



Board of Directors Meeting

675 41st St.

Oakland, CA 94609

August 26, 2017

8:00 AM

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**
- B. **ROLL CALL**
- C. **APPROVAL OF AGENDA**

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

IV. ITEMS OF BUSINESS

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

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

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REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

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B. Goal-setting (120 mins)

1. Outcomes (Sue, Staff)
2. School Climate and Culture (Sue, Staff)
3. School growth and sustainability
 - i. Diversity (Sue, Ron)
 - ii. Finances (Sue, Jessica, ExED)
 - a. Review and approval of end of year unaudited financials (vote)
 - iii. Fundraising (Sue, Eric)

C. Board Development (20 mins)

1. Vote to replace the Board Compensation Committee with a new Performance, Recruitment and Retention Committee
2. Vote on Ron Lewis as Enrollment & Diversity Chair
3. Vote on Lucia Hwang as Facilities Chair
4. Vote on Eric Peterson as Capital Campaign Committee Chair
5. Vote on Joy Lee as Performance, Recruitment and Retention Committee Chair (if the new committee is approved)
6. Discussion of Potential Board Candidates (Brianna)

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

1. Self Evaluation (Brianna)
2. Committees: Look Back / New Goals (Respective Committee Leads)
 - i. Education; (Julie)
 - ii. Finance; (Jessica)
 - iii. Facilities; (Lucia)
 - iv. Recruitment and Retention Committee; (Joy)
 - v. Board Development; (Brianna)
 - vi. Enrollment & Diversity;(Ron)
 - vii. Capital Campaign Committee (Eric)
3. Meeting Chair Rotation (Brianna)
4. Strategic Planning (Brianna)

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

V. REVIEW OF ACTION ITEMS AND FUTURE AGENDA ITEMS

VI. ADJOURNMENT

The meeting was adjourned at _____.

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AGENDA
Special Meeting of the Board of Directors Meeting
Meeting is by teleconference from the locations listed below

Dial-in Number: 712-775-7031
Access Code: 396664

501 2nd Street, San Francisco , CA 94107	600 Canyon Oaks Dr. Apt C. Oakland, CA 94605	2021 7 th Ave Ave, Seattle, WA 98101	2688 Becard Ct, Pleasanton , CA 94566	77 The Plaza Drive, Berkeley , CA 94705	360 22nd St., Oakland , CA 94612	371 30th street, Oakland , CA 94609	237 Haas Ave., San Leandr- o , CA 94577
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June 30, 2017
4:00 PM

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- *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

Notes: Meeting called to order at 4:10pm

B. ROLL CALL

NAME	PRESENT	ABSENT
Joy Lee	X	
Phuoc Le	X	
Ron Lewis		X
Julie Mikuta	X	
Jessica Norman		X
Thompson Paine		X
Eric Peterson	X	

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Rodrigo Prudencio		X
Brianna Swartz	X	

C. APPROVAL OF AGENDA

Notes: Removed Closed Session A (real estate) from the agenda

Moved to approve amended agenda: Julie

Seconded: Joy

Result: Approved agenda as amended

<u>NAME</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Joy Lee	X		
Phuoc Le	X		
Ron Lewis			
Julie Mikuta	X		
Jessica Norman			
Thompson Paine			
Eric Peterson	X		
Rodrigo Prudencio			
Brianna Swartz	X		

II. INVITATION TO THE PUBLIC TO ADDRESS THE BOARD

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III. **CONSENT AGENDA (VOTE)**

- A. Approval of minutes from May 18 and June 22 board meetings
- B. Protected Prayer Certification
- C. Certification of Assurances
- D. 2017-18 Education Protection Account and Spending Plan
- E. Modification to 2017-18 School Calendar

Moved to approve consent agenda: Eric

Seconded: Joy

Result: Approved consent agenda

<u>NAME</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Joy Lee	x		
Phuoc Le	x		
Ron Lewis			
Julie Mikuta	x		
Matt Miller			
Jessica Norman			
Thompson Paine			
Eric Peterson	x		
Rodrigo Prudencio			

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Brianna Swartz	x		
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IV. ITEMS OF BUSINESS

A. CLOSED SESSION: Pursuant to Section 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS (40 minutes)

1. Property: 675 41st St, Oakland, CA
2. Negotiator: JoAnn Koplin, Matthew Sade and Rodrigo Prudencio
3. Parties: Archdiocese of Oakland and Yu Ming Charter School
4. Under Negotiation: Lease Agreement VOTE

Notes: Will set another date for this vote.

<u>NAME</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Joy Lee			
Phuoc Le			
Ron Lewis			
Julie Mikuta			
Matt Miller			
Jessica Norman			
Thompson Paine			

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Eric Peterson			
Rodrigo Prudencio			
Brianna Swartz			

B. CLOSED SESSION: Compensation Committee (Rodrigo Prudencio, 10 min)

1. Pursuant to Section 54957(b)(1) -- Public Employee Performance Evaluation (1. Title: Head of School) - VOTE

Moved to go to closed session: Eric

Seconded: Julie

Result: Approved

<u>NAME</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Joy Lee	x		
Phuoc Le	x		
Ron Lewis			
Julie Mikuta	x		
Matt Miller			
Jessica Norman			

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Thompson Paine			
Eric Peterson	x		
Rodrigo Prudencio			
Brianna Swartz	x		

Notes: Rodrigo and Julie met with Principal Park last week to give feedback from performance evaluation. Will meet with her again before Board retreat to develop evaluation rubric, and bring that to the Board retreat in August.

Moved to approve Principal's performance evaluation, includes increase in Principal Park's salary and bonus for 2017-18 school year, plus a bonus for the 2016-17 school year: Joy

Seconded: Brianna

Result: Approved

<u>NAME</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Joy Lee	x		
Phuoc Le	x		
Ron Lewis			
Julie Mikuta	x		
Matt Miller			

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Jessica Norman			
Thompson Paine			
Eric Peterson	x		
Rodrigo Prudencio			
Brianna Swartz	x		

Moved to end closed session: Eric

Seconded: Julie

Result: Approved

<u>NAME</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Joy Lee	x		
Phuoc Le	x		
Ron Lewis			
Julie Mikuta	x		
Matt Miller			
Jessica Norman			
Thompson Paine			
Eric Peterson	x		

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Rodrigo Prudencio			
Brianna Swartz	x		

C. Resumption of Open Session

1. Report on outcomes, if any, of Closed Session

D. Finance

1. Contract with ExEd to replace EdTec (VOTE)

Notes: Ron Lewis joined the board meeting call at 4:43pm

Moved to approve contract with ExEd to replace EdTec: Julie

Seconded: Joy

Result: Approved

<u>NAME</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Joy Lee	x		
Phuoc Le			
Ron Lewis	x		
Julie Mikuta	x		
Matt Miller			
Jessica Norman			
Thompson Paine			

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Eric Peterson	x		
Rodrigo Prudencio			
Brianna Swartz	x		

V. **REVIEW OF ACTION ITEMS AND FUTURE AGENDA ITEMS**

Notes: Julie, Joy, Brianna, Ron, Eric will all be available for a special meeting for a closed session on the real estate decision on Friday, July 7 at 4pm.

VI. **ADJOURNMENT**

The meeting was adjourned at 4:44pm.

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MINUTES

Special Meeting of the Board of Directors

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Dial-in Number: 712-775-7031

Access Code: 396664

Locations

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July 7, 2017
4:00 PM

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I. PRELIMINARY

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A. CALL TO ORDER

The meeting was called to order at 4:05 pm.

B. ROLL CALL

NAME	PRESENT	ABSENT
Joy Lee	X	
Lucia Hwang	X	
Ron Lewis		X
Julie Mikuta	X	
Jessica Norman	X	
Thompson Paine		X
Eric Peterson	X	
Brianna Swartz	X	

C. APPROVAL OF AGENDA

1. Removed LLC Item

Motion: Julie

Second: Brianna

Vote:

NAME	Yes	No	Abstain
Joy Lee	X		
Lucia Hwang	X		
Ron Lewis			

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Julie Mikuta	X		
Jessica Norman	X		
Thompson Paine			
Eric Peterson	X		
Brianna Swartz	X		

II. INVITATION TO THE PUBLIC TO ADDRESS THE BOARD

III. ITEMS OF BUSINESS

- A. Proposal to form an LLC for the purpose of maximizing state reimbursement of facilities costs under AB 740 (VOTE)

ITEM REMOVED

- B. CLOSED SESSION: Pursuant to Section 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS AND LEGAL COUNSEL (20 minutes)

1. Property: 675 41st St, Oakland, CA
2. Negotiator: JoAnn Koplin, Matthew Sade and Rodrigo Prudencio
3. Parties: Archdiocese of Oakland and Yu Ming Charter School
4. Under Negotiation: Lease Agreement (VOTE)

Motion to go into closed session: Joy

Second: Eric

Vote:

NAME	Yes	No	Abstain
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Lucia Hwang	X		
Ron Lewis			
Julie Mikuta	X		

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Jessica Norman	X		
Thompson Paine			
Eric Peterson	X		
Brianna Swartz	X		

Motion to approve lease agreement with the Archdiocese of Oakland for property at 675 41st St, Oakland, CA and to sublease or terminate lease at Hertzog site while expressing interest to OUSD to continue with Prop 51 application: Julie

Second: Lucia

Vote:

NAME	Yes	No	Abstain
Joy Lee	X		
Lucia Hwang	X		
Ron Lewis			
Julie Mikuta	X		
Jessica Norman	X		
Thompson Paine			
Eric Peterson	X		
Brianna Swartz	X		

Motion to leave closed session and resume open meeting: Eric

Second: Joy

Vote:

NAME	Yes	No	Abstain
Joy Lee	X		

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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Lucia Hwang	X		
Ron Lewis			
Julie Mikuta	X		
Jessica Norman	X		
Thompson Paine			
Eric Peterson	X		
Brianna Swartz	X		

C. Resumption of Open Session

1. Report on outcomes, if any, of Closed Session

- D. In order to expedite summer facilities remodeling, proposal to temporarily suspend the \$10,000 limit for contracts that the Head of School can enter without full board approval. (VOTE)**

Motion to temporarily suspend \$10K contract limit for Head of School up to a total limit of \$100K, with contracts above \$10K requiring written approval from Board Treasurer or Board Chair: Jessica
Second: Eric

Vote:

NAME	Yes	No	Abstain
Joy Lee	X		
Lucia Hwang	X		
Ron Lewis			
Julie Mikuta	X		
Jessica Norman	X		
Thompson Paine			

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Eric Peterson	X		
Brianna Swartz	X		

IV. REVIEW OF ACTION ITEMS AND FUTURE AGENDA ITEMS

V. ADJOURNMENT

The meeting was adjourned at 4:51 pm.

