

APPROVED



## Urban Montessori Charter School

# Minutes

## Executive & Governance Committee Meeting

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### Date and Time

Monday October 16, 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>

Meeting ID: 825 9285 5160; Passcode 510 842 1181

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Additional teleconference locations: 2600 Tenth Street, 3rd Floor, Berkeley CA 94710

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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

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**

G. Klein called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Monday Oct 16, 2023 at 1:15 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 09-18-23.

G. Klein 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. 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. Board Structure Evolution & Long Term Goal Alignment**

Sarah shared about how it's important for the Board to hold a clear idea of the vision of the school, and have it clear and institutionalized across the board and administration. Sarah would like to emphasize the need for the Board and school to take one strong step towards this work this school year. The committee and Ms. Feeney discussed the idea of admin team working together to codify their a one-pager as a good starting place for creating a shared understanding of the school's vision, that builds on what has already been put in place and written down in other places. Such a document could then be socialized with the school leadership team, all staff, FAC, families, students, and the board, and the goal would be to have a clear in-common grounding on who we are as a school, what we're aiming for for our students, and what it means to belong here in the UMCS Community. The committee discussed this being more of an exercise in grounding our work, and less so about seeking to move the school in new directions.

No public comments on this item.

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

Ms. Feeney discussed scheduling soon with Amy N. The committee discussed recommending Amy and Kara for two-year terms as part of the October board meeting agenda.

No public comments on this item.

**C. Head of School Evaluation Process**

The committee discussed scheduling annual listening sessions with staff, how the committee is currently supporting Ms. Feeney to finalize the language of specific goals, and that the Board would again use the BoardOnTrack evaluation tool later in the Spring to gather feedback as well.

No public comments on this item.

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

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

Greg shared with the committee reminding about the need for the Board and Admin to work together on a midyear LCAP review later in early 2024. There were no public comments on this item.

### **IV. Closed Session**

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

At 1:50pm the committee announced that it would go into closed session committee 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 2:14pm. 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 2:15 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).

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 BoardOnTrack portal of our website: <https://www.urbanmontessori.org/boardontrackportal>.