



Urban Montessori Charter School

Executive & Governance Committee Meeting

Published on September 7, 2024 at 9:23 AM PDT

Date and Time

Tuesday September 10, 2024 at 3:15 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 amyn@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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Meeting ID: 825 9285 5160; Passcode 510 842 1181

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Members: Amy Ng (Chair), Greg Klein; Committee Alternate: Sarah Morrill

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Agenda

	Purpose	Presenter	Time
I. Opening Items			3:15 PM
A. Call the Meeting to Order		Amy Ng	
B. Record Attendance		Greg Klein	1 m
C. Review of Action/Discussion Items	Discuss	Amy Ng	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.			
D. Presentations from the Floor		Amy Ng	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.			
E. Approve Minutes from prior Executive & Governance Committee Meeting	Approve Minutes	Amy Ng	1 m
Approve minutes for Executive & Governance Committee Meeting on August 13, 2024			

	Purpose	Presenter	Time
II. Executive and Governance			3:23 PM
A. Effective School Boards Framework Implementation Discussing next steps in implementing the Effective School Boards Framework.	Discuss	Greg Klein	25 m
B. Board Membership, Recruitment, and Training Discussion on status of Board members, recent recruitment, and training, including training in different Board roles.	Discuss	Greg Klein	5 m
C. Head of School Evaluation Process Discuss timeline of process for HoS evaluation for 2024-2025	Discuss	Amy Ng	5 m
III. Updates on School Policies and Required Documents			3:58 PM
A. Review of Board Policies The committee may monitor, review, or suggest updates to school policies. 1.	Discuss	Daniel Bissonnette	10 m
B. Review Charter petition Review and discuss charter renewal petition.	Discuss	Daniel Bissonnette	5 m
IV. Closed Session			4:13 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	Amy Ng	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	Amy Ng	1 m

	Purpose	Presenter	Time
V. Closing Items			4:24 PM
A. Adjourn Meeting	Discuss	Amy Ng	

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Coversheet

Approve Minutes from prior Executive & Governance Committee Meeting

Section: I. Opening Items
Item: E. Approve Minutes from prior Executive & Governance Committee Meeting
Meeting:
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Executive & Governance Committee Meeting on August 13, 2024

APPROVED



Urban Montessori Charter School

Minutes

Executive & Governance Committee Meeting

Date and Time

Tuesday August 13, 2024 at 3:15 PM

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Committee Members Present

A. Ng, G. Klein

Committee Members Absent

None

I. Opening Items

A. Call the Meeting to Order

A. Ng called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Tuesday Aug 13, 2024 at 3:22 PM.

B. Record Attendance

C. Review of Action/Discussion Items

No changes needed.

D. Presentations from the Floor

No public comments on items not on the agenda.

E. Approve Minutes from prior Executive & Governance Committee Meeting

A. Ng made a motion to approve the minutes from Executive & Governance Committee Meeting on 06-10-24.

G. Klein seconded the motion.
No questions or public comments on this item.
The committee **VOTED** unanimously to approve the motion.

II. Executive and Governance

A. Student Outcome Goals

The committee discussed the Effective School Boards framework: <https://effectiveschoolboards.com/framework/>. The committee discussed next drafting three student outcome goals from the larger current LCAP goal, and how the Head might develop interim metrics to use for monitoring progress.

There were no public comments on this item.

B. Board Membership, Recruitment, and Training

The committee discussed that Ann's term is the next one up and that the FAC will hold an election for a new FAC board rep. Greg shared that he would continue to forward on training opportunities around Brown Act and Conflict of Interest training as they arise. The committee discussed that having 7-9 board members total would be helpful, and that everyone can continue to recruit.

There were no public comments on this item.

C. Head of School Evaluation Process

Greg shared that in the Effective Schools Framework, head of school evaluation and evaluation of school performance should be indistinguishable. Additionally, 360 feedback can be used by leaders for their own growth and development. Daniel supported the idea of aligning to student performance, and he and Amy will meet in the coming week to discuss further.

There were no public comments on this item.

D. 2023-2024 Board Assessment

The committee discussed that Amy and Daniel will meet and propose one or two areas from the most recent assessment for the Board to focus on improving.

There were no public comments on this item.

E. Confirming 2024-2025 calendar of meetings

Tabled.

F. Epicenter Tasks and Deliverables

The committee discussed how to best support the Head in completing tasks. Most of this work is in the summer and now complete.

There were no public comments on this item.

G. Robert's Rules of Order

Greg shared some recommended updates to the Board's procedures to better align with Robert's Rules of Order, and to provide brief updates for the whole board.

https://docs.google.com/document/d/1sLH0KL8WR__WWE_2S5_IglyGYaV4igJFqlezm-DicY/edit

There were no public comments on this item.

III. Updates on School Policies and Required Documents

A. Review of Board Policies

The committee discussed updates to the Family Handbook.

There were no public comments on this item.

IV. Closed Session

A. Closed Session Items

Tabled.

B. Report out of Closed Session

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 4:30 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

None

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