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Check Register



Yu Ming Charter School

June

2017

Grand Total 170,292.29

Vendor	Check Number	Voided	Date	Description	Check Amount
Open Works	5274		6/16/2017	Cust#YUMI0002; Janitorial Svc - 06/01 - 06/30/17	1,154.00
Revolution Foods, Inc	5275		6/16/2017	Cust#C000492; Student Meals - May 2017	8,495.69
Shamrock Office Solutions	5276		6/16/2017	Acct# YM00; Contract Overage Charge: 03/01 - 05/31/17	2,577.94
Yue Shao	5277		6/16/2017	Reimb: Classroom Supplies & Books	208.31
Wei Shen	5278		6/16/2017	Reimb: Supplies for Projects	63.10
Wei Song	5279		6/16/2017	Reimb: Food Items for Picnic at Tilden's Park	46.23
Jennifer Suen	5280		6/16/2017	Reimb: Books (Spring Project)	388.02
Shu Feng Chang	M1449		6/1/2017	M1449 -	150.00
Claire Northall	M1450		6/1/2017	M1450 -	150.00
	EFT06021				
Chase	7		6/2/2017	Acct#4246315211197627; EFT060217 - Purchases	11,660.96
Claire Northall	M1454		6/2/2017	M1454 -	225.00
Zhixin Zhu	M1452		6/5/2017	M1452 -	1,291.78
Claire Northall	M1455		6/5/2017	M1455 -	150.00
Mingming Wu	M1456		6/5/2017	M1456 -	300.00
	DB060617				
AT&T (DB)	A		6/6/2017	DB060617A -	1,043.70
	EFT06061				
Pacific Gas & Electric	7		6/6/2017	EFT060617 -	1,621.75
Suyi Bao	M1446		6/6/2017	M1446 -	300.00
Suyi Bao	M1460		6/8/2017	M1460 -	150.00
Tingchieh Chen	M1463		6/9/2017	M1463 -	1,200.00
				Acct# 6045787810384723; Amazon Purchases - 03/10 -	
Amazon	5252		6/12/2017	04/05/17	1,496.31
Bay Janitorial Supply	5253		6/12/2017	Custodial Supplies	283.98
Bright Path Therapists	5254		6/12/2017	Yu Ming Inclusive OT Services: 04/05 - 04/26/17	1,200.00
Anita Ting-Cheh Chen	5255		6/12/2017	Reimb: One Adult/Four Kids Admission, Parking & Drinks	90.75
Stephen Chen	5256		6/12/2017	Reimb: Action & Benefit - Photography & Event Bags	563.07
				Reimb: Classroom Supplies, Individual Plastic & Book	
Yinsan Isabel Hsu	5257		6/12/2017	Boxes	90.14
Kaiser Foundation Health Plan	5258		6/12/2017	Cust#709670-0100; Health Ins Premium - July 2017	10,476.07
LMI.Net	5259		6/12/2017	IT Svc: 05/17/17	210.00

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Vendor	Check Number	Voided	Date	Description	Check Amount
NWEA	5260		6/12/2017	ID#10297; Web-Based MAP for Math, Reading & Language 07/01/17 - 06/30/18	770.00
Rafael Postel	5261		6/12/2017	Trumpet Classes: 04/24 - 05/31/17	660.00
Shamrock Office Solutions	5262		6/12/2017	Acct# YM00; Freight	10.87
Wei Shen	5263		6/12/2017	Reimb: Materials for Spring Project	142.76
Justin Smith	5264		6/12/2017	Trumpet Classes - May '17	540.00
Yao Chun Kuo	5265		6/12/2017	Abacus Class 05/05 - 05/26/17	1,040.00
Mary Sun	M1451		6/12/2017	M1451 -	75.00
Mary Sun	M1453		6/12/2017	M1453 -	75.00
Mary Sun	M1457		6/12/2017	M1457 -	150.00
Mary Sun	M1462		6/12/2017	M1462 -	75.00
Shu Feng Chang	M1464		6/14/2017	M1464 -	150.00
Alameda County Office of Education	5266		6/16/2017	Acct#8677-000-00-2121; STRS Processing Fee - 4th Quarter FY16-17 (April - June)	354.00
Delta Education	5267		6/16/2017	Cust#1987234; Materials & Supplies	327.79
Durham School Services	5268		6/16/2017	Cust# 56916; 05/23/17 Transporation to Yerba Buena Gardens	597.69
Pamela Harrison-Small	5269		6/16/2017	Consulting Svc - 05/31/17	250.00
Lisa Hilley	5270		6/16/2017	Reimb: Non-Instructional Materials & Other Food	456.07
Lucia Hwang	5271		6/16/2017	Reimb: Spruce-up, dump	29.00
Office Depot	5272		6/16/2017	Acct#72210155; Office Supplies	259.20
Open Works	5273		6/16/2017	Cust#YUMI0001; Janitorial Svc - 06/01 - 06/30/17	1,255.00
Hua Wang	5281		6/16/2017	Reimb: Food Items & Fruits for 5/3/17 FSO General Meeting	232.25
Xinyi Xu	5282		6/16/2017	Reimb: SD Cards, Gas for Rental Car, Trip to OAK, School to SFO & etc	665.16
St. Columba Church	5283		6/22/2017	Rent - July 2017	13,554.71
Sara Park	M1465		6/22/2017	M1465 -	108.00
Chase	EFT06271 7		6/27/2017	Acct#4246315211197627; EFT062717 - Purchases	17,151.02
Vision Service Plan	EFT06271 7A		6/27/2017	EFT062717A -	186.32
Sandra Chang	5284		6/29/2017	Reimb: Cake Baking Items	80.42
CharterSafe	5285		6/29/2017	Cust#1275; 25% Deposit Biz & Workers Comp Ins - 2017- 2018	9,767.00
Stephen Chen	5286		6/29/2017	Reimb: Insurance for Performers at Auction Benefits	156.00
Copower	5287		6/29/2017	ID:153985; Insurance Premium - July 2017	1,462.49

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Delta Education	5288		6/29/2017	Cust#1987234; Textbooks	1,314.14
Donahue Fitzgerald Attorneys	5289		6/29/2017	Acct#23858.00001; Legal Services through 05/31/17	981.50
EdTec Inc.	5290		6/29/2017	Monthly Svc - June 2017; PTO Tracking Svc; State Reporting/SIS Monthly; 15/16 PY Reconciliation	5,354.90
Han Han	5291		6/29/2017	Reimb: Materials/Teacher Supplies	396.66
Lisa Jordan	5292		6/29/2017	Reimb: Drinks/Snacks for Movie	62.71
Koplin Design Partners, Inc.	5293		6/29/2017	Project Management - 05/02 - 05/30/17	5,541.43
Wendy Larson	5294		6/29/2017	Reimb: Childcare Community Event at YMCS	60.00
Danny Yun Wing Lau	5295		6/29/2017	Reimb: Boxes for Classroom Pickup	115.30
Kristina Lau	5296		6/29/2017	Reimb: Activity for Gala/Teachers Experiences	36.00
Laura Lee	5297		6/29/2017	Reimb: Items for Pizza Making	131.50
Level Chinese	5298		6/29/2017	3 Year Subscription Reading Foundation for FY 17/18	9,180.00
Patrick Malabuyo	5299		6/29/2017	Trombone Teacher 05/02 - 05/30/17	900.00
Patricia Ong	5300		6/29/2017	Reimb: Supplies for Intersession	124.34
Andrea Plastas	5301		6/29/2017	Reimb: Food for Parent's Night Out	127.89
Shamrock Office Solutions	5302		6/29/2017	Acct# YM00; Freight	21.74
Yue Shao	5303		6/29/2017	Reimb: Slumber Party Food/Crafts/Movies Out/Snacks	231.86
Justin Smith	5304		6/29/2017	Trumpet Classes - June '17	390.00
Jennifer Suen	5305		6/29/2017	Reimb: Slumber Party Food/Crafts/Movies Out/Snacks	387.55
Scott Tay	5306		6/29/2017	Reimb: Garden Stakes for Signs	38.08
Steve Troubridge	5307		6/29/2017	Reimb: HDMI Cord & Certificate Paper	59.01
Lynna Tsou	5308		6/29/2017	Reimb: G6 Camp Trip Food	475.00
U.S. Bank Equipment Finance	5309		6/29/2017	Contract# 500-0473520-000; Contract Equipment Charge: 06/01 - 07/01/17	2,144.78
Yi-Wen Wu	5310		6/29/2017	Reimb: Materials/Teacher Supplies	497.79
Jiaying Xu	5311		6/29/2017	Reimb: Materials for Spring/Easter Project	98.94
Yao Chun Kuo	5312		6/29/2017	Abacus Class 06/02 - 06/09/17	520.00
Amazon	5313		6/29/2017	Acct# 6045787810384723; Amazon Purchases - 04/19 - 06/09/17	1,314.33
Bay Alarm Company	5314		6/29/2017	Acct#20076120; Monitoring Fee - 07/01 - 10/01/17	353.76
Bay Alarm Company	5315		6/29/2017	Acct#20076020; Monitoring Fee - 07/01 - 10/01/17	401.22
Bay Alarm Company	5316		6/29/2017	Acct#20076220; Closed Curcuit TV - 07/01 - 10/01/17	218.85
Bay Alarm Company	5317		6/29/2017	Acct#20076320; Access Control & Intercom Charges: 07/01 - 10/01/17	87.51
ChinaSprout, Inc.	5318		6/29/2017	Textbooks	9,441.30
Fagen Friedman & Fulfroest LLP	5319		6/29/2017	Client/Matter: 710-00003; Svcs' through 05/31/17	1,917.50
First Note Finance inc	5320		6/29/2017	Retainer Fee: 06/20/17	1,885.20

