

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Regular Meeting

[rescheduled from April 17, 2023]

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#### Date and Time

Thursday April 20, 2023 at 1:30 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>

Meeting ID: 825 9285 5160; Passcode 510 842 1181

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Find your local number: <https://us02web.zoom.us/j/k1Y3eQWvA>

Additional teleconference locations: 1623 Sunhill Ct, Martinez, CA 94553; 3921 Enos Ave, Oakland, 94619, 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.

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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 Thursday Apr 20, 2023 at 1:35 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 03-13-23.

G. Klein seconded the motion.

No questions or public comment 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 comment in-person or on zoom on items not on the agenda.

## **II. Executive and Governance**

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

The committee reviewed the draft of the shortened Board Member job description. Greg offered to send out the annual BoardOnTrack board assessment for updated information from board members on where they think the Board needs additional expertise from potential new board members.

The committee discussed how the DSCS community of practice will be finished up in May and the upcoming work sessions prior to that.

No public comments on this item.

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

Greg shared upcoming training opportunities related to charter renewal and the Public Records Act from Young, Minnie, and Corr.

No public comments on this item.

### **C. Head of School Evaluation Process**

Sarah shared that she connected recently with our Governance Coach, Brianna, from BoardOnTrack regarding the evaluation process. The committee discussed the timeline and set-up of the evaluation process inside BoardOnTrack, and the direct reports to Ms. Feeney to be included.

No public comments on this item.

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

#### A. Board Governance Documents

Greg shared that he reviewed the Uniform Complaint Policy, Public Records Act Policy [Annual Notices for Families 2023-2024](#), and [UMCS Family Handbook](#). The committee briefly discussed them each, and that there weren't major changes the committee wanted to make at this time, beyond updating them for what's required in the upcoming school year. Ms. Feeney and staff team can bring these back to the Board later in the Spring for reapproval when staff are ready to make those recommendations.

No public comments on this item.

### IV. Closed Session

#### A. Closed Session Items

At 2:14pm, 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

At 2:35pm, the committee came back into open session. Sarah reported 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 2:35 PM.

Respectfully Submitted,  
S. Morrill

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### Documents used during the meeting

- UMCS\_Public\_Records\_Act\_Policy.pdf
- UMCS\_Uniform\_Complaint\_Policy.pdf

**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](#).