

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Meeting

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##### Date and Time

Monday June 10, 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:

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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

#### **Committee Members Absent**

S. Morrill

#### **Guests Present**

D. Bissonnette

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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 Jun 10, 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 05-14-24.

G. Klein seconded the motion.

No 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 shared that he messaged his network about board recruitment and that he recently received his training certificate from CCSA. Training materials are linked to at the top of Board meeting agendas.

No other public comments on this item.

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

Greg shared that Sarah drafted an annual memo each for Daniel and for Krishna. This committee will review in closed session later during this meeting. The feedback is based on listening sessions, community and staff surveys, and academic outcomes, the board's own discussions.

No public comments on this item.

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

The committee briefly discussed the next steps from the May regular board meeting, including how the incoming Chair may further focus the board on improvement, and that board members are encouraged to recruit new members using the brief job description. Amy also volunteered at the prior Board meeting to further codify the orientation and onboarding process that she recently experienced.

No public comments on this item.

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

The committee reviewed the draft calendar, discussed potential officer roles, and committee membership. This will be finalized at the June Board meeting.

No public comments on this item.

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

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

The committee reviewed and discussed the following documents and policies:

1. [UMCS Local Control and Accountability Plan \(LCAP\) 2024-2025](#)
2. [UMCS Employee Handbook](#)
3. [UMCS Unhoused Student Education Policy](#)
4. [UMCS Annual Notice for Families](#)
5. [UMCS Family Handbook](#)
6. [Workplace Violence Prevention Plan](#)
7. [Independent Educational Evaluation Policy and Procedures](#)

The LCAP, Employee and Family Handbooks, and Annual notices will all continue to be updated and reviewed prior to being voted on at the June board meeting.

The other three policies are ready and recommended by Daniel for the board's approval.

No public comments on this item.

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

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

At 1:48p, Greg 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.

Evan and Greg were in the closed session.

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

At 1:55p, the committee 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 1:56 PM.

Respectfully Submitted,  
G. Klein

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#### **Documents used during the meeting**

- Board Assessment Report.pdf

**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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