

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Meeting

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**Date and Time**

Monday September 18, 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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Additional teleconference locations:

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The public can find documents related to this agenda either linked directly on the agenda or under "Documents" after selecting the meeting in BoardOnTrack prior to viewing the agenda. Downloading the "packet" may not include all of the "Documents" that are still otherwise available to the public.

Members: Sarah Morrill (Chair), Greg Klein

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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 Monday Sep 18, 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 Meeting on 08-15-23.

G. Klein seconded the motion.

No questions or public comments on this item.

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

#### **D.**

### **Review of Action/Discussion Items**

No changes to the agenda.

### **E. Presentations from the Floor**

No public comments on items not on the agenda.

## **II. Executive and Governance**

### **A. Board Structure Evolution & Long Term Goal Alignment**

The committee discuss the processed for developing and monitoring school goals and the supporting structure to support those.

This process is discussed and example goals at a very general level are shared here <https://effectiveschoolboards.com/resources/priority-examples/>

Sarah shared about the importance of staying a compliant board and also moving towards ensuring the board is effective in supporting the school to fulfill its mission for students and high academic outcomes.

The committee discussed how we already have existing goals and language, such as Long Term Goals that have been workshopped with staff and shared with families; we have a written-down mission and values; staff have values for how they collaborate together; we also have LCAP goals. Sarah shared about the need to listen and reflect back what has been shared prior, and how we aren't seeking to necessarily create an entirely new direction for the school to aim toward. Sarah will decide how the Board might take its next step to do its own work talking about and aligning further on all the things the Board would want future graduating students to know and be able to do, and the Board will then need to augment that list as more people are engaged over time.

No public comments on this item.

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

Sarah will follow up with Amy to schedule a meeting with Krishna.

No public comments on this item.

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

In terms of the process, the committee shared publicly that they discuss in closed session with the Head of School about annual goals for the Head.

No public comments on this item.

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

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

Greg shared that a midyear LCAP reflection will be required in early 2024.

No public comments on this item.

### **IV. Closed Session**

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

At 2:11pm the committee went into closed session Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

#### **B. Report out of Closed Session**

The committee returned 2:40pm. 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 2:40 PM.

Respectfully Submitted,  
G. Klein

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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).

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