



Urban Montessori Charter School

Executive & Governance Committee Regular Meeting

Amended on February 7, 2022 at 10:28 AM PST

Date and Time

Monday February 14, 2022 at 1:15 PM PST

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

One tap mobile

+16699009128,,82592855160# US (San Jose)

+12532158782,,82592855160# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

Find your local number: <https://us02web.zoom.us/u/k1Y3eQWvA>

Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553

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

Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be unavailable. During this time, Zoom strongly recommends using computer audio capabilities (or via phone with the Zoom app) while on wifi.

If you have any trouble getting on the Zoom, please text 510-290-4005 for support.

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		Greg Klein	1 m
C. Approve Minutes from prior Executive & Governance Committee Meeting	Approve Minutes	Greg Klein	1 m
Approve minutes for Executive & Governance Committee Regular Meeting on January 18, 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 Membership and Recruitment	Discuss	Greg Klein	5 m
Discussion on status of Board members and recent recruitment efforts, including candidate Donald Williams.			
III. Updates on School Policies and Required Documents			1:33 PM
A. Discuss updates to school policies	Discuss	Davis Leung	5 m
Comprehensive School Safety Plan Health and Safety Manual here : https://docs.google.com/document/d/1Ou1yEpVAb3jjunMOTXfvsNjR22XDEkR5nVPqungmUgA/edit#			
B. Discuss Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan	Discuss	Greg Klein	10 m
Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan is here : https://docs.google.com/document/d/1PURMNduPkFMRjid9PyvPIN6fLBQmwXcb/edit#heading=h.gjdgxs			
IV. Closed Session			1:48 PM

	Purpose	Presenter	Time
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 **2:15 PM**

A. Adjourn Meeting	Discuss	Christina Greenberg	1 m
---------------------------	---------	---------------------	-----

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

Coversheet

Approve Minutes from prior Executive & Governance Committee Meeting

Section: I. Opening Items
Item: C. Approve Minutes from prior Executive & Governance Committee Meeting
Meeting:
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Executive & Governance Committee Regular Meeting on January 18, 2022

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time

Tuesday January 18, 2022 at 1:15 PM

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

One tap mobile

+16699009128,,82592855160# US (San Jose)

+12532158782,,82592855160# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

Find your local number: <https://us02web.zoom.us/j/82592855160>

Additional teleconference location: 1623 Sunhill Ct, Martinez, CA 94553; 3385 Herrier Street, Oakland, CA

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

Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be unavailable. During this time, Zoom strongly recommends using computer audio capabilities (or via phone with the Zoom app) while on wifi.

If you have any trouble getting on the Zoom, please text 510-290-4005 for support.

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](#).

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 Tuesday Jan 18, 2022 at 1:15 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 11-15-21.

G. Klein seconded the motion.

No discussion, questions, or public comment.

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

Roll Call

- G. Klein Aye
- D. Leung Aye
- C. Greenberg Absent

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

Greg commented that the work is on track to submit a material revision to our charter to update our enrollment modeling for this year and the next two years. Likely will call a special meeting in mid February for the Board's approval.

II. Executive and Governance

A. Discussion of COVID-19 Vaccine Requirement

Krishna shared OUSD is considering pushing back their enforcement until this coming summer. UMCS is supporting the final (fewer than ten) students to comply with the mandate one way or another.

Greg asked about any changes for adults / employees. Krishna shared no updates at this time.

No other discussion or public comments.

B. 2021-2022 Head of School Evaluation Process

Krishna shared that an upcoming Wednesday afterschool PD meeting, the google form survey for HoS feedback can be shared with staff.

Krishna will begin her BoardOnTrack self-evaluation survey in February.

Next listening session with Exec Committee is in March.

No other discussion or public comments.

C. Board Membership and Recruitment

Greg shared that he has reached out to a new parent and prospective board member.

Greg shared that the 2021-2022 Board Assessment will open up next in February for Board members to assess our work as a board.

No other discussion or public comments.

III. Updates on School Policies

A. Discuss updates to school policies

Greg shared updates to the policy regarding access rapid tests.

