of Instruction (AMI) Plan |
| Purpose: | Vote |
| Submitted by: | |
| Related Material: | AMI Plan 8.7.25.pdf |



Christie Huck <christie@citygardenschool.org>

AMI Application Submitted to DESE

1 message

Mike Flohr <mike.flohr@citygardenschool.org>
To: Christie Huck <christie@citygardenschool.org>

Thu, Aug 7, 2025 at 2:34 PM

From: "Department of Elementary and Secondary Education" <no-reply@wufoo.com>
Subject: **ALTERNATIVE METHODS OF INSTRUCTION APPLICATION**
Date: July 17, 2025 at 2:19:37 PM CDT
To: mike.flohr@citygardenschool.org

Thank you for submitting your Alternative Method of Instruction Application.

ALTERNATIVE METHODS OF INSTRUCTION APPLICATION

| | |
|--|--|
| LEA NAME (A-H) | City Garden Montessori * 115911 |
| I have selected the appropriate LEA name from one of the three fields above. * | Yes |
| LEA PROGRAM CONTACT * | Mike Flohr |
| CONTACT PHONE * | (513) 237-6464 |
| CONTACT EMAIL | mike.flohr@citygardenschool.org |
| 1. On days that the district implements the AMI plan, the LEA is (check all that apply): * | <ul style="list-style-type: none"> • Reviewing and reinforcing previously taught skills |
| 2.a. How will the LEA communicate the purpose and expectations of AMI to students and parents through multiple methods? (check all that apply) * | <ul style="list-style-type: none"> • Student handbooks • Website • Email • Parent/student meetings |
| 2.b. When will the LEA communicate the purpose of AMI days? (check all that apply) * | <ul style="list-style-type: none"> • Early in the school year • Other (Please describe) |
| Describe: | Reminders will be communicated when alerting parents to the use of an AMI day. |
| 3. How will the LEA communicate the implementation of AMI days to students and parents? (check all that apply) * | <ul style="list-style-type: none"> • Email • Text |
| 4. On AMI days, the LEA will use the following types of materials and assignments to effectively facilitate teaching and support learning for the benefit of students (check all that apply): * | <ul style="list-style-type: none"> • Packets/worksheets • Teacher created materials • Other (Please describe) |

| | |
|--|--|
| Describe: | iReady Learning Pathways for math and reading at appropriate grade levels. |
| 5a. On AMI days, attendance will be determined by the completion of lessons and activities in the following manner (check all that apply): * | <ul style="list-style-type: none"> • Completion of lessons and activities turned in the next day of attendance • Electronic submission of lessons and activities on the AMI day or the next day of attendance • Other (Please describe) |
| 5b: LEA attendance determination for AMI. Describe: * | On an AMI day, attendance will be determined using a full-day equivalent model. Students will be counted present if they complete the prescribed instructional activities provided by their classroom teacher and submit their work by the end of the next in-s |
| 6. The LEA provides instruction on AMI days using the following methods (check all that apply): * | <ul style="list-style-type: none"> • Teacher's notes with instructions and examples • Virtual instruction (Synchronous, Asynchronous) • Instruction provided through a learning management system |
| 7. The students are engaged in learning on AMI days using the following methods: * | <ul style="list-style-type: none"> • Independent practice and application of previously taught concepts • App or web-based software to teach/reinforce concepts • Virtual instruction (Synchronous, Asynchronous) |
| 8. The LEA provides equitable access to instruction to all students. If electronic methods will be used, the LEA is providing students with (check all that apply): * | <ul style="list-style-type: none"> • Chromebook • Other (please describe) |
| Describe: | Chromebooks are provided on a one-to-one basis for students enrolled in specific courses. |
| 9. How are students accessing the internet? (check all that apply) * | <ul style="list-style-type: none"> • Parent provided connection • District provided connection (please describe what the LEA is providing) |
| Describe: * | District provides HotSpots to parents requesting them due to financial hardship. |
| 10. The LEA assures that the instructional plan for AMI days for students with disabilities is documented in each student's individualized education program (IEP) according to the guidance developed by DESE's Office of Special Education. | <ul style="list-style-type: none"> • I confirm that our district's AMI Plan meets this requirement. |
| Guidance for implementing AMI for students with disabilities is available here. * | |
| 11. How will the LEA ensure that teachers and other certified personnel are available to communicate with students on AMI days? (check all that apply) | <ul style="list-style-type: none"> • Email • Platform (Seesaw™, Google™, etc) • Messaging/chat through learning management system |
| Note: If internet is not provided by the LEA, please check other and explain. * | |
| Describe: | Teachers and other certified staff are available for real-time communication via Zoom™ and by email, or messaging through Google Classroom as needed to support student learning. Communication modalities are selected based on what is developmentally appropriate |

