



Urban Montessori Charter School

Executive & Governance Committee Meeting

Published on March 8, 2024 at 12:01 PM PST

Amended on March 8, 2024 at 12:22 PM PST

Date and Time

Monday March 11, 2024 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: 3921 Enos Ave, Oakland Ca 94619

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

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 February 12, 2024			
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. Head of School search and selection process Discuss Sarah Morrill 5 m
 Updates on the Head of School selection process.

B. Discuss Proposal for new Investment in Growth and Development Capacity Discuss Sarah Morrill 15 m
 [Tabled until the Head of School selection process is complete. Maintaining here so that we don't lose the item for future agendas.]

[Proposal for Ongoing Growth and Development](#)

C. 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.

D. Head of School Evaluation Process Discuss Sarah Morrill 5 m
 Discuss timeline of process for HoS evaluation for 2023-2024

E. Measure G-1 Discuss Krishna Feeney 5 m
 • Review proposed Measure G-1 plan

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 Local Control and Accountability Plan \(LCAP\) 2024-2025](#)
 2. [Board Bylaws](#)
 3. [Board Book](#)

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			
Public Employment - 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
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"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.

V. Closing Items 2:19 PM

A. 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.

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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 February 12, 2024

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Meeting

Date and Time

Monday February 12, 2024 at 1:15 PM

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Committee Members Present

E. Sequoia, G. Klein (remote), 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 Feb 12, 2024 at 1:17 PM.

B. Record Attendance

S. Morrill made a motion to approve Greg's remote participation due to illness.

E. Sequoia seconded the motion.

Greg had his camera on and no persons over 18 were with him during his remote participation.

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

Roll Call

E. Sequoia Aye
S. Morrill Aye
G. Klein Abstain

C. Approve Minutes from prior Executive & Governance Committee Meeting

S. Morrill made a motion to approve the minutes from Executive & Governance Committee Meeting on 11-13-23.

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
E. Sequoia Aye
S. Morrill Aye

D. Review of Action/Discussion Items

No changes needed. Krishna announced the Measure G1 process and updating our enrollment numbers of middle schoolers with OUSD, and shared about upcoming board engagements for further discussion.

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 asked for the conversation about organizational structure wait until a new incoming Head of School is identified so that they can also be included in the deliberations. Greg confirmed with Sarah that the Finance committee should continue with its plan to understand different financial scenarios and impacts of the proposed financial investments. The committee agreed to wait to include an incoming Head of School in the organizational structure conversation, to understand what they say will best support them in their new role.

No public comment on this item.

B. Board Membership, Recruitment, and Training

Greg shared his appreciation to Evan for joining the board and for completing his onboarding requirements and steps. Greg reminded the committee about completing their Form 700 and shared a little about how he completes it and offered his assistance, and then also getting help as needed from the Commission, or CharterSafe, or even our legal

counsel. Greg reminded the committee that this is Donald's last month on the board, and that he recently met an new interested candidate for Board service, and Greg encouraged them to starting attending and participating in meetings as a good next step in learning more about volunteer Board service.

No public comments on this item.

C. Head of School Evaluation Process

Sarah needs to reschedule the listening session with staff. She and Krishna will coordinate on options, considering February 28th, 2024. Greg can open up the BoardOnTrack evaluation survey after Sarah and Krishna confirm the direct reports that should receive the survey from BoardOnTrack.

No public comments on this item.

D. Head of School search and selection process

Sarah shared that the school has received the application of one qualified candidate, verified by two other board members as well. Krishna will schedule the student panel. Kara plans to hold the staff and parent panel before the next Board meeting. Sarah shared that the Board panel will be at the February regular meeting. Sarah is pulling together the panel questions in partnership with the other panel leads. The committee discussed communications with families and staff, some of which have already gone off, and preparing the compensation analysis. The soonest a contract could be approved would be at the March regular board meeting.

No public comments on this item.

E. Discuss Proposal for new Investment in Growth and Development Capacity

Tabled -- this is a repeat item on the agenda

III. Updates on School Policies and Required Documents

A. Review of Board Policies

Krishna shared the draft UMCS Calendar for 2024-2025 with a start date of Wednesday, August 14th, and that she will recommend the calendar for approval at next week's meeting. Krishna shared the updated UMCS Comprehensive School Safety Plan, which this year includes two new legally required components, including a response to opioid overdose. Krishna shared that the process for developing the 2024-2025 LCAP is just beginning, and was at a county training the prior week. This will be the start of a new three-year cycle, with updated templates.

No public comments on these items.

IV. Closed Session

A. Closed Session Items

Tabled. This item did not occur.

B. Report out of Closed Session

Tabled. This item did not occur.

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 1:59 PM.

Respectfully Submitted,
S. Morrill

Documents used during the meeting

None

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