



## Urban Montessori Charter School

### Executive & Governance Committee Meeting

Published on February 9, 2024 at 12:03 PM PST

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#### Date and Time

Monday February 12, 2024 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.

3921 Enos Ave, Oakland Ca 94619. Ring the front bell for entry.

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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Members: Sarah Morrill (Chair), Greg Klein, Evan Sequoia

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>1:15 PM</b>
<b>A.</b> Call the Meeting to Order		Sarah Morrill	
<b>B.</b> Record Attendance		Greg Klein	1 m
<b>C.</b> Approve Minutes from prior Executive & Governance Committee Meeting	Approve Minutes	Greg Klein	1 m
Approve minutes for Executive & Governance Committee Meeting on November 13, 2023			
<b>D.</b> 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.			
<b>E.</b> Presentations from the Floor		Sarah Morrill	5 m

Purpose Presenter Time

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**

- A.** Board Structure Evolution & Long Term Goal Alignment  
Discuss Sarah Morrill 5 m  
Updates on board structure evolution process
- B.** Board Membership, Recruitment, and Training  
Discuss Greg Klein 5 m  
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.
- C.** Head of School Evaluation Process  
Discuss Sarah Morrill 5 m  
Discuss timeline of process for HoS evaluation for 2023-2024
- D.** Head of School search and selection process  
Discuss Sarah Morrill 5 m  
Updates on the Head of School selection process
- E.** Discuss Proposal for new Investment in Growth and Development Capacity  
Discuss Sarah Morrill 15 m  
[Proposal for Ongoing Growth and Development](#)

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

- A.** Review of Board Policies  
Discuss Greg Klein 10 m  
The committee may monitor, review, or suggest updates to school policies.
  1. [UMCS Comprehensive School Safety Plan \(CSSP\)](#)
  2. [UMCS Local Control and Accountability Plan \(LCAP\) 2024-2025](#)
  3. [UMCS School Calendar 2024-2025](#)

**IV. Closed Session 2:08 PM**

- A.** Closed Session Items  
Discuss Sarah Morrill 10 m

	Purpose	Presenter	Time
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.</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 <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 2:19 PM**

<b>A.</b>	Adjourn Meeting	Discuss	Sarah Morrill
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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 Meeting on November 13, 2023

APPROVED



## Urban Montessori Charter School

# Minutes

## Executive & Governance Committee Meeting

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### Date and Time

Monday November 13, 2023 at 1:15 PM

### Location

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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

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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 Nov 13, 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 10-16-23.

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 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**

Krishna shared that she and Daniel started codifying existing work to describe strategic plans last week and have plans to check with the administrative team this week as a next step. Coach Elizabeth Slade is coming soon and Krishna will engage her, too, in documenting "one-page" strategic planning materials. The work will need to go to staff in a meaningful way before it is publicized widely.

No public comments on this item.

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

Sarah shared that Amy is on board! Greg shared that her email is up and running and long with BoardOnTrack access.

Greg shared that Sarah's term ends soon and he will be recommending her for a renewal term at the upcoming Board meeting.

Sarah asked if the FAC has placed a new Board rep and Krishna didn't believe so at this time. The FAC will work that process.

No public comments on this item.

### **C. Head of School Evaluation Process**

Sarah shared she is holding a listening session with staff on Wednesday 11/29.

No public comments on this item.

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

### **A. LCAP and Board Policy Review**

Greg reminded the committee about the need for a midyear LCAP review later in January or February. Josh had emailed Greg to clarify that the board should review before the end of February.

No public comments on this item.



#### **IV. Closed Session**

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

At 1:27pm, Sarah shared that the committee is going into closed session on Public Employee Performance Evaluation - Head of School.

##### **B. Report out of Closed Session**

The committee returned to open session at 1:50pm. No action was 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 1:51 PM.

Respectfully Submitted,  
G. Klein

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#### **Documents used during the meeting**

*None*

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