

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Regular Meeting

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##### **Date and Time**

Monday August 15, 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. 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; 3921 Enos Ave, Oakland, 94619

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**Committee Members Present**

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

**Committee Members Absent**

*None*

**Guests Present**

K. Feeney

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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 Aug 15, 2022 at 1:18 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 06-13-22.

S. Morrill seconded the motion.

No questions or discussion. No public comments.

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

**Roll Call**

G. Klein Aye

D. Leung Aye

S. Morrill Aye

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

Reordering Agenda under II Executive and Governance from items A, B, C, D to items C, D, A, B.

**E. Presentations from the Floor**

No public comments not on the agenda.

**II. Executive and Governance**

**A. Board Goals**

Sarah shared her brief summary of the current status of the school, including a strong fiscal position, strong stable school leadership, increased teacher training and access to high quality materials, and that it's a good moment to assess the Board's role and purpose at this time. Sarah will draft a retreat agenda, review retreat resources, and propose a day and time.

No further discussion or public comment on this item.

#### **B. 2022-2023 Head of School Evaluation Process**

The committee discussed this year having multiple listening sessions for staff, an online form available, more formal surveys through Panorama and BoardOnTrack. Sarah will bring to the September committee meeting a formal recommendation for the process for this school year based on prior year's work.

#### **C. Board Assessment 2022-2023**

Sarah asked about timing of the annual assessment in years past, and Greg looked up past reports and timing has varied. Last year's was done in the Spring, so pretty recently. Sarah recommends doing the board assessment in January. Committee agrees.

Krishna joined at 1:25pm.

No further discussion or public comments on this item.

#### **D. Board Membership, Recruitment, and Training**

Sarah asked and Krishna responded that the FAC will hold Fall elections for their own officers and the open FAC Board representative seat.

The Board needs to find its next chair, ideally soon, and well before Davis completes his term at the end of 2022. Krishna and Sarah discussed her stepping into the role of Chair. Discussed supporting Sarah to spend more time on campus to have a strong pulse of the school and her willingness to serve.

No further discussion or public comment.

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

#### **A. Discuss updates to school policies**

The committee discussed updates to the COVID-19 Safety Plan in alignment with the latest Alameda County Health guidelines.

Sarah asked about needing to revisit the dress code. Krishna hasn't heard any new information from anyone, and if this topic re-emerges later on, it can be reviewed again.

No other discussion or public comments on this item.

#### **IV. Closed Session**

##### **A. Closed Session Items**

At 2:13pm the committee went into Closed Session on Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

##### **B. Report out of Closed Session**

The committee returned to open session at 2:32pm. No actions were taken.

#### **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 2:32 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](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](#).