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Vendor	Check Number	Voided	Date	Description	Check Amount
David Hochschild	5321		6/29/2017	Reimb: Kayaking Camping Trip	1,595.00
Lisa Jordan	5322		6/29/2017	Reimb: Kid Blog Subscription	221.05
Creative Spanish	5323		6/29/2017	After School Enrichment Program - May/Jun 2017	1,335.00
Teresa Lucan	5324		6/29/2017	Reimb: Books, Supplies & Dictionery	659.41
Michael's Transportation Service Inc.	5325		6/29/2017	Trip# 30622; Transportation Svc: Yu Ming to Yuk Yau CDC 03/17/17	716.75
Patricia Ong	5326		6/29/2017	Reimb: Materials & Supplies	927.58
Rafael Postel	5327		6/29/2017	Trumpet Classes: 06/05 - 06/14/17	360.00
Shamrock Office Solutions	5328		6/29/2017	Acct# YM00; Freight	10.87
Jennifer Suen	5329		6/29/2017	Reimb: Classroom Supplies	577.70
Vision Service Plan	5330		6/29/2017	30 027908 0001; Vision Benefits - July 2017	186.32
	EFT06301				
Chase	7		6/30/2017	Acct#4246315211197627; EFT063017 - Purchases	22,724.27

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Board of Directors
August 26, 2017
AGENDA ITEM INFORMATION

Agenda Item	B. 3. ii. Finances
Time Allotted	60 minutes
Background	ExED and Jessica Norman (treasurer) would like to increase board member knowledge and familiarity with charter school revenue and budgets, and provide an update on the 5-year projections to engage the board in a strategic financial discussion.
Summary	ExED will provide a review of charter school revenues to increase board member understanding. ExED and Jessica will also present an updated 5-year budget model and highlight some potential risks and opportunities in the near future including potential decreases in public and private funding, increases in special education and compensation costs, and changing enrollment and facility needs.
Type	Discussion
Key Questions	What are the most critical risks to the budget? Short-term, and long-term? What budget scenarios would the board like to see, considering those risks? How conservative would the board like to be in budget projections? What other risks/opportunities should we consider and pursue?



Charter School Revenues 101

Revenue Factors

- Enrollment projections/Growth Plan
- ADA percentage
- Student Demographics
 - Free and Reduced eligible students
 - English Language Learners

Revenue

- Dependent mostly on Enrollment and Average Daily Attendance (ADA)
- Majority of revenue is from the state
- Governor's Budget determines amount of state funding
- Free & Reduced eligible students and English Language Learners (ELL) receive more funding

What is an ADA?

- ~~Americans with Disabilities Act~~
- Average Daily Attendance
- Average attendance of a student over a period of time
- Example:
 - Over 100 days Brian has perfect attendance, way to go Brian, he would earn 1 ADA
 - Matt on the other hand, spent 10 of the 100 days at the beach, he would earn .90 ADA (90 days attended/100 total days)
- ADA over a period of time – How does ADA play into the ADA Report #'s we use to close the fiscal year? (P-2, Annual)
 - The state collects ADA reports based on a period of time to determine funding (most funding sources use the P-2)

State and Local Attendance Reports

State:

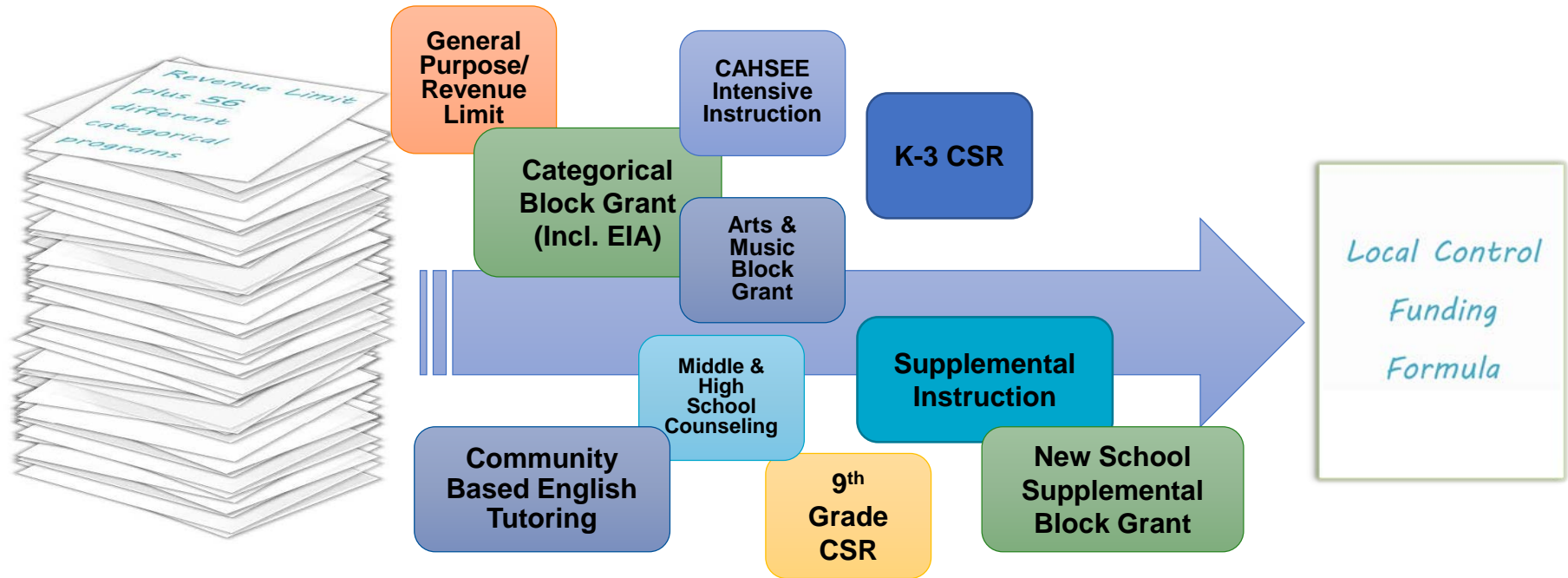
- 20 Day report – For new and expanding charter schools
- First Principal Apportionment/Period 1 (P1); Due ~ January
- Second Principal Apportionment/Period 2 (P2); Due ~ May
- Annual Apportionment; Due ~ July



Local Control Funding Formula (LCFF)

Object 8011, 8012, 8019, 8096

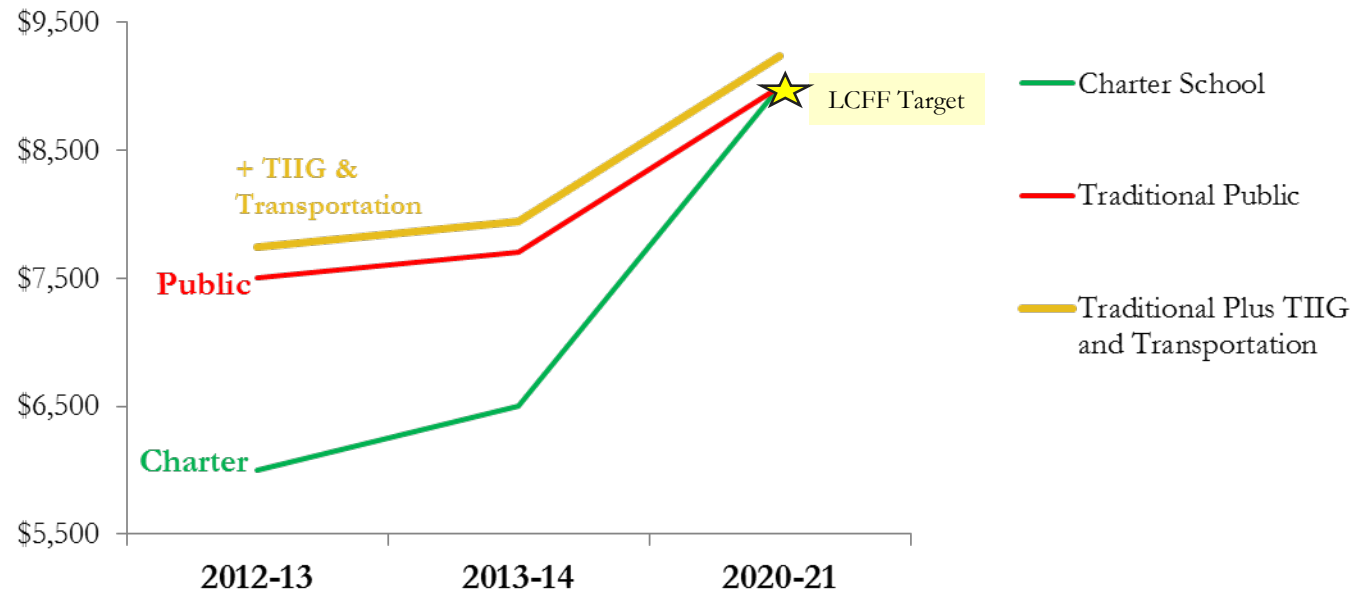
~90% OF REVENUE



The Revenue Limit and 56 categorical programs are phased out and replaced by the new Local Control Funding Formula.

