



Urban Montessori Charter School

Executive & Governance Committee Meeting

Published on June 7, 2024 at 8:23 AM PDT
Amended on June 7, 2024 at 12:42 PM PDT

Date and Time

Monday June 10, 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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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			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 May 14, 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
<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 Membership, Recruitment, and Training	Discuss	Greg Klein	5 m
<p>Discussion on status of Board members, recent recruitment, and training, including training in different Board roles.</p>			
B. Head of School Evaluation Process	Discuss	Sarah Morrill	5 m
<p>Discuss timeline of process for HoS evaluation for 2023-2024</p>			
C. 2023-2024 Board Assessment	Discuss	Greg Klein	5 m
D. Preparing for School Year 2024-2025	Discuss	Greg Klein	10 m
<p>Discuss possible Officer Roles and Committee Assignments for the upcoming school year, the Board Calendar, and the committee's regular schedule.</p>			
III. Updates on School Policies and Required Documents			1:48 PM
A. Review of Board Policies	Discuss	Greg Klein	10 m
<p>The committee may monitor, review, or suggest updates to school policies.</p> <ol style="list-style-type: none"> 1. UMCS Local Control and Accountability Plan (LCAP) 2024-2025 2. UMCS Employee Handbook 3. UMCS Unhoused Student Education Policy 4. UMCS Annual Notice for Families 5. UMCS Family Handbook 6. Workplace Violence Prevention Plan 7. Independent Educational Evaluation Policy and Procedures 			
IV. Closed Session			1:58 PM
A. Closed Session Items	Discuss	Sarah Morrill	10 m
<p>Public Employee Performance Evaluation - Head of School</p> <p>"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.</p>			

	Purpose	Presenter	Time
B. Report out of Closed Session	Vote	Sarah Morrill	1 m
<p>"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.</p>			
V. Closing Items			2:09 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 May 14, 2024

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Meeting

Date and Time

Tuesday May 14, 2024 at 8:20 AM

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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Committee Members Present

E. Sequoia, G. Klein, S. Morrill

Committee Members Absent

None

Guests Present

D. Bissonnette, K. Feeney (remote)

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 Tuesday May 14, 2024 at 8:20 AM.

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 04-15-24.

E. Sequoia 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 Membership, Recruitment, and Training

Greg asked Evan to share any recent trainings PDFs he received to be shared with the board and community. The committee reviewed each board members current term end date. Evan reminded the committee of the upcoming leadership session/webinar that Edtec is hosting that will include information about the Governor's May Revise.

No public comment on this item.

B. Head of School Evaluation Process

Sarah shared about recently completing a listening session with staff, and all the Head of School surveys are completed by direct reports and staff members, except one direct report. Sarah will start writing up an evaluation memo to be shared with the Board for input prior to sharing with Krishna.

No public comment on this item.

C. 2023-2024 Board Assessment

The committee discussed the high level summary of the most recently completed annual board assessment, starting with areas where Board and the Head of School were in agreement or mostly in agreement, and then identifying areas where there was more disagreement or spread amongst respondents. The survey results is part of the agenda. The next step is for Greg to send a one-way email to the Board encouraging them to review the survey results and to bring any area up for further attention and discussion at the upcoming board meeting.

No public comment on this item.

D. Preparing for School Year 2024-2025

Greg shared that the Board will need to select 2024-2025 Board Officers, and committee chairs/members at its June board meeting. The board also adopts its calendar of meetings for 2024-2025 in June. Sarah shared that expects to support someone else to take on the role of Board Chair. Greg shared that he also would love to support someone else take on the role of Treasurer, Secretary, or both. The committee discussed having a broader conversation with the full board at the May board meeting.

No public comment on this item.

III. Updates on School Policies and Required Documents

A. Review of Board Policies

Greg discussed reviewing the [UMCS Student Free Speech Policy](#), [UMCS Public Records Act Policy](#), both of which will be ready for the May general consent report. The committee discussed the timeline of completing annual updates to the [UMCS Employee Handbook](#), including approving in June, and then approving again in August if there are additional updates made over the summer. Daniel shared the most recent goal language and aligned activities of the [UMCS Local Control and Accountability Plan \(LCAP\) 2024-2025](#).

There were no public comments on this item.

IV. Closed Session

A. Closed Session Items

At 8:55a Sarah shared that the committee would go into closed session on Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

B. Report out of Closed Session

At 9:02a, the Board returned to open session. 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 9:02 AM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- Board Assessment Report.pdf

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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			
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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.

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