



**AGENDA**  
**Board of Directors Meeting**  
**October 20, 2016**  
**6:00 PM**

**Dial in Location**

**11 Babcock St. Apt. 1  
Brookline, MA 02446**

**In Person Location**

**Yu Ming Charter School  
1086 Alcatraz Ave.  
Oakland, CA 94618**

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

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

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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

- A. Approve September 2016 minutes
- B. Review September Check Register
- C. Update on Education Committee

**IV. ITEMS OF BUSINESS**

- A. Celebrations and shout outs (5 min)
- B. Principal's Report (S. Park, 10 minutes)
  - 1. Include FSO update
- C. Education Committee (E. Petersen/S. Park, 10 min):
  - 1. Approval of Discrimination, Harassment, Intimidation, and Bullying policy in Yu Ming's family handbook: **Voting Item**
  - 2. Approval of Special Education policies: **Voting Item**
- D. Finance Committee (EdTec, 20 min):
  - 1. Current Financials Presentation
  - 2. Approval of Unaudited Financials: **Voting Item**
  - 3. Approval of Revision of Financial Policies: **Voting Item**
  - 4. Approval of Revised Board Calendar Dates: **Voting Item**
- E. Enrollment and Diversity Committee: **Voting Item** (P. Le, 30 minutes)
  - 1. The Board will vote on proposed changes to Yu Ming's enrollment policy to further Yu Ming's commitment to serving a diverse student community
- F. Facilities committee update (R. Prudencio, 15 min)
- G. Board Development: (D. Lee, 20 minutes)
  - 1. The Board will discuss findings of its self-assessment survey and overall board culture aspirations

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2. Confirm the final board meeting owners' list

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

**VI. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_.

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## Board of Directors Meeting

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Brookline, MA 02446**

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1086 Alcatraz Ave.  
Oakland, CA 94618**

## MINUTES September 22, 2016 6:00 PM

### *Vision & Mission*

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- *To provide an academically rigorous college preparatory program*
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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. **Ask Anything** (15 minutes)

An informal session where the public may dialogue with Board members on topics of interest outside of the formal public comment session of the board meeting.

### II. **Preliminary**

#### A. CALL TO ORDER

The board meeting was called to order at 6:22 pm.

#### B. ROLL CALL

NAME	PRESENT	ABSENT
Diana Lee	X	

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Phuoc Le	X	
Matt Miller		X
Jessica Norman	X	
Thompson Paine	X	
Eric Peterson	X	
Rodrigo Prudencio	X	
Brianna Schwartz		X
John Wharton		X

### C. APPROVAL OF AGENDA

Motion to Approve: Agenda

Motion by: Diana Lee

Seconded by: Eric Peterson

Vote: By

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Phuoc Le	X		
Matt Miller			
Jessica Norman	X		
Thompson Paine	X		
Eric Peterson	X		

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Rodrigo Prudencio	X		
Brianna Schwartz			
John Wharton	X		

Motion to Approve: Consent Agenda

Motion by: Thompson Paine

Seconded by: Diana Lee

Vote: Unanimous

### III. INVITATION TO THE PUBLIC TO ADDRESS THE BOARD

#### IV. CONSENT AGENDA (5 mins)

- A. Approve August 2016 minutes
- B. August 2016 Check Register
- C. August Financial Statements
- D. Update on Fall Fundraising Campaign
- E. Update from the Facilities Committee

Motion to Approve: Consent Agenda

Motion by: Thompson Paine

Seconded by: Diana Lee

Vote: Unanimous

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Phuoc Le	X		
Matt Miller			
Jessica Norman	X		
Thompson Paine	X		

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Eric Peterson	X		
Rodrigo Prudencio	X		
Brianna Schwartz			
John Wharton	X		

## **V. ITEMS OF BUSINESS**

- A. Principal's Report (Principal Park, 15 minutes)
- B. Nomination of Treasurer: Voting Item (Prudencio, 5 minutes)
  - 1. The Board will consider the nomination of Jessica Norman as Treasurer of the Board, replacing John Wharton

Motion to Approve: Jessica Norman as Board Treasurer

Motion by: Diana Lee

Seconded by: Thompson Paine

Vote: Unanimous

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Phuoc Le	X		
Matt Miller			
Jessica Norman	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio	X		

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Brianna Schwartz			
John Wharton	X		

C. Annual School Goals: Voting Item (Prudencio, 15 minutes)

1. The Board will consider adoption of the annual school performance goals for 2016-17 - Notes: The board went through the highlighted areas to discuss next steps.
  - Mandarin knowledge - need to set baselines to measure performance moving forward.
  - Discussion around the difference between the LCAP and the annual school performance goals.
  - Student, Staff, and Parent satisfaction surveys - no additional concrete steps to add yet.
  - Growth and sustainability - setting related goals in the next board session.
  - 2016-17 budget surplus - Further discussion required on what our goals are for a cash surplus, and what if any goals we have for cash to set aside
  - Facilities - plan underway, noted in the facilities committee notes
  - Community relations - discussion about the core purpose of this goals, with regard to both diversity and being a good neighbor

D. Nomination of Board Member: Voting Item (Prudencio, 5 minutes)

1. The Board will consider the nomination of Joy Lee as a new member of the Board of Directors

Motion to Approve: Joy Lee to the Board of Directors

Motion by: Rodrigo Prudencio

Seconded by: Eric Peterson

Vote: Unanimous

NAME	YES	NO	ABSTAIN
Diana Lee	X		

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Phuoc Le	X		
Matt Miller			
Jessica Norman	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio	X		
Brianna Schwartz			
John Wharton	X		

E. Enrollment and Diversity Committee: (P. Le, 30 minutes)

1. The Board will discuss the proposed changes to Yu Ming's enrollment policy to further Yu Ming's commitment to serving a diverse student community
2. The Board will discuss a draft report to the Alameda County Office of Education -- one of two reports that Yu Ming must submit annually describing its efforts and results around enrollment and outreach practices

F. Board Development: (D. Lee, 20 minutes)

1. The Board will discuss findings of its self-assessment survey
2. The Board will set a rotation of meeting chairs for future board meetings

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

**VII. ADJOURNMENT**

The meeting was adjourned at 8:12 p.m..

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# Check Register



Yu Ming Charter School  
September

2016

Grand Total 152,099.91

Vendor	Check Number	Date	Description	Check Amount
Chase	EFT090216	9/2/2016	Acct#4246315211197627; EFT090216 - Purchases	10,095.87
Ying Wang	M1318	9/6/2016	Manual Ck#1318 -	150.00
JUN LU	M1319	9/6/2016	Manual Ck#M1319 -	150.00
Cynthia Ko	M1320	9/6/2016	Manual Ck#M1320 -	864.45
AT&T (DB)	DB090716	9/7/2016	DB090716 -	860.01
Pacific Gas & Electric	EFT090716	9/7/2016	EFT090716 -	1,185.06
JUN LU	M1321	9/8/2016	Manual Ck#M1321 -	150.00
Cynthia Ko	M1322	9/12/2016	Manual Ck#M1322 dated 09/08/16 -	518.67
Sue Park	4762	9/13/2016	Summer Consulting - July 2015	4,375.00
CTC	M1315	9/13/2016	Manual Ck#M1315 dated 08/18/16 -	100.00
Cynthia Ko	M1325	9/19/2016	Manual Ck#M1325 dated 09/15/16 -	691.56
Shu Feng Chang	M1326	9/19/2016	Manual Ck#M1326 dated 09/16/16 -	300.00
St. Columba Church	4763	9/23/2016	Rent - October 2016	13,109.00
CTC	M1316	9/23/2016	Manual Ck#M1316 dated 08/18/16 -	100.00
A&G Music Products Co.	4764	9/29/2016	Acct# 730; Musical Instruments	8,101.21
Alameda County Office of Education	4765	9/29/2016	Acct#8677-000-00-2121; STRS Processing Fees: 1st Qtr (July-Sept 2016)	354.00
All N One Pest Eliminators	4766	9/29/2016	08/15/16 Pest Control Svc	75.00
Amazon	4767	9/29/2016	Acct#6045787810384723; Amazon Purchases - 07/20 - 08/09/16	3,192.36
Arey Jones Educational Solutions	4768	9/29/2016	Cust#YM-PO-0711-16; Computer Equipment	33,782.55
Bay Janitorial Supply	4769	9/29/2016	Custodial Supplies	404.32
Best Instrument Repair Co	4770	9/29/2016	Acct# B582; Instrument Repair	75.00
BetterChinese.com	4771	9/29/2016	Chinese Textbooks	2,730.10
California Waste Solutions	4772	9/29/2016	Waste Toter Svc	230.00
Sandra Chang	4773	9/29/2016	Reimb: Art Supplies	375.20
ChinaSprout, Inc.	4774	9/29/2016	Textbooks	3,490.95
CoPower	4775	9/29/2016	ID:153985; Ins October 2016	858.81
Delta Education	4776	9/29/2016	Cust#1987234; Textbooks	107.92
East Bay Municipal Utility District	4777	9/29/2016	Acct#47023778523; Water Svc 07/12 - 09/07/16	322.18
East Bay Municipal Utility District	4778	9/29/2016	Acct#42099745569; Water Svc - 07/11 - 09/06/16	373.60
East Bay Municipal Utility District	4779	9/29/2016	Acct#61360013774; Water Svc - 07/11 - 09/06/16	214.72
EdTec Inc.	4780	9/29/2016	Monthly Svc - Sept 2016; PTO Tracking Svc; State Reporting/SIS Monthly; Aug 2016 Svcs - A. Weinstein	10,316.57

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.  
Payroll checks are not included on this register.

