APPROVED

Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time
Monday January 11, 2021 at 12:15 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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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

Committee Members who left before the meeting adjourned
C. Greenberg

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 Jan 11, 2021 at 12:25 PM.

B. Record Attendance

C. Approve Minutes from November 2, 2020 Executive & Governance Committee Meeting

D. Leung made a motion to approve the minutes from Executive & Governance Committee Regular Meeting on 11-02-20.
C. Greenberg seconded the motion.
No public comment.
The committee **VOTED** unanimously to approve the motion.

Roll Call

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

D. Approve Minutes from November 30, 2020 Executive & Governance Committee Special Meeting

D. Leung made a motion to approve the minutes from Special Executive and Governance Committee Meeting on 11-30-20.
C. Greenberg seconded the motion.
No public comment.
The committee **VOTED** unanimously to approve the motion.

Roll Call

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

E. Review of Action/Discussion Items

Moved item 2a after 2e.

F. Presentations from the Floor

No public comment on non-agendized items.

II. Executive and Governance

A. BoardOnTrack & Board Training and Development

This item was moved until after item 2E.

With BoardOnTrack coaches, the committee reviewed current success plan goals, including progress made against emergency and longer term succession planning; evaluation during 2020-2021; and charter renewal preparation. Committees are making progress against each. Coaches asked if renewal needed its own committee or if this committee plays the role of coordination. Greg responded that more likely it's this committee's work, as we are so small, with additional leadership capacity from our Chair and Head of School partnering together.

Christina left at 1:45pm.

BoardOnTrack Coaches reminded the committee about using custom questions if we want prior to the HoS. Greg will work to integrated Executive Appraisal tool questions into this year's evaluation.

No further comment or public comment.
C. Greenberg left.

B. Discuss Board Recruitment, including Board member renewal terms

Greg's the next Board member whose term is up, at the end of June 2021. Greg shared that he's willing to continue to serve. If not via the Board, he'd be interested in being involved still via the FAC. Krishna and committee discussed future renewal.

No further comment or public comment.

C. Review Anti-Racist Board Practices Docs

Christina shared more on the tools and resources from when she attended School Board Partners conference last year. There is a self assessment, a rubric, and a pledge.

Christina asked about our ability to capture employee applicant background information, and Krishna responded that thought our current platform can do that, and it de-links that info from candidates -- keeps it anonymous. Greg suggested the committee discuss an annual fast-facts template describing "who we are" as a school community, that could then get updated periodically. Christina also shared it's important to audit and review pay equity, and Krishna agreed and that the recent pay scale helps a lot with that issue.

Jan joined the meeting and asked about getting access to the rubric (which is set as private currently), and about being sure we are able to look at parent and staff disaggregated survey data.

Next steps for board members will be to complete: annual BoardOnTrack skills assessment, School Board Partners self-reflection and share with Christina G., and if they want, sign the pledge with School Board Partners.

No other public comment.

D. General Governance Materials

Christina shared other good governance materials from the School Board Partners convening. Resources augment what comes with BoardOnTrack, including resources related to evaluation, onboarding new Board members, and also on succession planning. These are in the packet for this meeting.

No public comment on this item.

E. Discuss External Head of School Job Description and Responsibilities re: succession planning

Krishna shared a new draft of a Role and Responsibilities document that she's started using with staff -- still very much a working document. It's a distillation down from a formal job description.

Krishna reviewed the current job description and thinks that it would generally work as is if it were needed right away. Can bring the Roles and Responsibilities to the Board to share as a communication tool and let folks ask questions on it, and make comments.

No public comments.

F. Discuss DRAFT: School Plan for Student Achievement

Krishna shared the latest draft of the SPSA. Greg commented on the document and added some suggestions.

Krishna shared that we usually have a qualifying LCAP, but this year we instead only had an LCP, so we also need an SPSA. ELAC being engaged this week, along with parents on the Board, and via the FAC.

Greg asked about ATSI and how that relates to completing the SPSA. Krishna will connect more with Edtec on requirements.

No public comment.

III. Closed Session

A. Public Employee Performance Evaluation - Head of School

The Board entered Closed Session on this topic at 2:25pm

B. Report out of Closed Session

No action 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 3:15 PM.

Respectfully Submitted,
G. Klein

Documents used during the meeting

- Rubric Becoming an Anti-racist School Board member(1).pdf
- Head of School Evaluation Toolkit.pdf
- Succession Planning.pdf
- Onboarding New Board Members.pdf

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.