



# Urban Montessori Charter School

## Regular Board Meeting

Published on October 31, 2022 at 12:11 PM PDT

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### Date and Time

Thursday October 27, 2022 at 5:30 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 [board@urbanmontessori.org](mailto:board@urbanmontessori.org) to be shared by the Board's Secretary 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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Members: Kara Fortuna, Greg Klein, Davis Leung, Sarah Morrill, Donald Williams

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A. Call the Meeting to Order</b>		Sarah Morrill	1 m
This meeting is being audio-recorded.			
<b>B. Record Attendance</b>		Greg Klein	1 m
<b>C. Review of Action/Discussion Items</b>	Discuss	Sarah Morrill	1 m
With input from the board, the 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.			
<b>D. Board and Community Appreciations</b>		Sarah Morrill	10 m
Members of the Board and UMCS community may provide appreciations and affirmations during this time.			
<b>E. Board Member Comment</b>		Sarah Morrill	5 m
Any board member wishing to speak to an issue regarding UMCS that does not pertain to an agenda item may do so at this time. No further discussion or action will take place following each board member’s comments.			
<b>F. Presentations from the Floor</b>		Sarah Morrill	10 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 requiring translation shall have double time. Comments should refer to matters within the jurisdiction of this committee.			
<i>“What if [we] listened to others so deeply that they felt loved, accepted, and safe in [our] presence, no matter what they had to say?” -- Steve Shapiro, Author</i>			
<b>II. Head of School Report</b>			<b>5:58 PM</b>
The Head of School and their designees will present topics of interest to the Board and the general public.			

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>A. Head of School Report</b>	Discuss	Krishna Feeney	20 m
<p>Report topics this meeting <b>may</b> include:</p> <ol style="list-style-type: none"> <li>1. Recent and upcoming events</li> <li>2. Recent and upcoming Professional Learning</li> <li>3. Instructional Updates and Goals</li> <li>4. Enrollment and Application Updates</li> <li>5. Staffing Updates</li> </ol>			
<b>III. Finance Committee</b>			<b>6:18 PM</b>
<b>A. Discussion Item - Committee Report, including year to date financial report</b>	Discuss	Davis Leung	5 m
<p>Most recent year-to-date financial report through September 30, 2022 is available here attached to the agenda or in the "Other files" section of this meeting.</p>			
<b>IV. Academic Oversight Committee</b>			<b>6:23 PM</b>
<b>A. Discussion Item - Committee Report</b>	Discuss	Kara Fortuna	15 m
<b>V. Family Advisory Council</b>			<b>6:38 PM</b>
<b>A. Discussion Item - Committee Report</b>	Discuss	Kara Fortuna	5 m
<b>VI. Executive &amp; Governance Committee</b>			<b>6:43 PM</b>
<b>A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training</b>	Discuss	Sarah Morrill	10 m
<p>Committee report: Retreat and Goal planning; Leader evaluation process updates; Community of Practice Regular reminders:</p> <ul style="list-style-type: none"> <li>• <a href="#">Form 700</a></li> <li>• Board member recruitment</li> <li>• Board Clearance process</li> </ul>			
<b>B. Board and Committee Officers and Members</b>	Vote	Greg Klein	5 m
<p>As needed, the Board may take action to change its officers, as well as committee membership and leadership.</p> <p>Current and archival information is <a href="#">here</a>.</p>			
<b>C. Retreat: Board Intros, History, Current State</b>	Discuss	Sarah Morrill	45 m
<b>VII. Other Business</b>			<b>7:43 PM</b>
<b>A. Oakland and California Updates</b>	Discuss	Greg Klein	10 m

	Purpose	Presenter	Time
Updates and current events related to Oakland USD, Alameda County Office of Education, and California, and potential implications for UMCS.			

<b>B.</b> Approve Minutes from September 22, 2022 Regular Meeting	Approve Minutes	Greg Klein	1 m
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<b>C.</b> Action Item - Vote on General Consent Report	Vote	Sarah Morrill	3 m
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General Consent Report for October 27, 2022

1. Contract with Public Montessori in Action - professional development, Montessori coaching, and leadership support

[items may be linked directly here in the agenda or under "Other files" of this meeting on BoardOnTrack.]

