



Urban Montessori Charter School

Executive & Governance Committee Regular Meeting

[rescheduled from June 12, 2023]

Published on June 16, 2023 at 5:09 PM PDT

Date and Time

Tuesday June 20, 2023 at 1:15 PM PDT

Location

4551 Steele Street, Oakland, CA 94619. Ring the front bell or call/text 510-290-4005 for entry. Signage on campus will direct you to the correct room, generally the Head of School's Office.

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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+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

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Members: Sarah Morrill (Chair), Greg Klein

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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 May 15, 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 & Annual Board Assessment	Discuss	Sarah Morrill	5 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.

This is the [planning document](#) provided by the Diverse Charter Schools Coalition Equity in Governance cohort and that this committee is using to organize the Board's work across the Six Long Term Goals.

A high level summary of the most recent annual Board Assessment is attached to this item.

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, including training in different Board roles. Greg's current term ends at the end of this month.

A proposal for Board Officers and Committees starting July 1, 2023 is [here](#).

<https://docs.google.com/spreadsheets/d/12LGUmAROmj8evotJebmycaEtlOfjOahz3LFBm5XQeQ/edit#gid=440650251>

C. Head of School Evaluation Process	Discuss	Sarah Morrill	10 m
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Discuss timeline of process for HOS evaluation.

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

A. LCAP and Board Policy Review	Discuss	Greg Klein	10 m
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The committee can review and may suggest updates to school policies.

1. [2023-2024 Local Control and Accountability Plan](#) and [Local Indicators](#)
2. [UMCS Family Handbook](#)
3. [UMCS Employee Handbook](#)
4. [Annual Notices to Families](#)
5. [UMCS Local School Wellness Policy](#)
6. [Calendar of Regular Board Meetings 2023-2024](#), including Committee Meetings

7. [UMCS School Calendar 2023-2024](#)

	Purpose	Presenter	Time
IV. Closed Session			1:58 PM
A. Closed Session Items	Discuss	Sarah Morrill	10 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	Sarah Morrill	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			2:10 PM
A. Adjourn Meeting	Discuss	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

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 May 15, 2023

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time

Monday May 15, 2023 at 1:15 PM

Location

4551 Steele Street, Oakland, CA 94619. Ring the front bell or call/text 510-290-4005 for entry. Signage on campus will direct you to the correct room, generally the Head of School's Office.

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Committee Members Present

G. Klein, S. Morrill

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 May 15, 2023 at 1:21 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 04-20-23.

G. Klein seconded the motion.

No questions or public comments on this item.

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

D. Review of Action/Discussion Items

No changes.

E. Presentations from the Floor

No public comments on items not on the agenda.

II. Executive and Governance

A. Long Term Goals & Follow Up

Greg posted the shortened job description on LinkedIn and got one interested candidate so far. No other updates at this time.

No public comments on this item.

B. Board Membership, Recruitment, and Training

No additional training updates at this time. Forms 700 were due by April 1st.

No public comments on this item.

C. Head of School Evaluation Process

Staff who directly report to the Head of School, and board members are currently completing the Head of School evaluation survey in BoardOnTrack. Sarah will remind board members at the next meeting to complete.

No public comments on this item.

III. Updates on School Policies and Required Documents

A. Board Governance Documents and School Calendar updates

The committee discussed Winter Break for SY 23-24 and the hope to align to OUSD when it finalizes its calendar. Currently showing minimum day on December 22, then off the next two weeks, and students returning on Tuesday January 9, 2024.

Krishna recommended annual approval of Uniform Complaint Policy and the Public Records Act Policy.

No public comments on this item.

IV. Closed Session

A. Closed Session Items

At 1:49pm, Sarah announced that the committee would go into closed session on Public Employee Performance Evaluation - Head of School. There no public comments on this item.

B. Report out of Closed Session

The committee returned to open session at 2:13pm. 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 2:14 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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Coversheet

Long Term Goals & Annual Board Assessment

Section: II. Executive and Governance
Item: A. Long Term Goals & Annual Board Assessment
Purpose: Discuss
Submitted by:
Related Material: Board Assessment Report.pdf

