



Urban Montessori Charter School

Executive & Governance Committee Regular Meeting

Published on September 9, 2022 at 12:09 PM PDT

Date and Time

Monday September 12, 2022 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=cG02OTRoUVdndngwOTI2WFBrOTBzQT09>

Meeting ID: 825 9285 5160; Passcode 510 842 1181

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Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553; 3921 Enos Avenue, Oakland, 94619

Agenda

	Purpose	Presenter	Time
I. Opening Items			1:15 PM

	Purpose	Presenter	Time
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 August 15, 2022			
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.			
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. Board Goals - Retreat Planning	Discuss	Sarah Morrill	15 m
Discussion of timing, goals, and agenda for upcoming board retreat.			
B. 2022-2023 Head of School Evaluation Process	Discuss	Sarah Morrill	10 m
Review the proposed timeline/process for the year.			
C. Board Membership, Recruitment, and Training	Discuss	Sarah Morrill	5 m
Discussion on status of Board members, recent recruitment, and training.			
D. Participation in Diverse Charter Schools Coalition communities of practice	Discuss	Krishna Feeney	5 m
A discussion on how might UMCS Board Members participate in upcoming Communities of Practice through DCSC.			
https://diversecharters.org/communities-of-practice/			

III. Updates on School Policies and Required Documents **1:58 PM**

A. Discuss updates to school policies	Discuss	Greg Klein	5 m
Discussion on any needed updates to school policies			

IV. Closed Session **2:03 PM**

A. Closed Session Items	Discuss	Sarah Morrill	20 m
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	Purpose	Presenter	Time
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			2:25 PM
A. Adjourn Meeting	Discuss	Sarah Morrill	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 August 15, 2022

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time

Monday August 15, 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.

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Committee Members Present

D. Leung (remote), 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 Aug 15, 2022 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 06-13-22.

S. Morrill seconded the motion.

No questions or discussion. No public comments.

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

Roll Call

G. Klein Aye

D. Leung Aye

S. Morrill Aye

D. Review of Action/Discussion Items

Reordering Agenda under II Executive and Governance from items A, B, C, D to items C, D, A, B.

E. Presentations from the Floor

No public comments not on the agenda.

II. Executive and Governance

A. Board Goals

Sarah shared her brief summary of the current status of the school, including a strong fiscal position, strong stable school leadership, increased teacher training and access to high quality materials, and that it's a good moment to assess the Board's role and purpose at this time. Sarah will draft a retreat agenda, review retreat resources, and propose a day and time.

No further discussion or public comment on this item.

B. 2022-2023 Head of School Evaluation Process

The committee discussed this year having multiple listening sessions for staff, an online form available, more formal surveys through Panorama and BoardOnTrack. Sarah will bring to the September committee meeting a formal recommendation for the process for this school year based on prior year's work.

C. Board Assessment 2022-2023

Sarah asked about timing of the annual assessment in years past, and Greg looked up past reports and timing has varied. Last year's was done in the Spring, so pretty recently. Sarah recommends doing the board assessment in January. Committee agrees.

Krishna joined at 1:25pm.

No further discussion or public comments on this item.

D. Board Membership, Recruitment, and Training

Sarah asked and Krishna responded that the FAC will hold Fall elections for their own officers and the open FAC Board representative seat.

The Board needs to find its next chair, ideally soon, and well before Davis completes his term at the end of 2022. Krishna and Sarah discussed her stepping into the role of Chair. Discussed supporting Sarah to spend more time on campus to have a strong pulse of the school and her willingness to serve.

No further discussion or public comment.

III. Updates on School Policies and Required Documents

A. Discuss updates to school policies

The committee discussed updates to the COVID-19 Safety Plan in alignment with the latest Alameda County Health guidelines.

Sarah asked about needing to revisit the dress code. Krishna hasn't heard any new information from anyone, and if this topic re-emerges later on, it can be reviewed again.

No other discussion or public comments on this item.

IV. Closed Session

A. Closed Session Items

At 2:13pm the committee went 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 2:32pm. 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 2:32 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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