Vendor	Check Number	Date	Description	Check Amount
Christina Edwards	4781	9/29/2016	Reimb: Live Scan	57.00
Fagen Friedman & Fulfroast LLP	4782	9/29/2016	Client/Matter: 710-00101; Svcs' through 07/31/16	1,445.75
Faltz Associates Inc	4783	9/29/2016	08/31/16 School/IEP Meeting	115.00
Ana Yeli Gaspar	4784	9/29/2016	Garden Service - Dec 2015 - Aug 2016	450.00
Heinemann	4785	9/29/2016	Acct# 10123665; Books & Supplies	1,003.01
Summer Hsia	4786	9/29/2016	Reimb: Misc Expenses	330.00
Wu YU Hsuan	4787	9/29/2016	Reimb: SEVIS I-901 & Visa J1	330.00
Wendy Larson	4788	9/29/2016	Reimb: Staff Lunch During PD Week	270.00
Jia-Shin Lee	4789	9/29/2016	Reimb: Misc Expenses	330.00
Level Chinese	4790	9/29/2016	One Year License Fee for FY16-17	7,600.00
Jinsyu Li	4791	9/29/2016	Reimb: Misc. Supplies	230.13
Liminex, Inc. dba GoGuardian	4792	9/29/2016	PO# YM-PO-0825-16; GoGuardians for Administrators; 3Yr	2,640.00
Sonya Martin	4793	9/29/2016	Reimb: Live Scan	67.00
Office Depot	4794	9/29/2016	Acct#72210155; Office Supplies	536.40
Open Works	4795	9/29/2016	Cust#YUMI0001; Janitorial Svc - 09/01 - 09/30/16	1,255.00
Open Works	4796	9/29/2016	Cust#YUMI0002; Janitorial Svc - 09/01 - 09/30/16	1,154.00
Wu Hsuan Pei	4797	9/29/2016	Reimb: SEVIS I-901 & Visa J1	330.00
Phonics Hero Limited	4798	9/29/2016	Phonics Hero -1 School IWB & Child Accounts 1 Year	954.00
Rafael Postel	4799	9/29/2016	Reimb: Live Scan	57.00
Revolution Foods, Inc	4800	9/29/2016	Cust#C000492; Student Meals - August 2016	8,624.64
Wang Ying Rou	4801	9/29/2016	Reimb: SEVIS I-901 & Visa J1	330.00
SARAH'S SCIENCE	4802	9/29/2016	Toyology - Spring 2016-17	11,895.00
SchoolOutlet.com	4803	9/29/2016	Multi Purpose Tables	5,606.33
Mona Shah	4804	9/29/2016	Job Recruitment Services: 08/01 - 08/24/16	587.50
Shamrock Office Solutions	4805	9/29/2016	Acct# YM00; Freight	488.55
Wei Shen	4806	9/29/2016	Reimb: Voice Amplifier & Project Board	142.38
The Loss Prevention Inc	4807	9/29/2016	Livescan Fingerprinting/Background Fees	520.00
Amy Torrano	4808	9/29/2016	Reimb: Live Scan	67.00
Julia Tsui	4809	9/29/2016	Reimb: Live Scan	59.00
U.S. Bank Equipment Finance	4810	9/29/2016	Contract# 500-0473520-000; Contract Equipment Charge: 09/01 - 10/01/16	2,272.32
Xinyi Xu	4811	9/29/2016	Reimb: The CAFE & Literacy Books	81.79
Ruizhi Yang	4812	9/29/2016	Classroom Instructional Assistant 08/03 - 09/16/16	3,999.00
Yao Chun Kuo	4813	9/29/2016	Abacus Class 08/19 - 08/26/16	468.00
Cynthia Ko	M1327	9/29/2016	Manual Ck#M1327 dated 09/28/16 -	150.00

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To: Board of Directors  
From: Sue Park, Head of School  
Date: October 20, 2016  
RE: Head of School Update

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1. Upcoming School Events
2. Leadership Team Update
3. Family Resource Liaison
4. New Common Core Report Card
5. 2017-2018 Outreach and Enrollment Process and Common Charters Application

1. Important Upcoming Dates

- Mon 10/17, Read-A-Thon launch
- Thurs 10/20, 8:15-9:15 Coffee with the Principal: Student Support Services and School Psychologist
- Tues 10/25, 6:00-8:00pm Family Support Organization General Meeting, Mandarin Literacy Night
- Mon 10/31, Halloween Parade at Alcatraz Blacktop
- Wed 11/2, Grade 2 Field Trip to Oakland Museum
- Thurs 11/3, 8:15-9:15, Coffee with the Principal: School Culture and Asst Principal of Student Support Services
- Fri 11/4, 8:15-10:00, Family Support Organization Council Meeting
- Thurs 11/10, No School Pupil Free Day, Teacher Professional Development Day
- Fri 11/11, Veterans Day, No School
- Mon 11/14-Fri 11/18, Parent Teacher Conferences, Shortened Day Early Dismissal
- Mon 11/14-Fri 11/18, Upper School Intersession Week
- Wed 11/23-Fri 11/25, Thanksgiving Holiday, No School

2. Leadership Team Update

Yu Ming's Leadership Team for 2016-2017 is now fully staffed and consists of the following members:

- Celia Pascual, Assistant Principal of Academics and Upper School
- Sonya Martin, Assistant Principal of Student Support Services
- Siao-Charn Ling, Special Education Coordinator and School Psychologist
- Xinyi Xu, Chinese Program Coordinator
- Lisa Jordan, Dean of Students and Grade 2 English Teacher
- Wendy Larson, Operations Manager

On Friday, Sept 30, Yu Ming's leadership team spent the day together at an off-site focused on the following outcomes:

- Deepening Leadership Team relationships
- Developing a plan for building a strong staff culture
- Clarifying Leadership Team roles and responsibilities

With facilitation from Gloria Lee, Co-Founder of Yu Ming and Founder and CEO, Educate78, the day provided an excellent foundation to our team's work to lead Yu Ming in its next stage of growth and development.



### 3. Family Resource Liaison

Our new Family Resource Liaison began work with Yu Ming this week. The role of the Family Resource Liaison is to provide support to the instructional program with specific responsibilities for providing information on programs and services available to students and families as well as school activities and procedures; referring families to other agencies; and fostering an ongoing partnership between the home and school. The Family Resource Liaison is responsible for developing 1) relationships with families that foster partnership between families and the school, 2) effective strategies to cultivate participation and leadership of under-represented families, and 3) opportunities for parents to support student academic achievement, a welcoming climate, and positive school culture. This year, this role will be a 10-hour per week part time role.

Yu-Shuan Tarango-Sho is a 1.5-generation Taiwanese American and Yu Ming parent of Mateo (2<sup>nd</sup>, Lion) and Joaquin (K, Dragon). She has been an active member of Yu Ming's affinity group for families of African and Latino descent. She has 15 years experience building and teaching social justice and diversity curriculum to college students in the context of faith, focusing on voices from the margins to inform and shape our understanding of our social, political, and spiritual environments. As a faith-rooted organizer, Yu-Shuan has established deep partnerships with various grassroots organizations and community members from diverse backgrounds in advocating for positive social transformation. We are excited to have Yu-Shuan launch this role at Yu Ming.

### 4. New Common Core Report Card

We are in the process of developing a new Yu Ming report card for grades K-6 that is Common Core aligned. My team and I researched reviewed other California models from school districts and charter schools as well models from other Chinese immersion schools to develop our current draft. With the support of EdTec we are hoping to have it up and running on our Illuminate Education SAS platform in time for our first Trimester reporting period next month.

### 5. 2017-2018 Outreach and Enrollment Process

The 2017-2018 Outreach and Enrollment has been launched in collaboration with David Cherry, Enrollment Committee Chair and Lily Wang Community Inclusion Committee lead and former Community Outreach Committee lead. This year, our new Operations Coordinator, Andrea Siu, will also play a critical role in supporting implementation of our outreach and enrollment process.