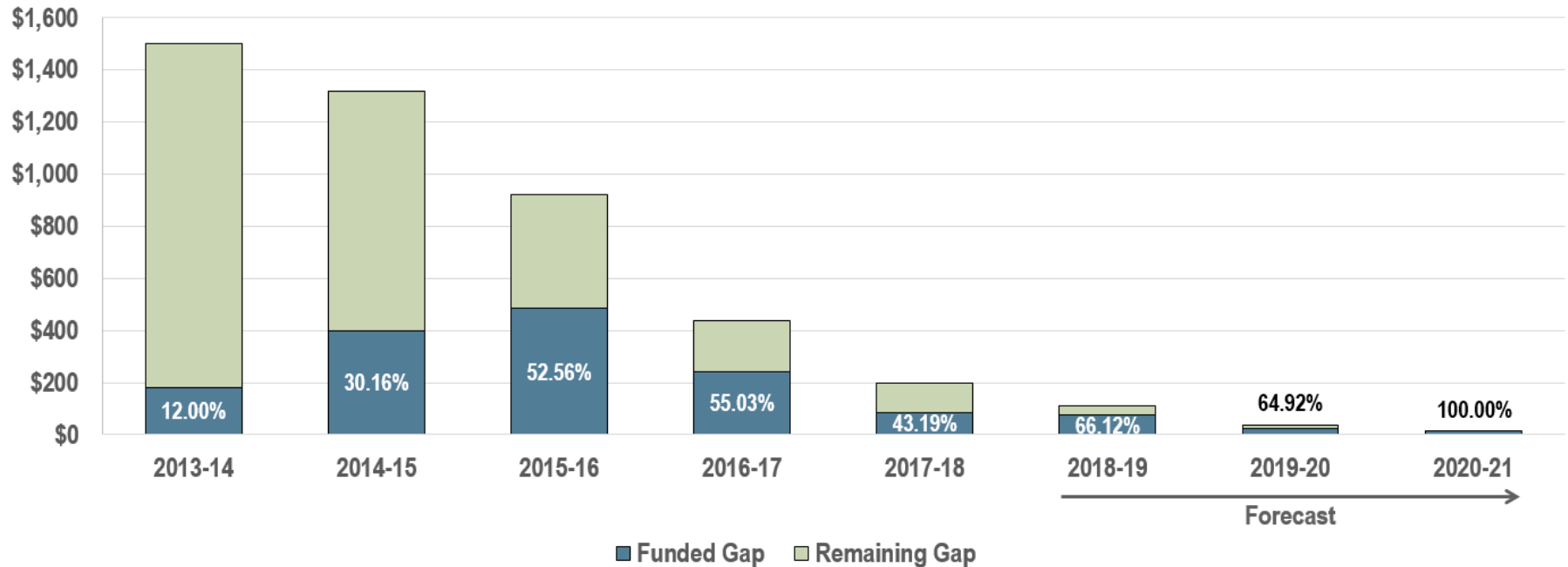
LCFF Creates Equity for Charter Schools

- Same Funding at Targets
- Inequity initially
(most charter schools start at lower funding levels)
- Eventually, nearly equitable
- **Remaining inequities:** no Transportation or Targeted Instructional Improvement Grant (TIIG) funding for charters



Local Control Funding Formula

LCFF Gap Funding Implementation
(A District With \$1,500 Per-ADA Gap in 2013-14)



The Local Control Funding Formula has 3 main elements





















1. Base grants: same for every California student (by grade span)
Adjustments to the K-3 base grant for Class Size Reduction (10.4%)
2. Supplemental grant: equal to 20% of the adjusted base grant for English Learners, students eligible to receive free or reduced price meals, or foster youth
3. Concentration grant: equal to 50% of the adjusted base grant for targeted students exceeding 55% of a charter school's enrollment (but capped at the eligible student enrollment of the district in which the charter school is located).



How Does the Local Control Funding Formula Work?

Concentration Grant - 50% of Adj. Base Grant for high need students above 55% up to District Cap

Supplemental Grant - 20% of Adjusted Base Grant for each English Learner/Foster Youth/Low Income Student

K-3	4-6	7-8	9-12																
																			
7,011	7,116	7,328	8,491	7,011	7,011	7,116	7,116	7,328	8,491	7,328	8,491	7,011	7,011	7,116	7,116	7,328	8,491	7,328	8,491
729			221	729	729				221		221	729	729				221		221
7,740	7,116	7,328	8,712	7,740	7,740	7,116	7,116	7,328	8,712	7,328	8,712	7,740	7,740	7,116	7,116	7,328	8,712	7,328	8,712
		1,466	1,742	1,548	1,548	1,423	1,423	1,466	1,742	1,466	1,742	1,548	1,548	1,423	1,423	1,466	1,742	1,466	1,742
												4,356	3,870	3,870	3,558	3,558	3,664	4,356	
7,740	7,116	8,794	10,454	9,288	9,288	8,539	8,539	8,794	10,454	8,794	14,810	13,158	13,158	12,097	12,097	12,458	14,810	8,794	10,454

Target Base Grant
Grade Span Adj.*
Target Adjusted Base Grant
Supplemental Grant
Concentration Grant
Total

*10.4% of base grant for K-3; 2.6% for 9-12

LCFF BOTTOM LINE: CALCULATED BASED ON
P-2 ADA AND UNDUPLICATED STUDENT
POPULATION (ENGLISH LEARNERS, FOSTERS,
IMMIGRANTS, FREE/REDUCED PRICED MEALS)

Local Control Funding Formula Payments

Three buckets

1. Education Protection Account – to be spent on non-administrative costs
2. Local Control Funding Formula (LCFF) – based on ADA, unduplicated student counts
3. In Lieu of Property Taxes – portion of the LCFF that local authorizing authority is responsible for (i.e. Capistrano Unified)

Planning & Risks to LCFF



Implementation Phase: 8 years
(full implementation to targets in 2020-21)



No guarantee of this implementation
*(highly dependent upon **availability of state funds AND continued prioritizing of education**)*

Take extreme care and be conservative in multi-year projections and **maintain strong reserves**, particularly if you have a high need population – further to grow but further to fall.

Local Control Accountability Plan

- LCFF requires Local Control Accountability Plan (LCAP) addressing eight priorities
- Plan is a living document (updated annually)
- Will be under increased scrutiny from the state level and especially the authorizer

Student
Achievement

Student
Engagement

Other Student
Outcomes

School Climate

Parental
Involvement

Basic Services

Common Core
Implementation

Course Access

YMCS LCFF Implementation

	2016-17	2017-18 Trend	2018-19	2019-20	2020-21	2021-22
Formula Factors						
COLA	0.00%	1.56%	2.15%	2.35%	2.57%	2.00%
Gap-Closing Increment	56.08%	43.19%	39.12%	41.60%	44.16%	44.16%
3-Year Average FRPM/EL/FY Unduplicated Percentage	20.74%	20.87%	21.97%	23.23%	25.07%	26.91%
District of Residence Unduplicated Percentage	77.61%	77.61%	77.61%	77.61%	77.61%	77.61%
Average LCFF Target Rate per ADA	\$ 7,880	\$ 8,026	\$ 8,206	\$ 8,428	\$ 8,680	\$ 8,863
CY Average LCFF Rate per ADA	\$ 7,620	\$ 7,795	\$ 7,956	\$ 8,152	\$ 8,385	\$ 8,596
Total LCFF Supplemental and Concentration Grant Target	\$ 107,359	\$ 120,400	\$ 149,209	\$ 176,012	\$ 213,248	\$ 243,789
Current Year Local Control Funding Formula Revenue	\$ 2,606,537	\$ 2,918,601	\$ 3,436,993	\$ 3,834,844	\$ 4,314,720	\$ 4,629,695

Federal Revenue

Federal Special Education – Through El Dorado Charter SELPA

- Schools not in El Dorado do not receive any Federal SPED funding; no need to book anything for this

Title I, Title II: Improving Teacher Quality, Title III: English Language Learners

- Applied for via the Consolidated Application
- High compliance and reporting requirements; Title III often not accepted due to compliance vs amount received
- SSD (School Site District) Plan is required
 - plan for how federal funds are to be spent
 - 80+ pages
 - Reviewed annually

Federal Revenue

Other Federal Revenue:

- Child Nutrition
 - Reimbursement based on actual meals served and eligible students; schools track and send to ExED for input
 - Reimbursement rates change each year and published on CDE website
 - Can check reimbursement amounts with CNIPS Login
 - ExED calculates final expenses at year end and send to school for June claim
- Facilities Incentives Grant
 - For schools not receiving SB740 or have excess costs beyond SB740 funding
 - 3 year funding cycles

State Revenue

State Special Education – Through El Dorado Charter SELPA; based on ADA (\$507 per CY ADA in 16/17, \$514 in 17/18)

Mental Health Level II Funding (IEP based funding)
Possibly Level III

Child Nutrition

- Reimbursement based on actual meals served and eligible students
- Lower rate than federal reimbursement

Mandate Block Grant - Specifically intended to fund the costs of mandated programs and activities identified in Government Code (GC) Section 17581.6(e) (47 programs)

State Revenue

One Time Funds for Outstanding Mandate Claims - Funds may be used for any one-time purpose determined by the LEA's governing board.

