

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Regular Meeting

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**Date and Time**

Monday June 13, 2022 at 1:15 PM

**Location**

4551 Steele Street, Oakland, CA 94619. Signage on campus will direct you to the correct room, generally the Sun Room.

The public may comment and participate [via Zoom](#) if they prefer. The public may also email comments to [christinag@urbanmontessori.org](mailto:christinag@urbanmontessori.org) to be shared during the meeting. 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

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Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553; 3385 Herrier Street Oakland, CA 94602; 3921 Enos Ave, Oakland, 94619

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The public can find documents related to this agenda either linked directly on the agenda or under "Other files" after selecting the meeting in BoardOnTrack prior to viewing the agenda. Downloading the "packet" may not include all of the "Other files" that are still otherwise available to the public.

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.

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

Members: Christina Greenberg (Chair), Greg Klein, Davis Leung, 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 via on our [BoardOnTrack public portal](#) and is also accessible via the [UMCS School Calendar](#).

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#### **Committee Members Present**

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

#### **Committee Members Absent**

C. Greenberg

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

S. Morrill called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday Jun 13, 2022 at 1:19 PM.

#### **B. Record Attendance**

#### **C. Approve Minutes from prior Executive & Governance Committee Meeting**

D. Leung made a motion to approve the minutes from Executive & Governance Committee Regular Meeting on 05-16-22.

S. Morrill seconded the motion.

No questions or public comment on this item.

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

**Roll Call**

C. Greenberg Absent

S. Morrill Aye

D. Leung Aye

G. Klein Aye

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

No changes needed.

**E. Presentations from the Floor**

No public comments on items not on the agenda.

**II. Executive and Governance**

**A. 2021-2022 Head of School Evaluation Process**

The evaluation report is complete. Next step is to draft the evaluation memo, bring it to the Board for a vote, and then after approval, share with the Head of School. Sarah and Greg can work on completing the draft memo.

No other questions or public comments on this item.

**B. Board Assessment 2021-2022**

Greg will follow up with individual new board members using the BoardOnTrack sample orientation resources to see if additional questions come up and if further support can be offered.

The committee discussed the idea that the new Board Chair could consider updates to how we use meeting times.

Sarah mentioned Board goals and recruitment as two other areas for the incoming Board Chair to lead on and can use the resources provided by BoardOnTrack.

No other discussion or public comments on this item.

**C. Board Membership, Recruitment, and Training**

As of July 1st, the Board will be six members, maximum allowed by our bylaws is eleven. Christina and Jan have a list of possible excellent candidates, but no strong takers at this time. Davis and FAC are in discussion to ensure full representation on the board.

No other discussion or public comment on this item.

**D. Discussion and Celebration of Christina's Committee Leadership**

Committee appreciated Christina for her four years of service on the Board, and for chairing the Executive & Governance Committee.

The committee discussed Sarah accepting a nomination to chair the Executive and Governance Committee.

No other discussion or public comment on this item.

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

**A. Discuss updates to school policies**

The committee discussed needed updates to the following documents: UMCS Employee Handbook; UMCS Family Handbook; UMCS Board Bylaws; UMCS Board Book; and Annual Notices to Families. There were no material updates at the time of this meeting, and instead a few clarifications, corrections, and updates of names across the documents. The committee remains eager to further hear from students about their proposed language updates to the School Clothing Policy, but there still has not been time for teachers to weigh-in on any proposals. The committee hopes to engage in further updates to the policy that include student, family, and teacher input.

No other discussion or public comment on this item.

**B. 2021-2022 LCAP Review to inform 2022-2023 LCAP Development**

The committee reviewed the latest draft of the LCAP. This document remains publicly viewable for all, and can be commented on online for additional input, questions, and feedback. The committee reviewed the Local Indicators framework for reflection. This gets reviewed and voted on later in June as part of the LCAP adoption.

No other discussion or public comment on this item.

**IV. Closed Session**

**A. Closed Session Items**

Did not occur. Tabled.

**B. Report out of Closed Session**

Did not occur. Tabled.

**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 2:07 PM.

Respectfully Submitted,  
G. Klein

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### **Documents used during the meeting**

- UMCS Family Handbook.pdf

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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](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 Governance Section of our website: <http://www.urbanmontessori.org/governance> or directly via our [BoardOnTrack public portal](#).