



Urban Montessori Charter School

Executive & Governance Committee Regular Meeting

Amended on August 7, 2020 at 8:11 AM PDT

Date and Time

Monday August 10, 2020 at 1:15 PM PDT

Location

Virtual Only

PER GOVERNOR NEWSOM'S SHELTER IN PLACE EXECUTIVE ORDER DATED MARCH 19, 2020 ([WHICH IS HERE IN ITS ENTIRETY](#)) AND BY ORDER OF THE HEALTH OFFICER OF THE COUNTY OF ALAMEDA DATED JUNE 5, 2020 (Revised June 18, 2020 and July 19, 2020) ([WHICH IS HERE IN ITS ENTIRETY](#)): THIS WILL BE A VIRTUAL-ONLY MEETING

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Members: Christina Greenberg (Chair), Greg Klein, Davis Leung

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 via on our [BoardOnTrack public portal](#) and is also accessible via the [UMCS School Calendar](#).

Agenda

	Purpose	Presenter	Time
I. Opening Items			1:15 PM
A. Call the Meeting to Order		Christina Greenberg	
B. Record Attendance		Christina Greenberg	1 m
C. Approve Minutes	Approve Minutes	Greg Klein	1 m
Approve minutes for Executive and Governance Committee Meeting on June 8, 2020			
D. Review of Action/Discussion Items	Discuss	Christina Greenberg	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.			
E. Presentations from the Floor		Christina Greenberg	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.			
II. Executive and Governance			1:23 PM
A. BoardOnTrack & Board Training	Discuss	Krishna Feeney	25 m
Discuss BoardOnTrack implementation, including board assessment and Head of School evaluation tools.			
B. Discuss Strategic Planning progress	Discuss	Krishna Feeney	5 m
C. Discussion of recommendations for August 2020 approvals	Discuss	Greg Klein	25 m
<ol style="list-style-type: none"> 1. Discussion and review of UMCS Family Handbook 2020-2021 2. Discussion and review of COVID-19 Addendum to UMCS Family Handbook 2020-2021 3. Discussion and review of UMCS Employee Handbook 2020-2021 4. Discussion and review of COVID-19 Addendum to UMCS Employee Handbook 2020-2021 5. Discussion and review of Daily Schedules for 2020-2021 6. Discussion and review of Wellness Policy 7. Discussion and review of Learning Continuity & Attendance Plan and process (for August & September) 			
D. Board Membership	Discuss	Greg Klein	5 m
Term renewal discussions for Hae-Sin Thomas and Nancy McAfee Flemming.			

	Purpose	Presenter	Time
III. Closed Session			2:23 PM
A. Public Employee Performance Evaluation - Head of School	Discuss	Christina Greenberg	30 m
"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.			
B. Report out of Closed Session	Vote	Christina Greenberg	5 m
"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.			
IV. Closing Items			2:58 PM
A. Adjourn Meeting	Vote	Christina Greenberg	1 m

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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.

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

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Executive and Governance Committee Meeting on June 8, 2020

APPROVED



Urban Montessori Charter School

Minutes

Executive and Governance Committee Meeting

Date and Time

Monday June 8, 2020 at 1:15 PM

Location

VIRTUAL ONLY

PER GOVERNOR NEWSOM'S SHELTER IN PLACE EXECUTIVE ORDER DATED MARCH 19, 2020 ([WHICH IS HERE IN ITS ENTIRETY](#)) AND BY ORDER OF THE HEALTH OFFICER OF THE COUNTY OF ALAMEDA DATED MARCH 16, 2020 ([WHICH IS HERE IN ITS ENTIRETY](#)):

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Committee Members: Christina Greenberg, Greg Klein, Davis Leung

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Committee Members Present

C. Greenberg (remote), D. Leung (remote), G. Klein (remote)

Committee Members Absent

None

Guests Present

K. Feeney (remote)

I. Opening Items

A. Call the Meeting to Order

C. Greenberg called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday Jun 8, 2020 at 1:19 PM.

B. Record Attendance

C. Approve Minutes

D. Leung made a motion to approve the minutes from Executive and Governance Committee Meeting on 05-11-20.

G. Klein seconded the motion.

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

Roll Call

G. Klein Aye

D. Leung Aye

Roll Call

C. Greenberg Aye

K. Feeney Abstain

D. Review of Action/Discussion Items

No changes.

