APPROVED

Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time
Monday October 5, 2020 at 1:15 PM

Location
Join Zoom Meeting
https://us02web.zoom.us/j/5102904005?pwd=M1kxU2hXSzRSN1dCL3QwYVEzdkJ3Zz09
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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 JUNE 5, 2020 (Revised June 18, 2020, July 15, 2020, and August 20, 2020) (WHICH IS HERE IN ITS ENTIRETY):
THIS WILL BE A VIRTUAL-ONLY MEETING

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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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If you have any trouble getting on the Zoom, please text 510-290-4005 for support.

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.

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

Committee Members Absent
None

Guests Present
K. Feeney (remote)

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 Oct 5, 2020 at 1:19 PM.

B. Record Attendance

C.

Approve Minutes from August 10, 2020 Executive & Governance Committee Meeting.

G. Klein made a motion to approve the minutes from 09-14-2020 Executive & Governance Committee Regular Meeting on 09-14-20.
D. Leung seconded the motion.
The agenda had the previous meeting date erroneously. -- the August minutes were already approved. We discussed approving the September minutes.
The committee **VOTED** unanimously to approve the motion.

Roll Call

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

D. Review of Action/Discussion Items

No changes needed.

E. Presentations from the Floor

No public comment.

II. Executive and Governance

A. BoardOnTrack & Board Training and Development

Christina shared about the work to date to share the Board Assessment. Christina will share back out the Board Assessment, the approved Board Book, and the Bylaws to Board members. Christina suggested doing 1:1s with Board members to continue answering questions, as the Board Assessment showed some folks wanting more info about "job description" -- which we have and Christina will share when she re-shares the Board Assessment report itself.

The committee reviewed the current Board "Skills Assessment" and end of term dates to start thinking about Board membership recruitment.

For HoS evaluation tools, Christina will remind the Board to review the Memo and Report. Plan to review with full Board in October, and only after any action taken to accept the Memo, would this Committee then review with the HoS, which in turn launches the next cycle.

The Executive Committee discussed how they have supported the formal Board Finance and Academic committees and wondered if there was any role and need for Executive Committee to support the FAC also.

Our other work coming out of the Board Assessment include "Short and Long Term 'Succession' Planning", which is the next item on this agenda.

No public comment.

B. Discuss Succession Planning

Short term succession planning would be in the case Krishna needed to be out and fully away from school for a temporary/short-term amount of time. The Committee discussed Mr. Daniel being a strong option as the right person to step into the full HoS role temporally, and lead on communications. The committee discussed that doing a small contract with a retired or former public school administrator for specific tasks would likely be an option. For example, Board support may be sufficient in Special Education but could contract if needed more help right away. Board may be more likely to support keeping an on County deliverables and supporting Operations to complete as needed. Committee members will connect with such possible administrator contractors to see about informally lining up support so that more pieces are put in place and so that it's not during the temporary absence that this conversation first occurs -- trying to scenario plan particularly given COVID-19. Krishna will speak more with Daniel and engage with Staff and bring back their ideas thoughts to be incorporated into the scenario plan.

The committee tabled hypothetical Long Term succession planning for a future meeting.

No public comment.

C. Review Board Calendar by Topic

Davis commented that Finance and Executive's work seem pretty settled. Some changes may be needed to calendar of topics of Academic as it supports towards renewal.

No public comment.

III. Closed Session

A. Public Employee Performance Evaluation - Head of School

Christina announced going into closed session on Public Employee Performance Evaluation - Head of School at 2:25pm.
Krishna stepped out at 2:45pm.

B. Report out of Closed Session

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 2:59 PM.

Respectfully Submitted,
C. Greenberg

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.

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. All materials are available via the Governance Section of our website: http://www.urbanmontessori.org/governance or directly via our BoardOnTrack public portal.