



Board of Directors Meeting

675 41st St.

Oakland, CA 94609

August 26, 2017

8:00 AM

MINUTES

Vision & Mission

Yu Ming Charter School will provide a challenging and comprehensive education for Kindergarten through 8th grade students, preparing them to be inquisitive and analytic lifelong learners in the 21st Century world. Our mission is:

- *To provide an academically rigorous college preparatory program*
- *To graduate students with bilingual and biliterate skills in Mandarin-Chinese and English*
- *To nurture intellectual curiosity, international perspective and diligence in attaining personal goals*
- *To develop young people with compassion, sound moral character and a sense of responsibility for the community and the environment*

I. Preliminary

A. CALL TO ORDER 8:15am start

B. ROLL CALL

Eric - present
Julie - present
Lucia - present
Ron - present
Joy - present
Jessica - present
Brianna - present
Thompson - Absent

C. APPROVAL OF AGENDA

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Move to approve - Lucia
Second - Julie
Eric - Yes
Julie - Yes
Lucia - Yes
Ron - Yes
Joy - Yes
Jessica - Yes
Brianna - Yes
Thompson - Absent

II. INVITATION TO THE PUBLIC TO ADDRESS THE BOARD

III. CONSENT AGENDA (10 mins)

- A. Approval of June 30 and July 7 minutes
- B. Review June, July 2017 Check Register

Move to approve - Julie
Second - Jessica
Eric - Yes
Julie - Yes
Lucia - Yes
Ron - Yes
Joy - Yes
Jessica - Yes
Brianna - Yes
Thompson - Absent

IV. ITEMS OF BUSINESS

- A. Head of School's Report and FSO Report

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- Started new facility, are three weeks in now. It was an enormous task, got parents and staff to work through the summer. Still some touch-up: doing things in stages (gym, repaving / painting blacktop, greenspace).
- FSO report
 - Lucia: First FSO council meeting today. FSO council leadership reflects diversity efforts at YMCS (they will come to future board meetings).
 - Eric: Maybe everyone on the board can pick an FSO event to attend?

B. Goal-setting (120 mins)

1. Outcomes (Sue, Staff)

- School academic data
 - New Director of lower school (Xinyi) K-3 + leading Chinese programs
 - Director of upper school (Celia)
 - Standards
 - ACTFL, Common Core , as well as YMCS language standard
 - (ELLOPA, STAMP 4Se) and
 - Chinese Language Arts (CLA) (Running Record three times per year, LHQ Writing four times per year)
 - Student outcomes: Chinese proficiency levels (CLA/CLD) are defined by tasks
 - 2016-17
 - YMCS Chinese proficiency goal: 75% of students will reach the range
 - Tried to use ELLOPA for 2nd grade, but now will use STAMP
 - Overall did well reading and writing, some room for improvement with 1-2 grades with speaking and listening
 - STAMP instrument isn't perfect, but none of the assessment tools are; Excited to have an external benchmark to compare, even if imperfect
 - YMCS students are overall mastering each year
 - pre & post Chinese Reading: all grades at or above grade level
 - pre & post Chinese Writing: all grades at or above grade level
 - exception: 6 grade just below goal for Common Core
 - exception: 4 grade below for Language
 - English Writing:
 - Language:

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- 2017-18
 - Focus on oracy to improve speaking proficiency, which should subsequently improve writing proficiency
 - Changes over last year
 - Overall increase in goal for listening (grades 2 - 7)
 - Also increased goal for reading (grades 1-4)
 - Also increased goal for speaking (grades 2-3, 5-8)
 - Program / Textbook
 - Better immersion (K-5) / Units (6-7)
 - Balanced literacy (Level Chinese, Joy Reader, LHQ)
 - SBAC Math
 - YMCS did exceptionally well on SBAC (top performing of 2015-16 comparable 40 nearby schools); important to use it for retention of families considering leaving to attend other middle schools and also for advertising YMCS to local high schools for pipeline
 - Met / exceeded decreased, nearly met increased, but none “not met”
 - SBAC English
 - YMCS only outperformed by 1-2 other schools out of 100 statewide; outperforming students who have English 100% of day and some of our students only have English 45 minutes a day
 - Would be interesting to see comparison at individual student level of STAMP and SBAC (are same students meeting in same bands?)
- YMCS graduates will be more proficient than any local area high schools can accommodate; YMCS will need to develop pipeline for our graduates
- LCAP alignment
 - Performance on SBAC is captured in LCAP Academic Performance goals; documented goals lower than internal goals
 - Not publishing our reading / writing internal benchmarks
- CARES goal will be 90% meet or exceed “Habits of Success” standards and 100% participation in at least one service learning activity (all grades)

