



Urban Montessori Charter School

Executive & Governance Committee Meeting

Published on August 8, 2024 at 10:58 AM PDT

Date and Time

Tuesday August 13, 2024 at 3:15 PM PDT

Location

4551 Steele Street, Oakland, CA 94619. Ring the front bell or call/text 510-290-4005 for entry. Signage on campus will direct you to the correct room, generally the Head of School's Office.

The public may comment and participate [via Zoom](#) if they prefer. The public may also email comments to amyn@urbanmontessori.org to be shared during the meeting. Please make that intention clear in your email. Please make that intention clear in your email.

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

Meeting ID: 825 9285 5160; Passcode 510 842 1181

One tap mobile

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Meeting ID: 825 9285 5160

Find your local number: <https://us02web.zoom.us/j/82592855160?pwd=cG02OTRoUVdrdngwOTI2WFBrOTBzQT09>

Additional teleconference locations:

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

Members: Amy Ng (Chair), Greg Klein; Committee Alternate: Sarah Morrill

Urban Montessori Charter School welcomes your participation at Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the organization in public. Your participation assures us of continuing community interest in our school and assists the Board in making the best decisions for our school. To assist you in the ease of speaking/participating in our meetings, guidelines are provided at the bottom of this agenda. All materials for all board and committee meetings, including audio recordings of Regular Board Meetings, are available on our [BoardOnTrack public portal](#) and also through the [UMCS School Calendar](#).

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:15 PM
A. Call the Meeting to Order		Amy Ng	
B. Record Attendance		Greg Klein	1 m
C. Review of Action/Discussion Items	Discuss	Amy Ng	1 m
With input from the committee, the committee chair may decide, based upon a number of factors, to reorder the action/discussion items to best suit the needs of the meeting. No additional action/discussion items will be added at this time.			
D. Presentations from the Floor		Amy Ng	5 m
PRESENTATIONS ON NON-AGENDA ITEMS – Any person wishing to speak to any item not on the agenda will be granted three minutes to make a presentation. Speakers required translation will be granted double time. Comments should refer to matters within the jurisdiction of this committee.			
E. Approve Minutes from prior Executive & Governance Committee Meeting	Approve Minutes	Amy Ng	1 m
Approve minutes for Executive & Governance Committee Meeting on June 10, 2024			

	Purpose	Presenter	Time
II. Executive and Governance			3:23 PM
A. Student Outcome Goals	Discuss	Greg Klein	25 m
Discussing recommended Student Outcome Goals for the Board's consideration.			
B. Board Membership, Recruitment, and Training	Discuss	Greg Klein	5 m
Discussion on status of Board members, recent recruitment, and training, including training in different Board roles.			
C. Head of School Evaluation Process	Discuss	Amy Ng	5 m
Discuss timeline of process for HoS evaluation for 2024-2025			
D. 2023-2024 Board Assessment	Discuss	Amy Ng	5 m
E. Confirming 2024-2025 calendar of meetings	Vote	Greg Klein	5 m
Discuss and approve possible updates to the Committee's calendar of meetings .			
F. Epicenter Tasks and Deliverables	Discuss	Greg Klein	5 m
A discussion on the process for ensuring all tasks and deliverables are delegated and completed on time.			
G. Robert's Rules of Order	Discuss	Greg Klein	5 m
A brief discussion on clarifying Robert's Rules of Order basic procedures and updating UMCS board practices to match more closely.			
III. Updates on School Policies and Required Documents			4:18 PM
A. Review of Board Policies	Discuss	Daniel Bissonnette	10 m
The committee may monitor, review, or suggest updates to school policies.			
<ol style="list-style-type: none"> 1. UMCS Employee Handbook 2. UMCS Annual Notice for Families 3. UMCS Family Handbook 			
IV. Closed Session			4:28 PM
A. Closed Session Items	Discuss	Amy Ng	10 m
Public Employee Performance Evaluation - Head of School			

	Purpose	Presenter	Time	
<p>"Closed Session" is always agendized ahead of time as a "Discuss" item. If any votes are taken during any Closed Session, those are reported out publicly upon return to Open Session.</p>				
B.	Report out of Closed Session	Vote	Amy Ng	1 m
<p>"Return to Open Session" is always agendized ahead of time as a "Vote" item. It is not meant to indicate the the Board <i>shall</i> take an action at this time. If any votes are taken during any Closed Session, those are reported out publicly at this time on the agenda.</p>				

V. Closing Items 4:39 PM

A.	Adjourn Meeting	Discuss	Amy Ng
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THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting UMCS at 4551 Steele Street, Oakland, CA 94619 or info@urbanmontessori.org.

FOR MORE INFORMATION For more information concerning this agenda or for materials relating to this meeting, please contact UMCS at 4551 Steele Street, Oakland, CA 94619 or board@urbanmontessori.org. All materials are available via the BoardOnTrack portal of our website: <https://www.urbanmontessori.org/boardontrackportal>.