Yu Ming has also joined with Oakland charter schools that represent 92% of students enrolled in Oakland charters to participate in the Enroll Oakland Charters (EOC) initiative which is a single enrollment resource. Yu Ming will benefit from the city-wide exposure to Oakland families as well as 1-year free access to the School Mint school application platform that is web-based, includes a paper plus phone support option, and is smart-phone enabled. Oakland families will benefit by having access to explore city-wide school options. The EOC Initiative:

- Adheres to one timeline for applications and enrollment
- Utilizes one common application (online & paper) for Charter Schools
- Participating in joint recruiting & marketing initiatives about EOC



- Sharing data with each other about enrollments

The EOC initiative does not:

- Conduct school-specific marketing and recruiting efforts
- Administer a combined-school lottery yielding one offer for each student
- Mandate or administer any changes to each school's orientation or registration process
- Mandate or administer when/if to bring students in from waitlists

Yu Ming's key outreach and enrollment dates are as follows incorporating the EOC timeline:

- Oct 20, 2016 - Outreach flyer drafted, translated, and ready for distribution
- Nov 1, 2016 – EOC/Yu Ming application available and Yu Ming website updated
- Dec 7, 2016 to Feb 11, 2017 – Tour Dates (12/7, 1/11, 2/3 @ 8:30-10am) and Evening (1/25 @ 6-7:30pm) and Sat (2/11) Info Sessions
- Feb 17, 2017 – EOC/Yu Ming Application Deadline
- Feb 27, 2017 – Yu Ming Mandarin Language Review (TBD)
- Mar 14, 2017 – Yu Ming Public Random Drawing
- Mar 16, 2017 - Enrollment Packets Mailed
- Mar 21, 2017 - Evening Informal Open House at Yu Ming for admitted families
- Apr 3, 2017 - Due Date for Families to Accept/Decline Offer



**Board of Directors**  
**Thursday, October 20, 2016**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Discrimination, Harassment, Intimidation, and Bullying Policy
<b>Time Allotted</b>	Consent Agenda
<b>Summary</b>	<p>The Yu Ming Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm.</p> <p>Yu Ming employees recognize that student safety is a high priority and shall not tolerate bullying of any student.</p>
<b>Type</b>	Voting Item
<b>Background</b>	<p>The proposed policy was developed with guidance from our attorneys at Young, Minney, &amp; Corr, LLP.</p> <p>Yu Ming's Student Family Handbook currently includes the language of this policy but it is recommended that the Board officially approve and adopt a policy.</p>
<b>Key Questions</b>	
<b>Attachments</b>	Proposed Discrimination, Harassment, Intimidation, and Bullying Policy

## **HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING POLICY**

Yu Ming Charter School (“Charter School”) believes all students have the right to a safe and civil learning environment. Discrimination, harassment, intimidation, and bullying are all disruptive behaviors which interfere with students’ ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, the Charter School prohibits any acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means, consistent with this policy.

As used in this policy, “discrimination, harassment, intimidation, and bullying” describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, that is based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy.

To the extent possible, the Charter School will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated and/or bullied, and will take action to investigate, respond, and address any reports of such behaviors in a timely manner. Charter School staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.

### **Definitions**

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable student to experience substantial interference with his or her academic performance.
4. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.



“Electronic Act” means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of “bullying,” above.
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

### Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of discrimination, intimidation, harassment, or bullying, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of bullying.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the Principal or designee. While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Main Office. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information.

Students are expected to report all incidents of discrimination, intimidation, harassment, bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.

The Charter School acknowledges and respects every individual’s rights to privacy. To that end, consistent with legal requirements, all reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible.

The Charter School prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of violations of this policy. Such participation shall not in any way affect the status, grades or work assignments of the reporter.

### Investigation

Upon receipt of a report of harassment, intimidation, or bullying from a student, staff member, parent, volunteer, visitor or affiliate of the Charter School, the Principal or designee will promptly initiate an investigation. At the conclusion of the investigation, the Principal or designee will notify the complainant of the outcome of the investigation. However, in no case may the Principal or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.

Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time.

All records related to any investigation of discrimination, harassment, intimidation or bullying will remain in a secure location in the Main Office of the Charter School.

In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.

### Appeal

Should the Complainant find the Principal or designee resolution unsatisfactory, he/she may within five (5) school days of the date of resolution, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated School employees who are unfamiliar with the case and who have been previously designated and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final disposition.

### Consequences

Students who engage in discrimination, harassment, intimidation or bullying may be subject to disciplinary action, up to and including suspension and/or expulsion, as outlined in the Student Discipline Policy of the Charter School.

Adopted:

Amended:



**YU MING CHARTER SCHOOL**

**HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING COMPLAINT  
FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

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**I hereby authorize the Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.**

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

**To be completed by the Charter School:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Follow up Meeting with Complainant held on: \_\_\_\_\_



**Board of Directors**  
**Thursday, October 20, 2016**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Independent Educational Evaluation Policy
<b>Time Allotted</b>	Consent Agenda
<b>Summary</b>	It is recommended by Yu Ming's SELPA that it adopt a policy for Independent Educational Evaluations (IEE) related to Special Education.
<b>Type</b>	Voting Item
<b>Background</b>	The proposed policy for Independent Educational Evaluations is based on a sample policy provided by the El Dorado County Charter SELPA of which Yu Ming is a member.
<b>Key Questions</b>	
<b>Attachments</b>	<ul style="list-style-type: none"><li>• Proposed policy for Independent Educational Evaluations</li></ul>

# Yu Ming Charter School

## Financial Presentation



October 20, 2016

Kelly Hoppe

# Financial Presentation Agenda

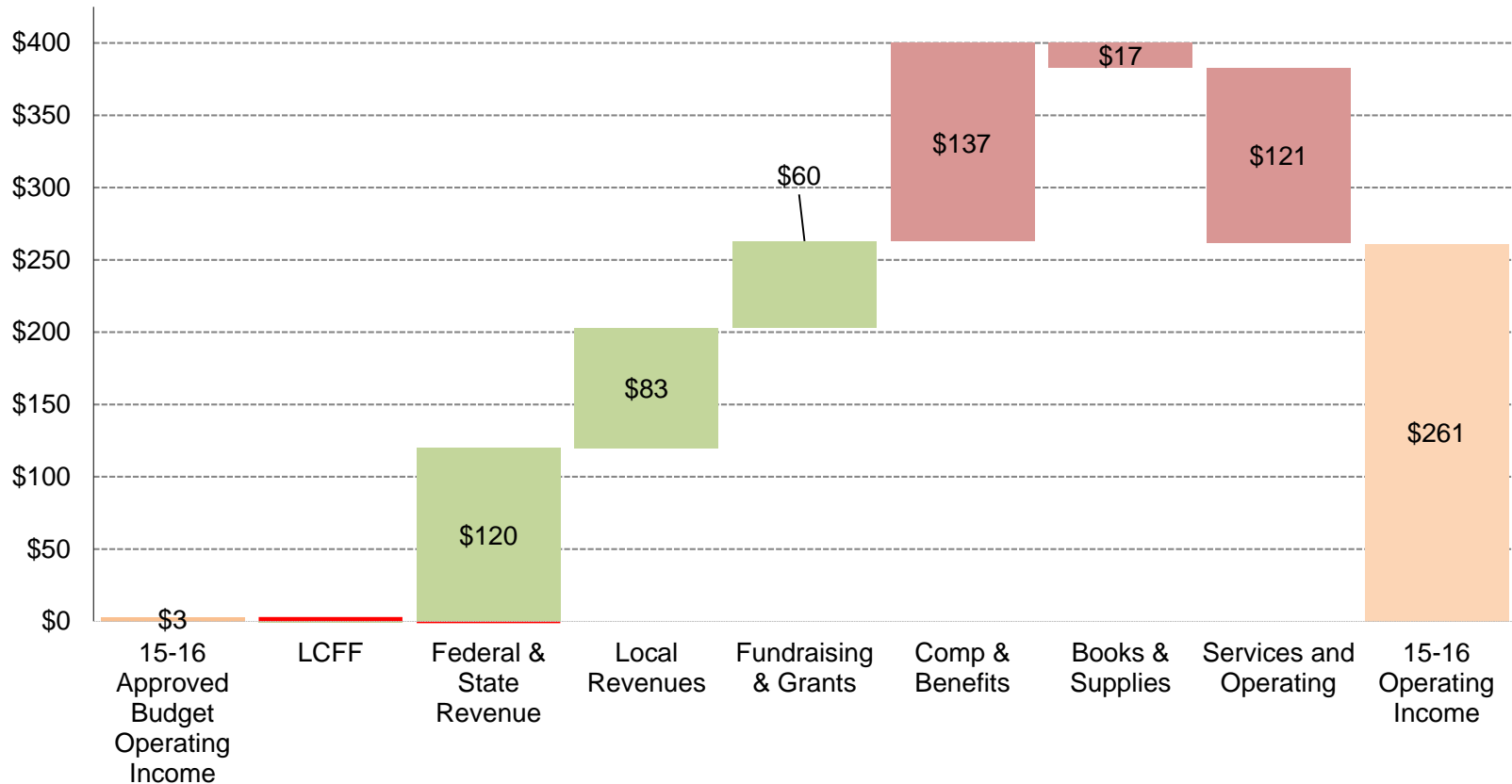


- Unaudited Actuals Review
- State Budget Update
- Financial Update for 2016-17
  - YTD Actuals (July-September)
  - Current Financials Update
  - Silicon Schools Grant
  - Cash Update
- Proposal of Board Meeting Date Changes

# Unaudited Actuals

# Unaudited Actuals

Yu Ming submitted unaudited actuals showing \$261K in operating income for 15-16. Below are changes, in thousands, since the approved budget.





