



Urban Montessori Charter School

Executive & Governance Committee Meeting

Published on May 11, 2024 at 5:51 AM PDT

Date and Time

Tuesday May 14, 2024 at 8:20 AM 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.

<https://us02web.zoom.us/j/82592855160?pwd=cG02OTRoUVdrdngwOTI2WFBrOTBzQT09>

Meeting ID: 825 9285 5160; Passcode 510 842 1181

One tap mobile

+16699009128,,82592855160# US (San Jose)

+12532158782,,82592855160# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

Find your local number: <https://us02web.zoom.us/j/82592855160?pwd=cG02OTRoUVdrdngwOTI2WFBrOTBzQT09>

Additional teleconference locations:

The public can find documents related to this agenda either linked directly on the agenda or under "Documents" after selecting the meeting in BoardOnTrack prior to viewing the agenda. Downloading the "packet" may not include all of the "Documents" that are still otherwise available to the public.

Members: Sarah Morrill (Chair), Greg Klein, Evan Sequoia; Committee Alternate: Kara Fortuna

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 | | | 8:20 AM |
| 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 April 15, 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. Speakers required translation will be granted double time. Comments should refer to matters within the jurisdiction of this committee. | | | |

| | Purpose | Presenter | Time |
|--|---------|---------------|----------------|
| II. Executive and Governance | | | 8:28 AM |
| A. 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. | | | |
| B. Head of School Evaluation Process | Discuss | Sarah Morrill | 5 m |
| Discuss timeline of process for HoS evaluation for 2023-2024 | | | |
| C. 2023-2024 Board Assessment | Discuss | Greg Klein | 5 m |
| D. Preparing for School Year 2024-2025 | Discuss | Greg Klein | 10 m |
| Discuss possible Officer Roles and Committee Assignments for the upcoming school year, the Board Calendar , and the committee's regular schedule. | | | |
| III. Updates on School Policies and Required Documents | | | 8:53 AM |
| A. Review of Board Policies | Discuss | Greg Klein | 10 m |
| The committee may monitor, review, or suggest updates to school policies. | | | |
| <ol style="list-style-type: none"> 1. UMCS Local Control and Accountability Plan (LCAP) 2024-2025 2. UMCS Employee Handbook 3. UMCS Student Free Speech Policy 4. UMCS Public Records Act Policy | | | |
| IV. Closed Session | | | 9:03 AM |
| 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 <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. | | | |

| | | | |
|--|---------|-----------|------|
| | Purpose | Presenter | Time |
|--|---------|-----------|------|

| | | | |
|-------------------------|--|--|----------------|
| V. Closing Items | | | 9:14 AM |
|-------------------------|--|--|----------------|

| | | | |
|--------------------|---------|---------------|--|
| 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.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting UMCS at 4551 Steele Street, Oakland, CA 94619 or info@urbanmontessori.org.

FOR MORE INFORMATION For more information concerning this agenda or for materials relating to this meeting, please contact UMCS at 4551 Steele Street, Oakland, CA 94619 or board@urbanmontessori.org. All materials are available via the BoardOnTrack portal of our website: <https://www.urbanmontessori.org/boardontrackportal>.

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 April 15, 2024

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Meeting

Date and Time

Monday April 15, 2024 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.

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.

<https://us02web.zoom.us/j/82592855160?pwd=cG02OTRoUVdrdngwOTI2WFBrOTBzQT09>

Meeting ID: 825 9285 5160; Passcode 510 842 1181

One tap mobile

+16699009128,,82592855160# US (San Jose)

+12532158782,,82592855160# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

Find your local number: <https://us02web.zoom.us/j/k1Y3eQWvA>

Additional teleconference locations: 3808 Bayo Street Oakland CA 94619

The public can find documents related to this agenda either linked directly on the agenda or under "Documents" after selecting the meeting in BoardOnTrack prior to viewing the agenda. Downloading the "packet" may not include all of the "Documents" that are still otherwise available to the public.