State Lottery – Portion of funding (Prop 20) must be used for the purchase of instructional materials. The rest of the funding is unrestricted.

SB740 - Reimburse charter schools for rental and lease costs in low-income areas

Other State – Educator Effectiveness in 2015-16, ASES, prop 39 energy, other misc small state funding

YMCS SB 740

	2016-17	2017-18 Trend	2018-19	2019-20	2020-21	2021-22
P2 ADA	342.06	374.40	432.00	470.40	514.56	538.56
SB 740 Max Per ADA Rate	\$ 750.00	\$ 1,117.00	\$ 1,117.00	\$ 1,117.00	\$ 1,117.00	\$ 1,117.00
SB 740 Max Percent of Eligible Expense	75%	75%	75%	75%	75%	75%
SB 740						
Eligible Site Classroom Based ADA (Pulls from total P2 ADA; override if necessary.)		374.40	432.00	470.40	514.56	538.56
SB740 Rate x ADA		\$ 418,205	\$ 482,544	\$ 525,437	\$ 574,764	\$ 601,572
Eligible Rent Expenses		\$ 418,287	\$ 426,595	\$ 453,854	\$ 481,295	\$ 508,948
Other Eligible Expenses		\$ -	\$ -	\$ -	\$ -	\$ -
Total Eligible Expenses		\$ 418,287	\$ 426,595	\$ 453,854	\$ 481,295	\$ 508,948
SB 740 Revenue (Min \$1,117*ADA or 75% of Eligible Expenses)		\$ 313,715	\$ 319,947	\$ 340,390	\$ 360,971	\$ 381,711

SB740 increased the per student apportionment, BUT THERE WAS NOT an increase to the overall SB740 pot statewide – Program may become over subscribed

Local Revenue

Interest, Field Trip Funds, Fundraising,
Donations, Grants

Budget Risks Specific To YMCS

Revenues

1. Macro economic factors at the state and federal level - State Economy reliance on the 1%, overdue for a recession, etc.
2. Fundraising – Lack of a balanced budget w/o fundraising
3. Special Education Funding – Rising Special Ed costs and Special Ed populations w/ no increases in funding
4. Low FRPM count – many funding opportunities dependent on high FRPM %

Expenses

1. Rising personnel costs (base & benefits) (STRS increases!) – Hard to compete w/ district salary schedules. Unique personnel needed for YMCS
2. Special Education costs
3. Facilities – Reliance on landlord, SB740 funding, outgrowing facility!

WHAT ARE SOME OTHERS?

Budget Opportunities Specific To YMCS

Revenues

1. Able to meet enrollment targets
2. Growing school enrollment
3. Fundraising/grant efforts

WHAT ARE SOME OTHERS?

Yu Ming Charter School 5 Year Outlook

	2017-18 Budget - Approved	2017-18 Trend	2018-19	2019-20	2020-21	2021-22
Total Enrollment	390	390	450	490	536	561
ADA	374.40	374.40	432.00	470.40	514.56	538.56
% Free and Reduced	9%	9%	10%	12%	15%	17%
% English Language Learners	15%	15%	15%	15%	15%	15%
% Unduplicated Low Income, EL, Foster Youth	21%	21%	23%	25%	27%	29%
INCOME						
8011-8096 - Local Control Funding Formula Re	2,919,583	2,918,601	3,436,993	3,834,844	4,314,720	4,629,695
8100-8299 - Other Federal Income	44,375	44,375	46,800	54,000	58,800	64,320
8300-8599 - Other State Income	615,939	656,891	656,755	702,009	754,157	792,423
8600-8799 - Other Income-Local	394,437	483,177	573,283	639,354	699,289	738,465
Grants/Fundraising	515,000	515,000	450,000	490,000	536,000	561,000
TOTAL INCOME	4,489,334	4,618,043	5,163,832	5,720,208	6,362,966	6,785,903
EXPENSE						
1000 - Certificated Salaries	1,976,631	1,976,631	2,159,696	2,354,244	2,560,900	2,780,322
2000 - Classified Salaries	508,952	585,559	608,982	651,341	795,395	827,210
3000 - Employee Benefits	504,365	515,907	645,601	757,870	882,246	964,926
4000 - Supplies	227,218	227,603	263,199	286,930	313,969	328,592
5000 - Operating Services	1,210,423	1,263,619	1,395,928	1,532,481	1,683,535	1,791,822
TOTAL EXPENSE	4,427,589	4,569,318	5,073,407	5,582,867	6,236,046	6,692,872
NET INCOME	61,745	48,725	90,425	137,341	126,920	93,031

Budget Assumptions Highlights

- Alcatraz + Additional site (to max capacity of 23 classrooms)
- Compensation based on EdTec budget plus addition after school support (carrying out at 4% increase/year)
- Fundraising @ \$1,000/student
- Increasing Unduplicated Pupil Count
- Expenditure assumptions from EdTec Budget carried forward increasing based primarily on enrollment
- Staffing count increases for growth
 - 2 teachers/year
 - +1 Aide (19-20), +1 Aide (20-21)
 - +2 Admin/ops staff (20-21)

		2017-18					
Enrollment Summary		Trend	2018-19	2019-20	2020-21	2021-22	
Year of Operation	6	7	7	8	9	10	11
Enrollment	357	390	390	450	490	536	561
TK	0	0	0	0	0	0	0
K	53	78	78	78	78	78	78
1	53	53	53	78	78	78	78
2	53	53	53	52	78	78	78
3	53	53	53	52	52	78	78
4	52	50	50	50	50	50	75
5	53	48	48	48	48	48	48
6	40	29	29	42	42	42	42
7	0	26	26	26	42	42	42
8	0	0	0	24	22	42	42
% Enrollment Growth		9.2%	9.2%	15.4%	8.9%	9.4%	4.7%



Board of Directors
August 26, 2017
AGENDA ITEM INFORMATION

Agenda Item	B. 3. ii. A. Unaudited Financials
Time Allotted	15 minutes
Background	The Unaudited Actuals financial report for FY16-17 were completed by EdTec and cover the entire prior fiscal year financial activity. The report must be approved by the board and submitted to ACOE by September 8, 2017.
Summary	The Unaudited Actuals will be presented by ExED and Jessica Norman, providing a summary of the entire year of financial activity.
Type	Vote
Key Questions	How did the school perform financially last year? How does the final report compare to the latest forecast? What can we learn from the prior year financial performance, and what changes can/should we make? How do the financials affect the current and future budgets? Will the board vote to approve the Unaudited Financial for FY17?

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2016 to June 30, 2017**

CHARTER SCHOOL CERTIFICATION

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172 (1)

Charter Approving Entity: ACOE

County: Alameda

Charter #: 1296

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For County Fiscal Contact:

Jeffrey Potter

Name

Executive Director, Business Advisory Svc.

Title

510-670-4277

Telephone

jpotter@acoe.org

E-mail address

For Approving Entity:

Teresa Kapellas

Name

Executive Director, Admin Services

Title

510-670-4272

Telephone

tkapellas@acoe.org

E-mail address

For Charter School:

Yoon Chang

Name

Client Manager

Title

510-663-3500 x348

Telephone

yoong@edtec.com

E-mail address

To the entity that approved the charter school:

(X) 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____

Charter School Official
(Original signature required)

Date: _____

Printed

Name: Sue Park

Title: Principal

To the County Superintendent of Schools:

(X) 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____

Authorized Representative of
Charter Approving Entity
(Original signature required)

Date: _____

Printed

Name: _____

Title: _____

To the Superintendent of Public Instruction:

(X) 2016-17 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____

County Superintendent/Designee

(Original signature required)

Date: _____

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2016 to June 30, 2017

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172 (1)

Charter Approving Entity: ACOE

County: Alameda

Charter #: 1296

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. LCFF Sources				
State Aid - Current Year	8011	2,168,923.00		2,168,923.00
Education Protection Account State Aid - Current Year	8012	432,650.00		432,650.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	4,965.00		4,965.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		2,606,538.00	0.00	2,606,538.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		0.00	0.00
Special Education - Federal	8181, 8182		39,116.00	39,116.00
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		0.00	0.00
Total, Federal Revenues		0.00	39,116.00	39,116.00
3. Other State Revenues				
Special Education - State	StateRevSE		200,154.42	200,154.42
All Other State Revenues	StateRevAO	330,649.32	0.00	330,649.32
Total, Other State Revenues		330,649.32	200,154.42	530,803.74
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	1,052,186.60		1,052,186.60
Total, Local Revenues		1,052,186.60	0.00	1,052,186.60
5. TOTAL REVENUES		3,989,373.92	239,270.42	4,228,644.34
B. EXPENDITURES (see NOTE in Section L)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,162,003.17	132,741.88	1,294,745.05
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00
Certificated Supervisors' and Administrators' Salaries	1300	271,496.57	0.00	271,496.57
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		1,433,499.74	132,741.88	1,566,241.62
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	149,211.12	127,988.17	277,199.29
Noncertificated Support Salaries	2200			0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	132,641.05		132,641.05
Clerical and Office Salaries	2400			0.00
Other Noncertificated Salaries	2900	159,884.90	4,944.00	164,828.90
Total, Noncertificated Salaries		441,737.07	132,932.17	574,669.24
3. Employee Benefits				
STRS	3101-3102	168,095.11	15,255.16	183,350.27
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	62,359.20	7,705.92	70,065.12
Health and Welfare Benefits	3401-3402	114,682.34	8,482.75	123,165.09
Unemployment Insurance	3501-3502	15,089.77	1,587.28	16,677.05
Workers Compensation Insurance	3601-3602	24,268.98	2,000.00	26,268.98

