



**Board of Directors Meeting**  
**Meeting Location: 675 41st St. Oakland, CA 94609**  
**June 21st, 2018**  
**Call in number: 641-715-3580, ID# 820-840**  
**6 PM**

*Vision & Mission*

*Yu Ming Charter School will provide a challenging and comprehensive education for Kindergarten through 8<sup>th</sup> grade students, preparing them to be inquisitive and analytic lifelong learners in the 21<sup>st</sup> 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 at 6:14 PM**

**B. ROLL CALL**

<b>NAME</b>	<b>Present</b>	<b>Absent</b>
Lucia Hwang	<b>X</b>	
Joy Lee	<b>X</b>	
Ron Lewis		<b>X</b>

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Julie Mikuta	<b>X</b>	
Sonali Nijhawan	<b>X</b>	
Jessica Norman	<b>X</b>	
Eric Peterson	<b>X</b>	
Brianna Swartz	<b>X</b>	
Ethan Warsh	<b>X</b>	

**C. APPROVAL OF AGENDA**

Change to agenda - no Principal's report, change order of HOS evaluation to end

Moved by: Julie Mikuta

Motion to second: Brianna Swartz

**II. INVITATION TO THE PUBLIC TO ADDRESS THE BOARD**

**III. CONSENT AGENDA (5 mins)**

- A.** Approval of Special Board Mtg - May 2018 minutes
- B.** Approve April 2018 check register
- C.** Approve 2017-18 Spring Consolidated Application
- D.** Approve Education Protection Account Spending Resolution for 2018-19

*Moved by: Lucia Hwang*

*Motion second by: Jessica Norman*

*Approved*

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**IV. ITEMS OF BUSINESS**

**~~A. Principal's report (Principal Park) (5 mins)~~**

**~~1. Includes FSO report~~**

**B. Finance Committee (Jessica Norman) (40 mins)**

**1. Discussion April financial report (5)**

- i. Final budget will be done by summer board retreat. Excess funds mostly due to Prop 39 and other fundraising (China trip, etc.). One update SB740 - will have additional funds (expecting 25% cut but now expecting 5-10%) although some technicalities around costs, TBD on final impact.
- ii. Two main risks of current political climate: SB740 and SELPA for special education services. STRS has been a significant increase in expenses and has been accounted for in projections (but increases as staff grows).

**2. Vote 2018-19 LCAP (15)**

Discussion: Met goals for 2017-18 across the board, strong performance compared to other schools. Overall plan is similar to 2017-18, one of the main changes for upcoming year is increased focus on SEL with Compass program.

*Moved by: Jessica Norman*

*Motion second by: Julie Mikuta*

*Approved*

NAME	Yes	No	Not present
Lucia Hwang	<b>X</b>		
Joy Lee	<b>X</b>		
Ron Lewis			<b>X</b>

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

3. Vote 2018-19 School Year Budget (15)

One time funding - \$220K for 2018-19 to account for, will not carry forward into future years. Main change vs last update was including additional office staff member, increased hours in classified staff/aides. Only 5 interns vs 8 interns as planned, some grades won't have full time aide as this year - will prioritize based on need across grades/classes. Directors have had discussions with teachers on changes.

**To balance budget (vs previous versions), starting in 2019-20 staff cut (2 assistant teachers, reducing one English teacher, office staff member).** Potential to recoup through robust fundraising and potentially oversight fee will be reduced from 3% to 1%.

*Moved by: Lucia Hwang*

*Motion second by: Brianna Swartz*

*Approved*

NAME	Yes	No	Not present
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Lucia Hwang	X		
Joy Lee	X		
Ron Lewis			X
Julie Mikuta	X		
Sonali Nijhawan	X		
Jessica Norman	X		
Eric Peterson	X		
Brianna Swartz	X		
Ethan Warsh	X		

4. Vote ExED 2018-19 Business Services and Calpads Contract (5)

HOS and board is satisfied with services and ability to draw from broader knowledge base of ExED as a whole.

