

APPROVED



## Urban Montessori Charter School

### Minutes

#### Board Meeting

---

##### Date and Time

Thursday December 5, 2024 at 5:30 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 [board@urbanmontessori.org](mailto:board@urbanmontessori.org) to be shared by the Board's Secretary during the meeting. 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

One tap mobile

+16699009128,,82592855160# US (San Jose)

+12532158782,,82592855160# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 825 9285 5160

Find your local number: <https://us02web.zoom.us/j/82592855160?pwd=cG02OTRoUVdrdngwOTI2WFBrOTBzQT09>

---

Additional teleconference locations:

---

This meeting will be audio recorded. The public can find documents related to this agenda either linked directly on the agenda or under "Documents" after selecting the meeting in BoardOnTrack and prior to viewing the agenda. Downloading the "packet" may not include all of the "Documents" that are still otherwise available to the public via the Meeting on BoardOnTrack.

Members: Lana Butler, Kara Fortuna, Greg Klein, Sarah Morrill, Amy Ng (Chair), Evan Sequoia

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](#). The board uses [Robert's Rules of Order](#).

Each year by April 1, and when first joining or leaving the board, board members complete and file a [Form 700](#). Board members annually train on the CA [Brown Act, Conflict of Interest, and the Public Records Act](#).

---

#### **Directors Present**

A. Ng, E. Sequoia, G. Klein, K. Fortuna, L. Butler

#### **Directors Absent**

S. Morrill

#### **Guests Present**

D. Bissonnette

---

### **I. Opening Items**

#### **A. Call the Meeting to Order**

A. Ng called a meeting of the board of directors of Urban Montessori Charter School to order on Thursday Dec 5, 2024 at 5:32 PM.

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

#### **C. Review of Action/Discussion Items**

No changes needed.

#### **D.**

### **Board and Community Appreciations**

Greg, Kara, and Daniel appreciated Lana.

Amy appreciated Lana, Evan, and Daniel.

Daniel appreciated Amy and Greg.

Greg appreciated the community.

Daniel appreciated Cohort II teachers in training.

Lana seconded all the appreciations.

### **E. Board Member Comment**

No board member comments on items not on the agenda.

### **F. Presentations from the Floor**

No public comments on items not on the agenda.

## **II. Head of School Report**

### **A. Head of School Report**

Daniel shared the Head of School report, which is part of the packet of files for this meeting, starting with today's Tsunami Warning that occurred earlier today. Daniel shared recent and upcoming events. Daniel shared updates on Public Montessori In Oakland (PMIO), including recently completing the second part of MACTE accreditation. Daniel shared about the initial public hearing, and about ACOE's annual and renewal visit that occurred the week after the public hearing. Lana asked and Daniel answered that the community would know the result of the vote right then in the moment as the County Board votes. Kara asked and Daniel shared about the upcoming parts of MACTE accreditation process. Amy asked and Daniel shared about the areas where County Board member may ask questions at the determination hearing. Amy asked and Daniel about being in email contact with one Trustee. Lana asked and Daniel shared that two years from now we would aim to seek a five year renewal.

No other questions or public comments on this item.

## **III. Academic Oversight Committee**

### **A. Discussion Item - Committee Report**

Kara shared the committee's report, including learning about the prior PD day and how teachers used IXL data to inform student goals, with new rounds of assessing in December and January. Greg shared about discussing draft Interim Goals.

No questions or public comments on this item.

## **IV. Family Advisory Council**

**A. Discussion Item - Committee Report**

Evan shared the report from the FAC. The FAC in December is focusing on is Teacher Appreciation Luncheon and Staff Party -- all the information was shared via ParentSquare -- and a Game Night; and supporting a student/family with a recent medical diagnosis. Lana shared about a New Parkway Theater fundraiser in February and a March auction; and also about local sports teams fundraisers.

No questions or public comments on this item.

**V. Executive & Governance Committee**

**A. Committee Report**

The committee did not meet because it conflicted with the initial public hearing.

Greg facilitated a discussion of the draft interim goals, draft guardrails, and draft monitoring calendar, and upcoming training opportunities, and also reviewing parts of the 2024 CA School Dashboard. The board discussed working on the draft guardrails between now and the next board meeting.

There were no public comments on this item.

**VI. Other Business**

**A. Approve Minutes from October 24, 2024 Regular Meeting**

A. Ng made a motion to approve the minutes from Board Meeting on 10-24-24.

K. Fortuna seconded the motion.

Approved without objection.

The board **VOTED** unanimously to approve the motion.

**B. Action Item - Vote on General Consent Report**

G. Klein made a motion to approve the general consent report.

E. Sequoia seconded the motion.

Approved without objection.

The board **VOTED** unanimously to approve the motion.

**C. Collect New Business items for Future Meetings**

Lana shared about the need to discuss morning traffic and also want clarification on administrative roles.

**D.**

### **Discussion to approve Non Public School contract**

G. Klein made a motion to a Non Public School Contract and transportation for a total not exceeding \$200,000 a year for one case, as required by law.

A. Ng seconded the motion.

Daniel shared his request for approval a Non Public School Contract and transportation for a total not exceeding \$200,000 a year for one case, as required by law. The board discussed briefly how these sorts of situations arise and are handled in general.

Approved without objection.

The board **VOTED** unanimously to approve the motion.

## **VII. Closed Session**

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

At 7:02p Amy shared that the Board would go into Closed Session on Public Employee Performance Evaluation - Head of School. There were no public comments on this item.

## **VIII. Return to Open Session**

### **A. Report out of any closed session action(s)**

The board returned to open session at 7:49p. No actions were taken.

## **IX. Closing Items**

### **A. Adjourn Meeting**

A. Ng made a motion to adjourn.

G. Klein seconded the motion.

Adjourned without objection.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:50 PM.

Respectfully Submitted,  
G. Klein

---

## **Documents used during the meeting**

- UMCS\_Finance\_Committee\_Presentation\_11.21.24.pdf
- UMCS\_October\_2024-25\_Balance\_Sheet.pdf
- UMCS\_October\_2024-25\_Cash\_Flow.pdf
- UMCS\_October\_2024-25\_MYP.pdf

- UMCS\_October\_2024-25\_Financials.pdf
  - UMCS FY25 1st Interim Alt Form.xls
- 

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 Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

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 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>.