Members: Sarah Morrill (Chair), Greg Klein, Evan Sequoia; Committee Alternate: Kara Fortuna

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](#).

Committee Members Present

E. Sequoia, G. Klein

Committee Members Absent

S. Morrill

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 Apr 15, 2024 at 1:15 PM.

B. Record Attendance

C. Approve Minutes from prior Executive & Governance Committee Meeting

E. Sequoia made a motion to approve the minutes from Executive & Governance Committee Meeting on 03-11-24.

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. Discuss Organizational Structure options related to the multiyear Proposal for new Investment in Growth and Development Capacity

Greg framed the discussion. Daniel shared that a Teacher Trainer position was recently posted and that there has been lots of internal discussions on organizational structure between he and Krishna, and with the Admin team. The Executive Director of Training Program and Fund Development would lead the Public Montessori Institute of Oakland, including our own training center. The role would also focus a lot on fundraising for the school and the Institute.

Greg asked who was included in the discussions to date. Most recently, Daniel shared that it was him, Krishna, and Josh from Edtec on some of the details. Daniel shared how other public Montessori schools do not have this kind of role and how much they would want one to build out that specific training capacity. Next, the Admin team has engaged in more of the details of the proposed role. Daniel shared that it has been brought up to staff in whole-staff conversations, but that needs those engagements need to increase starting with the School Leadership Team. Greg asked, and Daniel shared that the Admin Team has consensus in moving in this direction. Krishna shared that it's time to provide more opportunity to staff again for feedback and to ask questions. Daniel shared that this bigger picture work supports the retention of leadership across the Admin team.

Greg asked, and Krishna shared that there's no formal job description yet. When it's ready, Daniel shared that the plan would be to post that job description first internally.

Greg asked about listening for larger investments from other people beyond the Admin team. Daniel shared about LCAP engagements and the SLT team to listen for needs and workshop proposed investments.

There were no public comments on this item.

B. Board Membership, Recruitment, and Training

Greg shared that he shared with the Board upcoming webinar training opportunities with the Board regarding Brown Act and Conflict of Interest laws. Evan shared that he recently completed the Brown Act training and that it was very good and helpful.

There were no public comments on this item.

C. Head of School Evaluation Process

Greg shared that Krishna recently completed her self evaluation. The next step is for board members and direct reports to receive invitations to complete their evaluation surveys about Krishna.

There were no public comments on this item.

D. 2023-2024 Board Assessment

Greg reminded the committee to complete the annual board self-assessment. Greg shared that he sent out reminder emails earlier in the day through BoardOnTrack.

There were no public comments on this item.

III. Updates on School Policies and Required Documents

A. Review of Board Policies

Krishna and Daniel shared that LCAP staff engagements starting in earnest more this week. The Admin team is currently considering a single goal aligned to the multiple outcomes of the CA School Dashboard, including subgroup performance. Greg offered to draft the English Learner metric to be included with the others. Upcoming LCAP engagements include all board and committee meetings through June, as well as staff meetings, and FAC meetings.

Greg reviewed the UMCS Board of Directors Statement of Agreement and the UMCS Conflict of Interest Code. The committee discussed and there were no substantive updates offered. The committee recommended placing these items on the upcoming General Consent Report for reapproval.

Greg shared the recent newsletter from YM&C regarding updates to laws related to public education. Krishna reviewed and will manage and delegate any updates as needed.

No public comments on this item.

IV. Closed Session

A. Closed Session Items

At 2pm, Greg shared that the committee would go into closed session on Public Employee Performance Evaluation - Head of School and Anticipated Litigation - One Case.

There were no public comments on this item.

B. Report out of Closed Session

The committee returned to Open Session at 2:18p. 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 2:18 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting UMCS at 4551 Steele Street, Oakland, CA 94619 or info@urbanmontessori.org.

FOR MORE INFORMATION For more information concerning this agenda or for materials relating to this meeting, please contact UMCS at 4551 Steele Street, Oakland, CA 94619 or board@urbanmontessori.org. All materials are available via the BoardOnTrack portal of our website: <https://www.urbanmontessori.org/boardontrackportal>.

