



Urban Montessori Charter School

Executive & Governance Committee Regular Meeting

Published on March 9, 2023 at 4:01 PM PST

Date and Time

Monday March 13, 2023 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. 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: Sarah Morrill (Chair), Greg Klein

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 on our [BoardOnTrack public portal](#) and also through the [UMCS School Calendar](#).

Agenda

	Purpose	Presenter	Time
I. Opening Items			1:15 PM
A. Call the Meeting to Order		Sarah Morrill	
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 February 13, 2023			
D. Review of Action/Discussion Items	Discuss	Sarah Morrill	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.

	Purpose	Presenter	Time
E. Presentations from the Floor		Sarah Morrill	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. Long Term Goals & Follow Up	Discuss	Sarah Morrill	15 m
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Executive Committee Focused Goals
Our ABAR Commitment and Land Acknowledgement are integrated into all the facets of our work with students, staff, and families.

Review updated board Job Description and discuss recruitment

B. Board Membership, Recruitment, and Training	Discuss	Sarah Morrill	10 m
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Discussion on status of Board members, recent recruitment, and training.

Form 700 progress?
 Training progress?

III. Updates on School Policies and Required Documents 1:48 PM

A. Board Governance Documents	Discuss	Greg Klein	10 m
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[Board Bylaws](#)
[Board Book](#)
[Conflict of Interest Code](#)

Board work in support of school polices

B. Measure G1 Review and Discussion	Discuss	Krishna Feeney	5 m
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IV. Closed Session 2:03 PM

A. Closed Session Items	Discuss	Sarah Morrill	10 m
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Public Employee Performance Evaluation - Head of School

	Purpose	Presenter	Time
<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>			

<p>B. Report out of Closed Session</p>	Vote	Sarah Morrill	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.

V. Closing Items 2:15 PM

<p>A. Adjourn Meeting</p>	Discuss	Sarah Morrill	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 February 13, 2023

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time

Monday February 13, 2023 at 1:15 PM

Location

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Committee Members Present

G. Klein, S. Morrill (remote)

Committee Members Absent

None

Guests Present

K. Feeney

I. Opening Items

A. Call the Meeting to Order

S. Morrill called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday Feb 13, 2023 at 1:36 PM.

B. Record Attendance

C. Approve Minutes from prior Executive & Governance Committee Meeting

S. Morrill made a motion to approve the minutes from Executive & Governance Committee Regular Meeting on 01-09-23.

G. Klein seconded the motion.

No questions or public comment on this item.

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

Roll Call

S. Morrill Aye

G. Klein Aye

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

No public comment on items not on the agenda.

II. Executive and Governance

A. Long Term Goals & Follow Up

Sarah asked the committee two questions, What metrics would tell us that we have achieved this goal? and What actions of the Exec committee can help us achieve those metrics?

Krishna offered a few possible metrics: the backgrounds of Board members; a metric that comes from surveying the Board, and researching the current Board Assessment and what it may include; a number of times the Board explicitly engages in a reading and public discussion.

Krishna encouraged the committee to consider separate meeting times.

The committee discussed each of the committees bringing a few draft metrics for the various goals to get the full Board's thoughts and input.

No public comments on this item.

B. Board Membership, Recruitment, and Training

Sarah will follow up with Rosi on who has turned in Forms 700. Buck signed up the Board and Krishna for four upcoming Young, Minney, & Corr trainings, including Brown Act and Conflict of Interest training. Greg shared information from the recent Brown Act training, included updated rules for teleconference meetings.

Sarah shared some notes from her recent DCSC Community of Practice session on Equity in Governance, including that a peer school had posted the role of Board Member

like a job description, but for no pay. Krishna shared that she notices current Board members recruit folks from their personal networks and colleagues. The committee agreed to update and post a job description for a volunteer Board Member position. Greg shared that the Board On Track assessment generates a skills/expertise matrix that highlights where the Board may want to prioritize finding experience in prospective candidates.

No public comments on this item.

