



Urban Montessori Charter School

Executive & Governance Committee Meeting

Published on November 9, 2023 at 4:55 PM PST

Date and Time

Monday November 13, 2023 at 1:15 PM PST

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 October 16, 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			1:23 PM
A. Board Structure Evolution & Long Term Goal Alignment Updates on board structure evolution process	Discuss	Sarah Morrill	5 m
B. Board Membership, Recruitment, and Training Discussion on status of Board members, recent recruitment, and training, including training in different Board roles. Discussion of Sarah Morrill's candidacy for Board Service for a second term.	Discuss	Greg Klein	5 m
C. Head of School Evaluation Process Discuss timeline of process for HoS evaluation for 2023-2024	Discuss	Sarah Morrill	5 m
III. Updates on School Policies and Required Documents			1:38 PM
A. LCAP and Board Policy Review The committee may monitor, review, or suggest updates to school policies. 1. 2023-2024 Local Control and Accountability Plan 2.	Discuss	Greg Klein	10 m
IV. Closed Session			1:48 PM
A. Closed Session Items 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.	Discuss	Sarah Morrill	10 m
B. Report out of Closed Session "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.	Vote	Sarah Morrill	1 m

	Purpose	Presenter	Time
V. Closing Items			1:59 PM
A. Adjourn Meeting	Discuss	Sarah Morrill	

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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 October 16, 2023

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Meeting

Date and Time

Monday October 16, 2023 at 1:15 PM

Location

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Committee Members Present

G. Klein, S. Morrill (remote)

Committee Members Absent

None

Guests Present

K. Feeney

I. Opening Items

A. Call the Meeting to Order

G. Klein called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday Oct 16, 2023 at 1:15 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 09-18-23.

G. Klein seconded the motion.

No questions or public comments on this item.

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

Roll Call

G. Klein Aye

S. Morrill Aye

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. Board Structure Evolution & Long Term Goal Alignment

Sarah shared about how it's important for the Board to hold a clear idea of the vision of the school, and have it clear and institutionalized across the board and administration. Sarah would like to emphasize the need for the Board and school to take one strong step towards this work this school year. The committee and Ms. Feeney discussed the idea of admin team working together to codify their a one-pager as a good starting place for creating a shared understanding of the school's vision, that builds on what has already been put in place and written down in other places. Such a document could then be socialized with the school leadership team, all staff, FAC, families, students, and the board, and the goal would be to have a clear in-common grounding on who we are as a school, what we're aiming for for our students, and what it means to belong here in the UMCS Community. The committee discussed this being more of an exercise in grounding our work, and less so about seeking to move the school in new directions.

No public comments on this item.

B. Board Membership, Recruitment, and Training

Ms. Feeney discussed scheduling soon with Amy N. The committee discussed recommending Amy and Kara for two-year terms as part of the October board meeting agenda.

No public comments on this item.

C. Head of School Evaluation Process

The committee discussed scheduling annual listening sessions with staff, how the committee is currently supporting Ms. Feeney to finalize the language of specific goals, and that the Board would again use the BoardOnTrack evaluation tool later in the Spring to gather feedback as well.

No public comments on this item.

III. Updates on School Policies and Required Documents

A. LCAP and Board Policy Review

Greg shared with the committee reminding about the need for the Board and Admin to work together on a midyear LCAP review later in early 2024. There were no public comments on this item.

IV. Closed Session

A. Closed Session Items

At 1:50pm the committee announced that it would go into closed session committee 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 2:14pm. 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 2:15 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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