AMI plan has been submitted and approved by local school board/sponsor.
Date approved: *

07/31/2025

I confirm that this plan will favorably impact teaching and learning. Administrators and teaching staff at all participating attendance centers are knowledgeable of and agree to comply with the provisions of [Section 171.033, RSMo](#), and this application.

Christie Huck

The typed name of the superintendent below serves as the official signature on this form. *

Date *

Thursday, July 31, 2025

Mike Flohr, M.Ed (he/him)
Director of Curriculum and Instruction
City Garden Montessori School and
City Garden Montessori Institute and Teacher Education Program
mike.flohr@citygardenschool.org
(314) 664-7646 ext.139

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Coversheet

Approve Cell Phone Policy

Section: II. Action Items
Item: E. Approve Cell Phone Policy
Purpose: Vote
Submitted by:
Related Material:
ELECTRONIC COMMUNICATION DEVICE MODEL POLICY[required].pdf

ELECTRONIC COMMUNICATION DEVICE MODEL POLICY[required]

The Governing Board of _____[School] adopts the following policy effective on that date that the policy is adopted by the Board.

1. No student may display or use an electronic personal communications device from the beginning of the school day until the end of the school day, including, but not limited to, instructional time, meal time, breaks, time between classes, and during study halls.
2. Notwithstanding the general prohibition, a student may display and use an electronic personal communications device only when such display and use is necessary to comply with:
 - a. An individualized education program ("IEP");
 - b. A 504 plan
 - c. An individualized emergency health care plan or individualized health care plan;
 - d. The Americans with Disabilities Act;
 - e. The federal Civil Rights Act of 1964; or
 - f. The federal Equal Educational Opportunities Act of 1974 regarding English language learners.
3. Notwithstanding the general prohibition, a student may use a device as follows:
 - a. In the case of an emergency. An emergency means a serious, unexpected, and dangerous situation, including, but not limited to: active fire, active tornado or earthquake, active shooter, evacuation of school grounds, medical emergency, or other serious, unexpected, and dangerous situation that requires immediate action and is otherwise identified in the school's policies as an emergency; or
 - b. When directed to use such device for an educational purpose with authorization as directed by established school policy.

4. [Insert reasonable disciplinary action based on your school's disciplinary policy. For example, a student shall receive a write-up for each time an electronic personal communications device is displayed in violation of this policy. After three write-ups a student will receive detention.]
5. This policy shall be published on the school's website upon its adoption.

Coversheet

CEO Report and Strategic Plan Update

| | |
|--------------------------|---|
| Section: | III. Information Items |
| Item: | A. CEO Report and Strategic Plan Update |
| Purpose: | FYI |
| Submitted by: | |
| Related Material: | CEO Report to the Board_8-2025.docx.pdf CG Strategic Planning - August 2025 Board Update.pdf |

CEO Report to the Board

Submitted by Christie Huck for August 19, 2025 Board Meeting

*"We must look to the children as a vehicle for bringing change to humanity."
~ Dr. Maria Montessori*

Dear Board Members,

Welcome to the 2025-26 school year!

I am filled with optimism and excitement as we kick off the new school year on August 13th. Having navigated several big transitions and the most significant phases of our school's growth over the past several years, we enter this school year with increased consistency and clarity that positions us for tremendous growth and transformation among our students.

I'd like to start the year by naming several key celebrations!

