



Urban Montessori Charter School

Executive & Governance Committee Meeting

Published on August 11, 2023 at 4:06 PM PDT

Date and Time

Tuesday August 15, 2023 at 2:00 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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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			2:00 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 June 20, 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.			
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.			

	Purpose	Presenter	Time
<p>Speakers required translation will be granted double time. Comments should refer to matters within the jurisdiction of this committee.</p>			
II. Executive and Governance			2:08 PM
A. Long Term Goals & Annual Board Assessment	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>			
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. Discussion of Amy Ng's candidacy for Board Service.</p>			
C. Head of School Evaluation Process	Discuss	Sarah Morrill	10 m
<p>Discuss timeline of process for HoS evaluation for 2023-2024</p>			
III. Updates on School Policies and Required Documents			2:33 PM
A. LCAP and Board Policy Review	Discuss	Greg Klein	10 m
<p>The committee may review and suggest updates to school policies.</p> <ol style="list-style-type: none"> 1. UMCS Family Handbook 2. UMCS Employee Handbook 3. Annual Notices to Families 4. Calendar of Regular Board Meetings 2023-2024, including Committee Meetings 5. UMCS School Calendar 2023-2024 6. UMCS Plan for Safe Return to In-Person and Continuity of Services 			
IV. Closed Session			2:43 PM
A. Closed Session Items	Discuss	Sarah Morrill	10 m
<p>Public Employee Performance Evaluation - Head of School</p> <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>			
B. Report out of Closed Session	Vote	Sarah Morrill	2 m

	Purpose	Presenter	Time
"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 2:55 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.

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 June 20, 2023

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

[rescheduled from June 12, 2023]

Date and Time

Tuesday June 20, 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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If you have any trouble getting on the Zoom, please text 510-290-4005 for support.

Members: Sarah Morrill (Chair), Greg Klein

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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 Tuesday Jun 20, 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 05-15-23.

G. Klein seconded the motion.

No public comments 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 comments on items not on the agenda.

II. Executive and Governance

A. Long Term Goals & Annual Board Assessment

Sarah recommends bringing the six goals back to the Board for refreshing. Greg asked and Krishna shared that the goals would come back to staff for re-engagement in August, and could include reframing and making them more actionable.

The committee discussed the most recent Board Assessment and the need to recruit additional Board members with new skills and professional experiences. Other areas discussed were long-term and short-term succession planning, adjusting meeting priorities to focus more on academic outcomes, and where the Board and Head were aligned or not in general.

No public comments on this item.

B. Board Membership, Recruitment, and Training

Greg shared a draft proposal of Board Officer roles for 2023-2024 and the committee discussed them. Greg shared that he would invite a potential board candidate to attend the meeting later this week.

No public comments on this item.

C. Head of School Evaluation Process

Sarah reported that she shared the report and memo with Ms. Feeney.

No other discussion or public comments on this item.

III. Updates on School Policies and Required Documents

A. LCAP and Board Policy Review

The committee discussed updates to the 2023-2024 Local Control and Accountability Plan and Local Indicators, both of which are complete and ready for the Board's consideration later this week. The committee discussed resolving comments in the UMCS Family Handbook, UMCS Employee Handbook, Annual Notices to Families, UMCS Local School Wellness Policy prior to them being voted on later this week at the Board meeting. Finally, the committee reviewed the Calendar of Regular Board Meetings 2023-2024, including Committee Meetings and UMCS School Calendar 2023-2024.

There were no public comments on this item.

IV. Closed Session

A. Closed Session Items

1:58pm, Sarah shared 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 2:13pm, the committee returned to open session. 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 2:13 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- Board Assessment Report.pdf

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