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2016 to June 30, 2017

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172 (1)

OPEB, Allocated	3701-3702	0.00	0.00	0.00	
OPEB, Active Employees	3751-3752			0.00	
Other Employee Benefits	3901-3902	0.00	0.00	0.00	
Total, Employee Benefits		384,495.40	35,031.11	419,526.51	
4. Books and Supplies					
Approved Textbooks and Core Curricula Materials	4100	148,198.91		148,198.91	
Books and Other Reference Materials	4200	0.00		0.00	
Materials and Supplies	4300	61,742.30		61,742.30	
Noncapitalized Equipment	4400	43,610.31		43,610.31	
Food	4700	86,757.55		86,757.55	
Total, Books and Supplies		340,309.07	0.00	340,309.07	
5. Services and Other Operating Expenditures					
Subagreements for Services	5100			0.00	
Travel and Conferences	5200	21,652.90	0.00	21,652.90	
Dues and Memberships	5300	1,750.00	0.00	1,750.00	
Insurance	5400	19,239.25	0.00	19,239.25	
Operations and Housekeeping Services	5500	82,392.47	0.00	82,392.47	
Rentals, Leases, Repairs, and Noncap. Improvements	5600	234,701.17	11,185.00	245,886.17	
Transfers of Direct Costs	5700-5799			0.00	
Professional/Consulting Services and Operating Expend.	5800	611,576.89	28,244.00	639,820.89	
Communications	5900	20,466.47	0.00	20,466.47	
Total, Services and Other Operating Expenditures		991,779.15	39,429.00	1,031,208.15	
6. Capital Outlay					
(Objects 6100-6170, 6200-6500 modified accrual basis only)					
Land and Land Improvements	6100-6170			0.00	
Buildings and Improvements of Buildings	6200			0.00	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00	
Equipment	6400			0.00	
Equipment Replacement	6500			0.00	
Depreciation Expense (accrual basis only)	6900			0.00	
Total, Capital Outlay		0.00	0.00	0.00	
7. Other Outgo					
Tuition to Other Schools	7110-7143			0.00	
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00	
All Other Transfers	7281-7299			0.00	
Transfers of Indirect Costs	7300-7399			0.00	
Debt Service:					
Interest	7438			0.00	
Principal (for modified accrual basis only)	7439			0.00	
Total Debt Service		0.00	0.00	0.00	
Total, Other Outgo		0.00	0.00	0.00	
8. TOTAL EXPENDITURES		3,591,820.43	340,134.16	3,931,954.59	
Description		Object Code	Unrestricted	Restricted	Total
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)			397,553.49	(100,863.74)	296,689.75
D. OTHER FINANCING SOURCES / USES					
1. Other Sources	8930-8979				0.00
2. Less: Other Uses	7630-7699				0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999		(89,678.74)	89,678.74	0.00
4. TOTAL OTHER FINANCING SOURCES / USES			(89,678.74)	89,678.74	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)			307,874.75	(11,185.00)	296,689.75

California Department of Education
Charter School Financial Report
Certification Form (Revised 04/2017)

Page 4 of 7

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2016 to June 30, 2017

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172 (1)

F. FUND BALANCE / NET POSITION

1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	799,931.70	50,269.00	850,200.70
b. Adjustments/Restatements	9793, 9795	409.67		409.67
c. Adjusted Beginning Fund Balance /Net Position		800,341.37	50,269.00	850,610.37
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		1,108,216.12	39,084.00	1,147,300.12
Components of Ending Fund Balance (Modified Accrual Basis only)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				0.00
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
3. Components of Ending Net Position (Accrual Basis only)				
a. Net Investment in Capital Assets	9796			0.00
b. Restricted Net Position	9797		39,084.00	39,084.00
c. Unrestricted Net Position	9790A	1,108,216.12	0.00	1,108,216.12

Description	Object Code	Unrestricted	Restricted	Total
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	724,738.79	39,084.00	763,822.79
In Revolving Fund	9130	0.00		0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140	0.00		0.00
2. Investments	9150	0.00		0.00
3. Accounts Receivable	9200	405,803.62		405,803.62
4. Due from Grantor Governments	9290	0.00		0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	35,211.86		35,211.86
7. Other Current Assets	9340	30,000.00		30,000.00
8. Capital Assets (accrual basis only)	9400-9489	0.00		0.00
9. TOTAL ASSETS		1,195,754.27	39,084.00	1,234,838.27
H. DEFERRED OUTFLOWS OF RESOURCES				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
I. LIABILITIES				
1. Accounts Payable	9500	87,538.15		87,538.15
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00
4. Unearned Revenue	9650			0.00
5. Long-Term Liabilities (accrual basis only)	9660-9669			0.00
6. TOTAL LIABILITIES		87,538.15	0.00	87,538.15
J. DEFERRED INFLOWS OF RESOURCES				
1. Deferred Inflows of Resources	9690			0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2016 to June 30, 2017

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172 (1)

2. TOTAL DEFERRED INFLOWS

0.00 0.00 0.00

K. FUND BALANCE /NET POSITION

Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2)
(must agree with Line F2)

1,108,216.12 39,084.00 1,147,300.12

L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")

- a. NONE
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.

Capital Outlay	Debt Service	Total
\$		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
0.00	0.00	0.00

TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Amount
Objects of Expenditures (Enter "0.00" if none)

a. Certificated Salaries	1000-1999	0.00
b. Noncertificated Salaries	2000-2999	0.00
c. Employee Benefits	except 3801-	0.00
d. Books and Supplies	4000-4999	0.00
e. Services and Other Operating Expenditures	5000-5999	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES		0.00

3. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2015-16 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis will result in reduction to allocations for covered programs in 2018-19.

a. Total Expenditures (B8)	3,931,954.59
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	39,116.00
c. Subtotal of State & Local Expenditures [a minus b]	3,892,838.59
d. Less Community Services	0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2016 to June 30, 2017

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172 (1)

[L2 Total]

e. Less Capital Outlay & Debt Service

0.00

[Total B6 plus objects 7438 and 7439, less L1 Total]

TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE

\$ 3,892,838.59

[c minus d minus e]

RESOLUTION #: _____

RESOLUTION OF THE
BOARD OF DIRECTORS OF YU MING CHARTER SCHOOL
TO DESIGNATE RECRUITMENT, RETENTION, AND
PERFORMANCE COMMITTEE IN PLACE OF THE
COMPENSATION COMMITTEE.

WHEREAS, the Yu Ming Charter School bylaws (approved by the Board of Directors on December 14, 2010) state that the Board, by resolution adopted by a majority of the directors then in office, may create one or more committees;

WHEREAS, the Board has previously created Board committees in accordance with its Bylaws; and

WHEREAS, the Board wishes to replace the Board Compensation Committee with a new Board committee to be designed as the Recruitment, Retention and Performance Committee in accordance with its Bylaws; and

NOW, THEREFORE, BE IT RESOLVED, that the Board determined by majority vote of the Board based on the presence of quorum, that the Board Compensation Committee be replaced with a new Board-designated committee hereby designated as the Recruitment, Retention, and Performance Committee for the 2017-18 school year.

I, Thompson Paine, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Board of Directors of Yu Ming Charter School at meeting thereof duly called and noticed and held on August 26, 2017, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Date: _____

By: _____

Thompson Paine, Secretary



Board of Directors
August 26, 2017
AGENDA ITEM INFORMATION

Agenda Item	Vote on Ron Lewis as Enrollment & Diversity Board Committee Chair
Time Allotted	2 minutes
Background	The board is required to vote to appoint chairs of board committees.
Summary	Ron Lewis is a candidate for Chair of the Board Enrollment Diversity Committee
Type	Vote
Key Questions	



Board of Directors
August 27, 2017
AGENDA ITEM INFORMATION

Agenda Item	Vote on Lucia Huang as Board Facilities Committee Chair
Time Allotted	2 minutes
Background	The board is required to vote to appoint chairs of board committees.
Summary	Lucia Huang is a candidate for Chair of the Board Facilities Committee Chair
Type	Vote
Key Questions	



Board of Directors
August 26, 2017
AGENDA ITEM INFORMATION

Agenda Item	Vote on Eric Peterson as Board Capital Committee Chair
Time Allotted	2 minutes
Background	The board is required to vote to appoint chairs of board committees.
Summary	Eric Peterson is a candidate for Chair of the Board Capital Committee
Type	Vote
Key Questions	



Board of Directors
August 26, 2017
AGENDA ITEM INFORMATION

Agenda Item	Vote on Joy Lee as Board Recruitment, Retention and Performance Committee Chair (if this new committee is approved)
Time Allotted	2 minutes
Background	The board is required to vote to appoint chairs of board committees.
Summary	Joy Lee is a candidate for Chair of the Board Capital Committee
Type	Vote
Key Questions	



Board of Directors
August 26, 2017
AGENDA ITEM INFORMATION

Agenda Item	D. 2. ii. Finance Committee
Time Allotted	30 minutes
Background	The Finance Committee is responsible for assuring the financial health of the Yu Ming Charter School.
Summary	Jessica Norman will present a proposed description including responsibilities for the Finance Committee and establish goals for the school year.
Type	Discussion
Key Questions	Do members have any additions or changes to the list of responsibilities? Are the goals for the year reflective of board member concerns and interests? How should the goals change given our strategic conversation in agenda section B? Are any board members interested in joining the Finance Committee this year?