- **Our building principals, Kisha Young and Amy Willems, are providing bold and steadfast leadership** and have prepared the environment for a strong start to the school year for students, staff and families. **They will be joined this school year by Kay Howard, our new EAEC assistant principal**, who started out 13 years ago at City Garden as an assistant guide and has since completed her teacher certification, gained several years of teaching experience in the Kirkwood School District, and led City Garden's EAEC Summer School program for the past two years.
- **This summer, 2 ECEC lead guides—Sarah Johnston and Emily Peters—completed their Early Childhood State Certification, which was the culmination of two years of coursework and tremendous effort.** Kudos and congratulations to Sarah and Emily!
- **9 lead guides made big leaps toward obtaining Montessori certification—including 2 Early Childhood guides, 2 Lower Elementary guides, and 5 Upper Elementary guides.** Participating in a Montessori certification program is the equivalent of participation in a Masters' level graduate program. This is no small feat, and we are grateful for our guides' tremendous dedication.
- **3 staff members completed their second year of the SLU Rising Teachers program, and 1 staff member completed her first summer.** This program includes intensive coursework and practicum experience that results in a bachelor's degree as well as a Missouri Teacher's Certificate.
- **Heading into the 2025-26 school year, we retained 100% of Lower Elementary and Upper Elementary lead guides from the previous school year.** This is a first! And the consistency and strength of these teams will have a significant positive impact on our students and the culture of the EAEC building.
- **We ended Fiscal Year 2025 with a 16% fund balance.** This is a significant celebration, given that we had entered FY25 with a deficit budget. An increase in state funding and strong management of revenue and expenses contributed to ending the fiscal year with strength.

What will success look like in the 2025-26 school year?

I have reflected a lot on the feedback and input the board provided during the June board retreat, and our leadership team has been working over the summer to analyze data and determine the most essential outcomes for the coming school year as well as the key levers that will contribute to success.

Success in 2025-26 will look like:

- **Increased academic growth for students who, on the iReady assessment, show outcomes that are one grade level or more below grade level in both English Language Arts and Math.**
- **Increased growth in social-emotional outcomes as measured by Panorama—particularly in self-management**, since we saw a significant decrease last year in students' self-reported abilities to regulate emotions and behaviors.
- **Increased levels of student, family and staff satisfaction**, which will lead to increased student and staff retention.
- **Financial health and wellbeing**, reflected in a 10% or higher fund balance and meeting or exceeding our Annual Fund philanthropy goal.

Key Levers to achieving these outcomes will include:

- **Doubling down on student attendance.** Our data from 2024-25 showed that students who attended 98% or more of the time grew 6 levels or more in the Montessori Reading Remediation Pathway, while those who attended less than 90% of the time showed 2-3 levels of growth. Other data points also point to the impact of high attendance rates. We know that the more students attend school, the more academic growth they experience. This will be a critical area of focus in 2025-26.
- **Building more consistency with systems, procedures, ways of being, and accountability across teams and across the organization.** Inconsistencies in key structures such as PTO approval, staff evaluations, lesson planning, communication and data tracking have contributed to inconsistencies in student, family and staff experiences. Leadership and staff have committed to increasing individual and collective consistency and follow through that will lead to increased effectiveness overall.
- **Strengthening Tier One instruction.** While we recognize the need for continued support for students via academic interventions, tutoring, and other auxiliary programming, our data tells us that our most significant levers to increase student outcomes overall are tied to building increased strength in Tier One instruction. This means increased consistency in curriculum implementation across classrooms, focused coaching and support of lead and assistant guides, and increased student-level data analysis and differentiated student lesson planning and support. Guides will be provided more time for planning, data analysis, professional development and collaboration to support this work.
- **Providing additional experiential learning experiences for students.** This school year, we are launching a Friday Enrichment Program, which will take place each Friday from 1:00-3:30. All students are invited to select their top choices for enrichment sessions, which range from visual and digital art, STEM, karate, outdoor sports and movement, mindfulness, book club, choir, coding, robotics, yarn works, art history, garden and outdoor education, and other opportunities driven by student interest. Providing students with agency in selecting areas of interest and opportunities to try out new things while building community will contribute to joyful school experiences, stronger levels of engagement overall, and a sense of belonging.

We will provide details to accompany these goals and key levers, and I welcome your additional feedback as we focus our efforts for the school year ahead.

