



Urban Montessori Charter School

Executive & Governance Committee Regular Meeting

Published on May 12, 2023 at 11:55 AM PDT

Date and Time

Monday May 15, 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.

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

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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 April 20, 2023			
D. Review of Action/Discussion Items	Discuss	Sarah Morrill	1 m

	Purpose	Presenter	Time
<p>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.</p>			
E.	Presentations from the Floor	Sarah Morrill	5 m
<p>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.</p>			
II.	Executive and Governance		1:23 PM
A.	Long Term Goals & Follow Up	Discuss Sarah Morrill	5 m
<p>Executive Committee Focused Goals Our ABAR Commitment and Land Acknowledgement are integrated into all the facets of our work with students, staff, and families.</p> <p>Review updated board Job Description and discuss recruitment</p> <p>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.</p>			
B.	Board Membership, Recruitment, and Training	Discuss Sarah Morrill	10 m
<p>Discussion on status of Board members, recent recruitment, and training, including training in different Board roles.</p>			
C.	Head of School Evaluation Process	Discuss Sarah Morrill	10 m
<p>Discuss timeline and direct reports for HOS evaluation</p>			
III.	Updates on School Policies and Required Documents		1:48 PM
A.	Board Governance Documents and School Calendar updates	Discuss Greg Klein	10 m
<p>Board work in support of school policies review.</p> <p>School Calendar 2023-2024 updates Uniform Complaint Policy</p>			

	Purpose	Presenter	Time
Public Records Act Policy Annual Notices for Families 2023-2024 UMCS Family Handbook			
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 April 20, 2023

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

[rescheduled from April 17, 2023]

Date and Time

Thursday April 20, 2023 at 1:30 PM

Location

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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 Thursday Apr 20, 2023 at 1:35 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 03-13-23.

G. Klein seconded the motion.

No questions or public comment on this item.

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

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

No public comment in-person or on zoom on items not on the agenda.

II. Executive and Governance

A. Long Term Goals & Follow Up

The committee reviewed the draft of the shortened Board Member job description. Greg offered to send out the annual BoardOnTrack board assessment for updated information from board members on where they think the Board needs additional expertise from potential new board members.

The committee discussed how the DSCS community of practice will be finished up in May and the upcoming work sessions prior to that.

No public comments on this item.

B. Board Membership, Recruitment, and Training

Greg shared upcoming training opportunities related to charter renewal and the Public Records Act from Young, Minnie, and Corr.

No public comments on this item.

C. Head of School Evaluation Process

Sarah shared that she connected recently with our Governance Coach, Brianna, from BoardOnTrack regarding the evaluation process. The committee discussed the timeline and set-up of the evaluation process inside BoardOnTrack, and the direct reports to Ms. Feeney to be included.

No public comments on this item.

III. Updates on School Policies and Required Documents

A. Board Governance Documents

Greg shared that he reviewed the Uniform Complaint Policy, Public Records Act Policy [Annual Notices for Families 2023-2024](#), and [UMCS Family Handbook](#). The committee briefly discussed them each, and that there weren't major changes the committee wanted to make at this time, beyond updating them for what's required in the upcoming school year. Ms. Feeney and staff team can bring these back to the Board later in the Spring for reapproval when staff are ready to make those recommendations.

No public comments on this item.

IV. Closed Session

A. Closed Session Items

At 2:14pm, 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

At 2:35pm, the committee came back into open session. Sarah reported 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 2:35 PM.

Respectfully Submitted,
S. Morrill

Documents used during the meeting

- UMCS_Public_Records_Act_Policy.pdf
- UMCS_Uniform_Complaint_Policy.pdf

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