# State Budget Update

# State Budget Update: Final June Budget

Even with another recession on the horizon, final approved budget continues to show significant investments in K-12 education



- Governor's main message was that CA is due for another recession and must plan for it
- However, despite recession predictions, funding increased for education – will primarily be used for faster LCFF implementation
  - Allocating \$2.9B in new LCFF funding in order to close approximately 55% of remaining gap to full implementation (this is \$134.8M more than in January proposal)
  - Partially offset by reduction to COLA for next year – down to 0.00% from 0.47%
- Budget includes other spending on K-12 programs as well
  - \$1.28B in one-time discretionary funding to further implement state-adopted academic standards (\$210/PY ADA)
  - \$200M in one-time funds to establish the College Readiness Block Grant program to better prepare disadvantaged students to enter college
  - \$20M in one-time funds to reestablish the Paraprofessional Teacher Training Program (likely highly competitive)
  - \$20M in one-time funding for the Charter School Startup Grant program
- ***Updated YMCS forecast includes June budget assumptions, although these are subject to change throughout the year***

# 2016-17 Financials

# YTD Actuals

**Based on actuals through September, YMCS has received over 56% of all local revenues forecasted**



- **YTD Revenues: \$2.84M in YTD revenues**
  - Federal and State Revenues YTD highlights:
    - July & August LCFF state aid payments
    - \$115K for new grade level expansion apportionment
    - \$27K in SELPA revenues from state

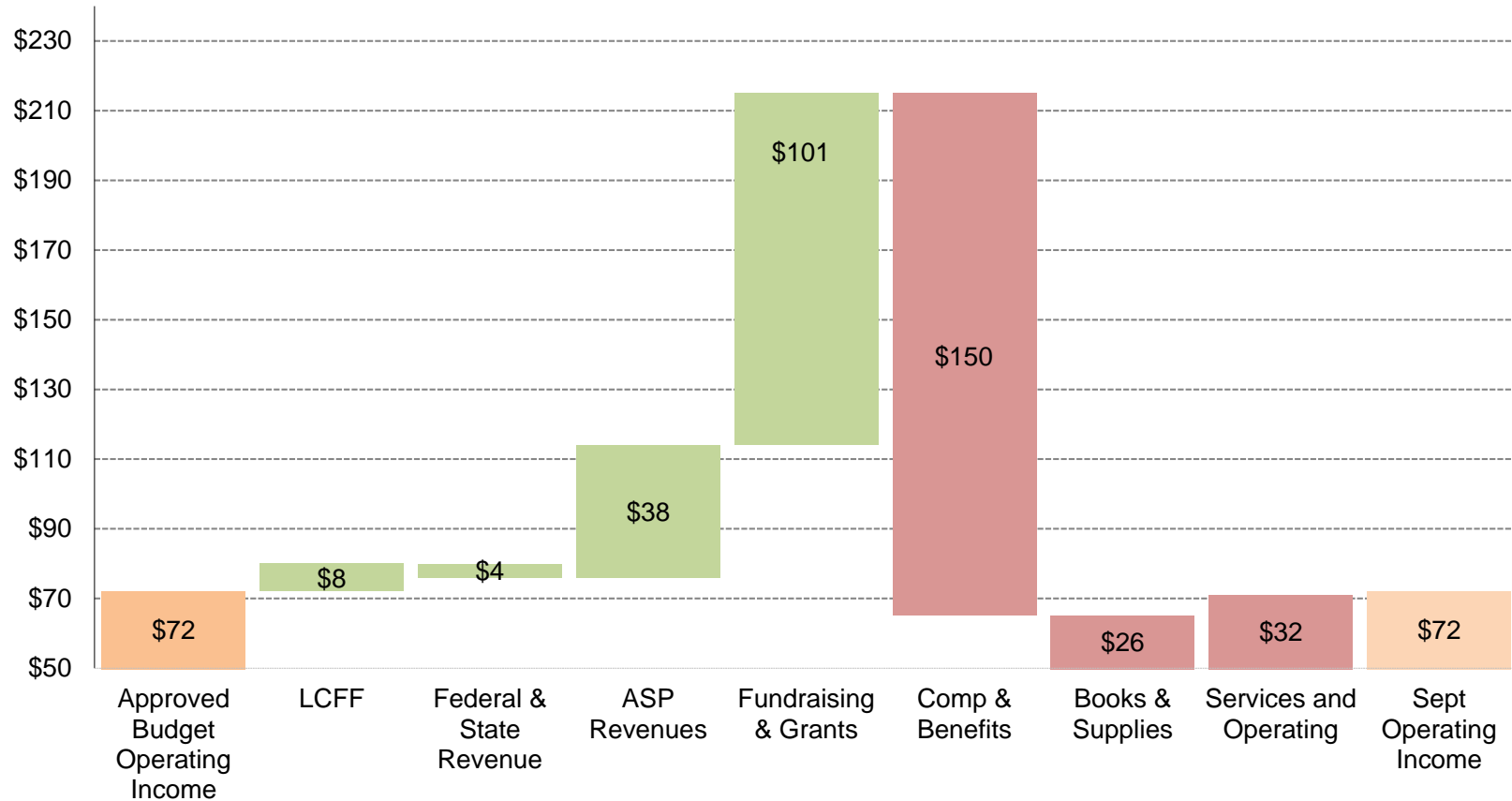
- **Local Revenues/Fundraising**

Revenue	Actuals YTD	Approved Budget	Current Forecast	% of Forecast
After School	\$80K	\$120K	\$158K	50%
Enrichment	\$30K	\$62K	\$62K	49%
Donations/Fundraising	\$149K	\$427K	\$428K	35%

- **YTD Expenses: \$2.59M in YTD expenses**
  - Compensation and benefits are tracking below projections
  - \$12K in enrichment expenses YTD
  - \$9K in repairs and maintenance

# Current Forecast

Yu Ming is currently forecasting to end the year at \$72K in operating income. Below are changes, in thousands, since the approved budget



# Silicon Schools Grant

Yu Ming has received a 3-year grant from Silicon Schools (total of up to \$350K)



