

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Meeting

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

Monday April 15, 2024 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: 3808 Bayo Street 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, Evan Sequoia; Committee Alternate: Kara Fortuna

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#### **Committee Members Present**

E. Sequoia, G. Klein

#### **Committee Members Absent**

S. Morrill

#### **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 Apr 15, 2024 at 1:15 PM.

#### **B. Record Attendance**

#### **C. Approve Minutes from prior Executive & Governance Committee Meeting**

E. Sequoia made a motion to approve the minutes from Executive & Governance Committee Meeting on 03-11-24.

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. Discuss Organizational Structure options related to the multiyear Proposal for new Investment in Growth and Development Capacity**

Greg framed the discussion. Daniel shared that a Teacher Trainer position was recently posted and that there has been lots of internal discussions on organizational structure between he and Krishna, and with the Admin team. The Executive Director of Training Program and Fund Development would lead the Public Montessori Institute of Oakland, including our own training center. The role would also focus a lot on fundraising for the school and the Institute.

Greg asked who was included in the discussions to date. Most recently, Daniel shared that it was him, Krishna, and Josh from Edtec on some of the details. Daniel shared how other public Montessori schools do not have this kind of role and how much they would want one to build out that specific training capacity. Next, the Admin team has engaged in more of the details of the proposed role. Daniel shared that it has been brought up to staff in whole-staff conversations, but that needs those engagements need to increase starting with the School Leadership Team. Greg asked, and Daniel shared that the Admin Team has consensus in moving in this direction. Krishna shared that it's time to provide more opportunity to staff again for feedback and to ask questions. Daniel shared that this bigger picture work supports the retention of leadership across the Admin team.

Greg asked, and Krishna shared that there's no formal job description yet. When it's ready, Daniel shared that the plan would be to post that job description first internally.

Greg asked about listening for larger investments from other people beyond the Admin team. Daniel shared about LCAP engagements and the SLT team to listen for needs and workshop proposed investments.

There were no public comments on this item.

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

Greg shared that he shared with the Board upcoming webinar training opportunities with the Board regarding Brown Act and Conflict of Interest laws. Evan shared that he recently completed the Brown Act training and that it was very good and helpful.

There were no public comments on this item.

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

Greg shared that Krishna recently completed her self evaluation. The next step is for board members and direct reports to receive invitations to complete their evaluation surveys about Krishna.

There were no public comments on this item.

### **D. 2023-2024 Board Assessment**

Greg reminded the committee to complete the annual board self-assessment. Greg shared that he sent out reminder emails earlier in the day through BoardOnTrack.

There were no public comments on this item.

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

### **A. Review of Board Policies**

Krishna and Daniel shared that LCAP staff engagements starting in earnest more this week. The Admin team is currently considering a single goal aligned to the multiple outcomes of the CA School Dashboard, including subgroup performance. Greg offered to draft the English Learner metric to be included with the others. Upcoming LCAP engagements include all board and committee meetings through June, as well as staff meetings, and FAC meetings.

Greg reviewed the UMCS Board of Directors Statement of Agreement and the UMCS Conflict of Interest Code. The committee discussed and there were no substantive updates offered. The committee recommended placing these items on the upcoming General Consent Report for reapproval.

Greg shared the recent newsletter from YM&C regarding updates to laws related to public education. Krishna reviewed and will manage and delegate any updates as needed.

No public comments on this item.

## **IV. Closed Session**

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

At 2pm, Greg shared that the committee would go into closed session on Public Employee Performance Evaluation - Head of School and Anticipated Litigation - One Case.

There were no public comments on this item.

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

The committee returned to Open Session at 2:18p. 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 2:18 PM.

Respectfully Submitted,  
G. Klein

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## **Documents used during the meeting**

*None*

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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.

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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>.