2. School Climate and Culture (Sue, Staff)

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- **Student Engagement:** 2016-17 goals for student engagement were 90% - actual results fell much lower than targets, lots of room for improvement, had been focusing on academics previously and have confidence we can improve on this (clubs, activities, etc. being added), variety of complaints contributed and specific issues; 2017-18 goal will be 75% favorable on school belonging and school climate (Panorama tool)
- **Staff Engagement:** 2016-17 goal was 73% on Panorama, switched to Gallup - want average 4 out of 5 on 15 questions, performed well on community but fell far below targets for materials/equipment and support (encouraging development) - rolling out a new coaching model in response (everyone has a coach, meeting weekly/bi-weekly basis); 2017-18 goal is 4 out of 5 on G12/G15 80% (and specifically 75% on materials/equipment and support)
- **Parent Satisfaction:** 2016-17 goal was >80% favorable, actuals fell below and are in 20-30th percentile vs national standards, opportunity for analysis and understanding root cause, will look to FSO to get more insights on this; 2017-18 goal is >70%
- **Parent Involvement:** 2016-17 goal was 55% complete and 40% fulfill hours, 91% completed survey, family engagement 38% (80th percentile nationally); 2017-18 goals 91% complete, >40% favorable responses in family engagement
- **Valuing Diversity:** 2016-17 goal was 100% favorable response, fell below that at 66% (approximation of this), 2017-18 goal of 75% favorable response
- **Confidence in Leadership:** 2016-17 didn't have specific goal, 62% favorable response on (7-10 on 10 point scale) - was first year of having this metric, goal of 75% favorable response for 2017-18
- **School Climate & Culture Next Steps:** Sue + leadership team are looking at plan of action against improving these scores - will share plan at later

3. School growth and sustainability

- i. Enrollment: 2016-17 goal was 99%, actual was 98%; hard to fill enrollment after 1st or 2nd grade because of passing assessment and standards
- ii. Diversity (Sue, Ron): now in Common Application of open enrollment so only #s available are in actual enrollment - increased to 17% for African American, declined for Latino to 1% - an area of need (in recruitment/outreach this was a focus but it was hard to convert - vs Spanish immersion programs, learning

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3rd language, sustained effort needed, etc.), 25% enrolled of kindergarten are FRL

- iii. Attendance: 2016-17 goal was 97% and met it, same goal for 2017-18
- iv. Facilities: To be discussed as part of facilities discussion
- v. Staff Retention: Goal was 85%, actual was 80%, 2017-18 goal is 85% (of high-performing), will follow up with total attrition rate
- vi. Community Relations: hasn't been defined clearly in past - did do some activities as participation in working groups/student service/local neighborhood applicants, 2017-18 goal - TBD, may be part of external communications or FSO, potentially participating in neighborhood councils/advisory meetings (for both campuses), Chinese community, school boards
 - a. Priorities: OUSD/Charter network, landlords/dioceses, neighborhoods
- vii. 2017-18 LCAP goals: infrastructure for data, educational standards and model, engagement of stakeholders

- Principal Park presented a slate of 2017-18 proposed goals, and the Board provided input; we will plan to vote on the final slate of goals at our next board meeting

viii. **Finances** (Sue, Jessica, ExED)

- a. Review and approval of end of year unaudited financials (vote)
 - Guests from ExED joined to give a brief Charter School Revenues 101 presentation
 - Board discussed budget risks and opportunities specific to YMCS
 - Board reviewed end of year unaudited financials

Move to approve end of year unaudited financials - Joy

Second - Lucia

Eric - yes

Julie - yes

Lucia - yes

Ron - yes

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Joy - yes
Jessica - yes
Brianna - yes
Thompson - Absent

ix. **Fundraising** (Sue, Eric)

- Karen Geiger (parent at YMCS, volunteers on FSO Fundraising Committee) gave overview of FSO Fundraising
- Committee aims to
 - close funding gap
 - work with school leadership and board
 - provide way for all families of diverse backgrounds to support school
- Fundraising goals to be met primarily via three events
 - Auction & Benefit: cash sponsorships, in-kind donations, fund-a-need, raffle
 - Fall Giving Campaign: cash donations, back-to-school, corporate matching encourages, focuses on parents
 - Read-A-Thon: pledges made for minutes read, focus on extended family / friends (expands giving circle), way to involve students
 - Plus some other small efforts (parent / corporate donations, Charity buzz, Amazon Smile)
 - New Grant Writing Committee (three members); not included in contributed revenue goals; going to see how it goes
 - Night market and class trip fundraisers also not included in this committee's goals
- All funds raised are discretionary, but has in the past been helpful for:
 - pay raises for certificated teachers
 - enrichment staff positions
 - teacher leadership positions
 - educational resources
 - professional development for teachers
- Discussion / Questions

