APPROVED

# Urban Montessori Charter School

# Minutes

## Executive & Governance Committee Regular Meeting

**Date and Time**
Monday August 10, 2020 at 1:15 PM

**Location**
Virtual Only

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 JUNE 5, 2020 (Revised June 18, 2020 and July 19, 2020) (WHICH IS HERE IN ITS ENTIRETY):
THIS WILL BE A VIRTUAL-ONLY MEETING

Join Zoom Meeting: https://us02web.zoom.us/j/5102904005

Meeting ID: 510 290 4005

One tap mobile +16699006833,,5102904005# US (San Jose) +13462487799,,5102904005# US (Houston) Dial by your location +1 669 900 6833 US (San Jose) +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 312 626 6799 US (Chicago) +1 929 436 2866 US (New York) +1 301 715 8592 US (Germantown) Meeting ID: 510 290 4005 Find your local number: https://us02web.zoom.us/u/kb8IDmVDDD

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Members: Christina Greenberg (Chair), 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 on our BoardOnTrack public portal and is also accessible via the UMCS School Calendar.

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**Committee Members Present**
C. Greenberg (remote), D. Leung (remote), G. Klein (remote)

**Committee Members Absent**
*None*

**Guests Present**
K. Feeney (remote)

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## I. Opening Items

### A. Call the Meeting to Order

C. Greenberg called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday Aug 10, 2020 at 1:24 PM.

### B. Record Attendance

### C. Approve Minutes

D. Leung made a motion to approve the minutes from Executive and Governance Committee Meeting on 06-08-20.
C. Greenberg seconded the motion.
no discussion
The committee **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| C. Greenberg | Aye |
| K. Feeney | Abstain |
| G. Klein | Aye |
| D. Leung | Aye |

### D. Review of Action/Discussion Items

No changes needed.

### E. Presentations from the Floor

No public presentations on non-agendized items.

## II. Executive and Governance

### A. BoardOnTrack & Board Training

Greg shared about our need to complete the skills assessment and the HoS Eval process. Christina will follow-up with individual board members to complete.

Annual Board training will be in mid September online with YM&C.

No public comment.

### B. Discuss Strategic Planning progress

Krishna shared about the summer cohort with Friday design shop to think about a a strategic plan. Still not a completed draft of what will be a multiyear strategic plan. Requires further drafting and lots of engagement with teachers, staff, students, and families. Good to have some structure and framing over the summer, but definitely nothing was completed in terms of a full strategic plan, and a true plan requires the full participation across our stakeholders. More work to be done and then lots of sharing, editing, and changes to make.

No public comment.

### C. Discussion of recommendations for August 2020 approvals

Krishna shared progress on the following

1. Discussion and review of UMCS Family Handbook 2020-2021
    1. Still need to update drop-off and pick-up procedures for the new campus.
    2. Update speaks to families reference the COVID-19 Addendum where it is more highly relevant than the usual language.
    3. Started to remove the dual-campus references and information.
    4. Davis asked about tracking systems for family signatures and Krishna responded that it will be important collect
2. Discussion and review of COVID-19 Addendum to UMCS Family Handbook 2020-2021
    1. Here: https://docs.google.com/document/d/1_Dorv564Ppy-P--8FbPjTiPKKU9-G86F-45V0RfU3vc/edit?ts=5f2dc36c
    2. Krishna and her team lead the drafting of this. Shared this already to staff and family via email.

3. Christina shared an example from another school with language about supporting one another and helping one another be safe.

3. Discussion and review of UMCS Employee Handbook 2020-2021
    1. No major material updates. Dress code section does need further review.
4. Discussion and review of COVID-19 Addendum to UMCS Employee Handbook 2020-2021
    1. Here: https://docs.google.com/document/d/1z6sp2u2Kb64FZaDFxgmRntQoEcnx548j18HTsKAI3Y0/e
    2. Mostly focused on working from the campus. Likely needs further updates related to remote work expectations based on on-going staff questions, comments, and feedback. Will make digital signing available for staff.
    3. Staff has the ability to ask questions, provide further and input.
5. Discussion and review of Daily Schedules for 2020-2021
    1. tabled
6. Discussion and review of Wellness Policy
    1. Greg will add in COVID-related language at the top from student family handbook addendum.
7. Discussion and review of Learning Continuity & Attendance Plan and process (for August & September)
    1. Language will likely be gathered for this document from the handbook updates. Public hearing at the August board meeting. Then engagements and feedback and changes, and then final approval at September board meeting.

No public comment.

### D. Board Membership

Nancy and Hae-Sin have terms ending at the end of August. Davis will check in with both about renewal term interest.

No public comment.

## III. Closed Session

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

### B. Report out of Closed Session

No action was taken.

## IV. 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 2:37 PM.

Respectfully Submitted,
G. Klein

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**Documents used during the meeting**

*None*

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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 4551 Steele Street, Oakland, CA 94619 or info@urbanmontessori.org.

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