**August 14, 2014, 6:30 PM**

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

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

**Attendance:** Faliliah Bilal calling in, Hae-Sin Thomas, Tony Emerson, Daishi Harada, Nancy McAfee

Kevin Cuff (absent)

**Guests:** Dana Hull

**6:45 – Meeting called to order; Ms. Thomas performed roll call in absence of a secretary.**

**6:48 – Public Comment**

Dana Hull requests clarification on the fundraising targets in light of the budget revise and to better understand the board vs family roles

David Castillo requests we add a “review of the agenda” moving forward after “public comments” on our agendas

**6:51 – Acknowledgements of former board members**

Randy Weiner and Peter Laub have resigned. Tony appreciates them and acknowledges their contributions to UMCS. Dana suggests an appreciation of some sort. Hae-Sin suggests a formal acknowledgement with student artwork or photos. Daishi suggests connecting the announcements and the acknowledgements and seconds Tony’s appreciation. Aisha appreciates Tony for stepping up as a new board member.

**6:54 – Approval of Minutes**

Daishi shares that he has not reviewed the minutes but recommends we approve them.

Hae-Sin motions for approval.

Nancy seconds.

*Roll call vote:*

N. McAfee: Aye

D. Harada: Abstain

T. Emerson: Aye

H. Thomas: Aye

F. Bilal: Aye

**6:57 – Brown Act Training by Janelle A Ruley, YM&C**

Ms. Ruley introduces herself and clarifies that she has a presentation but is prepared to respond to specific issues or questions. Tony requests we review Govt Code 1090 as we are passing our Conflict Code this evening. Ms. Ruley does a Brown Act training (see PPT presentation)

Beyond the presentation, specific questions were asked. Specifically,

Dana asks if meetings include emails. Ms. Ruley clarifies meetings include emails. Emails can only be one-way communications. A serial meeting has taken place if we “replay all.” Hae-Sin asks about “hearing” – to define it. This is a vague area. Ms. Ruley clarifies that business has to be done but we have to be careful. Daishi asks about what constitutes “meeting” if 4 of us are parents and currently constitute quorum. Purely social or ceremonial is ok. If we are in a room together discussing school business, that’s a violation. Nancy asks about birthday parties. She clarifies it’s purely social but we cannot discuss school business. Hae-Sin suggests we move to a board of 9, so the 4 parents cannot constitute quorum. Ms. Ruley suggests we not send a majority to anything where we might discuss school business. Daishi asks about standing committees even if they are not formally created. Ms. Ruley clarifies any meeting that takes place regularly composed of board members should comply with the Brown Act. Aisha requests clarification on advisory committees. Hae-Sin and Daishi requests clarification that if a committee is formed comprised of only board members about a specific topic, but that committee may meet semi-regularly on a relatively consistent topic but that committee is NOT granted authority to make decisions but can make recommendations to the board. Ms. Ruley does not believe these committees are subject to the Brown Act but she wants to make sure. Hae-Sin asks how these advisory committees get charged to do their advisory work. Hae-Sin asks if that happens via an agendized motion. Ms. Ruley suggests we do do that via an agendized motion. David asks how many board members can an individual person lobby – she clarifies less than quorum. Daishi requests clarification on “jurisdiction” for quorum. Ms. Ruley says Alameda County, but David and Hae-Sin have heard Oakland from our authorizer. Daishi suggests that it’s very challenging to have discussions outside of board meetings. He wants to understand if there are ways to have discussions if we had a regular meeting with more general topics. Ms. Ruley says the agenda must be specific and posted 72 hours in advance. Hae-Sin asks for a model agenda as Ms. Ruley suggests we describe the agenda items. Nancy asks if we have to have translation of agendas. Ms. Ruley says it is not required. Daishi asks if we have to have copies of the minutes. She clarifies that it’s good practice, not required, but must be accessible to anyone who requests them. Must be posted after approved. Ms. Ruley will make a cheat sheet for committees.

**8:10 – Conflict Code**

Ms. Ruley clarifies that under Govt Code 1090 that if any board member has an interest in a contract, no one can act on that contract. Tony asks if charter schools must comply with 1090. Ms. Ruley clarifies it does not say that charter school must comply, but they recommend we do as times are changing. David requests clarification on whether staff are required to comply with 1090. Ms. Ruley says not teachers but anyone who makes programmatic decisions. We ask Ms. Ruley to clarify whether the communications liaison and the programs manager should complete form 700. They are decision makers and do ordering so they should complete. Tony suggests over time people will get used to completing this. He also clarifies that we did not have a proper Conflict Code and therefore there has not been clarify on jurisdiction or disclosure categories. Nancy asks why we had redo our forms and to disclose everything on the last form 700. Daishi indicates it’s because our jurisdiction was named as California and we hadn’t realized that. Hae-Sin clarifies that we were told we had completed them incorrectly and that a member of the community indicated that we had completed them incorrectly, that we had not disclosed enough. We clarify She also clarifies that a form 700 must be completed when an officer joins, leaves and annually. says many members are declaring “none” because

**8:28 - F. Bilal leaves the call.**

Nancy makes a motion to approve the Conflict Code

Tony seconds.

*Roll call vote:*

N. McAfee: Aye

D. Harada: Aye

T. Emerson: Aye

H. Thomas: Aye

F. Bilal: Absent

Tony shares that we are all starting to use the Urban Montessori email address for board business. He also shares that we need to grow our board.

**8:38 - Steven Bauer nomination for the Board**

Hae-Sin wonders why we are not voting on him when he has been part of the Finance committee for the past 6 months. Tony indicates it’s best practice to discuss his candidacy. Hae-Sin also suggests we move towards a more model agenda and to indicate whether items are discussion or action items. Tony thinks he’s got a lot of finance experience. Daishi spoke to him and liked him a lot. He supports him with no reservations. David indicates he will meet with him. Dana asks whether he is a Montessori parent. Dana wants clarification on what role is he filling. Hae-Sin asks if resume is in the folder. Tony just got it and will upload.

Tony indicates we will have a retreat. Hae-Sin reminds him we need to provide training to Kevin Cuff and Steven should we approve him for the Board and clarify board committees at our next board meeting.

**8:48 - Head of School Report**

Staffing

* UMCS received notification from ACOE regarding the submission of the 2014-2015
* UMCS credential records. No issues were identified and ACOE thanked UMCS for the early and complete submission.
* UMCS is still actively recruiting for a lead special education teacher.
* UMCS is still actively recruiting for a lead Montessori teacher (CA Poppy).
* UMCS has introduced a new p/t Assessment Coordinator position.

Teacher preparation

* Two weeks of professional development at UMCS.
* Focus on CCSS (Montessori alignment), ILT launch, LCAP implementation, teacher collaboration, lateral teacher team collaboration, Safeschools, DT, Arts Integration, compliance, and community building.
* CA Credential and Montessori Certification pathways.

Parent engagement

* August 10th UMCS Back to School playdate.
* Beginning to understand the parent participation-engagement landscape.
* Providing UMCS leadership to support parent engagement.

Enrollment update

* UMCS is currently enrolled at 291 students

David shares what happened to packets. They were mailed on Saturday. 12 were returned to the school due to insufficient postage.

**9:15 – Meeting adjourned**