Key Upcoming Dates:

You can find City Garden's comprehensive calendar at this [link](#), which you can subscribe to, and you will receive calendar invitations for all critical dates for board members in the coming week. Please note the following upcoming events:

- **August 13th, 8:30-3:30pm** – First Day of School (FYI)

- **August 15th 4-7pm in Tower Grove Park** – Back to School BBQ for Families (Board Members are welcome to attend)
- **September 20th, 5:00-7:30pm – Fall Affair Fundraiser at EAEC (Board Members are asked to attend)**
- **October 25th, 11am-2pm** – Trunk or Treat (Board members are welcome to attend)

Strategic Planning Update

Over the past few months we have kicked off our strategic planning work. I am excited about the process and am hopeful about how this planning process will position City Garden for deeper impact for students in the coming years.

Please review this [August 2025 Strategic Planning Update](#) for a snapshot of the work to date.

Admissions Update

Over the past year, we implemented the [SchoolAppSTL](#) common application for charter schools in St. Louis. This has contributed to a record number of applicants to City Garden—we have received over 800 applicants overall, compared to approximately 350 in previous years.

As we approach the first day of school, here is a snapshot of our admissions numbers to date. We are working to complete enrollment in the next two weeks so that students have a strong start to the school year and guides can successfully plan for each student.

| Grade Level | Budgeted #'s 25-26 | Students who have been accepted and completed registration | Surplus/(Deficit) | Additional Students in Pipeline (accepted seat but registration not yet complete) |
|------------------|-----------------------|--|-------------------|--|
| 1 | 82 | 83 | 1 | 0 |
| 2 | 76 | 80 | 4 | 0 |
| 3 | 66 | 69 | 3 | 0 |
| 4 | 76 | 76 | 0 | 3 |
| 5 | 49 | 47 | -2 | 2 |
| 6 | 36 | 35 | -1 | 0 |
| 7 | 40 | 37 | -3 | 3 |
| 8 | 26 | 26 | 0 | 0 |
| K | 94 | 86 | -8 | 11 |
| PK - 4-year-olds | 48 | 49 | 1 | 0 |
| PS - 3-year-olds | 45 | 34 | -11 | 16 |
| Grand Total | 638 | 622 | -16 | 35 |
| Charter Total | 545 | 539 | -6 | 19 |
| Preschool Total | 93 | 83 | -10 | 16 |

Fundraising Report

Below you will find our fundraising report for the close-out of the 2024-25 fiscal year.

We fell short of reaching our Annual Fund goal, and working to ensure we meet our Annual Fund goal in 2025-26 is a top priority and focus area for our Chief Advancement Officer (Kitty Lohrum) and me.

We exceeded our Growth Campaign goal, which helped offset the deficit in the Annual Fund goal and contributed to City Garden exceeding our overall fundraising goal for the year.

| | FY25 Goal Cash In 6/30 | Collected to Date | Pledged but Not Yet Paid | Collected + Pledged | Gap to Goal | Percent to Goal | Pledged in FY25 but not collected in FY25 - paid in FY26 (Will be counted in FY26 revenue) |
|---|----------------------------------|--------------------------|---------------------------------|----------------------------|--------------------|------------------------|---|
| Annual Fund <i>General Operating</i> | \$962,947 | \$789,396 | \$2,000 | \$791,396 | -\$171,551 | 82% | \$95,450 |
| Growth Campaign <i>expansion, building, Institute, capacity</i> | \$283,010 | \$561,860 | \$21,500 | \$583,360 | +\$300,350 | 206% | \$0 |
| TOTAL | \$1,245,957 | \$1,351,256 | \$23,500 | \$1,374,756 | +\$128,799 | 110% | \$95,450 |

I look forward to partnering with each of you to ensure a strong and successful 2025-26 school year.

Thank you for being part of the City Garden community, and don't hesitate to reach out if you have any questions!

