APPROVED

Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time
Monday May 16, 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 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

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.

Committee Members Present
D. Leung (remote), G. Klein, S. Morrill (remote)

Committee Members Absent
C. Greenberg

Guests Present
K. Feeney

I. Opening Items

A. Call the Meeting to Order

D. Leung called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday May 16, 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 04-18-22.
S. Morrill seconded the motion.
No questions or public comments on the minutes.
The committee **VOTED** unanimously to approve the motion.

Roll Call	
S. Morrill	Aye
C. Greenberg	Absent
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

Krishna has completed her self eval. Board members and direct reports have been invited to complete their parts now. Greg can send reminders asking all to complete before the 26th.

Sarah shared her progress in systematizing an exit interview process for staff. Creating a survey and including an invitation to a 1:1 if that's preferred. Can be part of the annual close-out process that happens after every school year.

No public comments on this item.

B. Board Assessment results for 2021-2022

The committee and Head of School discussed the results of the annual Board assessment. The committee first focused on areas where there was high alignment with the Head of School and high scores. Next, the discussion turned to areas of miss alignment and with the Head of School scoring lower. A few first key next steps coming out of the assessment is to review plans for recruitment of board directors, in particular, as the remaining non-parents at the school will be cycling off within the next seven months.

Board meetings, Finances, and School Leader Support were areas of strength and in high alignment. Board recruitment, Composition, and Board Goals were areas that scored

lower and/or in less alignment. Need to inquire on about improvements to new board member orientation and training.

No public comments on this item.

C. Board Membership, Recruitment, and Training

Sarah is going reach out to YM&C for the slides and recordings of the recent Conflict of Interest and Brown Act trainings to share with board members.

Greg shared a draft proposal of roles and responsibilities starting July 1st. Krishna will reach out to individual board members as well to discuss possible roles and answer questions.

No other discussion or public comments.

III. Updates on School Policies and Required Documents

A. Discuss updates to school policies

Greg shared the Conflict of Interest Code, Uniform Complaint Policy, and Calendar of Regular Board & Committee meetings for next school year. No major updates were needed to any of them. Krishna will finalize the minor updates of policies for the Board's re-approval in May. The Calendar can be further reviewed and voted on in June if needed.

No other discussion or public comments.

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

Krishna shared the latest updates in completed the LCAP document, including further updates from Edtec on some of the financial information. As sections are fully drafted, she can ask for further review. All members of the community can access the LCAP document, comment and suggest, and ask questions.

There were no public comments on this item.

IV. Closed Session

A. Closed Session Items

TABLED. Did not occur.

B. Report out of Closed Session

TABLED. The Board did not go into closed session on this item.

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 2:15 PM.

Respectfully Submitted,
G. Klein

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.

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