APPROVED

Urban Montessori Charter School

Minutes

Executive & Governance Committee Regular Meeting

Date and Time
Monday September 12, 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. 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

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

Committee Members Absent
None

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 Sep 12, 2022 at 1:17 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 08-15-22.
S. Morrill seconded the motion.
No questions or public comments on this item.
The committee **VOTED** unanimously to approve the motion.

Roll Call

G. Klein	Aye
S. Morrill	Aye
D. Leung	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. Board Goals - Retreat Planning

Sarah had a call with BoardOnTrack coach, Gina. The committee discussed how best to craft a retreat agenda. Sarah and Krishna are connecting this Friday. Greg will send out a new Doodle Poll.

No public comments on this item.

B. 2022-2023 Head of School Evaluation Process

Sarah brought a draft process to discuss for this year, including a possible mid-year process.

The Purpose is the UMCS Board aims to achieve through this evaluation process is:

- Provide insight and actionable feedback from a variety of stakeholders to foster the Head of School's reflection, growth, leadership development, progress towards goals, and affinity for UMCS.
- Push the Head of School to develop, collect data on, and achieve "stretch" goals both for individual leadership and organizational strategic priorities.
- Enable the Board to clarify and carry out its responsibilities to support and monitor the Head of School's and UMCS' work and attainment of goals.

The key components of this year's Head of School evaluation process will be:

- The development of performance goals/priorities and how the Board will measure them. The Executive Committee will set these goals in collaboration with the Head of School and notify the Board in the October meeting;
- Regular check-ins of the Executive Committee and the Head of School;
- Use of staff and parent engagement surveys, Executive Committee meeting listening sessions, as well as focus group conversations with the Head of School's direct reports;
- Head of School's own self-reflection.
- Collection of data against goals from Dec-Jan for mid-year review and March-April, with a presentation of findings in a closed session during the May board meeting.

Sarah and Krishna will connect and work on draft final goals for discussion in closed session.

No public comments on this item.

C. Board Membership, Recruitment, and Training

The FAC will hold Fall elections, and should be selecting an additional Board rep. Davis' term is up at the end of December. One potential outcome of the retreat is direction for the Exec Committee to take in finding and recruiting membership that aligns with the capacities we will need moving forward.

Greg shared about an upcoming training opportunity on Brown Act and Conflict of Interest laws.

Sarah shared that folks interested in Board service can be directed to our Recruitment webpage which has a lot of information and resources.

No public comments on this item.

D. Participation in Diverse Charter Schools Coalition communities of practice

Sarah and Greg will sign up for the Community of Practice with Diverse Charter Schools Coalition related to Equity in Governance. Sarah can share more with the Board at the upcoming Board meeting.

No public comments on this item.

III. Updates on School Policies and Required Documents

A. Discuss updates to school policies

None. Tabled.

IV. Closed Session

A. Closed Session Items

At 2:12pm, the committee announced going 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 2:24pm. 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 2:24 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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