<b>D.</b> Collect New Business items for Future Meetings	Discuss	Sarah Morrill	5 m
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**VIII. Closed Session 8:02 PM**

<b>A.</b> Closed Session Items	Discuss	Sarah Morrill	30 m
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1. 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.

**IX. Return to Open Session 8:32 PM**

<b>A.</b> Report out of any closed session action(s)	Vote	Sarah Morrill	1 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.

**X. Closing Items 8:33 PM**

<b>A.</b> Adjourn Meeting	FYI	Sarah Morrill	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.

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# Coversheet

## Head of School Report

<b>Section:</b>	II. Head of School Report
<b>Item:</b>	A. Head of School Report
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	October 2022 HOS Board Report.pdf



# HOS REPORT OCTOBER 26, 2022

## RECENT AND UPCOMING EVENTS

- Classroom Observations: 11/7 - 11/10
- No School 11/11/20 in honor of Veteran's day
- Family/Teacher Conferences: 11/14 -11/18
- Fall Break: 11/21 - 11/25
- Enrollment Tours are on the calendar!





# **INSTRUCTIONAL UPDATES**

# OBSERVATIONS AND CONFERENCES

## Observations

- ▶ We are having family observations for the first time since Fall 2020!
- ▶ Starting week of 11/6

## Family Conferences

- ▶ In person and over zoom
- ▶ Week of 11/14 in the afternoons
  - Minimum days all week

## WALK THROUGH DATA

- ▶ Continuing with weekly walkthroughs
  - As we calibrate we are adding/adjusting data points.
  - Currently we are tracking
    - Number of students
    - If the lead is teaching a lesson
    - Number of students engaged in work
    - Number of Montessori materials out
    - Number of students engaging with Montessori materials

# COACHING CONVERSATIONS

- ▶ Support teacher meetings by level twice a month!
  - Elementary support teachers one week
  - Primary support teachers the next week
- ▶ Topics covered
  - Classroom overview
  - Recess supervision
- ▶ Future topics
  - Nautilus system
  - Supporting independence



**ENROLLMENT SEASON!**

## TOURS AND ENROLLMENT

- We are still enrolling for this year!
  
- Tours to start in November!
  - Both in person and over Zoom
  
- Enrollment Outreach and Marketing
  - Scheduled to attend enrollment events at local Head Start programs
  - Creating new enrollment material with updated pictures and media content



# Coversheet

## Approve Minutes from September 22, 2022 Regular Meeting

**Section:** VII. Other Business  
**Item:** B. Approve Minutes from September 22, 2022 Regular Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on September 22, 2022



APPROVED



## Urban Montessori Charter School

### Minutes

#### Regular Board Meeting

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**Date and Time**

Thursday September 22, 2022 at 5:30 PM

**Location**

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

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Members: Kara Fortuna, Greg Klein, Davis Leung, Sarah Morrill, Donald Williams

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#### **Directors Present**

D. Leung (remote), G. Klein, K. Fortuna, S. Morrill (remote)

#### **Directors Absent**

D. Williams

#### **Guests Present**

D. Bissonnette, K. Feeney

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

S. Morrill called a meeting of the board of directors of Urban Montessori Charter School to order on Thursday Sep 22, 2022 at 5:31 PM.

#### **B. Record Attendance**

#### **C. Review of Action/Discussion Items**

No changes needed.

#### **D. Board and Community Appreciations**

Greg wished recent Happy Birthdays to staff including Krishna, Daniel, and Buck. Davis appreciated Krishna and Daniel for their work in the MS classrooms teaching.

Sarah appreciated staff and admin team for Back to School night in-person.  
Greg appreciated Teacher Tobie for a great Back to School night presentation.  
Daniel appreciated the staff shifting positions midyear to support students.

**E. Board Member Comment**

No comments on items not on the agenda.

**F. Presentations from the Floor**

No comments on items not on the agenda.

**II. Head of School Report**

**A. Head of School Report**

Krishna shared the Head of School Report. Upcoming calendar items include no school 9/23 for PD, and 10/10 for Indigenous Peoples Day. NWEA Testing beings next week.

Daniel shared Instructional Updates, and appreciated Anna for all her MS support. Earlier this week, the school contracted with an data analyst to support with data around attendance, NWEA, SBAC, and DIBELS.