E. Presentations from the Floor

No presentations on non agenda items.

II. Executive and Governance

A. Discuss Board and Committee Membership and Terms 2020-2021

Davis proposed that Executive Committee stay the same for next year.

Davis proposed that Finance Committee stay the same for next year.

Davis proposed that Academic Committee move to three members with Hae-Sin as the Chair. Davis to seek Jan's renewal and membership, plus discuss a third member.

Davis reports that Koren is completing her term at the end of June. Thank you, Koren!

Christina reports that she would accept a nomination for a renewal term. Great news!

Davis needs to check-in more with Stacey about her return from Leave.

Greg recommends Davis continue as chair. Krishna recommended Greg remain as Secretary for now. Focus needs to be on reinvigorating Academic Committee.

No public comment on this item.

B. Discuss steps to complete remaining Epicenter deliverables needed by the County

Greg will review and elevate the items coming back to the Board to help Krishna identify her next steps. Krishna will check on the Enrollment deliverable. Then we will ask County about the June 1st deadline matching up with the LCAP deadline.

No public comment on this item.

C. BoardOnTrack

Greg shared the latest updates on current status of board member skills inventorying, and reminded that members need to complete their portions of the Head of School evaluation report.

No public comment on this item.

D. Discuss Strategic Planning support opportunity and contract

Krishna shared about a strategic planning partnership via a partner of Edtec. Medium and Longer term planning, and it costs \$10,000. Called and spoke with FORWARD by Friday. 8 week program, and it sounded strong, but hard to invest dollars in a tight budget. Krishna shared that strategic planning is an area of growth, and Christina shared that it might open up new fundraising, or if it opens up new enrollment opportunities, the investment could financially pay off sooner rather than later. Possibility to join a future cohort. Christina shared that staff really has to prioritize the time to do it well. Greg shared that it's never a bad time to get a strategic plan in order, particularly in the context of renewal, COVID, and potential to manage payment for the program over multiple fiscal years.

No public comment on this item.

E. Discussion of recommendations for June 2020 approvals

Krishna shared the COVID-19 Operations Report, it is ready for June approval.

Greg shared the UMCS Board Bylaws and UMCS Board Book, they are ready for June re-approval for next year.

Discussion and review of UMCS Family Handbook 2020-2021 - Krishna shared that this may be ready in time for June approval, but given so many changes and unknowns due to COVID, they may need to wait until August for approval.

Discussion and review of UMCS Employee Handbook 2020-2021 - Krishna shared that this may be ready in time for June approval, but given so many changes and unknowns due to COVID, they may need to wait until August for approval.

Discussion and review of Calendar of Regular Board and Committee Meetings 2020-2021 - Greg shared the draft calendar of meetings. Davis suggested that Finance committee meet on Thursdays instead of Fridays.

Discussion and review Possible of Daily Schedules for 2020-2021 - Krishna shared that this may be ready in time for June approval, but given so many changes and unknowns due to COVID, they may need to wait until August for approval.

III. Closed Session

A. Public Employee Performance Evaluation - Head of School

Christina announced that the committee was going into Closed Session around the Public Employee Performance Evaluation - Head of School

B. Report out of Closed Session

No action taken.

IV. Closing Items

A. Adjourn Meeting

G. Klein made a motion to Adjourn.

D. Leung seconded the motion.

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

Roll Call

K. Feeney Abstain

G. Klein Aye

C. Greenberg Aye

D. Leung Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:46 PM.

Respectfully Submitted,

G. Klein

Documents used during the meeting

- Board Officers and Committees.xlsx
- covid19report.docx
- DRAFT Calendar of Regular and Committee Meetings 2020-2021.docx
- UMCS Board Bylaws.docx
- UMCS Board Book.docx

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