



## Urban Montessori Charter School

### Executive & Governance Committee Meeting

Published on October 5, 2024 at 12:02 PM PDT

---

#### Date and Time

Tuesday October 8, 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](mailto: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.

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

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
<b>I. Opening Items</b>			<b>3:15 PM</b>
<b>A.</b> Call the Meeting to Order		Amy Ng	
<b>B.</b> Record Attendance		Greg Klein	1 m
<b>C.</b> 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.			
<b>D.</b> 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.			
<b>E.</b> Approve Minutes from prior Executive & Governance Committee Meeting	Approve Minutes	Amy Ng	1 m

	Purpose	Presenter	Time
Approve minutes for Executive & Governance Committee Meeting on September 10, 2024			
<b>II. Executive and Governance</b>			<b>3:23 PM</b>
<b>A. Effective School Boards Framework Implementation</b>	Discuss	Greg Klein	25 m
Discussing next steps in implementing the Effective School Boards Framework, including draft goals, interim goals, guardrails, and interim guardrails, and topics for board training.			
<b>B. Board Membership, Recruitment, and Training</b>	Discuss	Greg Klein	5 m
Discussion on status of Board members, recent recruitment, and training, including training in different Board roles.			
<b>C. Head of School Evaluation Process</b>	Discuss	Amy Ng	5 m
Discuss timeline of process for HoS evaluation for 2024-2025			
<b>III. Updates on School Policies and Required Documents</b>			<b>3:58 PM</b>
<b>A. Review of Board Policies</b>	Discuss	Daniel Bissonnette	10 m
The committee may monitor, review, or suggest updates to school policies.			
1.			
<b>B. Review Charter Support</b>	Discuss	Daniel Bissonnette	5 m
<b>IV. Closed Session</b>			<b>4:13 PM</b>
<b>A. Closed Session Items</b>	Discuss	Amy Ng	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>B. Report out of Closed Session</b>	Vote	Amy Ng	1 m

	Purpose	Presenter	Time
<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 4:24 PM**

<b>A.</b> Adjourn Meeting	Discuss	Amy Ng
---------------------------	---------	--------

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](mailto: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](mailto: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:** E. Approve Minutes from prior Executive & Governance Committee Meeting  
**Meeting:**  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Executive & Governance Committee Meeting on September 10, 2024

APPROVED



## Urban Montessori Charter School

# Minutes

## Executive & Governance Committee Meeting

---

### Date and Time

Tuesday September 10, 2024 at 3:15 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 [amyn@urbanmontessori.org](mailto: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.

<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:

---

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

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**

A. Ng, G. Klein

**Committee Members Absent**

*None*

**Guests Present**

D. Bissonnette

---

**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 Sep 10, 2024 at 3:17 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 08-13-24.

G. Klein seconded the motion.

No questions or discussion.

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

## **II. Executive and Governance**

### **A. Effective School Boards Framework Implementation**

The committee discussed about how to get started implementing the Framework, including reviewing the Framework document, discussing draft goals, and discussing interim goals, and how they're constructed and around what measures. Next step is for Daniel to draft interim goals aligned to each draft goal.

No public comments on this item.

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

The chair tabled this item.

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

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

### **A. Review of Board Policies**

The chair tabled this item.

### **B. Review Charter petition**

The committee discussed Daniel finalizing the charter and pinging board members as sections are ready for further review. Plan is for the board to vote at the upcoming Regular meeting.

No public comments on this action.

## **IV. Closed Session**

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

The chair tabled this item.

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

The committee did not go into 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 4:58 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](mailto: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](mailto:board@urbanmontessori.org). All materials are available via the BoardOnTrack portal of our website: <https://www.urbanmontessori.org/boardontrackportal>.