Coversheet

2023-2024 Board Assessment

Section: II. Executive and Governance
Item: C. 2023-2024 Board Assessment
Purpose: Discuss
Submitted by:
Related Material: Board Assessment Report.pdf

FY23-24 Board Assessment

Board Assessment Report

OPENED 3/22/2024

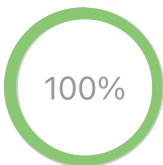
HEAD OF
SCHOOLS

DB Daniel Bissonnette KF Krishna Feeney





BOARD MEMBERS

Amy Ng Ann Rhodes Evan Sequoia Greg Klein Kara Fortuna
Sarah Morrill

Completed



LEGEND

-  BOARD Average for all participating board members
-  Head of School One Head of School
-  One individual board member
-  Insufficient Data

Overview

| | Board | Head of School |
|-------------------------------------|---------|----------------|
| Board Meetings | LEVEL 4 | LEVEL 5 |
| Board Structure | LEVEL 5 | LEVEL 5 |
| Board Composition | LEVEL 1 | LEVEL 1 |
| Board Recruitment | LEVEL 1 | LEVEL 2 |
| Board Goals & Accountability | LEVEL 2 | LEVEL 1 |
| Finance | LEVEL 3 | LEVEL 5 |
| Development | LEVEL 1 | LEVEL 3 |
| Academic Oversight | LEVEL 4 | LEVEL 5 |
| Head of School Support & Evaluation | LEVEL 5 | LEVEL 5 |
| BoardSavvy Head of School | LEVEL 3 | LEVEL 4 |

Summary

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

| | | | | | |
|-------------------------------------|---|----------------------------------|-------------------------|-------|-------------------------------------|
| Board Meetings | | | | BOARD | Head of Sch Head of Sch |
| Board Structure | | | | | BOARD Head of Sch Head of Sch |
| Board Composition | BOARD Head of School Head of School | | | | |
| Board Recruitment | BOARD | Head of School Head of School | | | |
| Board Goals & Accountability | Head of School Head of School | BOARD | | | |
| Finance | | | BOARD | | Head of Sch Head of Sch |
| Development | BOARD Head of School | | | | Head of Sch |
| Academic Oversight | | | | BOARD | Head of Sch Head of Sch |
| Head of School Support & Evaluation | | | | | BOARD Head of Sch Head of Sch |
| BoardSavvy Head of School | | | BOARD Head of School | | Head of Sch |

Board Meetings

Details

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

| | | | | | |
|-----------------------------|-------------------------|-------------------------|----------------|----------------|---|
| Yearly Meeting Plan | | | BOARD | Head of School | Head of School |
| Board Meeting Agenda | | | | | BOARD Head of School Head of School |
| Board Meeting Materials | | | | | BOARD Head of School Head of School |
| Board Meeting Content | | BOARD | Head of School | | Head of School |
| Board Meeting Facilitation | | | | | BOARD Head of School Head of School |
| Board Meeting Minutes | | | | | BOARD Head of School Head of School |
| Board Meeting Evaluation | BOARD Head of School | | | | Head of School |
| Open Meeting Law Compliance | | BOARD Head of School | | Head of School | |

Board Structure

Details

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

| | | | | | |
|------------------|--|--|--|--|--|
| Bylaws | | | | | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> |
| Job Descriptions | | | | | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> |
| Officers | | | | | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> |
| Committees | | | | | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> |

Board Composition

Details

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

| | | | | | |
|--------------------------------|--|--|--|--|---|
| Board Size | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> | | | | |
| Previous Governance Experience | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> | | | | |
| Skills and Expertise | <p>BOARD</p> | | | | <p>Head of School</p> <p>Head of School</p> |
| Diversity | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> | | | | |

1

2

3

4

LEVEL
5

| | | | | | |
|----------------------|--|---|--|--|--|
| Level of Objectivity | | BOARD Head of School Head of School | | | |
|----------------------|--|---|--|--|--|

