

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Meeting

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##### **Date and Time**

Monday November 13, 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: 3921 Enos Ave, Oakland CA 94619

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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

#### **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 Nov 13, 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 10-16-23.

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 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**

Krishna shared that she and Daniel started codifying existing work to describe strategic plans last week and have plans to check with the administrative team this week as a next step. Coach Elizabeth Slade is coming soon and Krishna will engage her, too, in documenting "one-page" strategic planning materials. The work will need to go to staff in a meaningful way before it is publicized widely.

No public comments on this item.

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

Sarah shared that Amy is on board! Greg shared that her email is up and running and long with BoardOnTrack access.

Greg shared that Sarah's term ends soon and he will be recommending her for a renewal term at the upcoming Board meeting.

Sarah asked if the FAC has placed a new Board rep and Krishna didn't believe so at this time. The FAC will work that process.

No public comments on this item.

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

Sarah shared she is holding a listening session with staff on Wednesday 11/29.

No public comments on this item.

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

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

Greg reminded the committee about the need for a midyear LCAP review later in January or February. Josh had emailed Greg to clarify that the board should review before the end of February.

No public comments on this item.

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

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

At 1:27pm, Sarah shared that the committee is going into closed session on Public Employee Performance Evaluation - Head of School.

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

The committee returned to open session at 1:50pm. No action was 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 1:51 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>.