In partnership,

Christie Huck
Chief Executive Officer



CGMS Strategic Planning Process *Monthly Board Update*

August 2025

CGMS 2025 Strategic Planning Process Timeline

| | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| LOOKING INWARD | | | | | | | | | | |
| Phase 1: Process Planning and Preparation | | | | | | | | | | |
| Phase 2: Understand Current State | | | | | | | | | | |
| LOOKING AROUND | | | | | | | | | | |
| Phase 3: External Environment Analysis | | | | | | | | | | |
| LOOKING FORWARD | | | | | | | | | | |
| Phase 4: Stakeholder Engagement | | | | | | | | | | |
| Phase 5: Strategic Direction and Implementation Planning | | | | | | | | | | |
| Phase 6: Plan finalization and Launch Preparation | | | | | | | | | | |

Strategic Planning updates

Overall process

- On track with overall [process timeline](#)
- Phase 1 included finalization of [strategic questions](#), as well as internal & external [research questions](#), in collaboration with CEO, Board Chair, Hank Webber & Leslie Peters

What's happening right now

- Current state analysis underway, including review & analysis of internal organizational data & 1:1 interviews with board members and admin team members
- External environment analysis underway, including research & external stakeholder interviews

What's ahead

- Summary of findings from phases 2 & 3 to be compiled & shared with board in September
- Stakeholder engagement plan to launch in late September, including targeted focus groups, cross-stakeholder workshops & additional interviews

Coversheet

Board Chair Report

| | |
|--------------------------|---|
| Section: | III. Information Items |
| Item: | B. Board Chair Report |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | CG Board Meeting Structure 2025_2026 .pdf CG Board Meetings - Monthly Process Steps .pdf Sunshine Law Reminders.pdf sunshine_law_summary.pdf CG Board Member Agreement - revised 2025.pdf |

CG 2025/2026 Board Meeting Structure, updated 7.15.25

Monthly full board meetings: 3rd week of the month

Board Business meetings (including closed session, as needed): 3rd Tuesday evening

Board Business + Community Engagement meetings: 4th Friday morning or 3rd Tuesday evening

[packet distributed 2 weeks prior to meeting for review; questions submitted in advance of meeting to committee chair & board chair; questions & answers distributed to board via email & shared on public meeting site]

Monthly executive committee meetings: 1st week of the month (typically Monday)

Committee meetings: monthly, determined in collaboration with committee chair

| Month | Meeting Duration | Meeting Type | Topical Suggestions |
|------------------------------|------------------|----------------------------------|----------------------------------|
| August 8.19, 5:00-6:00 | 1 hour | Board Business | |
| September 9.16, 5:00-6:00 | 1 hour | Board Business | |
| October 10.24, 8:30-10:30 | 2 hours | Board Biz + Community Engagement | Family engagement |
| November 11.18, 5:00-6:00 | 1 hour | Board Business | |
| December 12.16, 5:00-6:00 | 1 hour | Board Business | |
| January TBD | ½ day | Board Retreat | Strategic Plan Review & Feedback |
| February 2.17, 5:00-6:00 | 1 hour | Board Business | Strategic Plan approval |
| April 4.21, 5:00-7:00 | 2 hours | Board Biz + Community Engagement | Strategic Planning: Rollout |
| May 5.22, 8:30-10:30 | 2 hours | Board Biz + Community Engagement | School Tour & Student Showcase |
| June TBD | ½ day | Board Retreat | Board evaluation & goalsetting |

CG: Monthly Board Meeting ProcessBased on [working SY 26 board meeting schedule](#)

| | Task | Date | Owner | Notes |
|---------------|--|--------------------------------|--------------------------------|---|
| Week 1 | Committee reports & video summary due | 1st Monday | Committee Chair | Send to: Jesse Dixon, Sarah Miner, Christie Huck, Claire Schell |
| | Executive committee reviews committee reports & draft of board agenda/packet items | 1st Monday | Board Chair | Standing item on agenda |
| | Packet compiled & distributed to board | 1st Thursday | Sarah Miner (Christie Huck) | Include video links |
| Week 2 | Questions submitted in google form | By 2nd Wednesday | Individual board members | Tag committee chair or relevant staff member |
| | Packet distributed to community | 2nd Friday | Sarah Miner | |
| | Responses to questions sent | By 3rd Monday | Committee chairs | Note whether question/response should be shared with public |
| Week 3 | Board members review all pre-submitted content | 3rd Tuesday (prior to meeting) | Board members | |
| | Board meeting | 3rd Tuesday (typically) | | |
| | Pre-submitted content included in meeting minutes | Following board | Sarah Miner | |

| | | | | |
|--|--|---------|--|--|
| | | meeting | | |
|--|--|---------|--|--|

Example:

September 16th board meeting

- Committee reports/video summaries due - Sept 1
- Executive committee review/finalize - Sept 2
- Packet distributed - Sept 4
- Questions submitted by board members - by Sept 10
- Committee chairs respond to questions - by Sept 15

Sunshine Law Reminders

Governing Law



Charter Schools are Created & Governed by Statute Pursuant to RSMo. § 160.400. 1. Each charter school is an independent public school district.

