

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Regular Meeting

[rescheduled from June 12, 2023]

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##### Date and Time

Tuesday June 20, 2023 at 1:15 PM

##### Location

4551 Steele Street, Oakland, CA 94619. Ring the front bell or call/text 510-290-4005 for entry. Signage on campus will direct you to the correct room, generally the Head of School's Office.

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>

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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

#### **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 Tuesday Jun 20, 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 05-15-23.

G. Klein seconded the motion.

No public comments on this item.

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

**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. Long Term Goals & Annual Board Assessment**

Sarah recommends bringing the six goals back to the Board for refreshing. Greg asked and Krishna shared that the goals would come back to staff for re-engagement in August, and could include reframing and making them more actionable.

The committee discussed the most recent Board Assessment and the need to recruit additional Board members with new skills and professional experiences. Other areas discussed were long-term and short-term succession planning, adjusting meeting priorities to focus more on academic outcomes, and where the Board and Head were aligned or not in general.

No public comments on this item.

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

Greg shared a draft proposal of Board Officer roles for 2023-2024 and the committee discussed them. Greg shared that he would invite a potential board candidate to attend the meeting later this week.

No public comments on this item.

**C. Head of School Evaluation Process**

Sarah reported that she shared the report and memo with Ms. Feeney.

No other discussion or public comments on this item.

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

#### **A. LCAP and Board Policy Review**

The committee discussed updates to the 2023-2024 Local Control and Accountability Plan and Local Indicators, both of which are complete and ready for the Board's consideration later this week. The committee discussed resolving comments in the UMCS Family Handbook, UMCS Employee Handbook, Annual Notices to Families, UMCS Local School Wellness Policy prior to them being voted on later this week at the Board meeting. Finally, the committee reviewed the Calendar of Regular Board Meetings 2023-2024, including Committee Meetings and UMCS School Calendar 2023-2024.

There were no public comments on this item.

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

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

1:58pm, Sarah shared 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**

At 2:13pm, the committee returned to open session. 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 2:13 PM.

Respectfully Submitted,  
G. Klein

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

- Board Assessment Report.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](#).