



Urban Montessori Charter School

Executive & Governance Committee Regular Meeting

Published on September 10, 2020 at 2:21 PM PDT

Date and Time

Monday September 14, 2020 at 1:15 PM PDT

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/5102904005>

Meeting ID: 510 290 4005

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Meeting ID: 510 290 4005

Find your local number: <https://us02web.zoom.us/u/kb8IDmVDDD>

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, July 15, 2020, and August 20, 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		Davis Leung	
B. Record Attendance		Greg Klein	1 m
C. Approve Minutes from August 10, 2020 Executive & Governance Committee Meeting.	Approve Minutes	Davis Leung	1 m
D. Review of Action/Discussion Items	Discuss	Davis Leung	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		Davis Leung	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	Greg Klein	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 September 2020 approvals	Discuss	Krishna Feeney	25 m
<ol style="list-style-type: none"> 1. Discussion and review of Daily Schedules for 2020-2021 2. Discussion and review of Instructional Minutes for 2020-2021 3. Discussion and review of Learning Continuity & Attendance Plan 			
D. Review Board Calendar by Topic	Discuss	Christina Greenberg	10 m
Look at calendar created last year of what topics should be covered in which board meetings and discuss whether more work is needed to refine that process for this year.			
https://docs.google.com/spreadsheets/d/1qOai1IXVT1oe4dVnLQn86y4QXVI7Gj6p7DkyZGWbHKc/edit?usp=sharing			
III. Closed Session			2:28 PM
A. Public Employee Performance Evaluation - Head of School	Discuss	Christina Greenberg	15 m

	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>			

<p>B. Report out of Closed Session</p>	Vote	Christina Greenberg	2 m
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"Return to Open Session" is always agendized ahead of time as a "Vote" item. It is not meant to indicate the the Board *shall* 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

2:45 PM

<p>A. Adjourn Meeting</p>	Discuss	Christina Greenberg	1 m
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Coversheet

Approve Minutes from August 10, 2020 Executive & Governance Committee Meeting.

Section: I. Opening Items
Item: C. Approve Minutes from August 10, 2020 Executive & Governance Committee Meeting.
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Executive & Governance Committee Regular Meeting on August 10, 2020

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time

Monday August 10, 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 JUNE 5, 2020 (Revised June 18, 2020 and July 19, 2020) ([WHICH IS HERE IN ITS ENTIRETY](#)):

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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 Aug 10, 2020 at 1:24 PM.

B. Record Attendance

C. Approve Minutes

D. Leung made a motion to approve the minutes from Executive and Governance Committee Meeting on 06-08-20.

C. Greenberg seconded the motion.

no discussion

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

Roll Call

G. Klein Aye

K. Feeney Abstain

D. Leung Aye

C. Greenberg Aye

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

No public presentations on non-agendized items.

II. Executive and Governance

A. BoardOnTrack & Board Training

Greg shared about our need to complete the skills assessment and the HoS Eval process. Christina will follow-up with individual board members to complete.

Annual Board training will be in mid September online with YM&C.

No public comment.

B. Discuss Strategic Planning progress

Krishna shared about the summer cohort with Friday design shop to think about a strategic plan. Still not a completed draft of what will be a multiyear strategic plan. Requires further drafting and lots of engagement with teachers, staff, students, and families. Good to have some structure and framing over the summer, but definitely nothing was completed in terms of a full strategic plan, and a true plan requires the full participation across our stakeholders. More work to be done and then lots of sharing, editing, and changes to make.

No public comment.

C. Discussion of recommendations for August 2020 approvals

Krishna shared progress on the following

1. Discussion and review of UMCS Family Handbook 2020-2021
 1. Still need to update drop-off and pick-up procedures for the new campus.
 2. Update speaks to families reference the COVID-19 Addendum where it is more highly relevant than the usual language.
 3. Started to remove the dual-campus references and information.
 4. Davis asked about tracking systems for family signatures and Krishna responded that it will be important collect
2. Discussion and review of COVID-19 Addendum to UMCS Family Handbook 2020-2021
 1. Here: https://docs.google.com/document/d/1_Dorv564Ppy-P--8FbPjTiPKKU9-G86F-45V0RfU3vc/edit?ts=5f2dc36c
 2. Krishna and her team lead the drafting of this. Shared this already to staff and family via email.

3. Christina shared an example from another school with language about supporting one another and helping one another be safe.
3. Discussion and review of UMCS Employee Handbook 2020-2021
 1. No major material updates. Dress code section does need further review.
4. Discussion and review of COVID-19 Addendum to UMCS Employee Handbook 2020-2021
 1. Here: <https://docs.google.com/document/d/1z6sp2u2Kb64FZaDFxgmRntQoEcnx548j18HTsKAI3Y0/e>
 2. Mostly focused on working from the campus. Likely needs further updates related to remote work expectations based on on-going staff questions, comments, and feedback. Will make digital signing available for staff.
 3. Staff has the ability to ask questions, provide further and input.
5. Discussion and review of Daily Schedules for 2020-2021
 1. tabled
6. Discussion and review of Wellness Policy
 1. Greg will add in COVID-related language at the top from student family handbook addendum.
7. Discussion and review of Learning Continuity & Attendance Plan and process (for August & September)
 1. Language will likely be gathered for this document from the handbook updates. Public hearing at the August board meeting. Then engagements and feedback and changes, and then final approval at September board meeting.

No public comment.

D. Board Membership

Nancy and Hae-Sin have terms ending at the end of August. Davis will check in with both about renewal term interest.

No public comment.

III. Closed Session

A. Public Employee Performance Evaluation - Head of School

B. Report out of Closed Session

No action was taken.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:37 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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