



Board of Directors Meeting
675 41st St.
Oakland, CA 94609
December 14, 2017
6:00 PM

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

Meeting was called to order at 6:14 pm.

B. ROLL CALL

NAME	PRESENT	ABSENT
Lucia Hwang	X	
Joy Lee	X	
Ron Lewis	X	
Julie Mikuta	X	

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Sonali Nijhawan	X	
Jessica Norman	X	
Eric Peterson	X	
Brianna Swartz	X	
Ethan Warsh		X

C. APPROVAL OF AGENDA

Vote to Approve: Agenda

Moved by: Julie Mikuta

Motion second by: Brianna Swartz

Result: Approved

II. INVITATION TO THE PUBLIC TO ADDRESS THE BOARD

No comment

III. CONSENT AGENDA (10 mins)

- A. Approval of October 19th minutes
- B. Approval of November 30th minutes
- C. Approve August, September, and October check registers
- D. Education Committee Report
- E. Board Funds Committee Report
- F. Diversity and Enrollment Committee Report

No public comment

Vote to Approve: Consent Agenda

Moved by: Eric Peterson

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*Motion second by: Lucia Hwang
Result: Approved*

IV. ITEMS OF BUSINESS

A. Principal's report (Principal Park) (15 mins)

*Highlighted some new resources/initiatives including profile for graduates, pooling data with other schools to compare performance and get additional metrics on SEL and culture
Celia Pascual (Head of Upper School) shared some information on learning model on Yu Ming as a Summit school for personalized education.*

- *Elements prepare students to be college-ready - Project Time, Personalized Learning Time, Intersession, Advisory and Mentoring. Also have enrichment classes - Design Lab, Phys Ed, Journalism, Contemporary China.*
- *Lunchtime clubs - some teacher-led (e.g. fitness, garden club, math olympiad) or student-led (e.g. creative writing, cartooning, pokemon and history, dodgeball, etc.). After-school Jazz Band, sports league for charter schools (soccer, flag football, cross country, basketball, etc.).*
- *Overnight trips (e.g. 6th grade 5 day overnight at Sly Park, 7th grade 2 week trip to China).*
- *Currently developing model for bilingual proficiency and what is the pathway of students going to high school and their growth in Chinese.*

1. *Include FSO report Will be doing a family storytelling exercise coming up. Planning Lunar New Year Celebration Friday February 9th (afternoon/early evening). Yu Ming will also be in the SF Chinese New Year parade (Sat Feb 4th).*

B. Board Governance (Brianna Swartz) (60 mins)

1. *Discuss disclosure by Board member Jessica Norman of employment with ExEd, a Yu Ming Contractor
Board/public has been aware of her employment. She does not currently and will not work on any Yu Ming business and decision to switch was motivated by services that ExEd provides based on Sue's experience with them.*

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2. Discuss Board Self-Assessment results

*100% response rate - used same assessment as when done previously (2 years ago).
Doing well on most areas but can improve on strategic planning process, succession planning for head of school, onboarding new members, mixed results on some other areas like board responsiveness, evaluation process for head of school, fundraising needs and board's role in fundraising.*

Additional comments - varying investment in time, would like to foster more connection and briefing about liabilities.

3. Vote Board Officer Elections Chair, nominee Eric Peterson

Moved by: Joy Lee

Motion second by: Lucia Hwang

Result: Yes

4. Vote Board Officer Elections Vice Chair, nominee Brianna Swartz

Moved by: Jessica Norman

Motion second by: Lucia Hwang

Result: Yes

5. Vote Board Officer Elections Treasurer, nominee Jessica Norman

Moved by: Joy Lee

Motion second by: Eric Peterson

Result: Yes

6. Vote Board Officer Elections Secretary, nominee Joy Lee

Moved by: Brianna Swartz

Motion second by: Lucia Hwang

Result: Yes

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7. Discuss Board Strategic Plan Development

There will be a structured process to create a strategic plan for Yu Ming. Bellweather will be gathering information and creating a report on their assessment of Yu Ming as an input into the strategic plan. We will receive the report at the end of February and will plan to include the survey in February so we can combine all the information to input into the strategic plan. Bellweather will give an assessment and some ideas of different models of what the future can look like.

