



Urban Montessori Charter School

Executive & Governance Committee Regular Meeting

Date and Time

Monday April 18, 2022 at 1:15 PM PDT

Location

4551 Steele Street, Oakland, CA 94619. Signage on campus will direct you to the correct room, generally the Sun Room.

The public may comment and participate [via Zoom](#) if they prefer. The public may also email comments to christinag@urbanmontessori.org to be shared during the meeting. 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

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Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553; 3385 Herrier Street Oakland, CA 94602; 3921 Enos Ave Oakland, 94619

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Members: Christina Greenberg (Chair), Greg Klein, Davis Leung, 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 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		Davis Leung	1 m
C. Approve Minutes from prior Executive & Governance Committee Meeting	Approve Minutes	Christina Greenberg	1 m
Approve minutes for Executive & Governance Committee Regular Meeting on March 14, 2022			
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. Comments should refer to matters within the jurisdiction of this committee.			
II. Executive and Governance			1:23 PM
A. 2021-2022 Head of School Evaluation Process	Discuss	Christina Greenberg	5 m
A discussion on the evaluation process and the timeline for this school year, including listening sessions with staff for feedback.			
B. Board Assessment process for 2021-2022	Discuss	Christina Greenberg	5 m
C. Board Membership, Recruitment, and Training	Discuss	Christina Greenberg	5 m

	Purpose	Presenter	Time
Discussion on status of Board members, and recent recruitment and training.			
III. Updates on School Policies and Required Documents			1:38 PM
A. Discuss updates to school policies	Discuss	Davis Leung	5 m
Discussion on any needed updates to the UMCS Conflict of Interest Code .			
B. 2021-2022 LCAP Review to inform 2022-2023 LCAP Development	Discuss	Krishna Feeney	10 m
A discussion on the 2021-2022 LCAP actions and progress to date to help inform any updates or changes for 2022-2023 LCAP development.			
IV. Closed Session			1:53 PM
A. Closed Session Items	Discuss	Christina Greenberg	25 m
Public Employee Performance Evaluation - Head of School			
"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	2 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.			
V. Closing Items			2:20 PM
A. Adjourn Meeting	Discuss	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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Cover Sheet

Approve Minutes from prior Executive & Governance Committee Meeting

Section: I. Opening Items
Item: C. Approve Minutes from prior Executive & Governance
Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Executive & Governance Committee Regular Meeting on March 14, 2022

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time

Monday March 14, 2022 at 1:15 PM

Location

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

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Committee Members Present

D. Leung (remote), G. Klein

Committee Members Absent

C. Greenberg

Guests Present

K. Feeney

I. Opening Items

A. Call the Meeting to Order

G. Klein called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday Mar 14, 2022 at 1:16 PM.

B. Record Attendance

C. Approve Minutes from prior Executive & Governance Committee Meeting

D. Leung made a motion to approve the minutes from Executive & Governance Committee Regular Meeting on 02-14-22.

G. Klein seconded the motion.

No questions, or public comments.

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

Roll Call

C. Greenberg Absent

D. Leung Aye

G. Klein Aye

D. Review of Action/Discussion Items

No changes needed.

E.

Presentations from the Floor

No public comments on items not on the agenda.

II. Executive and Governance

A. 2021-2022 Head of School Evaluation Process

Krishna is still completing her self evaluation survey. After that, the Board will complete individual evaluation surveys. Christina will remind and invite staff to the March 30th listening session, and include the link to the Google Form for those that prefer that method.

No public comments on this item.

B. Board Assessment process for 2021-2022

Two board members have completed this year's assessment. Six board members still need to complete. Christina will send a reminder email.

No public comments on this item.

C. Board Membership, Recruitment, and Training

Greg reached out to YM&C about their upcoming training opportunities. Asked them to create new training opportunities, usually webinars, for this Spring and early in the new fiscal year. Christina made a short list of potential board member candidates and will connect them to Greg. Davis will connect with Jan about any candidates she might recommend the board consider.

No public comments on this time.

D. California Commission on Teacher Credentialing

Krishna shared an estimate of how many emergency permits we might need for the upcoming school year, which will be the same as this current year. This process is required for all Lead Educational Agencies (LEAs). This year we were within our estimate. In the future, if we have to adjust, this committee can review and the board can readopt. Greg shared that this item has to be approved by the board as its own separate item, and not on the General Consent Report.

No other questions or public comments on this item.

