



# Urban Montessori Charter School

## Executive & Governance Committee Regular Meeting

Published on October 14, 2022 at 1:55 PM PDT

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### Date and Time

Monday October 17, 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](mailto: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.

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

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>1:15 PM</b>

	Purpose	Presenter	Time
<b>A. Call the Meeting to Order</b>		Sarah Morrill	
<b>B. Record Attendance</b>		Greg Klein	1 m
<b>C. Approve Minutes from prior Executive &amp; Governance Committee Meeting</b>	Approve Minutes	Greg Klein	1 m
Approve minutes for Executive & Governance Committee Regular Meeting on September 12, 2022			
<b>D. Review of Action/Discussion Items</b>	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.			
<b>E. Presentations from the Floor</b>		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**

<b>A. Board Goals - Retreat Planning</b>	Discuss	Sarah Morrill	15 m
Discussion of timing, goals, and agenda for retreat content across existing board and committee meetings			
<b>B. 2022-2023 Head of School Evaluation Process</b>	Discuss	Sarah Morrill	10 m
Review the proposed timeline/process for the year.			
<b>C. Board Membership, Recruitment, and Training</b>	Discuss	Sarah Morrill	5 m
Discussion on status of Board members, recent recruitment, and training.			
<b>D. Participation in Diverse Charter Schools Coalition communities of practice</b>	Discuss	Sarah Morrill	5 m
Updates on Board and Admin participation in Diverse Charter Schools Coalition's communities of practice			
<a href="https://diversecharters.org/communities-of-practice/">https://diversecharters.org/communities-of-practice/</a>			

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

<b>A. Discuss updates to school policies</b>	Discuss	Greg Klein	5 m
Discussion on any needed updates to school policies			

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

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>A. Closed Session Items</b>	Discuss	Sarah Morrill	20 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>B. Report out of Closed Session</b>	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** **2:25 PM**

<b>A. Adjourn Meeting</b>	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.

**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.

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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 September 12, 2022

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Regular Meeting

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**Date and Time**

Monday September 12, 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**

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None

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## 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 Sep 12, 2022 at 1:17 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 08-15-22.

S. Morrill seconded the motion.

No questions or public comments on this item.

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

#### Roll Call

D. Leung Aye

G. Klein Aye

S. Morrill 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. Board Goals - Retreat Planning

Sarah had a call with BoardOnTrack coach, Gina. The committee discussed how best to craft a retreat agenda. Sarah and Krishna are connecting this Friday. Greg will send out a new Doodle Poll.

No public comments on this item.

### B. 2022-2023 Head of School Evaluation Process

Sarah brought a draft process to discuss for this year, including a possible mid-year process.

The Purpose is the UMCS Board aims to achieve through this evaluation process is:

- Provide insight and actionable feedback from a variety of stakeholders to foster the Head of School's reflection, growth, leadership development, progress towards goals, and affinity for UMCS.
- Push the Head of School to develop, collect data on, and achieve "stretch" goals both for individual leadership and organizational strategic priorities.
- Enable the Board to clarify and carry out its responsibilities to support and monitor the Head of School's and UMCS' work and attainment of goals.

The key components of this year's Head of School evaluation process will be:

- The development of performance goals/priorities and how the Board will measure them. The Executive Committee will set these goals in collaboration with the Head of School and notify the Board in the October meeting;
- Regular check-ins of the Executive Committee and the Head of School;
- Use of staff and parent engagement surveys, Executive Committee meeting listening sessions, as well as focus group conversations with the Head of School's direct reports;
- Head of School's own self-reflection.
- Collection of data against goals from Dec-Jan for mid-year review and March-April, with a presentation of findings in a closed session during the May board meeting.

Sarah and Krishna will connect and work on draft final goals for discussion in closed session.

No public comments on this item.

### **C. Board Membership, Recruitment, and Training**

The FAC will hold Fall elections, and should be selecting an additional Board rep. Davis' term is up at the end of December. One potential outcome of the retreat is direction for the Exec Committee to take in finding and recruiting membership that aligns with the capacities we will need moving forward.

Greg shared about an upcoming training opportunity on Brown Act and Conflict of Interest laws.

Sarah shared that folks interested in Board service can be directed to our Recruitment webpage which has a lot of information and resources.

No public comments on this item.

### **D. Participation in Diverse Charter Schools Coalition communities of practice**

Sarah and Greg will sign up for the Community of Practice with Diverse Charter Schools Coalition related to Equity in Governance. Sarah can share more with the Board at the upcoming Board meeting.

No public comments on this item.

## **III. Updates on School Policies and Required Documents**

### **A. Discuss updates to school policies**

None. Tabled.

## **IV. Closed Session**

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

At 2:12pm, the committee announced going 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 2:24pm. 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 2:24 PM.

Respectfully Submitted,  
G. Klein

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### Documents used during the meeting

*None*

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