Coaching conversations have continued, included using data collection and observations as tracked in Transparent Classroom. Looking at disaggregated data.

Daniel shared data from a recent school site visit from Public Montessori in Action, showing year over year increases in work engagement for this time of year, and year over year increases in the amount of Montessori materials being used.

Daniel shared about the upcoming PD day, including staff community building, finalizing ABAR and Land Acknowledgement statements, Affinity Groups, Curriculum planning, Data Review, and more.

Krishna shared midyear staffing updates. Teacher Lisa will be the Amethyst English and History. Ms. Sandra will be the Leopard Lily Lead. Teacher Stef will be the Support Teacher for Leopard Lily. We are hiring for California Poppy Support Teacher. Ms. Shani supporting in the interim.

Greg appreciated the observational data year over year showing higher levels of engagement and use of materials. Greg asked if the staff have seen this sort of evidence of their progress. Daniel shared that it gets discussed individually through coaching sessions.

Greg appreciated the updates related to Middle School staffing. Greg asked about any feedback or messages from families on any of the changes. Krishna shared only a few positive comments so far wishing staff well.

Sarah asked about NWEA schedule. Krishna clarified that it will be a Fall and Spring administration.

No other questions or public comments.

### **III. Finance Committee**

#### **A. Discussion Item - Committee Report, including year to date financial report**

Greg shared the 2021-2022 unaudited actuals, ended with a \$46k operating income. The recent hold harmless state budget law supported this. Audit process underway right now. Ended last year well above our 20% of expenses ending fund balance.

For this year, through end of August, showing a current-year operating income of just over \$488k. Again, this is mostly due to recent increases in state funding. Cash flow looks strong throughout the year. Greg shared that the forecasted operating income will decrease as Edtec more tightly aligns with actual enrollment. The forecasted operating income, though, should stay about at the forecasted level of fundraising and grants, which is the main goal of the Finance Committee to continue to operate our school model on public dollars.

Davis asked about spreading one-time monies across multiple years. And Greg responded that some spreading could still occur, which would effectively lower this year's operating income further and save for future years.

No other questions or public comments.

### **IV. Academic Oversight Committee**

#### **A. Discussion Item - Committee Report**

Kara shared the committee's report. Look at aggregate SBAC data from the spring, but without Oakland comparison data and there was no data the prior year. Used time to makes plans about how and when to look at various data sets through the year and discussed the work of the new data analysis support.

Davis rhetorically asked how closely we believe NWEA aligns to success at UMCS? Kara responded about looking at multiple data points this year, including Transparent Classroom. Sarah shared that part of our work this year to look at any of the multiple data points and define for each what level or status is the progress and achievement we want to see.

No other questions or public comments.

## **V. Family Advisory Council**

### **A. Discussion Item - Committee Report**

Kara shared that about 20 families joined the first FAC meeting of the year. Families shared about what's needed and how they want to volunteer. Nominations should go out this week for elections. READathon launched this week with book swaps coming next week after school. Also had the first Morning Coffee of the year. Goal of having the second FAC rep join in October.

Anna shared that there's an upcoming weekend work day at the school. Lots of families interested in helping with the library and the first library work day is also planned.

No other questions or public comments.

## **VI. Executive & Governance Committee**

### **A. Discussion Item: Committee Updates, including candidates for board service, Form 700, and training**

Sarah shared the committee's report. Working with Krishna to finalize this year's evaluation process, similar to recent years. Sarah and Greg are joining a Community of Practice with the Diverse Charter Schools Coalition on Equity in Governance. Krishna is joining a different Community of Practice as well. Sarah also shared about trying to plan a Board retreat, but will need to embed parts of a Board retreat over the next few board meetings.

No questions or public comments.

### **B. Board and Committee Officers and Members**

No discussion, no changes. No public comment.

## **VII. Other Business**

### **A. Oakland and California Updates**

Greg shared about OUSD's positive unaudited actuals and enrollment being hire than budgeted.

Sarah reminded about the September 29th forum at Castlemont High hear from candidates on the November ballot.

No questions or public comments.