Board Recruitment

Details

| | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 |
|---|---|----------------|----------------|----------------------------------|---|
| Recruitment Plan | BOARD | | | Head of School Head of School | |
| Recruitment Process | BOARD Head of School | Head of School | | | |
| Board Recruitment Pipeline | BOARD Head of School Head of School | | | | |
| Role of the Head of School in Board Recruitment | BOARD Head of School | | Head of School | | |
| Orientation | | | | | BOARD Head of School Head of School |

Board Goals & Accountability

Details

| | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 |
|----------------|---|---------|---------|---------|---------|
| Board Goals | BOARD Head of School Head of School | | | | |
| Accountability | Head of School Head of School | BOARD | | | |

Finance

Details

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

| | | | | | |
|-----------------------------------|-------|-------|-------|----------------------------------|---|
| Financial Oversight | | | BOARD | | Head of School Head of School |
| Financial Policies and Procedures | | BOARD | | | Head of School Head of School |
| Financial Controls | | | BOARD | | Head of School Head of School |
| Financial Reports | | | BOARD | | Head of School Head of School |
| Developing Realistic Budgets | | | | | BOARD Head of School Head of School |
| Board Education | | BOARD | | Head of School Head of School | |
| Annual Audit/990 | | | BOARD | | Head of School Head of School |
| Financial Compliance | | BOARD | | | Head of School Head of School |
| Support of the Head of School | BOARD | | | | Head of School Head of School |

Development

Details

| | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 |
|---------------------------------|---|----------------|----------------------------------|---------|----------------|
| Philosophical Alignment | | BOARD | Head of School Head of School | | |
| Strategic Fund Development Plan | BOARD Head of School | | | | Head of School |
| Accountability | BOARD | Head of School | | | Head of School |
| Board Training | BOARD Head of School Head of School | | | | |

Academic Oversight

Details

| | LEVEL 1 | LEVEL 2 | LEVEL 3 | LEVEL 4 | LEVEL 5 |
|----------------------|----------------|----------------|----------------|----------------|---|
| Clarity of Vision | | BOARD | Head of School | | Head of School |
| Roadmap | Head of School | | | BOARD | Head of School |
| Charter Obligations | | | | | BOARD Head of School Head of School |
| Standardized Testing | | | | | BOARD Head of School Head of School |
| Comparative Data | | | BOARD | Head of School | Head of School |
| Board Education | | Head of School | BOARD | | Head of School |

Head of School Support & Evaluation

Details

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

| | | | | | |
|---------------------------------|--|--|--|--------------|--|
| Governance/Management | | | | | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> |
| Partnership with Head of School | | | | | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> |
| Head of School Evaluation | | | | <p>BOARD</p> | <p>Head of School</p> <p>Head of School</p> |
| Head of School Support | | | | <p>BOARD</p> | <p>Head of School</p> <p>Head of School</p> |

BoardSavvy Head of School

Details

LEVEL
1

LEVEL
2

LEVEL
3

LEVEL
4

LEVEL
5

| | | | | | |
|-----------------------------|--------------|--|-----------------------|--------------|--|
| Governance Knowledge | | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> | | | |
| Governance Prioritized | | <p>BOARD</p> <p>Head of School</p> | | | <p>Head of School</p> |
| Board Education | | | | | <p>BOARD</p> <p>Head of School</p> <p>Head of School</p> |
| Setting Strategic Direction | | | | <p>BOARD</p> | <p>Head of School</p> <p>Head of School</p> |
| Communication | | <p>Head of School</p> | | <p>BOARD</p> | <p>Head of School</p> |
| Succession Planning | <p>BOARD</p> | <p>Head of School</p> | <p>Head of School</p> | | |

Please provide any additional comments, questions and concerns.



Having been on the board for only 4 months now, I look forward to the opportunity to discuss the assessments results and how to increase the board's effectiveness and support the new Head of School and school community to achieve excellence.

Generated on May 14, 2024 at 8:09 AM PDT by Greg Klein