2017-18 YU MING CHARTER SCHOOL FINANCE COMMITTEE

Draft as of 8/21/2017

FINANCE COMMITTEE DESCRIPTION *pending approval of Board of Directors on 8/26/17*

Overall Role:

The Finance Committee is responsible for assuring the financial health of the Yu Ming Charter School.

Appointments:

- A member of the Board of Directors shall serve as the Treasurer and Chair of the Finance Committee.
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

Qualifications:

- Understands roles of a board trustee and the school
- Financial Literacy
- Commitment to safeguard the school and its assets

Responsibilities:

- To assure the financial good standing of Yu Ming Charter School;
- To hold Yu Ming management team accountable for fiscal operations;
- To review and analyze monthly financial reports;
- To review and understand school revenue and enrollment/ADA;
- To provide secondary approval of Yu Ming expenses above designated thresholds consistent with Yu Ming's financial policies;
- To review/approve bank accounts, review and recommend loans;
- To work with Yu Ming's financial team to generate Yu Ming's annual operating budget and five-year projections
- To assure Yu Ming's complies with required financial reporting to the charter authorizer;
- To develop, where appropriate, proposed amendments or additions to the Bylaws regarding the financial oversight of Yu Ming;
- To review and update (at least annually) Fiscal Policies and Procedures according to school needs and recommendations;
- To review salary schedule for the Highest Compensated Employees;
- To support any work as needed on charter renewal

FINANCE COMMITTEE MEMBERS

The Board Development Committee is anticipated to include approximately 3-4 members. Members are asked to make a commitment for at least the school year. The committee will work with willing advisors where appropriate.

2017/18 Members:

Chair: Jessica Norman

Member: Sue Park, Head of School

Member: Matt Eisenberg, ExED

Member: Other Board Member TBD

FY17-18 FINANCE COMMITTEE ANNUAL PRIORITIES

- Prepare contingency 5-year budget based on an economic downturn, significant decrease in fundraising, and attrition enrollment scenarios in upper grades - Fall 2017.
- Work with Facilities Committee to ensure both short-term and long-term facility needs are budgeted for - begin Fall 2017.
- Grow the cash reserve and maintain at least a 10% reserve - ongoing.
- Designate portions of cash reserve for specific needs: facilities, growth in special education costs, growth in compensation costs, etc - after determining cash flow projections per ExED.
- Update Fiscal Policies and Procedures per ExED recommendations and school needs - immediately, by Fall 2017.
- Increase overall Board financial literacy and comfort, including trainings as needed by ExED or others - ongoing.
- Add another member of the Board to the Committee - based on member availability.
- Conduct monthly meetings to review monthly financial reports and other relevant items, including the next fiscal year budget in the spring - beginning Sept 2017 and ongoing.



Board of Directors
June 22, 2017
AGENDA ITEM INFORMATION

Agenda Item	Recruitment, Retention and Performance Committee Look Back/New Goals
Time Allotted	15 minutes
Background	2016-17 board included Compensation Committee but school may need additional support more broadly in thinking about performance management, recruitment and retention for 2017-18 as the environment for recruitment becomes more competitive
Summary	Discuss updating compensation committee to more broadly performance management, recruitment and retention; review 2016 progress and discuss 2017-18 goals
Type	Vote
Key Questions	



2017-18 YU MING CHARTER SCHOOL PERFORMANCE, RECRUITMENT & RETENTION COMMITTEE

Draft as of 8/22/2017

PERFORMANCE, RECRUITMENT & RETENTION COMMITTEE DESCRIPTION *pending approval of Board of Directors*

Overall Role:

The Performance, Recruitment and Retention Committee is responsible for supporting Head of School in a consultative capacity for performance management, recruitment and retention of teachers and staff as well as performance management for Head of School.

Appointments:

- A member of the Board of Directors shall serve as the Chair of the Recruitment and Retention Committee
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws

Responsibilities:

- To lead performance management for Head of School including annual goal setting and performance evaluation biannually (midyear evaluation and year-end evaluation);
- To support Head of School in performance management for teachers/staff including auditing and optimizing existing processes;
- To support Head of School in recruitment and retention efforts including gathering insights and data for benchmarking and feedback

RECRUITMENT AND RETENTION COMMITTEE MEMBERS

The Recruitment and Retention Committee is anticipated to include approximately 2-3 members. Members are asked to make a commitment for at least the school year. The committee will work with willing advisors where appropriate.

2017/18 Members:

Chair: Joy Lee

Member: TBD

FY17 – 18 RECRUITMENT AND RETENTION COMMITTEE ANNUAL PRIORITIES



2016-17 priorities	Progress
<ul style="list-style-type: none">• Conduct competitive benchmarking for teacher salaries	Completed with assistance of Berkeley Board Fellows
<ul style="list-style-type: none">• Performance management for Head of School	Completed as required

FY17-18 Priorities

- Set targets and goals for teacher and staff recruitment and retention
- Perform internal audit and external research to identify strengths and opportunity areas in talent management for Yu Ming
- Support Head of School in optimizing performance management, recruitment and retention processes (including exit interviews)
- Refresh compensation competitive benchmarking study

ANNUAL BOARD MEETING TOPICS FOR THE YEAR (need feedback from others)

August: Board retreat – finalize board committee goals/priorities

September:

October: Plan for internal audit/external research for talent management

November:

December:

January: Midyear review for Head of School

February:

March:

April:

May: Refresh compensation competitive benchmarking study

June: Annual review for Head of School

July:



Board of Directors
August 26, 2017
AGENDA ITEM INFORMATION

Agenda Item	2017-18 Board Capital Committee Description
Time Allotted	5 minutes
Background	The board is required to approve the annual goals and description of each standing Board Committee.
Summary	Eric Peterson has provided a draft Board Capital Committee Description and Goals for Board Approval
Type	Vote
Key Questions	

2017-18 YU MING CHARTER SCHOOL CAPITAL CAMPAIGN COMMITTEE

Draft as of 8/26/2017

CAPITAL CAMPAIGN COMMITTEE DESCRIPTION *pending approval of Board of Directors on 8/26/17*

Overall Role:

The Capital Campaign Committee is responsible for assuring that the annual and long term fundraising needs of Yu Ming are met in a timely and sustainable fashion.

Appointments:

- A member of the Board of Directors shall serve as the Chair of the Capital Campaign Committee.
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

Responsibilities:

- To set and communicate the goals of Yu Ming's annual fundraising need;
- To work with the Treasurer and the Finance Committee to assure that Yu Ming's annual fundraising supports the needs of Yu Ming's operating budgets
- To work with the Treasurer, Finance Committee and Facility Committee to design and execute Yu Ming's capital campaign in support of the acquisition and/or expansion of Yu Ming's permanent facility
- To work with, support and otherwise assure the success of parent-led fundraising efforts including the Annual Fall Giving Campaign, the Read-a-Thon, and Auction and Benefit.
- To solicit, secure and assure compliance with grants and donations from funders supporting Yu Ming and its educational mission

FY15 – 16 CAPITAL CAMPAIGN COMMITTEE ANNUAL PRIORITIES

2016-17 priorities	Progress
<ul style="list-style-type: none">• Develop and execute an annual fundraising plan that provides for supplemental budget to fill the shortfall between Yu Ming's annual operating expenses and revenues. This year's goal is approximately \$430,000	<ul style="list-style-type: none">• Annual fundraising plan developed and successfully executed. Annual fundraising goal exceeded.
<ul style="list-style-type: none">• Develop a donor tracking system for Yu Ming's annual and long-term capital campaigns.	<ul style="list-style-type: none">• While donor tracking was utilized to a lesser degree, a CRM system using Sales Force or other software was not implemented.

FY16 – 17 CAPITAL CAMPAIGN COMMITTEE ANNUAL PRIORITIES

2016-17 priorities	Actions
<ul style="list-style-type: none">• Develop and execute an annual fundraising plan that provides for supplemental budget to fill the shortfall between Yu Ming's annual operating expenses and revenues. This year's goal is approximately \$475,000	<ul style="list-style-type: none">• Establish teams to focus on each fundraising campaign. Improve communication of progress, participation and contribution. Better systems tracking for donors and responsiveness to high-donor potential.
<ul style="list-style-type: none">• Develop a donor tracking system for Yu Ming's annual and long-term capital campaigns.	<ul style="list-style-type: none">• Still needed. Explore Salesforce or other similar platform

CAPITAL CAMPAIGN COMMITTEE MEMBERS

The Capital Campaign Committee members are asked to make a commitment for at least the school year. The committee will work with willing advisors where appropriate.

