

APPROVED



## Urban Montessori Charter School

# Minutes

## Executive and Governance Committee Meeting

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### Date and Time

Monday May 11, 2020 at 1:15 PM

### Location

VIRTUAL ONLY

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PER GOVERNOR NEWSOM'S SHELTER IN PLACE EXECUTIVE ORDER DATED MARCH 19, 2020 ([WHICH IS HERE IN ITS ENTIRETY](#)) AND BY ORDER OF THE HEALTH OFFICER OF THE COUNTY OF ALAMEDA DATED MARCH 16, 2020 ([WHICH IS HERE IN ITS ENTIRETY](#)):

THIS WILL BE A VIRTUAL-ONLY MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/5102904005?pwd=bjFqOE1kWHNCcnZTZzRxWldUTDhidz09>

Meeting ID: 817-2177-4984

Password: 1196

Dial by your location

- (312) 626 6799 (Chicago)
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Important Notice: Due to increased demand, dial-in by phone audio conferencing capabilities may be unavailable. During this time, Zoom strongly recommends using computer audio capabilities (or via phone with the Zoom app) while on wifi.

Committee Members: Christina Greenberg, Greg Klein, Davis Leung

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 via [http://www.urbanmontessori.org/board\\_of\\_directors](http://www.urbanmontessori.org/board_of_directors).

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### **Committee Members Present**

D. Leung (remote), G. Klein (remote)

### **Committee Members Absent**

*None*

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## **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 May 11, 2020 at 1:15 PM.

### **B. Record Attendance**

### **C. Approve Minutes**

D. Leung made a motion to approve the minutes from April 13, 2020.

G. Klein seconded the motion.

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

#### **Roll Call**

D. Leung Aye

G. Klein Aye

### **D. Review of Action/Discussion Items**

No changes.

### **E. Presentations from the Floor**

No public comment.

## **II. Executive and Governance**

### **A.**

## **BoardOnTrack**

Greg is using BoardOnTrack to take minutes during this meeting! We are posting agendas and materials in BoardOnTrack and in our traditional Google Drive for rest of this fiscal year.

Greg has invited all Board Members to make their accounts and to start reviewing materials inside the system.

Krishna has created her account and completed the template self evaluation. Greg has completed the initial Board Assessment surveys.

Krishna experimented with co-editing in the BoardOnTrack System.

Davis will tell Board Members to create their BoardOnTrack accounts -- information is in their email inboxes, and to take the initial Assessments. If they have questions, they can ask Greg or "chat" with BoardOnTrack.

No public comment on this item.

### **B. Committee's Support for LCAP Development**

LCAP Templates are created and being updated currently by Staff and Administration. Now due in December 2020.

The COVID-19 Operations Written Report Template is now due by the end of this fiscal year. The committee reviewed the new template. Krishna will aim to bring a draft of the report to the May board meeting for review and feedback.

No public comment.

## **III. Closed Session**

### **A. Public Employee Performance Evaluation - Head of School**

Tabled. The committee did not go into closed session.

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

Tabled. The committee did not go into closed session.

## **IV. Closing Items**

### **A. Adjourn Meeting**

D. Leung made a motion to adjourn.

G. Klein seconded the motion.

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

**Roll Call**

G. Klein Aye

D. Leung Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:43 PM.

Respectfully Submitted,

G. Klein

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**Documents used during the meeting**

- Minutes 04.13.2020 Executive Committee Meeting.docx

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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 5328 Brann 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 5328 Brann Street, Oakland, CA 94619 or [board@urbanmontessori.org](mailto:board@urbanmontessori.org). All materials are available via the Governance Section of our website: <http://www.urbanmontessori.org/governance>.