Krishna shared about including information about the rapid tests via the USPS.

No other discussion or public comments.

IV. Closed Session

A. Closed Session Items

At 1:39pm, Greg announced that the committee would go into closed session on Public Employee Performance Evaluation - Head of School.

B. Report out of Closed Session

At 1:51pm, the committee returned to open session. Greg shared that no actions were 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 1:51 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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

Coversheet

Board Membership and Recruitment

Section: II. Executive and Governance
Item: B. Board Membership and Recruitment
Purpose: Discuss
Submitted by:
Related Material: Donald R Williams Jr CV.pdf



Donald R. Williams, Jr.

PRINCIPAL ATTORNEY

Reach me at:

[Redacted contact information]

Achievements

- Super Lawyers "Northern California Rising Stars" (2021)
- The National Black Lawyers' "Top 40 Under 40" in California (2017-2021)

Admissions

- State Bar of California (All State Courts) SBN: 303126
- United States District Court - Eastern District of California
- United States District Court - Central District of California
- United States Court of Appeals for the Ninth Circuit
- State Bar of Louisiana (All State Courts) SBN: 39686
- State Bar of Texas (Pending)

Legal Experience

Founder and Principal Attorney

Reed Williams, A Professional Law Corporation 2020 - Present

- Prosecute private and public sector employment discrimination, wrongful termination, and wage and hour violation cases.

Associate Attorney

Weintraub Tobin Chediak Coleman Grodin 2019 - 2020

- Represented clients from a diverse range of industries, including professional sports, healthcare operations, agricultural and food processing industries, education institutions, restaurants, and the service industry.
- Collaborated with different teams to ensure that client needs were met.

Visiting Law Professor

UC Davis School of Law 2018-2019

- Taught Electronic Discovery and Digital Evidence to traditional J.D. students. I designed and developed a one-semester, two-credit hour course, "Electronic Discovery and Digital Evidence" to provide students with the procedural and practical knowledge and skills needed to be successful in modern litigation.

Senior Associate Attorney

The Rosa Law Group 2018-2019

- Prosecute private and public sector employment discrimination, wrongful termination, and wage and hour violation cases.

Senior Associate Attorney

Associate Attorney

Law Clerk

Bohm Law Group, Inc. 2014-2018

- Prosecute private and public sector employment discrimination, wrongful termination, and wage and hour violation cases.

Education History

Tulane University Law School

Juris Doctor

Grambling State University

Bachelor of Arts in Paralegal Studies

Bachelor of Science in Criminal Justice

Donald R. Williams, Jr.

PRINCIPAL ATTORNEY

Leadership and Civic Engagement

Board Member

Black Youth Leadership Project (BYLP) 2018 - Present

- BYLP is a non-profit and non-partisan educational organization dedicated to developing California's next generation of public policy leaders. BYLP's programs encourage Black students to become civically engaged by learning about California's legislative process and developing communication skills through speech and debate.

Presentations

- Presenter, Weintraub Tobin Chediak Coleman Grodin, "Tips and Tools for Surviving the Employment Relationship" (October 2019)
- Presenter, Weintraub Tobin Chediak Coleman Grodin, "Employment Law 2019/2020 - A Year in Review; A Year Ahead" (January 2020)
- Panelist, Black Small Business Association of California, "COVID-19 and the Music Industry" (April 2021)
- Presenter, Black Small Business Association of California, "Sacramento Technical Assistance Program" (October 2021, November 2021, December 2021)

Publications

- "I Think My Client Is About To Be Sued: How to Execute A Proper Litigation Hold," Commercial Litigation Law Blog, available at: <https://www.weintraub.com/blogs/i-think-my-client-is-about-to-be-sued-how-to-execute-a-proper-litigation-hold> (September 9, 2019)
- "(H.R. 6201) Families First Coronavirus Response Act: What Employers Should Know," The Labor & Employment Law Blog, available at: <https://www.weintraub.com/blogs/h-r-6201-families-first-coronavirus-response-act-what-employers-should-know> (March 19, 2020)