As such, charter schools are considered to be quasi-governmental entities and must conduct their business and board meetings like a traditional public school, with public meetings governed by the Missouri Sunshine Laws. RSMo. § 610.010 et seq.

*Stay in
Your Lane*

SUNSHINE LAW REQUIREMENTS



• Open Meeting Requirements

- Except in emergency situations, a public body must give at least 24 hours' public notice before holding a meeting. If the meeting will be closed to the public, the notice must state the specific provision within Section 610.021, RSMo., that allows the meeting to be closed.
- The Sunshine Law allows for public meetings to be both audio and video recorded by attendees. Each public governmental body may set up guidelines regarding the recording process. These guidelines can be found in the body's Sunshine Law Policy. No one is allowed to record a closed meeting, if they are not given permission to do so.
- This includes telephone conferences and internet chat sessions.

SUNSHINE LAW REQUIREMENTS



• Closed Meeting Requirements

- Except in emergency situations, a public body must give at least 24 hours' public notice before holding a meeting. If the meeting will be closed to the public, the notice must state the specific provision within Section 610.021, RSMo., that allows the meeting to be closed.

• Reasons for Closed Meetings

- Legal Actions or Legal Communications
- Leasing/Purchase/Sale of Real Estate
- Personnel Actions for Named Personnel
- Individually Identifiable Personnel Records
- Suspensions, Expulsions, Probations or Graduation of individual students
- Testing and Exam Materials
- Specs for Competitive Bidding
- Sealed Bids
- Records Protected from Disclosure by Law
- Confidential Info Provided to Entity's Auditor
- Security Measures

SUNSHINE LAW REQUIREMENTSS

ASKING,

"WILL THERE BE A QUORUM?"
ISN'T ENOUGH

Meetings, phone conferences,
chatrooms involving fewer than
a quorum of the members
where the members deliberately
attempt to discuss public
business equals a meeting.



SUNSHINE LAW REQUIREMENTS

Board Minutes



- *Must be Available in Draft Form within 72 hours*
- *Record of Topics Discussed and Votes Taken*
- *Not a transcript*
- *Only One set of Minutes*
 - *Notes of Others Cannot Supersede Official Minutes of Board*
- *Open Minutes Approved in Open Session*
- *Closed Minutes Approved in Closed Session*



Sunshine Law: Missouri's Open Meetings and Records Law

Sections 610.010 to 610.028, RSMo

<http://www.ago.mo.gov/sunshinelaw/sunshinelaw.htm>

As statutorily created entities, county extension councils are subject to the provisions of the state's Open Meetings and Records Law, commonly known as the Sunshine Law. This information is provided by the Missouri Attorney General's Office.

Top 10 Things You Should Know about Your Sunshine Law

1. When in doubt, a meeting or record of a public body should be opened to the public.
2. The Sunshine Law applies to all records, regardless of what form they are kept in, and to all meetings, regardless of the manner in which they are held.
3. The Sunshine Law allows a public body to close meetings and records to the public in some limited circumstances, but it almost never requires a public body to do so.
4. A public body generally must give at least 24 hours' public notice before holding a meeting. If the meeting will be closed to the public, the notice must state the specific provision of the law that allows the meeting to be closed.
5. Each public body must have a written Sunshine Law policy and a custodian of records whose name is available to the public upon request.
6. The Sunshine Law requires a custodian of records to respond to a records request as soon as possible but no later than three business days after the custodian receives it.
7. The Sunshine Law deals with whether a public body's records must be open to the public, but it generally does not state what records the body must keep or for how long. A body cannot, however, avoid a records request by destroying records after it receives a request for those records.
8. The Sunshine Law requires a public body to grant access to open records it already has, but it does not require a public body to create new records in response to a request for information.
9. When responding to a request for copies of its records, a public body can charge only the actual cost of document search and duplication.
10. There are special laws and rules that govern access to law enforcement and judicial records.