III. Updates on School Policies and Required Documents

A. Discuss updates to school policies

The committee reviewed the draft calendar. OUSD is starting on August 8th, 2022, and UMCS will start August 15th. This can be approved at the upcoming Board meeting.

The committee reviewed the Public Records Act Policy and offered suggested updates from Admin to incorporate (or not). These suggestions can then later be recommended to the full board for the update, if any, to be approved.

The committee reviewed the Student Discipline Policy and offered suggested updates from Admin to incorporate (or not). These suggestions can then later be recommended to the full board for the update, if any, to be approved.

The committee reviewed the COVID Safety Plan. Administration made updates to masks language to better align with the latest state and county guidance. There were also updates to the quarantine procedures for vaccinated and unvaccinated people. The full board can approve updates at the March update. The translation was also updated.

No other discussion or public comments on this item.

B. 2021-2022 LCAP Review to inform 2022-2023 LCAP Development

Greg shared an overview of the LCAP process and the work to date to ready the Google template document. Administration can now update academic and financial data to date. Every committee will review this document and process each month through June, and the public has opportunities to weigh-in online and at each of those monthly committee and board meetings.

There was no other discussion or public comments on this item.

IV. Closed Session

A. Closed Session Items

The committee went into closed session on Public Employee Performance Evaluation - Head of School at 1:53pm. Before, there were no public comments on this item.

B. Report out of Closed Session

The committee returned to open session at 2:02pm. There were no actions taken.

V. 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 2:02 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- cl500.pdf
- UMCS_Public_Records_Act_Policy.pdf
- UMCS_Student_Discipline_Policy.pdf

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Cover Sheet

Discuss updates to school policies

Section: III. Updates on School Policies and Required Documents
Item: A. Discuss updates to school policies
Purpose: Discuss
Submitted by:
Related Material: Conflict_of_Interest_Code_Section_1090_06-20-19.pdf

URBAN MONTESSORI

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code section 87100, et seq., Urban Montessori hereby adopts this Conflict of Interest Code (“Code”), which shall apply to all governing board members, candidates for member of the governing board, and all other designated employees of Urban Montessori (“Charter School”), as specifically required by California Government Code section 87300. In addition to the Political Reform Act, this Code also conforms with the requirements of Government Code section 1090.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members and candidates for election and/or appointment to the governing board, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be “designated employees.” The designated positions are listed in “Exhibit A” attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members and candidates for election and/or appointment to the governing board, shall file a Statement of Economic Interest (“Statement”) at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee’s position is assigned in “Exhibit A.”

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in “Exhibit B.”

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School’s filing officer shall make and retain a copy of the Statement and forward the original to the County

Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Principal who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Financial interest in a contract: Where a Governing Board member has a personal, material financial interest in a contract, the financial interest will be reviewed under Government Code section 1090, to determine whether the remote or non-interest exceptions apply. Should the Board determine that no applicable remote or noninterest exceptions apply, the Board must either: (1) not enter into the contract, as Government Code section 1090 prevents the entire board from voting on the contract; or (2) prior to the Board of Director's discussion of and/or taking any action on the contract at issue, the Board member must resign from the Board of Directors. The resignation shall be made part of the Board's official record.

All other financial interests: Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	1, 2, 3
Officers (e.g. President, Secretary, CFO)	1, 2, 3
Head of School	1, 2, 3
Office Manager	1, 2, 3
Communications Liaison	1, 2, 3
Programs Manager	1, 2, 3
Consultants	*

*Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Head of School may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Head of School determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code section 81008.)

EXHIBIT B

Disclosure Categories

Category 1

Designated positions assigned to this category must report:

- a. Interests in real property which are located in whole or in part within the boundaries (and a two mile radius) of the county in which Urban Montessori operates.
- b. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the acquisition or disposal of real property or are engaged in building construction or design.
- c. Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in, the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by Urban Montessori.

Category 2

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, and business positions in any business entity of the type which engages in the manufacture, sale, repair, rental or distribution of school supplies, books, materials, school furnishings or equipment to be utilized by Urban Montessori, its parents, teachers and students for educational purposes. This includes, but is not limited to, educational supplies, textbooks and items used for extra curricular courses.

Category 3

Designated positions assigned to this category must report:

Investments in, income, including gifts, loans, and travel payments, from, sources which are engaged in the performance of work or services of the type to be utilized by Urban Montessori its parents, teachers and students for educational purposes. This includes, but is not limited to, student services commonly provided in public schools such as speech therapists and counselors.