III. Updates on School Policies and Required Documents

A. Discuss updates to school policies

Krishna shared that the UMCS School Safety will be ready for approval at the upcoming Board meeting. The public hearing was in January.

Greg shared that the BoardOnTrack contract ends after June, and we could consider renewal and also can look at other options, including Epicenter, which the County uses for deliverables. Krishna expects to get a renewal quote soon.

No public comments on this item.

IV. Closed Session

A. Closed Session Items

At 2:12pm Sarah announced that the committee would go into Closed Session on Public Employee Performance Evaluation - Head of School.

There were no public comments on this item.

B. Report out of Closed Session

The committee returned to open session at 2:41pm. Sarah 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 2:41 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- Handout-Comprehensive-Brown-Act-Training-for-Boards-and-Staff.pdf

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Coversheet

Board Membership, Recruitment, and Training

Section: II. Executive and Governance
Item: B. Board Membership, Recruitment, and Training
Purpose: Discuss
Submitted by:
Related Material:
Handout-Help-is-Here-Filling-Out-Statement-of-Economic-Interest-Form-700.pdf



PRESENTED BY:

Unparalleled Charter School Legal Services

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Firm Overview

Young, Minney & Corr, LLP (YM&C) has been a leader in charter school representation since the passage of California's Charter Schools Act of 1992, offering superior legal expertise in every facet of charter school creation, expansion, and operation.

YM&C emphasizes a preventative approach to the law – helping our clients anticipate legal difficulties, minimize exposure to legal claims and fees, and prevent operational challenges. When liability arises, YM&C will zealously advocate for your cause, marshaling an unparalleled amount of experience, expertise, practical knowledge, and skill in advocating on your behalf for your cause.

With 35 attorneys in offices throughout California, YM&C is proud to be a truly collaborative group with diverse backgrounds and personalities who are here to serve all your charter school needs.

YM&C offers a full breadth of legal services in every aspect of charter school law:

- Labor & Employment
- Student Rights & Discipline
- Special Education
- Board Governance
- Facilities
- Development & Renewal
- Insurance Defense
- Litigation
- Independent Study
- Corporate Law
- Public Law

With our main office located in Sacramento, YM&C is also uniquely positioned to influence the public policy debate in California – helping shape the future of charter schools.

For more information on our team of expert attorneys and services, please visit www.ymclegal.com or call us at **916-646-1400**.



Kimberly Rodriguez

Senior Counsel

SACRAMENTO OFFICE | 916.646.1400 Ext. 220
krodriguez@ymclegal.com



As an associate at Young, Minney, & Corr, LLP, Kimberly has focused her practice on nonprofit organizations in the areas of incorporation, tax-exemption, governance, CMO organizational structuring, mergers, dissolutions, the formation of LLCs, out-of-state charter school growth and foundation development for fundraising and capital campaigns. Her areas of practice also include conflicts of interests, the California Public Records Act, and The Family Educational Rights and Privacy Act (FERPA).

Prior to joining Young, Minney & Corr, LLP, Kimberly was a civil litigation attorney with McCormick Barstow, LLP representing clients in both state and federal courts in insurance coverage and defense matters. While attending the University of California at Santa Barbara, Kimberly developed an interest in the law while interning at the Legal Aid Foundation of Santa Barbara where she assisted with a multi-tenant housing discrimination lawsuit.

Kimberly currently serves on the Board of Directors of a nonprofit corporation located in the Sacramento area serving children with special needs.

PRACTICE AREAS

Board Governance
Student Rights & Discipline
Corporate Law
Public Law

EDUCATION


- Santa Clara University of Law (J.D.)
- University of California, Santa Barbara (B.A.)

HELP IS HERE!
 FILLING OUT
 STATEMENT OF
 ECONOMIC
 INTEREST
 (AKA "Form 700")



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DISCLAIMER

- 1 This training cannot substitute for personalized legal advice.
- 2 Our advice is based upon the latest available guidance which is subject to change in this ever-evolving landscape.
- 3 After the training there will be a Q&A.