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- Continue to have an intentional combination of Capital Committee and FSO Fundraising Committee

C. Board Development (20 mins)

1. Vote to replace the Board Compensation Committee with a new Performance, Recruitment and Retention Committee

Move to approve - Eric

Second - Ron

Eric - Yes

Julie - Yes

Lucia - Yes

Ron - Yes

Joy - Yes

Jessica - Yes

Brianna - Yes

Thompson - Absent

2. Vote on Ron Lewis as Enrollment & Diversity Chair

Move to approve - Lucia

Second - Joy

Eric - Yes

Julie - Yes

Lucia - Yes

Ron - Yes

Joy - Yes

Jessica - Yes

Brianna - Yes

Thompson - Absent

3. Vote on Lucia Hwang as Facilities Chair

Move to approve - Eric

Second - Jessica

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Eric - Yes
Julie - Yes
Lucia - Yes
Ron - Yes
Joy - Yes
Jessica - Yes
Brianna - Yes
Thompson - Absent

4. Vote on Eric Peterson as Capital Campaign Committee Chair

Move to approve - Brianna
Second - Julie
Eric - Yes
Julie - Yes
Lucia - Yes
Ron - Yes
Joy - Yes
Jessica - Yes
Brianna - Yes
Thompson - Absent

5. Vote on Joy Lee as Performance, Recruitment and Retention Committee Chair (if the new committee is approved)

Move to approve - Julie
Second - Lucia
Eric - Yes
Julie - Yes
Lucia - Yes
Ron - Yes
Joy - Yes
Jessica - Yes

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Brianna - Yes

Thompson - Absent

6. Discussion of Potential Board Candidates (Brianna)

- Brianna will ask Ethan Warsh to ask his employer if he can be a board member or volunteer and whether
- Sue would like to see: (1) Mandarin / bilingual language education / school leader, (2) facilities, (3) foundation / fundraising (local fundraising, events), (4) attorney / legal
- Lucia and Eric each have a lead to pursue

D. Board Development, including self-evaluation (120 mins)

1. Self Evaluation (Brianna)

- Will send to Board members via email and ask for 100% participation before September Board meeting
- Will try to use same self assessment tool as prior year for trend analysis, but may reconsider new tool if will provide better results

2. Committees: Look Back / New Goals (Respective Committee Leads)

- Education; (Julie)
 - Finance; (Jessica)
 - Facilities; (Lucia)
 - Recruitment and Retention Committee; (Joy)
 - Board Development; (Brianna)
- Joy, Jessica, Brianna joined at start of school year, Julie joined shortly after, plus Ron, and now Lucia
 - Have at least one interested potential candidate (attended retreat) and have an open line of communication with Edgility Consulting / Educate78 for additional openings
 - Want to work with FSO to particularly focus on board member; could be good place to make connection to school climate & culture focus on parent confidence in leadership (goal to increase from 62% to 75%)
 - Work with Enrollment & Diversity Committee to focus on increasing enrollment rate of Latino and African-American families

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- Board members attend CCSA conference? CCSA gives a discount to board members
- Board Development Committee Chair will send self-evaluation survey to board to complete by September 20 board meeting
- Board Development Committee Chair will schedule touch point with each board member to discuss their engagement & interests
- Board Development Committee Chair will schedule touch point with Principal Park to discuss board recruitment needs

vi. Enrollment & Diversity:(Ron)

vii. Capital Campaign Committee (Eric)

- Name was supposed to be Funds Development Committee

3. Meeting Chair Rotation (Brianna)

4. Strategic Planning (Brianna)

E. Long Term Facilities (Sue, Eric, Lucia) (30 mins)

- Move to future board meeting

V. REVIEW OF ACTION ITEMS AND FUTURE AGENDA ITEMS

- **Move May Board meeting to May 10 (put in consent agenda for Oct meeting)**
- **Each Board member donate \$60 for board meeting meals**

VI. ADJOURNMENT

The meeting was adjourned at 3:06pm.

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