

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Regular Meeting

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

Monday February 13, 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 [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: 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: 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**

S. Morrill called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday Feb 13, 2023 at 1:36 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 01-09-23.

G. Klein seconded the motion.

No questions or public comment on this item.

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 comment on items not on the agenda.

**II. Executive and Governance**

**A. Long Term Goals & Follow Up**

Sarah asked the committee two questions, What metrics would tell us that we have achieved this goal? and What actions of the Exec committee can help us achieve those metrics?

Krishna offered a few possible metrics: the backgrounds of Board members; a metric that comes from surveying the Board, and researching the current Board Assessment and what it may include; a number of times the Board explicitly engages in a reading and public discussion.

Krishna encouraged the committee to consider separate meeting times.

The committee discussed each of the committees bringing a few draft metrics for the various goals to get the full Board's thoughts and input.

No public comments on this item.

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

Sarah will follow up with Rosi on who has turned in Forms 700. Buck signed up the Board and Krishna for four upcoming Young, Minney, & Corr trainings, including Brown Act and Conflict of Interest training. Greg shared information from the recent Brown Act training, included updated rules for teleconference meetings.

Sarah shared some notes from her recent DCSC Community of Practice session on Equity in Governance, including that a peer school had posted the role of Board Member

like a job description, but for no pay. Krishna shared that she notices current Board members recruit folks from their personal networks and colleagues. The committee agreed to update and post a job description for a volunteer Board Member position. Greg shared that the Board On Track assessment generates a skills/expertise matrix that highlights where the Board may want to prioritize finding experience in prospective candidates.

No public comments on this item.

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

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

Krishna shared that the UMCS School Safety will be ready for approval at the upcoming Board meeting. The public hearing was in January.

Greg shared that the BoardOnTrack contract ends after June, and we could consider renewal and also can look at other options, including Epicenter, which the County uses for deliverables. Krishna expects to get a renewal quote soon.

No public comments on this item.

### **IV. Closed Session**

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

At 2:12pm Sarah announced that the committee would go 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 2:41pm. Sarah shared that 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 2:41 PM.

Respectfully Submitted,  
G. Klein

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### Documents used during the meeting

- Handout-Comprehensive-Brown-Act-Training-for-Boards-and-Staff.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](#).