FY22-23 Board Assessment

Board Assessment Report

OPENED 4/20/2023

HEAD OF SCHOOL

KF Krishna Feeney

BOARD MEMBERS

Ann Rhodes

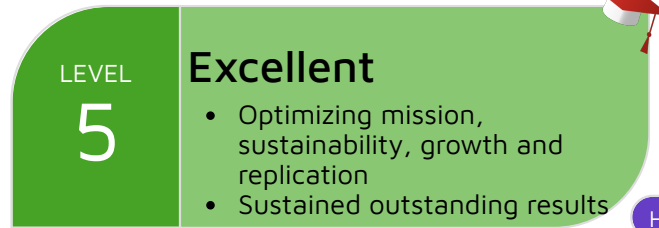
Donald Williams

Greg Klein

Kara Fortuna

Sarah Morrill

Completed



LEGEND

BOARD

Average for all participating board members

Head of School

One Head of School



One individual board member



Insufficient Data

Overview

Board Meetings

Board



Head of School



Board Structure	LEVEL 5	LEVEL 5
Board Composition	LEVEL 2	LEVEL 1
Board Recruitment	LEVEL 2	LEVEL 3
Board Goals & Accountability	LEVEL 4	LEVEL 4
Finance	LEVEL 5	LEVEL 5
Development	LEVEL 1	LEVEL 1
Academic Oversight	LEVEL 4	LEVEL 5
Head of School Support & Evaluation	LEVEL 5	LEVEL 5
BoardSavvy Head of School	LEVEL 5	LEVEL 5

Summary

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Board Meetings					BO He
Board Structure					BO He

Board Composition	Head of School	BOARD			
Board Recruitment		BOARD	Head of School		
Board Goals & Accountability				BOARD Head of School	
Finance					BO Hea
Development	BOARD Head of School				
Academic Oversight				BOARD	Hea
Head of School Support & Evaluation					BO Hea
BoardSavvy Head of School					BO Hea

Board Meetings Details



Yearly Meeting Plan					BOARD Head of School
Board Meeting Agenda					BOARD Head of School
Board Meeting					BOARD

Materials					Head of School
Board Meeting Content			Head of School	BOARD	
Board Meeting Facilitation					BOARD Head of School
Board Meeting Minutes					BOARD Head of School
Board Meeting Evaluation			BOARD		Head of School
Open Meeting Law Compliance					BOARD Head of School

Board Structure Details



Bylaws					BOARD Head of School
Job Descriptions					BOARD Head of School
Officers					BOARD Head of School
Committees					BOARD Head of School

Board Composition

Details



	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Board Size	BOARD Head of School				
Previous Governance Experience	BOARD Head of School				
Skills and Expertise	Head of School				BOARD
Diversity	BOARD Head of School				
Level of Objectivity					BOARD Head of School

Board Recruitment

Details



	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Recruitment Plan	BOARD			Head of School
Recruitment Process		BOARD Head of School		
Board Recruitment Pipeline	BOARD Head of School			
Role of the Head of				

Head of School in Board Recruitment	BOARD		Head of School	
Orientation				

Board Goals & Accountability

Details



Board Goals				BOARD Head of School	
Accountability				BOARD Head of School	

Finance

Details



Financial Oversight					BOARD Head of School
Financial Policies and Procedures		BOARD			Head of School
Financial Controls				BOARD	Head of School
Financial					BOARD

Reports					Head of School
Developing Realistic Budgets					BOARD Head of School
Board Education					BOARD Head of School
Annual Audit/990		BOARD			Head of School
Financial Compliance				BOARD	Head of School
Support of the Head of School					BOARD Head of School

Development Details



Philosophical Alignment	Head of School		BOARD		
Strategic Fund Development Plan	BOARD Head of School				
Accountability	BOARD				Head of School
Board Training	BOARD Head of School				

Academic Oversight

Details

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Clarity of Vision			BOARD		Head of Sch
Roadmap					BOARD Head of Sch
Charter Obligations		Head of School			BOARD
Standardized Testing					BOARD Head of Sch
Comparative Data	BOARD			Head of School	
Board Education					BOARD Head of Sch

Head of School Support & Evaluation

Details

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Governance/Management					BOARD Head of School
Partnership with Head of School					BOARD Head of School
Head of School Evaluation					BOARD Head of School
					BOARD

Head of School Support					Head of School
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BoardSavvy Head of School Details

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

Governance Knowledge			BOARD		Head of School
Governance Prioritized				BOARD	Head of School
Board Education					BOARD Head of School
Setting Strategic Direction					BOARD Head of School
Communication				Head of School	BOARD
Succession Planning	BOARD			Head of School	

Please provide any additional comments, questions and concerns.



We need more folks to join the board and we need to identify current board members interested in training to one day serve in any officer role.

 Help