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YM&C FIRM MISSION

- 1 We champion outstanding choices in education for all students.
- 2 We believe a quality public education is a civil right.
- 3 We work and fight alongside you to ensure student needs are always put first.

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Presenter:



KIMBERLY RODRIGUEZ, ESQ.
SENIOR COUNSEL

YM&C

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**POLITICAL REFORM ACT
(GOVT. CODE § 81000 ET SEQ.)**

Requires the adoption and approval of a Conflict-of-Interest Code that, in part:

- Identifies designated employee positions;
- Disclosable interests that must be reported in the Form 700. (Govt. Code §87302.)

Code must be approved by your School's "Code Reviewing Body" (County Board of Supervisors or FPPC) to be effective.

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POLITICAL REFORM ACT

Designated employee position:

- Involves the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest.

87200 Filers:

- Officials who manage public investment.

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POLITICAL REFORM ACT

Disclosable Interests:

- Designated employee positions: Defined in your school's approved Code. Your Code should require disclosure of only those personal economic interests the position could affect through their official duties.
Designated employee positions must file the Form 700 using full disclosure if Code has not been approved by "Code Reviewing Body."

87200 Filers: Full disclosure.

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POLITICAL REFORM ACT

- **Filing Deadlines:**
- **Annual Statements:** April 1st
- **Assuming Office:** Within 30 days of assuming office.
 - Investments, business positions, interests in real property held on the date of assuming office; and
 - Income received during the 12 months before assuming office.

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POLITICAL REFORM ACT

- **Leaving Office:** Within 30 days of leaving office.
- **Where to File:** School's approved Code will state where the Form 700 is filed.

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FORM 700

Agency Name: Your Charter School
Jurisdiction of Office: County or Counties where Charter Schools are located.
Verification: The Form 700 is a public document. Use School address and phone number instead of personal address and phone number.

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FINANCIAL INTERESTS

Financial Interests: Check your School's Code to determine what you must report.

- Investment in business entity of \$2,000 or more in jurisdiction
- Real property investment of \$2,000 or more within 2 miles of jurisdiction
- Non-governmental salary
- Business position in entity
- Gift of \$50 or more
- Stocks and bonds worth \$2,000 or more.
- Rental income if you have 10% or greater interest in the real property in jurisdiction

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FINANCIAL INTERESTS

Excluded Financial Interests:

- Your residence
- Income from a public agency
- Half of your spouse's income
- Savings and checking accounts
- Insurance policies
- Government bonds
- Government defined-benefit pension plans (CalPERS, CalSTRS)
- Alimony or child support payments

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FINANCIAL INTERESTS

Gifts

- General rule is that you cannot accept more than \$520 from one source in a calendar year.
- General rule is that gifts worth more than \$50 must be reported (one gift or aggregate gifts from same source in a calendar year).
- Many exceptions to both general rules, the most common being:

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FINANCIAL INTERESTS

Gifts

- Special Occasions – Birthdays, Holidays:
 - Can be gifts from anyone (other than lobbyists) as long as the gift giving and taking is proportional.
- Inheritance
- Returning or Donating Gifts vs. Reporting (If returned within 30 days of receipt)

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POTENTIAL PENALTIES

Late filed Form 700s:


- A fine is \$10 per day up to a maximum of \$100.
- Referral to the FPPC's Enforcement Division (or Attorney General or District Attorney) for investigation and possible prosecution. In addition to the late filing penalties a fine of up to \$5,000 per violation may be imposed.

A financial interest that is not disclosable could still result in a conflict of interest.

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RESOURCES



CALIFORNIA
Fair Political Practices Commission

<https://www.fppc.ca.gov/content/fppc-v2/fppc-www/Form700.html>

Email: advice@fppc.ca.gov
 Phone: 866-ASK-FPPC (1-866-275-3772)
 Monday through Thursday 9:00 a.m. - 11:30 a.m.

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THANK YOU

Kimberly Rodriguez, Esq.
krodriguez@ymclegal.com

QUESTIONS?

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