### **B.**

### **Approve Minutes from August 22, 2022 Regular Meeting**

D. Leung made a motion to approve the minutes from Regular Board Meeting on 08-22-22.

S. Morrill seconded the motion.

No discussion or public comment.

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

#### **Roll Call**

D. Williams Absent

D. Leung Aye

G. Klein Aye

S. Morrill Aye

K. Fortuna Aye

### **C. Action Item - Vote on General Consent Report**

K. Fortuna made a motion to approve the General Consent Report.

G. Klein seconded the motion.

No discussion or public comment.

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

#### **Roll Call**

K. Fortuna Aye

S. Morrill Aye

D. Williams Absent

G. Klein Aye

D. Leung Aye

### **D. Collect New Business items for Future Meetings**

No new items.

## **VIII. Closed Session**

### **A. Closed Session Items**

At 6:17pm the Board went into Closed Session on Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

## **IX. Return to Open Session**

### **A. Report out of any closed session action(s)**

The Board returned to Open Session at 6:29pm. No actions were taken.

## **X. 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 6:30 PM.

Respectfully Submitted,  
S. Morrill

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### Documents used during the meeting

- September 2022 HOS Board Report (1).pdf
- UMCS\_August\_2022\_Forecast.pdf
- UMCS\_September\_2022\_FC\_Presentation.pdf
- UMCS\_August\_2022\_Unaudited\_Actuals.pdf
- UMCS Safe Return to In-Person Instruction and Continuity of Services Plan.pdf

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# Coversheet

## Action Item - Vote on General Consent Report

**Section:** VII. Other Business  
**Item:** C. Action Item - Vote on General Consent Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** PMAI Contract - Urban Montessori 22-23 updated 10.20.22 (1).pdf





## School Support 2022-23

### Urban Montessori School, Oakland, CA

Revised 10.20.22

*Summary:* Urban Montessori School and Public Montessori in Action International agree to partner for professional development, Montessori coaching, and leadership support.

What	When	Cost	
		<i>Virtual</i>	<i>Live</i>
<b>On- site Professional Development</b> - Full Day PD session with the whole staff tailored to the needs of the community.	August 10th		\$1200
<b>School Observations and Site Visits</b> - Onsite visits for observations and professional development support. <i>5 onsite visits during the school year</i>	Aug/Dec/May	--	8000
<b>Professional Development</b> - PD sessions across the school year to support strong Montessori practice tailored to the needs of the community. <i>2 three-hour virtual sessions</i>	TBD Fall/Winter/Spring	\$2,000	<-
<b>Leadership Support</b> - On-going calls to provide guidance, tools and resources, including creation and use of systems to support school goals. <i>17 hours of virtual support</i>	August 2022 - June 2023	\$2,400	<-
<b>Stewards Forum</b> - Participation in facilitated, online gathering to support and further implementation of the Nautilus Approach within a community of practice. <i>16 virtual sessions, 1 hour each</i>	August 2022 - June 2023	\$1,200	<-
<b>Adolescent Forum-</b> Team participation in facilitated, online gathering to support and further implementation of the Montessori Adolescent program within a community of practice. <i>10 virtual sessions, 1 hour each</i>	August 2022 - June 2023 6pE	\$1,200	<-
<b>Summer:</b>			
<b>Leadership Virtual Retreat</b> - Opportunity to process Year End Reflections, End of year assessment data, PD survey results and plan forward into the new year. <i>½ day</i>	June 28th 9-12:30p	\$600	<-
<b>Logistics:</b>			



<i>Travel Accommodations to be handled by the school</i>		--	\$2,500
<b>Total</b>			\$19,100

Urban Montessori School may schedule additional coaching or PD supports as needed at \$150/hr.

**Terms and conditions:** Synchronous services will be scheduled in coordination with Urban Montessori School and Public Montessori in Action International. Payment is due in two installments: \$7,450 on August 10, 2022 (payment has been received) and the remaining \$11,650 on January 10, 2023 for remaining services. PMAI will invoice for the first installment upon receipt of the signed contract.

Signed:

\_\_\_\_\_  
 Elizabeth Slade, *Public Montessori in Action International*

\_\_\_\_\_  
 10/22/22  
 Date

\_\_\_\_\_  
 Krishna Feeney, *Urban Montessori School*

\_\_\_\_\_  
 Date