

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Regular Meeting

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

Monday January 9, 2023 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 [sarahm@urbanmontessori.org](mailto:sarahm@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:  
2600 Tenth Street, Berkeley CA 94710

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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: Sarah Morrill (Chair), Greg Klein

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 on our [BoardOnTrack public portal](#) and also through the [UMCS School Calendar](#).

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#### **Committee Members Present**

G. Klein, S. Morrill (remote)

#### **Committee Members Absent**

*None*

#### **Guests Present**

K. Feeney

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### **I. Opening Items**

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

G. Klein called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday Jan 9, 2023 at 1:21 PM.

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

#### **C.**

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

S. Morrill made a motion to approve the minutes from Executive & Governance Committee Regular Meeting on 11-14-22.

G. Klein seconded the motion.

No questions or public comment.

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

#### **Roll Call**

S. Morrill 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. Board Goals - Retreat Debrief & Next Step Planning**

Sarah recapped briefly the Board retreat, and that we worked on the handful of five-year visioning statements, and the metrics that might work to associate with them, and the Board's role in each of them, hypothetically for now.

Greg shared that it was great having the Board engage in visioning work and brainstorming work.

The committee discussed how to move this work forward at the Board, Committee, FAC, and staff levels. Notes from the last Board meeting are here:

[https://docs.google.com/document/d/1EyH1HM3KFiYAHtN08\\_sd-L9EeVzwQlvqlg54ULvWQp0/edit](https://docs.google.com/document/d/1EyH1HM3KFiYAHtN08_sd-L9EeVzwQlvqlg54ULvWQp0/edit)

The committee drafted recommendations to the Board which goals/get taken up by which committee/body at the school to be shared with the Board at the January meeting.

No public comments on this item.

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

Sarah and Krishna scheduled the winter listening session for later in January. Each year, the Board asks staff what is going well for our school? Of these areas, how (if at all) has the Head of School contributed? What is something for our school that needs resolution or feels "incomplete"? Of these areas, how might the Head of School further support and/or lead? Is there anything else you'd like to share at this time?

No public comments on this item.

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

Greg reminded the committee that his current term ends after June 2023. Sarah is connecting with a colleague through the DCSC community of practice on improvement board recruitment and membership.

No public comments on this item.

**D. Participation in Diverse Charter Schools Coalition communities of practice**

No further comments on this topic beyond what was shared before. Greg was sick for the last meeting.

No public comments on this item.

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

**A. Discuss updates to school policies**

Greg shared that the Safety Plan needs to be adopted by March 1st, with a public hearing before. Krishna wants the public hearing in January with a vote on adoption at the February meeting.

No public comments on this item.

**IV. Closed Session**

**A. Closed Session Items**

Tabled.

**B. Report out of Closed Session**

Tabled. Closed Session did not occur.

**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 2:04 PM.

Respectfully Submitted,  
S. Morrill

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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](#).