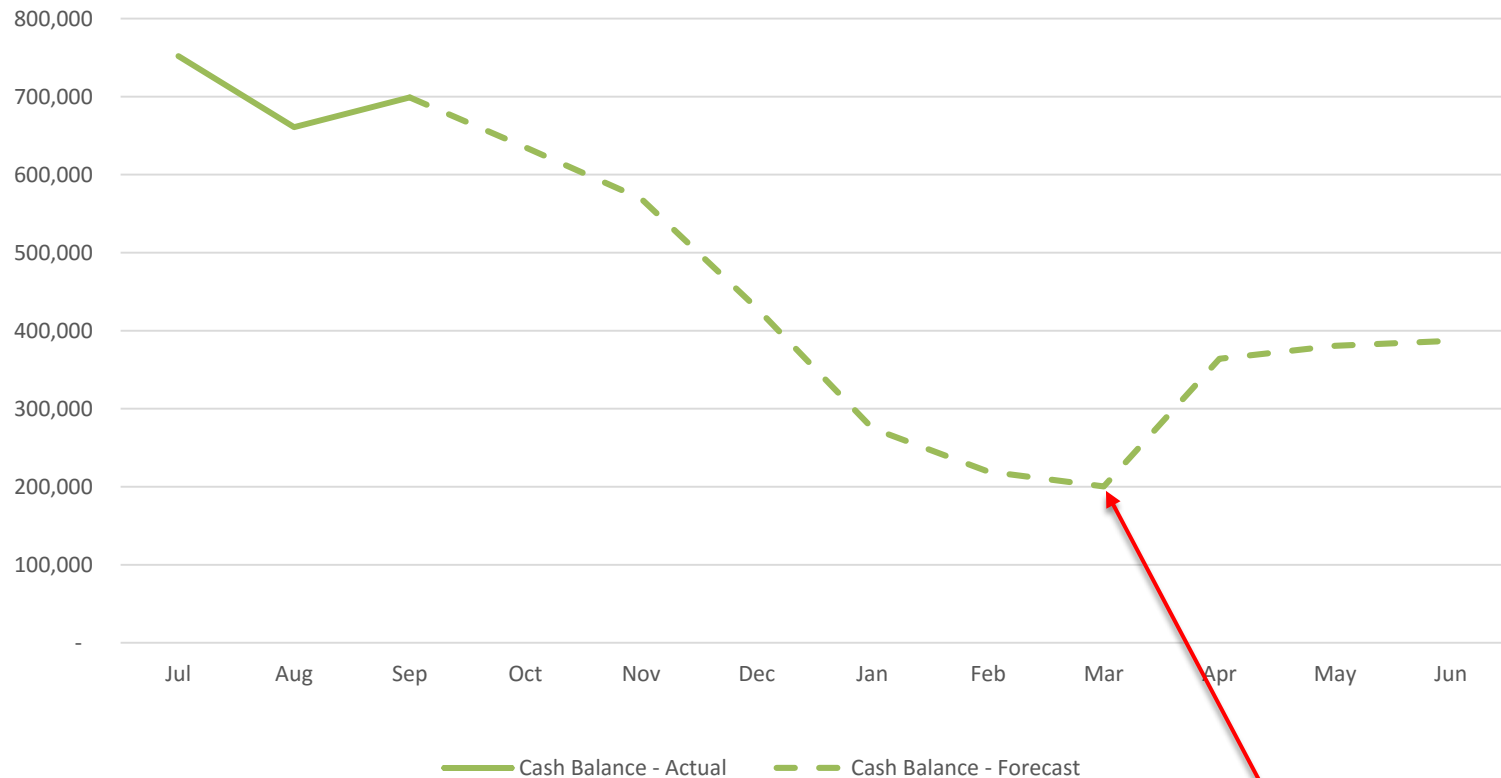
- Purpose of Grant:
  - To provide seed funding for Yu Ming's middle school
- Year 1: 2016-2017
  - \$100K was received in October, 2016
  - Revenues are included under grants in the current forecast
  - Expenses are in forecast and include \$50K for new hire, \$10K for technology services and \$30K for computers
- Year 2 & 3: 2016-2017
  - Possibility of \$125K in fall of 2017 and another \$125K in fall of 2018
  - Year 2 & 3 funding is contingent upon meeting the mutually agreed upon grant accountability metrics, fulfilling 3 goals, and living the Silicon Schools values of innovation, knowledge transfer, and strong student outcomes

# Cash Projections

**Yu Ming ended September with \$699K. Conservative cash projections show YMCS will remain in a healthy cash position throughout the year.**



2016/17 Cash Projections



Cash starts to increase again as P2 is certified and paid based on current 16-17 ADA

# Board Meeting Dates



# Proposal for Board Calendar Date Changes



## □ Purpose:

- To approve all necessarily financial documents as required by ACOE & State by requested approval dates
- To avoid special board meetings as in previous years

Current Board Date	Suggested Date Change	Reason
Thursday, December 15th	Thursday, December 8th	First interims are due Dec. 8 <sup>th</sup> . Can approve interims and audit at 12.8.16 meeting
Thursday, February 16 <sup>th</sup> and Thursday, March 16th	Combine to one meeting on Thursday, March 2nd	2 <sup>nd</sup> interim reports are due on March 8 <sup>th</sup>

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

July 1, 2015 to June 30, 2016

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172

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
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	1,785,296.00		1,785,296.00
Education Protection Account State Aid - Current Year	8012	392,662.00		392,662.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	0.00		0.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		2,177,958.00	0.00	2,177,958.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind	8290		0.00	0.00
Special Education - Federal	8181, 8182		32,201.00	32,201.00
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	32,201.00	32,201.00
3. Other State Revenues				
Special Education - State	StateRevSE		153,989.00	153,989.00
All Other State Revenues	StateRevAO	369,809.37	18,742.00	388,551.37
Total, Other State Revenues		369,809.37	172,731.00	542,540.37
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	882,934.89		882,934.89
Total, Local Revenues		882,934.89	0.00	882,934.89
5. TOTAL REVENUES		3,430,702.26	204,932.00	3,635,634.26
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,067,460.94	125,179.25	1,192,640.19
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00
Certificated Supervisors' and Administrators' Salaries	1300	206,701.98	0.00	206,701.98
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		1,274,162.92	125,179.25	1,399,342.17
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	54,028.56	43,548.22	97,576.78
Noncertificated Support Salaries	2200	0.00	0.00	0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	113,771.86	0.00	113,771.86
Clerical and Office Salaries	2400	0.00	0.00	0.00
Other Noncertificated Salaries	2900	62,697.57	0.00	62,697.57
Total, Noncertificated Salaries		230,497.99	43,548.22	274,046.21

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

July 1, 2015 to June 30, 2016

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172

Description	Object Code	Unrestricted	Restricted	Total
<b>3. Employee Benefits</b>				
STRS	3101-3102	126,707.01	10,958.04	137,665.05
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	41,185.90	4,042.14	45,228.04
Health and Welfare Benefits	3401-3402	108,488.02	705.44	109,193.46
Unemployment Insurance	3501-3502	11,385.19	1,737.99	13,123.18
Workers' Compensation Insurance	3601-3602	21,420.81	1,578.86	22,999.67
OPEB, Allocated	3701-3702	0.00	0.00	0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	354.00	0.00	354.00
Total, Employee Benefits		309,540.93	19,022.47	328,563.40
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	52,618.00	0.00	52,618.00
Books and Other Reference Materials	4200	0.00	0.00	0.00
Materials and Supplies	4300	44,296.62	0.00	44,296.62
Noncapitalized Equipment	4400	56,836.41	0.00	56,836.41
Food	4700	84,871.62	0.00	84,871.62
Total, Books and Supplies		238,622.65	0.00	238,622.65
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	0.00	0.00	0.00
Travel and Conferences	5200	3,219.68	0.00	3,219.68
Dues and Memberships	5300	610.00	0.00	610.00
Insurance	5400	21,846.33	0.00	21,846.33
Operations and Housekeeping Services	5500	55,416.29	0.00	55,416.29
Rentals, Leases, Repairs, and Noncap. Improvements	5600	181,729.44	0.00	181,729.44
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	719,425.73	122,022.20	841,447.93
Communications	5900	11,793.58	0.00	11,793.58
Total, Services and Other Operating Expenditures		994,041.05	122,022.20	1,116,063.25
<b>6. Capital Outlay</b>				
(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	13,756.36	0.00	13,756.36
Total, Capital Outlay		13,756.36	0.00	13,756.36
<b>7. Other Outgo</b>				
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
<b>8. TOTAL EXPENDITURES</b>		3,060,621.90	309,772.14	3,370,394.04

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

July 1, 2015 to June 30, 2016

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172

Description	Object Code	Unrestricted	Restricted	Total
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		370,080.36	(104,840.14)	265,240.22
<b>D. OTHER FINANCING SOURCES / USES</b>				
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	(104,840.14)	104,840.14	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(104,840.14)	104,840.14	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		265,240.22	0.00	265,240.22
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	550,347.87	34,612.61	584,960.48
b. Adjustments/Restatements	9793, 9795	(15,656.39)	15,656.39	0.00
c. Adjusted Beginning Fund Balance /Net Position		534,691.48	50,269.00	584,960.48
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		799,931.70	50,269.00	850,200.70
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>				
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
<b>3. Components of Ending Net Position (Accrual Basis only)</b>				
a. Net Investment in Capital Assets	9796			0.00
b. Restricted Net Position	9797		50,269.00	50,269.00
c. Unrestricted Net Position	9790A	799,931.70	0.00	799,931.70

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

July 1, 2015 to June 30, 2016

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172

Description	Object Code	Unrestricted	Restricted	Total
<b>G. ASSETS</b>				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	474,597.23	50,269.00	524,866.23
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	422,759.58		422,759.58
4. Due from Grantor Governments	9290	0.00		0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	66,362.79		66,362.79
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		993,719.60	50,269.00	1,043,988.60
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
<b>I. LIABILITIES</b>				
1. Accounts Payable	9500	193,787.90		193,787.90
2. Due to Grantor Governments	9590	0.00		0.00
3. Current Loans	9640	0.00		0.00
4. Unearned Revenue	9650	0.00		0.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	0.00		0.00
6. TOTAL LIABILITIES		193,787.90	0.00	193,787.90
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2) (must agree with Line F2)		799,931.70	50,269.00	850,200.70

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

July 1, 2015 to June 30, 2016

Charter School Name: Yu Ming Charter School

CDS #: 01100170124172

**L. FEDERAL NO CHILD LEFT BEHIND (NCLB) 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 NO CHILD LEFT BEHIND (NCLB) 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")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00		0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

**2. Community Services Expenditures**

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

Objects of Expenditures	Amount (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

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

**July 1, 2015 to June 30, 2016**

**Charter School Name:** Yu Ming Charter School

**CDS #:** 01100170124172

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

Results of this calculation will be used for comparison with 2014-15 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 2017-18.

