



Urban Montessori Charter School

Executive & Governance Committee Regular Meeting

Published on November 12, 2021 at 12:48 PM PST

Date and Time

Monday November 15, 2021 at 1:15 PM PST

Location

The committee will meet at school 4551 Steele Street, Oakland, CA 94611

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.

Meeting ID: 510 290 4005, and passcode 510 290 4005

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Meeting ID: 510 290 4005

Find your local number: <https://us02web.zoom.us/j/812904005>

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

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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		Greg Klein	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 October 18, 2021			
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. Discussion of COVID-19 Vaccine Requirement	Discuss	Greg Klein	5 m
Discussion of timeline and process for implementing future COVID-19 vaccine requirements.			
B. 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.			
C. Board Membership and Recruitment	Discuss	Greg Klein	5 m
Discussion on status of Board members and recent recruitment efforts.			
III. Closed Session			1:38 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
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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 2:05 PM

A. Adjourn Meeting	Discuss	Christina Greenberg	1 m
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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.

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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 October 18, 2021

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time

Monday October 18, 2021 at 1:15 PM

Location

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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.

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Committee Members Present

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

Committee Members Absent

None

Guests Present

K. Feeney

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 Oct 18, 2021 at 1:18 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 09-13-21.

C. Greenberg seconded the motion.

No questions or public comment.

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

Roll Call

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

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

No public comment on non-agenda items.

II. Executive and Governance

A. Discussion of COVID Vaccine Requirement

Greg shared that since our discussion last month, the Governor announced new vaccine requirements for students and staff with rolling deadlines. Krishna will follow up with CharterSafe (insurance) on exact implementation timelines for students and staff.

No other questions or public comments.

B. 2021-2022 Head of School Evaluation Process

Greg hosted a listening session for staff at the end of September. Committee will host another at the end of March. In addition to the BoardOnTrack survey that Board, HoS, and direct reports complete, the Committee will offer feedback questions for staff to respond to via a brief form, with some time made available at the January non-student day for them to complete if they prefer.

No other questions or public comments.

C. Board Membership and Recruitment

Greg shared about the board candidacy of Sarah Morrill, former Oakland school site leader. Sarah's resume is part of the agenda of this meeting. She joined some recent meetings as a member of the public and had a 1:1 with Krishna. The committee discussed nominating Sarah for a two-year term.

No other questions or public comments.

D. Review of COVID-19 Safety Plan

The committee reviewed the existing plan. Since the last approval, there haven't been any major new changes in the health guidance. Staff have clarified some of the language in the plan, but not substantive changes.

No other questions or public comments.

E. ACOE UMCS MOU [update]

ACOE Board recently approved a two-year extension of our MOU to match the state's extension of our charter for two more years. No changes were made to the content of the MOU. Recommended that our Board also approve the same MOU at the next Board meeting.

No other questions or public comment.

III. Closed Session

A. Closed Session Items

The board went into closed session at 1:47pm on Public Employee Performance Evaluation - Head of School.

No questions or public comments prior to the committee going into closed session.

B. Report out of Closed Session

The board returned to open session at 1:59.

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 2:00 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- 21-2181 Oakland Unified School District - Student Vaccination Requirement - Board of Education (9222021).pdf
- Morrill_Resume.pdf
- Urban Montessori Amendment to Operational MOU Reflecting AB-SB 130.pdf

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Coversheet

Board Membership and Recruitment

Section: II. Executive and Governance
Item: C. Board Membership and Recruitment
Purpose: Discuss
Submitted by:
Related Material: Morrill_Resume.pdf

EDUCATION / NONPROFIT LEADER: Experienced education leader with over 10 years experience designing and managing large, complex programs to exceed goals. Performance management of 5-7 direct reports and teams of 50-100 people. Specialize in developing vision and strategic priorities, program design, change management, and program evaluation. Recognized for excellent strategic and systems thinking, ability to balance big picture and details, leadership development, data-driven problem solving, and making the work fun along the way.
MBA from Haas School of Business and Certification in Education Finance from Georgetown.

Expertise

Program Design & Program Management
 Adult Learning & Development
 Coaching & Managing Leaders

Creative Problem Solving & Solutions
 Structuring & Delegating Workflow
 Diverse Stakeholder Management

Talent Acquisition & Talent Strategy
 Quantitative Program Evaluation
 Equity Focused Culture Creation

Experience

EDUCATION FOR CHANGE PUBLIC SCHOOLS 2015-2020

PRINCIPAL, LAZEAR CHARTER ACADEMY

Program Design & Change Management

- Designed new vision, values, and research aligned instructional program leveraging wide stakeholder engagement, resulting in wide investment in the new program by staff, families, and students.
- Orchestrated program turn around in resource constrained environment using change management leadership practices of data-driven program analysis and adult learning and development resulting in 59 and 57 points increases in ELA and Math respectively as measure by the state assessment.

