

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Meeting

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##### Date and Time

Tuesday May 14, 2024 at 8:20 AM

##### 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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Members: Sarah Morrill (Chair), Greg Klein, Evan Sequoia; Committee Alternate: Kara Fortuna

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#### **Committee Members Present**

E. Sequoia, G. Klein, S. Morrill

#### **Committee Members Absent**

*None*

#### **Guests Present**

D. Bissonnette, K. Feeney (remote)

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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 Tuesday May 14, 2024 at 8:20 AM.

#### **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 04-15-24.

E. Sequoia 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 Membership, Recruitment, and Training**

Greg asked Evan to share any recent trainings PDFs he received to be shared with the board and community. The committee reviewed each board members current term end date. Evan reminded the committee of the upcoming leadership session/webinar that Edtec is hosting that will include information about the Governor's May Revise.

No public comment on this item.

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

Sarah shared about recently completing a listening session with staff, and all the Head of School surveys are completed by direct reports and staff members, except one direct report. Sarah will start writing up an evaluation memo to be shared with the Board for input prior to sharing with Krishna.

No public comment on this item.

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

The committee discussed the high level summary of the most recently completed annual board assessment, starting with areas where Board and the Head of School were in agreement or mostly in agreement, and then identifying areas where there was more disagreement or spread amongst respondents. The survey results is part of the agenda. The next step is for Greg to send a one-way email to the Board encouraging them to review the survey results and to bring any area up for further attention and discussion at the upcoming board meeting.

No public comment on this item.

### **D. Preparing for School Year 2024-2025**

Greg shared that the Board will need to select 2024-2025 Board Officers, and committee chairs/members at its June board meeting. The board also adopts its calendar of meetings for 2024-2025 in June. Sarah shared that expects to support someone else to take on the role of Board Chair. Greg shared that he also would love to support someone else take on the role of Treasurer, Secretary, or both. The committee discussed having a broader conversation with the full board at the May board meeting.

No public comment on this item.

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

#### A. Review of Board Policies

Greg discussed reviewing the [UMCS Student Free Speech Policy](#), [UMCS Public Records Act Policy](#), both of which will be ready for the May general consent report. The committee discussed the timeline of completing annual updates to the [UMCS Employee Handbook](#), including approving in June, and then approving again in August if there are additional updates made over the summer. Daniel shared the most recent goal language and aligned activities of the [UMCS Local Control and Accountability Plan \(LCAP\) 2024-2025](#).

There were no public comments on this item.

### IV. Closed Session

#### A. Closed Session Items

At 8:55a Sarah shared 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 9:02a, the Board returned to open session. 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 9:02 AM.

Respectfully Submitted,  
G. Klein

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### Documents used during the meeting

- Board Assessment Report.pdf

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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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