a. Total Expenditures (B8)	3,370,394.04
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]	32,201.00
c. Subtotal of State & Local Expenditures [a minus b]	3,338,193.04
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	13,756.36
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 3,324,436.68

Yu Ming Charter School

Budget vs. Actuals

As of 9/30/2016

		1	1	1					
	Actual			Budget vs. Actual		Budget			
	Jul	Aug	Sep	Actual YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Variance (Budget vs. Current Forecast)	Forecast Remaining
<b>SUMMARY</b>									
<b>Revenue</b>									
LCFF Entitlement	-	95,173	210,692	305,865	115,518	2,597,159	2,605,536	8,377	2,299,671
Federal Revenue	-	-	-	-	-	37,355	38,500	1,145	38,500
Other State Revenues	7,167	7,167	13,151	27,485	20,104	428,270	422,985	(5,285)	395,500
Local Revenues	77,091	106,145	22,145	205,382	172,259	331,226	369,362	38,136	163,980
Fundraising and Grants	-	38	149,235	149,272	106,552	427,200	528,400	101,200	379,128
<b>Total Revenue</b>	<b>84,258</b>	<b>208,523</b>	<b>395,223</b>	<b>688,004</b>	<b>414,434</b>	<b>3,821,210</b>	<b>3,964,782</b>	<b>143,572</b>	<b>3,276,778</b>
<b>Expenses</b>									
Compensation and Benefits	56,991	153,473	212,184	422,648	95,612	2,502,319	2,652,173	(149,854)	2,229,525
Books and Supplies	74,296	3,336	42,764	120,396	(55,139)	261,029	287,052	(26,023)	166,656
Services and Other Operating Expenditures	78,031	73,120	68,226	219,377	(65,624)	984,947	953,088	31,859	733,711
Depreciation	-	-	-	-	-	600	600	-	600
<b>Total Expenses</b>	<b>209,318</b>	<b>229,929</b>	<b>323,174</b>	<b>762,421</b>	<b>(25,150)</b>	<b>3,748,895</b>	<b>3,892,914</b>	<b>(144,019)</b>	<b>3,130,493</b>
<b>Operating Income</b>	<b>(125,060)</b>	<b>(21,406)</b>	<b>72,049</b>	<b>(74,417)</b>	<b>389,283</b>	<b>72,315</b>	<b>71,869</b>	<b>(446)</b>	<b>146,285</b>
<b>Fund Balance</b>									
Beginning Balance (Unaudited)	850,201	725,141	703,735	850,201		850,201	850,201		
Audit Adjustment	-			-		-	-		
Beginning Balance (Audited)	850,201			850,201		850,201	850,201		
Operating Income	(125,060)	(21,406)	72,049	(74,417)		72,315	71,869		
<b>Ending Fund Balance</b>	<b>725,141</b>	<b>703,735</b>	<b>775,784</b>	<b>775,784</b>		<b>922,516</b>	<b>922,070</b>		
<b>Capital Outlay</b>	-	-	-	-		-	-		



### Budget vs. Actuals

As of 9/30/2016

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		Actual			Budget vs. Actual		Budget		
					Variance (YTD less Budget)		Variance (Budget vs. Current Forecast)		
		Jul	Aug	Sep	Actual YTD	Approved Budget	Current Forecast	Forecast Remaining	
Detail									
Enrollment Breakdown									
	K					52	53	1	
	1					52	53	1	
	2					52	53	1	
	3					52	53	1	
	4					52	52	-	
	5					52	53	1	
	6					44	40	(4)	
Enrollment Summary						-	-	-	
	K-3					208	212	4	
	4-6					148	145	(3)	
	Total Enrolled					356	357	1	
ADA %									
	K-3					96%	96%		
	4-6					96%	96%		
	Average					96%	96%		
ADA									
	K-3					199.7	203.5		
	4-6					142.1	139.2		
	Total ADA					341.8	342.7		

Yu Ming Charter School

Budget vs. Actuals

As of 9/30/2016

			1	1	1				
		Actual			Budget vs. Actual		Budget		
		Jul	Aug	Sep	Actual YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Variance (Budget vs. Current Forecast)
									Forecast Remaining
REVENUE									
LCFF Entitlement									
8011	Charter Schools LCFF - State Aid	-	95,173	210,692	305,865	115,518	2,160,646	2,167,797	7,151
8012	Education Protection Account Entitlement	-	-	-	-	-	436,513	437,739	1,226
SUBTOTAL - LCFF Entitlement		-	95,173	210,692	305,865	115,518	2,597,159	2,605,536	8,377
8100 Federal Revenue		-	-	-					
8181	Special Education - Entitlement	-	-	-	-	-	37,355	38,500	1,145
8182	Special Education Reimbursement	-	-	-	-	-	-	-	-
SUBTOTAL - Federal Income		-	-	-	-	-	37,355	38,500	1,145
8300 Other State Revenues		-	-	-					
8381	Special Education - Entitlement (State)	7,167	7,167	12,901	27,235	27,235	172,589	173,074	485
8382	Special Education Reimbursement (State)	-	-	-	-	-	-	-	-
8520	Child Nutrition - State	-	-	-	-	-	-	-	-
8545	School Facilities Apportionments	-	-	-	-	-	120,010	118,135	(1,875)
8550	Mandated Cost Reimbursements	-	-	250	250	(7,131)	73,813	67,002	(6,811)
8560	State Lottery Revenue	-	-	-	-	-	61,859	64,774	2,916
SUBTOTAL - Other State Income		7,167	7,167	13,151	27,485	20,104	428,270	422,985	(5,285)
8600 Other Local Revenue									
8631	Sales	-	-	-	-	-	-	-	-
8632	Sale of Publications	-	-	-	-	-	-	-	-
8634	Food Service Sales	-	-	40,541	40,541	31,804	87,369	87,369	-
8636	Uniforms	-	-	-	-	(27)	265	265	-
8676	After School Program Revenue	-	-	79,737	79,737	67,737	120,000	158,000	38,000
8678	Enrichment Revenue	-	-	30,020	30,020	23,840	61,800	61,800	-
8693	Field Trips	-	-	-	-	(4,840)	48,402	48,538	136
8699	All Other Local Revenue	1,050	-	8,460	9,510	8,171	13,390	13,390	-
8999	Uncategorized Revenue	76,042	106,145	(136,612)	45,575	45,575	-	-	-
SUBTOTAL - Local Revenues		77,091	106,145	22,145	205,382	172,259	331,226	369,362	38,136
8800 Donations/Fundraising									
8801	Donations - Parents	-	-	-	-	-	-	-	-
8802	Donations - Private	-	-	-	-	-	-	-	-
8803	Fundraising	-	38	149,235	149,272	106,552	427,200	428,400	1,200
8811	Grant	-	-	-	-	-	-	100,000	100,000
SUBTOTAL - Fundraising and Grants		-	38	149,235	149,272	106,552	427,200	528,400	101,200
TOTAL REVENUE		84,258	208,523	395,223	688,004	414,434	3,821,210	3,964,782	143,572

Yu Ming Charter School

Budget vs. Actuals

As of 9/30/2016

As of 9/30/2016

		1		1		1				
		Actual			Budget vs. Actual		Budget			
		Jul	Aug	Sep	Actual YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Variance (Budget vs. Current Forecast)	Forecast Remaining
EXPENSES										
Compensation & Benefits										
1000	Certificated Salaries	-	-	-						
1100	Teachers Salaries	-	88,254	98,986	187,240	9,786	1,083,640	1,216,280	(132,640)	1,029,040
1101	Teacher - Stipends	-	-	-	-	11,182	61,500	-	61,500	-
1103	Teacher - Substitute Pay	-	900	975	1,875	(1,875)	-	7,000	(7,000)	5,125
1148	Teacher - Special Ed	-	5,787	12,361	18,148	8,520	169,850	129,500	40,350	111,352
1300	Certificated Supervisor & Administrator Salaries	20,899	15,495	22,357	58,751	5,243	255,976	264,146	(8,170)	205,395
SUBTOTAL - Certificated Employees		20,899	110,436	134,679	266,014	32,856	1,570,966	1,616,926	(45,960)	1,350,912
2000 Classified Salaries										
2100	Classified Instructional Aide Salaries	-	-	17,854	17,854	(2,909)	82,198	90,714	(8,516)	72,860
2101	Classified - Electives	-	4,727	4,727	9,455	(5,636)	21,000	52,000	(31,000)	42,545
2103	Classified - Special Ed	76	5,897	11,796	17,769	(1,641)	88,703	105,701	(16,998)	87,932
2300	Classified Supervisor & Administrator Salaries	6,200	6,717	11,031	23,948	13,818	151,063	183,500	(32,437)	159,552
2905	Other Classified - After School	-	-	221	221	17,837	99,320	93,224	6,096	93,003
2928	Other Classified - Food	141	2,196	3,849	6,186	(1,332)	26,698	30,545	(3,847)	24,359
2930	Other Classified - Maintenance/grounds	2,400	3,011	3,390	8,801	(413)	33,552	33,552	-	24,751
SUBTOTAL - Classified Employees		8,818	22,548	52,868	84,234	19,723	502,533	589,236	(86,703)	505,003
3000 Employee Benefits										
3100	STRS	1,916	13,737	15,559	31,213	(3,204)	147,221	157,925	(10,704)	126,713
3200	PERS	-	-	-	-	-	-	-	-	-
3300	OASDI-Medicare-Alternative	1,313	3,386	6,369	11,068	5,523	86,395	91,303	(4,908)	80,234
3400	Health & Welfare Benefits	18,532	202	192	18,925	28,024	140,849	136,581	4,268	117,656
3500	Unemployment Insurance	317	1,865	2,517	4,700	5,577	22,838	26,695	(3,857)	21,995
3600	Workers Comp Insurance	5,196	1,299	-	6,495	7,113	31,102	33,092	(1,990)	26,598
3900	Other Employee Benefits	-	-	-	-	-	415	415	-	415
SUBTOTAL - Employee Benefits		27,274	20,489	24,637	72,401	43,033	428,820	446,011	(17,191)	373,610

