

APPROVED



## Urban Montessori Charter School

### Minutes

#### Executive & Governance Committee Meeting

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##### Date and Time

Tuesday August 13, 2024 at 3:15 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 [amyn@urbanmontessori.org](mailto:amyn@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: Amy Ng (Chair), Greg Klein; Committee Alternate: Sarah Morrill

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#### **Committee Members Present**

A. Ng, G. Klein

#### **Committee Members Absent**

*None*

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### **I. Opening Items**

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

A. Ng called a meeting of the Executive and Governance Committee of Urban Montessori Charter School to order on Tuesday Aug 13, 2024 at 3:22 PM.

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

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

No changes needed.

#### **D. Presentations from the Floor**

No public comments on items not on the agenda.

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

A. Ng made a motion to approve the minutes from Executive & Governance Committee Meeting on 06-10-24.

G. Klein seconded the motion.

No questions or public comments on this item.

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

## **II. Executive and Governance**

### **A. Student Outcome Goals**

The committee discussed the Effective School Boards framework:

<https://effectiveschoolboards.com/framework/>. The committee discussed next drafting three student outcome goals from the larger current LCAP goal, and how the Head might develop interim metrics to use for monitoring progress.

There were no public comments on this item.

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

The committee discussed that Ann's term is the next one up and that the FAC will hold an election for a new FAC board rep. Greg shared that he would continue to forward on training opportunities around Brown Act and Conflict of Interest training as they arise. The committee discussed that having 7-9 board members total would be helpful, and that everyone can continue to recruit.

There were no public comments on this item.

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

Greg shared that in the Effective Schools Framework, head of school evaluation and evaluation of school performance should be indistinguishable. Additionally, 360 feedback can be used by leaders for their own growth and development. Daniel supported the idea of aligning to student performance, and he and Amy will meet in the coming week to discuss further.

There were no public comments on this item.

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

The committee discussed that Amy and Daniel will meet and propose one or two areas from the most recent assessment for the Board to focus on improving.

There were no public comments on this item.

### **E. Confirming 2024-2025 calendar of meetings**

Tabled.

### **F. Epicenter Tasks and Deliverables**

The committee discussed how to best support the Head in completing tasks. Most of this work is in the summer and now complete.

There were no public comments on this item.

#### **G. Robert's Rules of Order**

Greg shared some recommended updates to the Board's procedures to better align with Robert's Rules of Order, and to provide brief updates for the whole board.

[https://docs.google.com/document/d/1sLH0KL8WR\\_\\_WWE\\_2S5\\_IglyGYaV4igJFqlezgM-DicY/edit](https://docs.google.com/document/d/1sLH0KL8WR__WWE_2S5_IglyGYaV4igJFqlezgM-DicY/edit)

There were no public comments on this item.

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

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

The committee discussed updates to the Family Handbook.

There were no public comments on this item.

### **IV. Closed Session**

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

Tabled.

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

### **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 4:30 PM.

Respectfully Submitted,  
G. Klein

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

*None*

**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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