Discussion:

- *This is a large scope and what are the expectations on what we will get to and are we starting from scratch vs somewhat set on what the possibilities are, how deep will the strategic planning go?*
- *This strategic plan will not be as much about are we going to expand to other sites or stay a single site but it will be the first step in refreshing the mission, vision, values.*
- *Currently have a set of problems to solve for around facilities, diversity, financials, recruitment and retention of talent that are near-term. Replication vs model school, etc. will be a question for a future phase.*
- *School has evolved from when it was chartered and we want to make sure we are aligned to our current thoughts on mission, vision, values, objectives.*
- *Will update the survey to stakeholders to be more parent-friendly language before sending out.*

8. Vote Proposal to Change Board meeting calendar to incorporate time for strategic plan development

*Need to have 2nd interim approved so may need to schedule two different meetings. Discussion on combining and getting it done by March 8th or scheduling two meetings. YM China trip from 3/9 to 3/23. **Scheduling the strategic planning and March meeting at the same time for March 3rd at 8:30 - 2:30 pm.***

Moved by: Julie Mikuta

Motion second by: Eric Peterson

Result: Yes

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C. Finance Committee (Jessica Norman) (30 mins)

1. Vote 1st Interim Financial Report

Receipts are above forecast currently, feeling positive about meeting LCFF target but it is against STRS that has increased and other mounting cost pressures (teacher compensation, etc.). Expense variance over budget - personnel is about \$138K over budget due to increased hires and under calc in budget on STRS, non capitalized equipment about \$41K, rent to be \$103K over plus \$250K deposit that gets spread out over life of lease. Will have forecasted reserve of 15% and working towards 20% - hoping to see some increase in fundraising, savings in oversight fee for Alameda County (should have been 1% but were charged 3%, ExEd is looking into it). Need clear communication with families around the reserve and fiscal responsibility - status of 15% is based on current size and will need even bigger reserves based on 3 mo operating expenses at 20%. Teacher raises is an area where we have questions around how this will impact finances.

Moved by: Jessica Norman

Motion second by: Brianna Swartz

Result: Yes

2. Discuss October Financial Report

D. Audit Committee (Brianna Swartz and Joy Lee) (15 mins)

1. Vote 2017 Audit Report

Audit did not find anything of concern.

Moved by: Eric Peterson

Motion second by: Julie Mikuta

Result: Yes

E. Education Committee (Julie Mikuta) (15 mins)

1. Vote Proposal to revise the school calendar and reduce the number of instructional days

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Propose to reduce 2018-19 school year by 5 days to help with teacher retention and adjust schedule to fit families' and staff's schedules. Initial feedback is positive for this. Adding professional development days so teachers only reducing work days by 1 while students have 5 days less school; will allow to maintain a high quality of education. Make sure students have year-long access to internet for education. Also will provide summer program for those that are below grade level in Mandarin. Some parents have concerns about students losing language skills over the summer. Also concern around fewer instructional days in the fall due to breaks and holidays that are more frequent. Yu Ming has longest school year and longest school days comparatively - this should help teachers in terms of breathing room around planning/support vs teaching time with this schedule.

Note: Will need to go to ACOE for approval on this since # of instructional days, Sue has started process to get on the schedule

Moved by: Julie Mikuta

Motion second by: Eric Peterson

Result: Yes

F. Facilities Committee (Lucia Hwang) (15 mins)

1. Discuss Facilities Committee Report

Committee is meeting every 2 weeks to work towards securing a permanent facility. Prop 39 request is pending - OUSD has no challenges to enrollment projection, waiting for their preliminary offer that should come by Feb 1st. Prop 51 application also pending (continued/including - had applied for both new/remodel, assessed that we don't have the financial resources to go through with both applications - need to choose new or remodel). In negotiations to renew Alcatraz lease (gathering information for this).

G. Enrollment & Diversity Committee (Ron Lewis) (15 mins)

1. Vote Updated Lottery Process

3 updates to lottery process - including 3rd class in kindergarten, now two local elementary attendance areas reflected, adjusted to reflect how FRL preference works (not material revision, just language). Nothing here will impact MOU.

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Moved by: Brianna Swartz
Motion second by: Lucia Hwang
Result: Yes

V. REVIEW OF ACTION ITEMS AND FUTURE AGENDA ITEMS

VI. **ADJOURNMENT**

The meeting was adjourned at 8:35.

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