Yu Ming Charter School

Budget vs. Actuals

As of 9/30/2016

		1	1	1					
		Actual			Budget vs. Actual		Budget		
					Variance (YTD less Budget)			Variance (Budget vs. Current Forecast)	Forecast Remaining
		Jul	Aug	Sep	Actual YTD	Approved Budget	Current Forecast		
4000	Books & Supplies								
4100	Approved Textbooks & Core Curricula Materials	70,530	-	7,414	77,944	(60,244)	70,800	80,800	2,856
4315	Custodial Supplies	-	-	-	-	773	3,090	3,090	3,090
4320	Educational Software	-	-	8,554	8,554	(6,054)	10,000	10,000	1,446
4325	Instructional Materials & Supplies	2,345	1,222	1,017	4,585	(2,981)	6,417	6,435	1,850
4326	Art & Music Supplies	398	(2,200)	8,551	6,750	(3,440)	13,240	13,240	6,490
4330	Office Supplies	-	429	1,129	1,558	901	9,837	10,197	8,639
4335	PE Supplies	-	-	-	-	663	2,652	2,652	2,652
4346	Teacher Supplies	-	229	373	602	2,148	11,000	11,031	10,429
4350	Uniforms	-	-	-	-	486	1,945	1,951	1,951
4410	Classroom Furniture, Equipment & Supplies	1,023	1,435	6,536	8,994	(6,818)	8,701	9,310	316
4420	Computers (individual items less than \$5k)	-	2,220	-	2,220	1,530	15,000	30,000	27,780
4430	Non Classroom Related Furniture, Equipment & Supplies	-	-	-	-	796	3,183	3,183	3,183
4435	Non Classroom Noncapitalized items 2	-	-	566	566	(216)	1,400	1,400	835
4710	Student Food Services	-	-	8,625	8,625	14,367	91,967	91,967	83,342
4720	Other Food	-	-	-	-	2,949	11,796	11,796	11,796
SUBTOTAL - Books and Supplies		74,296	3,336	42,764	120,396	(55,139)	261,029	287,052	166,656

Yu Ming Charter School

Budget vs. Actuals

As of 9/30/2016

		1	1	1					
		Actual			Budget vs. Actual		Budget		
					Variance (YTD less Budget)			Variance (Budget vs. Current Forecast)	Forecast Remaining
		Jul	Aug	Sep	Actual YTD	Approved Budget	Current Forecast		
5000	Services & Other Operating Expenses								
5200	Travel & Conferences	-	-	-	-	825	8,248	-	8,248
5300	Dues & Memberships	-	-	-	-	378	3,777	(11)	3,787
5450	Insurance - Other	6,397	1,599	-	7,996	(5,102)	28,941	(81)	21,026
5510	Utilities - Gas and Electric	-	-	2,248	2,248	(703)	15,450	-	13,202
5515	Janitorial, Gardening Services & Supplies	-	1,085	504	1,589	1,411	30,000	-	28,411
5520	Security	-	-	-	-	546	5,464	-	5,464
5525	Utilities - Waste	1,410	-	230	1,640	1,450	12,360	-	10,720
5530	Utilities - Water	196	-	911	1,107	464	6,283	-	5,176
5605	Equipment Leases	2,097	2,097	2,272	6,466	(5,586)	8,800	-	2,334
5610	Rent	26,218	13,109	13,109	52,436	(3,058)	197,513	-	145,077
5615	Repairs and Maintenance - Building	3,420	2,650	2,484	8,553	(7,729)	8,240	(360)	47
5617	Repairs and Maintenance - Other Equipment	-	-	-	-	265	2,652	-	2,652
5631	Golden Gate Rental Facility	-	-	-	-	-	6,000	(6,000)	6,000
5803	Accounting Fees	-	-	-	-	900	9,000	-	9,000
5809	Banking Fees	-	-	-	-	55	546	-	546
5812	Business Services	8,707	8,707	8,707	26,120	(2,425)	94,779	-	68,659
5815	Consultants - Instructional	-	-	-	-	4,430	44,300	24,300	20,000
5820	Consultants - Non Instructional - Data	600	1,454	5,005	7,059	(5,823)	12,360	-	5,301
5821	Consultants - Non Instructional - Translation	-	-	-	-	500	5,000	-	5,000
5822	Consultants - Non Instructional - Playworks	-	-	-	-	1,900	19,000	-	19,000
5824	District Oversight Fees	-	18,256	-	18,256	(4,232)	77,915	(251)	59,910
5826	Directors Contingency	-	-	-	-	515	5,150	5,150	-
5830	Field Trips Expenses	-	-	-	-	7,120	71,200	19,435	51,765
5834	Gala Expenses	-	-	-	-	1,150	11,500	-	11,500
5836	Fingerprinting	52	317	827	1,196	(947)	2,494	(7)	1,305
5839	Fundraising Expenses	70	-	-	70	960	10,300	-	10,230

Yu Ming Charter School

Budget vs. Actuals

As of 9/30/2016

		1	1	1					
		Actual			Budget vs. Actual		Budget		
					Variance (YTD less Budget)			Variance (Budget vs. Current Forecast)	Forecast Remaining
		Jul	Aug	Sep	Actual YTD	Approved Budget	Current Forecast		
5845	Legal Fees	70	7,123	-	7,193	(3,693)	35,000	35,000	27,807
5848	Licenses and Other Fees	-	-	-	-	1,858	18,582	18,582	18,582
5851	Marketing and Student Recruiting	-	-	-	-	424	4,244	4,244	4,244
5853	Community Outreach	-	-	-	-	212	2,122	2,122	2,122
5854	Consultants - Enrichment	-	-	12,363	12,363	(8,198)	41,652	41,769	29,406
5855	Consultants - After School Program	-	-	-	-	2,000	20,000	5,000	5,000
5857	Payroll Fees	225	254	582	1,061	87	4,589	4,589	3,529
5860	Printing and Reproduction	-	-	300	300	2,157	24,564	24,633	24,333
5861	Prior Yr Exp (not accrued)	4	660	495	1,159	(1,159)	-	1,160	1
5863	Professional Development	-	4,791	4,357	9,149	(8,067)	10,820	21,384	12,235
5864	Professional Development - Other	-	-	-	-	1,000	10,000	10,000	10,000
5869	Special Education Contract Instructors	-	690	1,561	2,251	2,149	44,000	44,000	41,749
5875	Staff Recruiting	-	-	-	-	920	9,200	4,000	4,000
5878	Student Assessment	5,542	280	1,610	7,432	(6,070)	13,615	26,615	19,183
5881	Student Information System	7,845	140	-	7,985	(7,161)	8,240	8,240	255
5883	SELPA admin and other fees	-	-	-	-	1,470	14,696	14,696	14,696
5884	Substitutes	-	-	3,125	3,125	(2,190)	9,345	4,950	1,825
5887	Technology Services	-	930	2,640	3,570	(3,570)	-	10,000	6,430
5899	Miscellaneous Operating Expenses	13,661	8,970	379	23,010	(21,877)	11,330	11,330	(11,680)
5910	Communications - Internet / Website Fees	1,500	-	-	1,500	(264)	4,944	4,944	3,444
5915	Postage and Delivery	17	11	44	72	(35)	367	368	296
5920	Communications - Telephone & Fax	-	-	3,288	3,288	(1,696)	6,365	6,365	3,078
SUBTOTAL - Services & Other Operating Exp.		78,031	73,120	68,226	219,377	(65,624)	984,947	953,088	733,711
TOTAL EXPENSES including Depreciation		209,318	229,929	323,174	762,421	(25,150)	3,748,895	3,892,914	3,130,493