*Moved by: Lucia Hwang*

*Motion second by: Eric Peterson*

*Approved*

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Joy Lee	X		
Ron Lewis			X
Julie Mikuta	X		
Sonali Nijhawan	X		
Jessica Norman	X		
Eric Peterson	X		
Brianna Swartz	X		
Ethan Warsh	X		

**C. Facilities Committee (Lucia Hwang, Ethan Warsh) (10 mins)**

1. Discussion Facilities Committee Update
  - i. Currently have 3 main pathways whether 3 or 4 cohorts.

**D. Funds Committee Reports (Eric Peterson) (5 min)**

1. Discussion Capital Campaign update

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- i. Fundraising overall flat (per student basis), total greater (based on attendance), participation rate higher. Anticipate flat to lower per student basis going forward on fundraising. Working on capital campaign, hiring consultant and putting together working group. Will stay close with facilities committee to understand available funds for facilities exploration - will need to coordinate timing. Adding this topic for significant discussion for August retreat.

**E. Governance Committee (Eric Peterson, Brianna Swartz) (30 min)**

**1. Discussion Board needs assessment and recruitment**

- i. Potentially looking at additional members with school leadership experience and also looking for someone with fundraising experience/network in fundraising space.

**2. Vote 2018-19 Board Meeting Calendar**

*Setting schedule for date for retreat - September 9th (Sunday), 8:30-3:30.*

*Additional dates:*

- *October 18th*
- *December 13th (1st interim and audit, officer elections)*
- *January 24th*
- *March 7th (2nd interim budget)*
- *May 16th*
- *June 20th (vote on LCAP and 2019-20)*

*Moved by: Eric Peterson*

*Motion second by: Joy Lee*

*Approved*

NAME	Yes	No	Not present
Lucia Hwang	X		

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Joy Lee	X		
Ron Lewis			X
Julie Mikuta	X		
Sonali Nijhawan	X		
Jessica Norman	X		
Eric Peterson	X		
Brianna Swartz	X		
Ethan Warsh	X		

3. Information & Discussion Annual Brown Act Training for Board Members

- i. Avoiding quorum (currently 5 board members) in interactions and on committees, can't be serial - emailing separately. If committees are meeting we need to post with same rules at regular board meetings.
- ii. Need to ensure there is a link on homepage to board information (agenda, etc.)
- iii. Closed session topics are legal matters, etc. - go into closed session and afterwards post brief summary of what was discussed.
- iv. Need to post locations when calling in (72 hours in advance), for virtual board meetings - majority need to be dialing in from Alameda County.
- v. Always call for public comment in board meetings.

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**F. Enrollment and Diversity (Ron Lewis, Eric Peterson) (10 min)**

1. Discussion Year end review of Yu Ming's implementation of the enrollment expansion to three kindergarten sections and the implementation of the other enrollment policy changes which took effect this past 2017-18 school year
  - i. Plan to look at additional data on attrition by key subgroups going forward (starting with August retreat).

**G. Strategic Planning (Sonali Nijhawan, Joy Lee) (10 min)**

1. Discussion New Yu Ming Mission and Vision Statement
  - i. For retreat: Information needed is how it will be used/when/where used and what other content will be put next to it, what engagement will there be with parents to align on this (what meetings, communication). Aim to approve draft at retreat (short list of 2-3 options).

**H. Performance, Recruitment and Retention Committee (Joy Lee, Julie Mikuta) (40 min)**

*Vote to go into closed session.*

*Moved by: Lucia Hwang*

*Motion second by: Eric Peterson*

*Approved*

1. Vote 2017-18 Head of School Performance Evaluation (closed session)
2. Vote 2018-19 Head of School Contract and Compensation (closed session)

*Moved by: Eric Peterson*

*Motion second by: Jessica Norman*

*Approved*

3. Reported: Completed review and total exec compensation of \$133,625.

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

**VI. ADJOURNMENT**

The meeting was adjourned at 10:10 pm.

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