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Summary of Missouri's Sunshine Law

Missouri's commitment to openness in government is clearly stated in Section 610.011 of the Sunshine Law: "It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law. Sections 610.010 to 610.028 shall be liberally construed and their exceptions strictly construed to promote this public policy."

The law sets out the specific instances when a meeting, record or vote may be closed, while stressing these exceptions are to be strictly interpreted to promote the public policy of openness.

Public meetings, including meetings conducted by telephone or other electronic means, are to be held at reasonably convenient times and must be accessible to the public. Meetings should be held in facilities that are accessible to persons with disabilities.

Public Governmental Bodies — 610.010(4)

The Sunshine Law governs the actions of public governmental bodies, which are defined as legislative, administrative or other governmental entities created by the constitution or statutes of this state, or by order or ordinance of any political subdivision or district as well as judicial entities when operating in an administrative capacity.

This includes not just state agencies and officials, but also governing bodies of institutions of higher education; and any department of any political subdivision of the state, county or municipal government, school district or special-purpose district, including sewer and water districts.

The Missouri Sunshine Law governs only state and local public governmental bodies. Federal officers and agencies are covered by the Freedom of Information Act.

Meeting Notices — 610.020

At least 24 hours (excluding weekends and holidays) before a meeting, the public body holding the meeting must prominently post a notice of the meeting in its principal office. If there is no such office, the public body should post the notice at the meeting place. The notice must include:

- Time of meeting;
- Date of meeting;
- Place of meeting;
- Tentative agenda of an open meeting; and
- Whether the meeting is open or closed.

If exceptional circumstances prevent 24-hour prior notice or prevent the meeting from being held at a convenient time or in a place reasonably accessible to the public, the reasons should be stated in the meeting's minutes.



Public Records — 610.010, 610.023, 610.024

Unless otherwise provided by law, records of a public governmental body are to be open and available to the public for inspection and copying. The governmental body may charge a reasonable fee for providing access to or copies of public records. The fee is not to exceed actual cost of the document search and duplication. Upon request, the governmental body shall certify in writing that the cost does not exceed that body's actual cost.

Each public governmental body appoints a custodian for the records. The Sunshine Law requires that each request for access to a public record be acted on no later than the end of the third business day following the date the request is received by the custodian. If access is denied, the custodian must explain in writing and must include why access is denied, including the statute that authorizes the denial.

If only part of a record may be closed to review, the rest of the record must be made available.

Closed Meetings and Records — 610.021, 610.022

A public governmental body is permitted, but not required, to close its meetings, records and votes when they relate to certain topics listed in the statute. The list of topics that can be closed includes:

- Legal actions, causes of action or litigation (except that votes, minutes and settlement agreements must be opened to the public on final disposition, unless ordered closed by a court);
- Leasing, purchase or sale of real estate where public knowledge might adversely affect the amount paid in the transaction;
- Hiring, firing, disciplining or promoting a particular employee;
- Welfare cases of identifiable individuals;
- Software codes for electronic data processing;
- Individually identifiable personnel records;
- Records related to existing or proposed security systems;
- Records that are protected from disclosure by other laws.

When a public governmental body votes to meet in closed session, members must cite in open session a specific statute allowing the closure. Only the topic cited for closing the meeting can be discussed during the closed session. The public governmental body must close only that portion of the facility necessary for its members to conduct the closed meeting, allowing space for the public to remain and attend any later open session.

Who Can Bring Legal Action — 610.027

A court action to enforce the Sunshine Law can be brought by any Missouri taxpayer, citizen or aggrieved person, the Attorney General, or the county prosecutor. The lawsuit must be filed in the



circuit court for the county where the public governmental body has its principal place of business. A lawsuit must be filed within one year from when the violation is ascertainable, and in no event shall it be brought later than two years after the violation occurred.

