



Urban Montessori Charter School

Executive & Governance Committee Meeting

Published on October 13, 2023 at 9:55 AM PDT

Date and Time

Monday October 16, 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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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			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 Meeting on September 18, 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

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 Structure Evolution & Long Term Goal Alignment Discuss Sarah Morrill 15 m

The committee will discuss the process for developing and monitoring school goals and the supporting structure to support those.

- B.** Board Membership, Recruitment, and Training Discuss Sarah Morrill 5 m

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.

- C.** Head of School Evaluation Process Discuss Sarah Morrill 5 m

Discuss timeline of process for HoS evaluation for 2023-2024

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

- A.** LCAP and Board Policy Review Discuss Greg Klein 10 m

The committee may monitor, review, or suggest updates to school policies.

1. [2023-2024 Local Control and Accountability Plan](#)
- 2.

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 1 m

"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.

	Purpose	Presenter	Time
V. Closing Items			2:09 PM
A. Adjourn Meeting	Discuss	Sarah Morrill	

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.

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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 Meeting on September 18, 2023

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Meeting

Date and Time

Monday September 18, 2023 at 1:30 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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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 Monday Sep 18, 2023 at 1:36 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 Meeting on 08-15-23.

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 to the agenda.

E. Presentations from the Floor

No public comments on items not on the agenda.

II. Executive and Governance

A. Board Structure Evolution & Long Term Goal Alignment

The committee discuss the processed for developing and monitoring school goals and the supporting structure to support those.

This process is discussed and example goals at a very general level are shared here <https://effectiveschoolboards.com/resources/priority-examples/>

Sarah shared about the importance of staying a compliant board and also moving towards ensuring the board is effective in supporting the school to fulfill its mission for students and high academic outcomes.

The committee discussed how we already have existing goals and language, such as Long Term Goals that have been workshopped with staff and shared with families; we have a written-down mission and values; staff have values for how they collaborate together; we also have LCAP goals. Sarah shared about the need to listen and reflect back what has been shared prior, and how we aren't seeking to necessarily create an entirely new direction for the school to aim toward. Sarah will decide how the Board might take its next step to do its own work talking about and aligning further on all the things the Board would want future graduating students to know and be able to do, and the Board will then need to augment that list as more people are engaged over time.

No public comments on this item.

B. Board Membership, Recruitment, and Training

Sarah will follow up with Amy to schedule a meeting with Krishna.

No public comments on this item.

C. Head of School Evaluation Process

In terms of the process, the committee shared publicly that they discuss in closed session with the Head of School about annual goals for the Head.

No public comments on this item.

III. Updates on School Policies and Required Documents

A. LCAP and Board Policy Review

Greg shared that a midyear LCAP reflection will be required in early 2024.

No public comments on this item.

IV. Closed Session

A. Closed Session Items

At 2:11pm the committee went into closed session Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

B. Report out of Closed Session

The committee returned 2:40pm. 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 2:40 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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