2017/18 Members:

Chair: Eric Peterson

Members:

Karen Geiger (Annual Fund)

Jamie and Steve Chen (Auction and Benefit)

Hua Wang (FSO Treasurer)

Chris Tarnas (FSO Liaison)

TBD (Read-a-Thon)

Chris and Diana Sonne

David Tjen
Christina Chang
Sara Zhao

CAPITAL CAMPAIGN COMMITTEE MEETINGS

Meeting #1 (Fall): TBD

Meeting #2 (Prior to Auction and Benefit): TBD

Meeting #3 (June Year End Meeting): TBD

Draft



Board of Directors
August 26, 2017
AGENDA ITEM INFORMATION

Agenda Item	2017-18 Board Capital Committee Description
Time Allotted	5 minutes
Background	The board is required to approve the annual goals and description of each standing Board Committee.
Summary	Brianna Swartz has provided a draft Board Development Committee Description and Goals for Board Approval
Type	Vote
Key Questions	

2017-18 YU MING CHARTER SCHOOL BOARD DEVELOPMENT COMMITTEE

Draft as of 8/22/2017

BOARD DEVELOPMENT COMMITTEE DESCRIPTION *pending approval of Board of Directors*

Overall Role:

The Board Development Committee is responsible for recruitment, nominations, training, and evaluation of Board members and the functioning of the board as a governing entity.

Appointments:

- A member of the Board of Directors shall serve as the Chair of the Board Development Committee.
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant governance expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

Responsibilities:

- To identify priorities for board composition overall and for selecting new members;
- To meet with prospective board members and recommend candidates to the board;
- To recommend a slate of officers to the board and lay out clear division of responsibilities for each officer;
- To develop and conduct orientation sessions for new board members;
- To develop procedures for staffing and organization of committees;
- To develop, where appropriate, proposed amendments or additions to the Bylaws regarding the appointment and terms of service of members of the Board of Directors;
- To review Bylaws and policies to ensure compliance with state and federal laws while meeting the needs of the school;
- To revise the Board member agreement as needed;
- To evaluate its own work as a committee in achieving its objectives
- To drive the process on how board and organization did against its annual goals/targets/objectives
- To support any work as needed on charter renewal

BOARD DEVELOPMENT COMMITTEE MEMBERS

The Board Development Committee is anticipated to include approximately 2-3 members. Members are asked to make a commitment for at least the school year. The committee will work with willing advisors where appropriate.

2017/18 Members:

Chair: Brianna Swartz; **Member:** Eric Peterson

FY17 – 18 BOARD DEVELOPMENT COMMITTEE ANNUAL PRIORITIES

2016-17 priorities	Progress
<ul style="list-style-type: none">• Identify candidates and elect board members to reach a Board of 12, aligned to the skills/characteristics needed to address need areas	We have 8 board members aligned to skills/characteristics.
<ul style="list-style-type: none">• Set up systems for collaboration and institutionalized knowledge across the board	Set up rotating chair for board meetings, switched from Asana to using Google Drive. Additional work to be done.
<ul style="list-style-type: none">• Set up a system for executing board evaluation in the future	Not complete
<ul style="list-style-type: none">• Build in more board professional development series/resources as needed, including onboarding materials for new board members	Started including more professional development
<ul style="list-style-type: none">• Anything this committee needs to do to support charter renewal	In progress

Proposed FY17-18 Priorities

- Identify candidates & elect board members to reach a Board of 12, aligned to the skills/diversity needed to address need areas
- Set up a system for executing board evaluation in the future
- Build in more board professional development series/resources as needed

- Identify opportunities to connect board members with the rest of the school community (e.g. attend school events, parent / staff meet-n-greets)
- Support board strategic planning

ANNUAL BOARD MEETING TOPICS FOR THE YEAR (need feedback from others)

August: Board retreat – finalize board committee goals/priorities

September: Review unaudited financials?; Approve school goals for the year; Special meeting – new board orientation

October: Approve unaudited financials

November:

December: Elect officers and committee chairs (term begins in January); Approve first interim budget

January: Approve Education Account Spending Plan?

February:

March:

April:

May: Approve LCAP; discuss draft budget

June: Vote on final budget; Appoint new officers to the board (Chair, Vice Chair, Treasurer, Secretary); approve board meeting calendar for next year

July:



Board of Directors
August 26, 2017
AGENDA ITEM INFORMATION

Agenda Item	Board development/Committees Look Back, New Goals
Time Allotted	15-20 minutes
Background	The Facilities Committee is charged with searching for, evaluating, and securing a site for Yu Ming Charter School to address its short- and long-term needs.
Summary	With successful procurement of the new lease of the MLK campus at 675 41 st St. in Oakland, the school now has some growing room and time to plan for its longer-term, permanent facilities plan. Two short-term goals, however, would be 1) to secure a lease at the Alcatraz facility that is synchronized to expire/renew with the MLK facility lease and 2) to make some decisions about how much or little the committee should oversee of maintenance and improvements of both existing sites. Further goals of the Facilities Committee this coming year will be to step back and decide on an optimal operating structure, then to work with school administration, parents, and the necessary professionals to develop and implement a long-term plan and timeline for a permanent facilities solution that can accommodate a maximum Yu Ming enrollment of approximately 700 students. The Facilities Committee hopes to bring more complete data and options to the board over the next six months.
Type	Update and discussion
Key Questions	What are the various scenarios we are facing? What factors will necessitate our next move/expansion and when?

	<p>How should the Facilities Committee be best structured and what should the role of parent members be in order to be most productive?</p> <p>How and to what extent do we need to engage professional help in this work?</p>
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2017-18 YU MING CHARTER SCHOOL FACILITIES COMMITTEE

Draft as of 8/24/2017.

FACILITIES COMMITTEE DESCRIPTION

Overall Role:

The Facilities Committee leads the process of searching for, evaluating, securing, [and TK maintaining] a suitable facility for the operations of the school (short term and long term).

Appointments:

- A member of the Board of Directors shall serve as the Chair of the Facilities Committee.
- Additional members who may be appointed need not be on the Board of Directors, as long as they have relevant facilities expertise, experience, and capacity to serve
- Appointments of the Chair shall be made annually in accordance with the bylaws.

Responsibilities:

- To recommend criteria for the search for a school facility
- To select and retain qualified professionals to assist with search and selection for a school facility
- To manage a comprehensive and efficient process of searching for suitable facilities
- Provide background information about charter school facility financing / development to facilitate effective board decision-making.
- Engage parent community in development and input into facility plan and priorities
- To evaluate and communicate the tradeoffs between potential facilities; make a recommendation to the Board
- To manage the negotiation process and secure a suitable facility
- To keep the board updated at least monthly if not more frequently on progress against 2017 goals
- To lead working sessions and off-calendar meetings of the board to discuss facility matters of urgency or requiring focused discussion, as needed.

2016-2017 FACILITY COMMITTEE ANNUAL GOALS

Goal #1: Secure an interim facility to serve Yu Ming for the upcoming 2016/17 school year, that's move-in ready by August 1, 2016.	Progress: Successfully secured a 5-year lease for a new MLK campus at 675 41st Street in Oakland which school currently anticipates can accommodate projected school enrollment through the 2020-2021 school year. We will be out of classrooms for the year after.
Goal #2: Secure a long-term/permanent facility to accommodate Yu Ming at full build-out beginning August 1, [2018].	Progress: Significantly behind schedule. Work this past year focused on securing interim facility.

2017-2018 FACILITY COMMITTEE ANNUAL GOALS

General

- Secure a permanent facility that supports achievement of mission and education, talent, and financial goals/stability
- Prepare strong financial and risk analysis to support Board decision-making
- Keep parents and other stakeholders informed and engaged about facility procurement and preparation
- Assure that Yu Ming's real estate options all support the school's goal of attracting and retaining a diverse student population

Goal #1: Renegotiate or renew a lease for Yu Ming's Alcatraz campus that is aligned with the lease expiration/renewal for Martin Luther King campus.	Action: Work with Head of School Sue Park and Father Aidan of Saint Columba to renegotiate or renew a lease for Alcatraz so that both Alcatraz and MLK leases are on same expiration timelines.
Goal #2: Decide on how Facilities Committee should be structured and what roles of parent members should be in order to be most productive toward goals. Decide if we are an official board committee or working group.	Action: Confer with Facilities Committee members to learn what has worked/not worked, agree on role and scope of parent members, decide on an optimal structure.
Goal #3: Decide if Facilities Committee should oversee some or all of ongoing maintenance and upkeep of existing school sites. If yes, develop and implement plan.	Action: Confer with Head of School's team to decide responsibilities and develop, document, implement plan.
Goal #4: Understand accurate student population projections in order to create and finalize long-term plan and timeline for securing a permanent facility/facilities that can accommodate full K-8 enrollment.	Action: Over next six months, work with Head of School Sue Park, facilities team, and professional consultants to understand timeline for needed action and develop best options to bring back to the board for discussion and decision.

FACILITIES COMMITTEE MEMBERS

Full Committee and Meeting Schedule TBD

The Facilities Committee is anticipated to include approximately 8 – 12 members in total, including members from key stakeholder groups (administration, faculty and parents) as well as members with relevant professional expertise in Alameda County and with schools/charter

schools. Members are asked to make a commitment for at least the school year, and preferably until a site is secured and prepared, including attendance at monthly meetings. The committee will work with willing advisors where appropriate.

Preferred Expertise:

- Experience developing, designing and/or managing a school development project
- Real estate development and financing experience
- Local community knowledge, relationships and experience with Oakland, Emeryville, Berkeley and other city councils, school boards and/or planning departments
- Knowledge of charter school facility finance options
- Real estate or construction project management, vendor selection
- Parent members with relevant experience, interest and / or commitment to supporting search process
- Teacher / staff members

2017-2018 members:

Chair: Lucia Hwang

Parent members: Tiffany Eng, Antonio Lau, Ener Chiu, Michael Chao, Woolsey McKernon, Kevin Ma (not a complete listing)

NOTE: Head of School always invited to committee meetings and closely involved in process.

FACILITY COMMITTEE MEETINGS (Proposed for 2017-2018)

TBD