**April 1, 2014, 6:00 PM**

**5328 Brann Street, Oakland, CA 94619**

**Conference line:** (559) 546-1000, 864506#

**Minutes from the Special Meeting of the Urban Montessori Charter School**

**Attendance:** Falilah Bilal (arrived 6:51), Peppina Liano Chang, Kevin Cuff, Tony Emerson (arrived 6:32), Peter Laub, Dr. Nancy McAfee (arrived 6:22), Randy Weiner.

**Guests:** none

6:15 – Mr. Laub performed roll call.

6:16 – Public Comment

No public comment.

6:17 – Appreciations

Mr. Harada appreciated Mr. Hennigan’s work on the academic support committee.

Ms. Chang thanked Mr. Laub.

Mr. Weiner appreciated Deborah Moniot and Hae Sin Thomas and the fundraising team for their work on the fundraising night.

Mr. Hennigan appreciated Susie Wise and her work on design thinking at the school. He noted that Ms. Wise had been at the school today to provide PD for staff.

6:20 – Approval of the minutes from February 5, February 27, and March 19.

Ms. Chang made a motion to approve the minutes for February 5, February 27, and March 19.

Mr. Weiner seconded the motion.

Vote:

Ms. Chang – yes

Mr. Cuff -- yes

Mr. Harada – yes

Mr. Laub – yes

Ms. Weiner – yes

6:24 – Approval of revised bylaws

Mr. Weiner put forward the revised bylaws which now would allow for a co-chair.

Mr. Laub voiced support for accommodating additional leadership at the school’s current state of development.

Mr. Laub made a motion to approve the revised bylaws.

Mr. Harada seconded the motion.

Vote:

Ms. Chang – yes

Mr. Cuff -- yes

Mr. Harada – yes

Mr. Laub – yes

Dr. McAfee – yes

Mr. Weiner -- yes

6:31 – Election of Mr. Emerson as Co-chair of the board.

Mr. Weiner proposed electing Mr. Emerson as the co-chair of the board. He feels that Mr. Emerson has already given a lot to the school and is interested in deepening his commitment to the school. Mr. Weiner appreciates the perspective and wisdom that Mr. Emerson brings to the organization. He also noted that his own professional life had become more busy so his capacity to do all the roles of the chair had diminished. Mr. Weiner also feels that continuing to increase the number of talented people of color in leadership roles at the school could be valuable to the school.

Mr. Cuff asked if Mr. Weiner and Mr. Emerson had discussed how to divide the responsibilities.

Mr. Weiner explained that they had discussed how to divide things a little, but more discussion is needed. He expects that Mr. Emerson will focus on academic rigor and equity.

Dr. McAfee made a motion to approve Mr. Emerson as co-chair.

Mr. Harada seconded the motion.

Vote:

Ms. Chang – yes

Mr. Cuff – yes

Mr. Emerson -- abstain

Mr. Harada – yes

Mr. Laub – yes

Dr. McAfee – yes

Mr. Weiner -- yes

6:40 – Updated Financial Policies

Ms. Stansbury reviewed the changes to the financial policies, which included adding Ms. Beyah as a signer.

Mr. Laub asked if the proposed changes had been reviewed with the auditors. He worried that having two site-based signers could be a weakness in fiscal controls. He suggested getting the auditors’ approval of the change before making it.

6:45 – Deferral Waiver

Mr. Laub explained that the deferral waiver would potentially allow the school to get the June funding in June rather than July. He noted that until the school builds up greater reserves, it will have cash challenges during any periods of deferrals.

Mr. Harada made a motion to approve the deferral waiver.

Mr. Cuff seconded the motion.

Vote:

Ms. Chang – yes

Mr. Cuff – yes

Mr. Emerson -- yes

Mr. Harada – yes

Mr. Laub – yes

Dr. McAfee – yes

Mr. Weiner -- yes

6:48 – Approval of Auditor

Mr. Weiner (audit chair) recommended staying with the auditor from last year for the upcoming year.

Mr. Harada asked how long Mr. Weiner anticipated staying with the same auditor. Mr. Weiner indicated that a few years could be a good timeline to stay with the same auditor. Mr. Harada indicated that it could be valuable to get a diversity of opinions on the financials. Mr. Weiner noted that Mr. Bauer, who has a financial background and is currently a vc investor, had joined the finance committee to add additional perspective.

Mr. Harada made a motion to approve Vicenti Lloyd Stutzman for 2013-14.

Mr. Emerson seconded the motion.

Vote:

Ms. Bilal -- yes

Ms. Chang – yes

Mr. Cuff – yes

Mr. Emerson -- yes

Mr. Harada – yes

Mr. Laub –abstain

Dr. McAfee – yes

Mr. Weiner -- yes

6:54 – Executive Director Report

Ms. Stansbury reported that fundraising is better but still behind. She noted that 226 students are currently enrolled.

She noted that the school was currently fully enrolled with waitlists above 80 students at both Primary and Lower El levels.

Ms. Stansbury reviewed the rest of her submitted report, including admissions tours, parent night, design thinking for parents, important people day, mindfulness training for parents, and coffee conversations.

Mr. Emerson asked about the diversity of the population at the whole-school parent events. Ms. Stansbury indicated that they did not represent every subgroup within the population.

Ms. Stansbury reported that CCSA had come to visit and were interested in advocating for the school.

Ms. Stansbury attended the AMS conference and accepted an award for her thesis.

Mr. Hennigan reported that the staff had a refocusing discussion to address some concerns staff had expressed through the survey.

He also noted that the school was preparing for its first large field trip to the Chabot Space and Science Center.

Mr. Hennigan noted that all levels of referrals were up from January, but much below levels from the prior year (60-80% reduction).

Winter assessments were completed and a first level analysis is complete. Mr. Harada and Mr. Hennigan are working on a deeper analysis for presentation to the board at the next meeting.

Ms. Stansbury reported that the human capital pipeline was being developed.

Mr. Emerson asked what the non-negotiables for working at UMCS.

Ms. Stansbury responded that it depended on whether it was a Lead teacher or Assistant teacher.

Ms. Stansbury reported that ACOE has asked that all charters revise their accountability metrics in the absence of CSTs. Ms. Stansbury reported that the Ms. Greely suggested that the school streamline its 27 accountability metrics.

Mr. Weiner asked about the lower than expected attendance in February. Ms. Beyah shared that a number of families have transportation and home challenges. Ms. Bilal asked if there was an opportunity for the FAC to support families in need.

7:59 – Academic Oversight Committee report

Mr. Harada reported on the Academic Oversight Committee report. The committee set a plan for developing the LCAP and are creating a plan to maintain academic accountability during the Smarter Balance transition. He noted that second graders would be taking NWEA while the 3rd graders are taking the trial smarter balance assessments.

Mr. Harada noted that Dropbox has a comparison of the 2012-13 San Diego Quick assessments and 2013-14 San Diego Quick assessments.

Mr. Emerson asked what the orientation is of the faculty to use data in instruction. Mr. Hennigan noted that the data wasn’t digestible yet.

8:04 – Board Development Committee

Mr. Weiner reported that the main issue for the committee was evaluating the co-chair structure. Mr. Weiner also recommended that members think about what their intentions were for the coming year.

8:06 – Financial presentation

Mr. Laub presented the financial presentation.

Mr. Weiner reported on the fundraising successes to date including the $115K raised at the fundraiser.

8:35 – Meeting adjourned.