Penalties — 610.027

If the court finds a public governmental body has violated the Sunshine Law, it may declare void any action taken in violation of the law. If the court finds a member of a public governmental body has purposely violated the Sunshine Law, the court shall:

- Subject the member or body to a civil fine of up to \$500; and may
- Order the member or body to pay all costs and reasonable attorney fees to any party successfully establishing a violation.

If a public governmental body has any doubt about the legality of closing a particular meeting, record or vote, it may bring suit in the circuit court to determine whether the action is proper or it may seek a formal opinion from its own attorney, or from the Attorney General.



City Garden Board Member Agreement

City Garden exists to redefine education by developing the whole child in an excellent, inclusive, Montessori school; to reimagine community by creating spaces and systems that help to restore our collective humanity; and to reinvigorate our world by creating a culture in which individuals and communities thrive without disparities or barriers to success.

As a member of the City Garden Board of Directors, you are in a position to play a significant leadership role on behalf of the school and its students. The vitality of City Garden depends on your commitment as well as imaginative and strategic leadership. You and the other members of the Board hold accountability for the charter for our school and therefore are entrusted to act in ways that lead to exceptional results for our students, and therefore, the long-term sustainability of the organization.

We ask all board members to affirm their personal commitment to the [full board responsibilities](#), as well as individual expectations outlined below:

Board Member Ethics & Integrity

1. I will uphold the highest ethical standard to support the school mission on behalf of the students, parents, teachers, and other key stakeholders of City Garden.
2. I will prioritize the well-being and best interests of students in all board decisions, ensuring their needs, safety, and development remain the central focus of our decision-making processes.
3. I have reviewed and comply with the [board bylaws, conflict of interest policy, and other key board policies](#).
4. I will maintain the confidentiality of all board deliberations and will publicly support the decisions of the board, including those with which I might have disagreed.
5. I will not attempt to influence school operations or decision-making in ways that are misaligned with my governance role. To support transparent & impartial governance, board members with a personal or professional interest in a matter under discussion (e.g., personnel actions involving their child, program decisions tied to an affiliated organization) must:
 - a. Disclose the conflict at the earliest opportunity to the board
 - b. Recuse from participation in the discussion, deliberation & voting on that matter

CEO Support & Accountability

1. I will remain cognizant of my governance role (vs management) in my support of the CEO.
2. I will support the CEO in achieving goals set and actively engage in the annual leadership evaluation processes of the CEO and the board.

Board Participation

1. I will attend at least 70% of City Garden Board meetings. *Your presence is valued, and your active participation is critical for board deliberations. If you are unable to attend a meeting, please inform the Board Chair at least 48 hours in advance.*
2. I will review all materials sent to me in advance of board and committee meetings and share questions or concerns in advance.
3. I will commit to serving on and actively participating in at least one Board committee.
4. I will attend City Garden Events where board membership is requested or required.
5. I will champion the school in the community, will invite my network to become aware of and supportive of City Garden, and will be an active donor to the school.

Board Interactions

I strive to put the board working agreements into practice in my behavior and interactions with other board members:

- We prioritize and value our relationships with one another.
- We come to meetings prepared and stay present.
- We use our meeting time responsibly to focus on what matters most.
- We say what needs to be said, directly and with care.
- We ask questions for clarity and transparency.
- We slow down to ensure we're centering our mission and values.
- We acknowledge that disagreement is inevitable, but commit to decisions as a team.
- We follow through on our commitments to each other and to City Garden.

If for any reason, I am unable to carry out my duties as described in the Board Member Description and this Agreement, I agree to contact the Board Chair in a timely manner.

In support of your board service, City Garden will also fulfill its responsibilities to you as a member of its Board of Directors:

1. We will maintain a high standard of ethics, integrity, and professionalism in fulfilling our duties as a board and as a school leadership team.
2. You will be thoroughly oriented to the board and the school. City Garden will also provide ongoing training and education to ensure you have the knowledge and tools you need to be effective.
3. You will receive critical information – including meeting agendas, reports, or updates requiring action – in a timely manner before each meeting. We will also keep you informed about any critical events or concerns that may arise between meetings.
4. We will work in good faith with each board member towards achievement of the board's goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board Chair and/or CEO to discuss these responsibilities.

I, _____, understand that as a member of the Board of Directors, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

Board Member

Date

Chair, Board of Directors

Date

CEO

Date