Leadership Coaching & Culture Creation

- Coached and cultivated seven leadership team members by building strong relationships and executing staff development plans for all members leading to 94% of direct reports responding that coaching significantly facilitated their professional growth.
- Created inclusive, equitable staff culture by instituting diversity and inclusion programming resulting in an increase staff culture from 4th quartile to 1st quartile of Bay Area schools based on national culture and climate survey in order to retain diverse, high performing staff members.

System Design: Operations & Human Resources

- Implemented top to bottom operations overhaul redesigning all systems for day to day operations management leading to a 60% increase in staff satisfaction with site operations.
- Redesigned systems for recruiting, hiring, and on-boarding for staff of 50 contributing to increase in retention of vision aligned staff to 90% and 55% staff identify as BIPOC.

TEACH FOR AMERICA 2012-2015

SENIOR MANAGING DIRECTOR, LOS ANGELES TEACHER TRAINING PROGRAM

Program Design & External Partnerships

- Instituted new program vision and strategy by engaging diverse stakeholders leading to increased satisfaction by external partners, staff, and participants.
- Collaborated with 6 external partners including Loyola Marymount University to design the summer program, resulting in 100% renewing the partnership each year due to strong relationships and trust.

Leadership Coaching & Human Resource Strategy

- Facilitated recruitment, selection, and development over 100+ diverse part time staff annually, where 52% identified as people of color and resulting in fully staffed program each year for start of program.
- Coached 5 person full time remote team by executing staff development plans for all members resulting in 95th percentile on Gallup organizational strength measure of engagement with no gaps by subgroup.

Operations System Design & Budget Management

- Supervised logistical operations for 600 people living full time on university campus for 6 weeks including all risk management.
- Managed resources to exceed goal and fall within 3% of grant funded 2.2 million dollar budget saving the organization funding long term.

TEACH FOR AMERICA 2010-2012

MANAGING DIRECTOR, LOS ANGELES TEACHER TRAINING PROGRAM

Program Design & Strategy

- Designed a new vision and aligned program for K-12 student summer school through close collaboration with external partners resulting in 12% increase in student achievement.

Leadership Development & Coaching

- Developed and facilitated training for new teacher coaches resulting in 87% of teachers feeling their coaches provided strong support in their development with no gaps in sub groups.
- Coached and developed school leaders resulting in 100% of reporting being effectively developed.

TEACH FOR AMERICA 2009, 2010

SCHOOL DIRECTOR, ATLANTA TEACHER TRAINING PROGRAM

Culture Creation & Leadership Development

- Created inclusive environment for 70 new teachers resulting in 85% rating the environment as welcoming, with focus on student achievement, and a sense of partnership with staff as exceptional.
- Coached new teacher coaches resulting in 80% of teachers reporting that their instructional coach provided strong support of their development.
- Developed operational and instructional staff resulting in 13 out of 15 met or exceeded all their goals through daily feedback and tailored learning opportunities to address any gaps in performance

TEACH FOR AMERICA 2008-2010

MANAGER, TEACHER LEADERSHIP DEVELOPMENT, ATLANTA

Culture Creation & Leadership Development

- Coached new teachers on foundational teaching skills and mindsets resulting in 80% of second years making significant gains and 65% of first years making 1-1.5 years academic growth surpassing regional goals for all coaches.
- Developed supportive relationships with all teachers leading to retention of 100% of teachers, surpassing regional goal of 90%, organization average of 80%, and 60% profession wide.

ATLANTA PUBLIC SCHOOLS 2006-2008

THIRD GRADE TEACHER, ATLANTA

Data Analysis & Program Execution

- Used rigorous data-driven and responsive practice to support students in averaging 1.9 years of reading growth in one year.
- Implemented new math program responding to student gaps in understanding resulting in 80% of class meeting and 30% exceeding standards on state math assessment.

Education, Skills, & Other Interests

MBA, Haas School of Business, UC Berkeley - Dec 2020.

Certificate in Education Finance- McCourt School of Public Policy, Georgetown- June 2020

BA, Colorado College, Colorado Springs, CO - May 2006

Languages: Intermediate Spanish

Other Professional Learning & Training:

Design Thinking- dSchool School Retool Design Fellow, Agency by Design Fellow, Innovation Design & Advanced Innovation Design (Haas)

Leadership & Coaching- Art of Coaching & Art of Coaching Teams Training, ILPA Coaching Framework, Leading at TFA, UnboundED, NGSS Statewide Science Conference, EL Framework Training, BeGLAD foundation training

Mindfulness- Trained in Mindfulness Based Stress Reduction, Mindfulness in Schools, Mindful Birthing

Personal Interests:

Avid Gardener- remodeled yard and received \$2000 grant from EBMUD for low water usage; now produce 100 lbs of fruits and vegetables each season, regularly consult on vegetable gardening and fruit tree upkeep for neighbors.

Board Game Lover: plan monthly game nights focusing on strategy and negotiation games. Building my repertoire of 2 player cooperation games in the time of COVID.

Outdoor Enthusiast: by no means an extreme athlete, but can be found every weekend on hikes, bike rides, snowshoeing, camping, often with a 3 year old strapped on my back for added resistance.