



# Urban Montessori Charter School

## Executive & Governance Committee Regular Meeting

Amended on February 1, 2021 at 12:59 PM PST

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### Date and Time

Monday February 8, 2021 at 12:15 PM PST

### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/5102904005?pwd=M1kxU2hXSzRSN1dCL3QwYVEzdkJ3Zz09>

Meeting ID: 510 290 4005

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Meeting ID: 510 290 4005

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

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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

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>12:15 PM</b>
A. Call the Meeting to Order		Christina Greenberg	
B. Record Attendance		Greg Klein	1 m
C. Approve Minutes from January 11, 2021 Executive & Governance Committee Meeting	Approve Minutes	Christina Greenberg	1 m
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.			
<b>II. Executive and Governance</b>			<b>12:23 PM</b>
A. BoardOnTrack & Board Training and Development	Discuss	Christina Greenberg	15 m
<ul style="list-style-type: none"> <li>• Review Board recruitment and skill-assessment 2020-2021</li> </ul>			
B. Discuss Board Recruitment, including Board member renewal terms	Discuss	Christina Greenberg	5 m

	Purpose	Presenter	Time
<p><b>C. Discuss Anti-Racist Board Practices</b></p> <p>Discuss artifacts from anti-racist board practices sessions. <a href="#">Rubric</a>, anti-racist practices self-assessment and pledge form. Plan for any potential board actions and large group discussion around these topics.</p>	Discuss	Christina Greenberg	20 m
<p><b>D. Discuss DRAFT: School Plan for Student Achievement</b></p> <ul style="list-style-type: none"> <li><a href="#">DRAFT: School Plan for Student Achievement</a></li> </ul>	Discuss	Krishna Feeney	5 m
<p><b>E. Discuss Panorama Survey Results</b></p> <ul style="list-style-type: none"> <li><a href="#">Students</a></li> <li><a href="#">Staff</a></li> <li><a href="#">Families</a></li> </ul>	Discuss	Krishna Feeney	10 m

**III. Closed Session 1:18 PM**

<p><b>A. Public Employee Performance Evaluation - Head of School</b></p> <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>	Discuss	Christina Greenberg	5 m
<p><b>B. Report out of Closed Session</b></p> <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>	Vote	Christina Greenberg	2 m

**IV. Closing Items 1:25 PM**

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

### Approve Minutes from January 11, 2021 Executive & Governance Committee Meeting

**Section:** I. Opening Items  
**Item:** C. Approve Minutes from January 11, 2021 Executive & Governance  
Committee Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Executive & Governance Committee Regular Meeting on January 11, 2021

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Regular Meeting

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##### **Date and Time**

Monday January 11, 2021 at 12:15 PM

##### **Location**

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### **Committee Members Present**

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

### **Committee Members Absent**

*None*

### **Committee Members who left before the meeting adjourned**

C. Greenberg

### **Guests Present**

K. Feeney (remote)

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## **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 Jan 11, 2021 at 12:25 PM.

**B. Record Attendance**

**C. Approve Minutes from November 2, 2020 Executive & Governance Committee Meeting**

D. Leung made a motion to approve the minutes from Executive & Governance Committee Regular Meeting on 11-02-20.

C. Greenberg seconded the motion.

No public comment.

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

**Roll Call**

G. Klein      Aye

C. Greenberg      Aye

K. Feeney      Abstain

D. Leung      Aye

**D. Approve Minutes from November 30, 2020 Executive & Governance Committee Special Meeting**

D. Leung made a motion to approve the minutes from Special Executive and Governance Committee Meeting on 11-30-20.

C. Greenberg seconded the motion.

No public comment.

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

**Roll Call**

K. Feeney      Abstain

D. Leung      Aye

G. Klein      Aye

C. Greenberg      Aye

**E. Review of Action/Discussion Items**

Moved item 2a after 2e.

**F. Presentations from the Floor**

No public comment on non-agendized items.

**II. Executive and Governance**

**A. BoardOnTrack & Board Training and Development**

This item was moved until after item 2E.



With BoardOnTrack coaches, the committee reviewed current success plan goals, including progress made against emergency and longer term succession planning; evaluation during 2020-2021; and charter renewal preparation. Committees are making progress against each. Coaches asked if renewal needed its own committee or if this committee plays the role of coordination. Greg responded that more likely it's this committee's work, as we are so small, with additional leadership capacity from our Chair and Head of School partnering together.

Christina left at 1:45pm.

BoardOnTrack Coaches reminded the committee about using custom questions if we want prior to the HoS. Greg will work to integrated Executive Appraisal tool questions into this year's evaluation.

No further comment or public comment.

C. Greenberg left.

#### **B. Discuss Board Recruitment, including Board member renewal terms**

Greg's the next Board member whose term is up, at the end of June 2021. Greg shared that he's willing to continue to serve. If not via the Board, he'd be interested in being involved still via the FAC. Krishna and committee discussed future renewal.

No further comment or public comment.

#### **C. Review Anti-Racist Board Practices Docs**

Christina shared more on the tools and resources from when she attended School Board Partners conference last year. There is a self assessment, a rubric, and a pledge.

Christina asked about our ability to capture employee applicant background information, and Krishna responded that thought our current platform can do that, and it de-links that info from candidates -- keeps it anonymous. Greg suggested the committee discuss an annual fast-facts template describing "who we are" as a school community, that could then get updated periodically. Christina also shared it's important to audit and review pay equity, and Krishna agreed and that the recent pay scale helps a lot with that issue.

Jan joined the meeting and asked about getting access to the rubric (which is set as private currently), and about being sure we are able to look at parent and staff disaggregated survey data.

Next steps for board members will be to complete: annual BoardOnTrack skills assessment, School Board Partners self-reflection and share with Christina G., and if they want, sign the pledge with School Board Partners.

No other public comment.

#### **D. General Governance Materials**

Christina shared other good governance materials from the School Board Partners convening. Resources augment what comes with BoardOnTrack, including resources related to evaluation, onboarding new Board members, and also on succession planning. These are in the packet for this meeting.

No public comment on this item.

#### **E. Discuss External Head of School Job Description and Responsibilities re: succession planning**

Krishna shared a new draft of a Role and Responsibilities document that she's started using with staff -- still very much a working document. It's a distillation down from a formal job description.

Krishna reviewed the current job description and thinks that it would generally work as is if it were needed right away. Can bring the Roles and Responsibilities to the Board to share as a communication tool and let folks ask questions on it, and make comments.

No public comments.

#### **F. Discuss DRAFT: School Plan for Student Achievement**

Krishna shared the latest draft of the SPSA. Greg commented on the document and added some suggestions.

Krishna shared that we usually have a qualifying LCAP, but this year we instead only had an LCP, so we also need an SPSA. ELAC being engaged this week, along with parents on the Board, and via the FAC.

Greg asked about ATSI and how that relates to completing the SPSA. Krishna will connect more with Edtec on requirements.

No public comment.

### **III. Closed Session**

#### **A. Public Employee Performance Evaluation - Head of School**

The Board entered Closed Session on this topic at 2:25pm

#### **B. Report out of Closed Session**

No action 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 3:15 PM.

Respectfully Submitted,  
G. Klein

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#### Documents used during the meeting

- Rubric Becoming an Anti-racist School Board member(1).pdf
- Head of School Evaluation Toolkit.pdf
- Succession Planning.pdf
- Onboarding New Board Members.pdf

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