Yu Ming Charter School  
Monthly Cash Forecast  
As of 9/30/2016

		2016/17													
		Actual & Projected													
		Jul Actual	Aug Actual	Sep Actual	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected	Forecast	AP/AR
Beginning Cash		\$524,866.23	751,944	660,805	698,971	634,840	569,077	429,054	274,736	219,399	200,325	364,117	380,666		
Revenue															
	LCFF Entitlement	-	95,173	210,692	265,334	171,312	171,312	149,814	171,312	224,178	364,440	224,178	224,178	2,605,536	333,613
	Federal Income	-	-	-	-	-	-	-	-	-	-	22,715	-	38,500	15,785
	Other State Income	7,167	7,167	13,151	249	65,768	6,700	6,700	6,700	38,448	67,982	38,448	38,448	422,985	126,056
	Local Revenues	77,091	106,145	22,145	6,170	8,880	8,880	9,760	65,060	21,399	24,560	24,399	34,136	369,362	(39,266)
	Fundraising and Grants	-	38	149,235	110,000	10,000	13,000	30,000	42,840	42,840	42,840	42,840	42,840	528,400	1,928
Total Revenue		84,258	208,523	395,223	381,753	255,960	199,892	196,275	285,912	326,866	499,822	352,581	339,602	3,964,782	438,115
Expenses															
	Compensation & Benefits	56,991	153,473	212,184	309,732	239,773	239,773	250,451	241,108	241,108	236,671	236,671	233,825	2,652,173	415
	Books & Supplies	74,296	3,336	42,764	26,616	17,505	17,505	17,505	17,505	17,505	17,505	17,505	17,505	287,052	-
	Services & Other Operating Expenses	78,031	73,120	68,226	64,801	82,637	82,637	82,637	82,637	87,327	81,855	81,855	81,855	953,088	5,472
	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses		209,318	229,929	323,174	401,148	339,915	339,915	350,593	341,250	345,939	336,031	336,031	333,185	3,892,314	5,887
Operating Cash Inflow (Outflow)		(125,060)	(21,406)	72,049	(19,395)	(83,955)	(140,022)	(154,318)	(55,337)	(19,074)	163,791	16,550	6,417	72,469	432,229
	Revenues - Prior Year Accruals	333,914	76	-	70,577	18,192	-	-	-	-	-	-	-	-	
	Expenses - Prior Year Accruals	(259)	(1,530)	(33,849)	(115,313)	-	-	-	-	-	-	-	-	-	
	Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Accounts Payable - Current Year	(47,881)	(68,279)	(33)	-	-	-	-	-	-	-	-	-	-	
	Summerholdback for Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Capital Expenditure & Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Other Balance Sheet Changes	66,363	-	-	-	-	-	-	-	-	-	-	-	-	
Ending Cash		751,944	660,805	698,971	634,840	569,077	429,054	274,736	219,399	200,325	364,117	380,666	387,084		

## M. Gift and Gift Card Policy

### 1. Policy

- Gifts may be given for the purposes described below and can be purchased only with private funds (fundraising, unrestricted private grants, donations, etc.). No restricted or unrestricted public/government funds will be used to purchase gifts. The revenue and expenses will be coded with the appropriate resource code in the accounting system to indicate the use of private funds.
  - a. Staff Recognition
  - b. Volunteer Recognition
  - c. Sympathy and Birth Gifts
  - d. Birthday and Holiday Gifts
  - e. Prizes and Other Gifts

### 2. Procedures

- The following controls are in place regarding the purchase of gifts and gift cards
  - a. The purchase of gifts and gift cards will follow all policies and procedures for purchasing, reimbursement and payment as described in the YMCS fiscal policies. This procedure must include the private funds to be charged (via resource code assignment) to purchase the gifts.
  - b. Appropriate controls to ensure that all pre- purchased gift certificates and cards are kept in a secure place and that a record documenting the use of the certificates and cards is maintained.
  - c. Gift cards are considered the same as cash and require the same level of security. A designated custodian must be identified and the cards secured. Gift cards are limited to \$200.
  - d. Tangible gifts should be of minimal value, not to exceed \$100 per item.



### Limits on Prizes and Awards of Achievement

EdTec recommends consulting with legal counsel regarding gifts, awards, prizes or bonuses that Yu Ming wants to provide to students or staff. If a bonus is to be paid, it should be paid through the payroll process as taxable income and not issued as a gift.

The following are guidelines for prizes or awards in recognition of achievement for employees or students:

- Possible awards for achievement may include: plaque, trophy, certificate, photograph, etc. – items that have nominal value and no functional use, but hold sentimental value to recognize achievement)
- Anything with extrinsic value (something more than the nominal and sentimental value of a certificate, trophy) is a gift that Yu Ming should NOT award to students or employees.
- It is constitutionally prohibited to make a gift with public funds (Article 16, Section 6 of the California Constitution). Yu Ming will not make any gifts, prizes or awards with public funds.



**Board of Directors**  
**Month DATE: October 20, 2016**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Discussion and Vote on Two Resolutions to Change Enrollment Policy
<b>Time Allotted</b>	45 minutes
<b>Background</b>	<p>During the charter renewal process the ACOE and YM constituents recognized that we need to take more concrete steps to increase diversity at YM with the goal of more closely reflecting the diversity of our neighborhood and the county as a whole. Over the last 6 years, the outreach team, led by YM parents and leadership, has made many attempts at recruiting from our neighborhood and disadvantaged communities. Recently, the Board approved an increase in the lottery preference for neighborhood students, but despite an increase in applicants from diverse backgrounds, the lottery has not appreciably changed the status quo. YM's Board is now in a position to consider other, more aggressive options to make significant gains in diversity among our students. Of the number of options considered, a new categorical preference for Free or Reduced Lunch (FRL) and reduction in neighborhood weighted preference are strongly encouraged. Other options include changing to a one-way immersion model and adjusting the two-way model to 33:67 from 50:50.</p>
<b>Summary</b>	<p>Two resolutions are up for a board vote.</p> <p><b>Resolution #FY16-001:</b></p> <ul style="list-style-type: none"> <li>--20% FRL categorical preference</li> <li>--Reduce neighborhood weighted preference from 10:1 to 3:1</li> <li>--One-way Mandarin immersion model</li> </ul>



	<p>--If ACOE rejects change to charter, then revert to Proposal B</p> <p><b>Resolution #FY16-002:</b></p> <p>--30% FRL categorical preference</p> <p>--Reduce neighborhood weighted preference from 10:1 to 3:1</p> <p>--Adjust two-way Mandarin immersion model from 50:50 to 33:67</p>
<b>Type</b>	Resolutions
<b>Key Questions</b>	<ol style="list-style-type: none"> <li>1.) Should increasing the overall capacity of our school be a main focus to improve diversity?</li> <li>2.) What was the process that led to the Enrollment and Diversity Committee's recommendations?</li> <li>3.) What was the general feedback from YM families?</li> <li>4.) How would a change in the two-way model to 33:67 or a switch to a one-way model affect teachers?</li> <li>5.) What are the legal ramifications of the FRL preference proposal?</li> <li>6.) How will the FRL categorical preference be implemented?</li> <li>7.) What are the financial considerations of having more socioeconomic diversity?</li> <li>8.) What are the pros and cons of changing the model to one-way versus adjusting our two-way model to 33:67 from 50:50?</li> </ol>



RESOLUTION #: FY16-001

RESOLUTION OF THE  
BOARD OF DIRECTORS OF YU MING CHARTER SCHOOL  
TO AMEND ENROLLMENT LOTTERY PREFERENCES

WHEREAS, Yu Ming Charter School, as a California public school, aspires to serve students of all socioeconomic and racial backgrounds;

WHEREAS, racially and socioeconomically diverse and integrated learning environment promotes cognitive and socio-emotional benefits, encourages deeper learning, creativity, and critical thinking, and prepares students to succeed in a global economy;

WHEREAS, roughly 44% of students in Alameda County public schools are eligible for free or reduced-priced meals;

WHEREAS, the Charter School aims to attract, enroll and retain a student body that reflects the diversity of the residents of Alameda County;

WHEREAS, the Charter School is committed to achieving these aims and has worked towards implementing meaningful and effective strategies, including cultivating relationships with subsidized preschools and focused local neighborhood outreach;

WHEREAS, increasingly rapid gentrification of North and West Oakland is displacing working-class and African American and immigrant families, and is profoundly changing the makeup of the impacted neighborhoods, including the Charter School's;

NOW, THEREFORE, BE IT RESOLVED, that the Board determined by majority vote amends the Charter School's admission preferences as follows:

NOW, THEREFORE, BE IT RESOLVED, that the Board determined by majority vote that the Yu Ming Charter School Enrollment and Public Random Drawing Policy (most recently revised on February 25, 2016), will be replaced by the attached policy, which in sum makes the following adjustments:

- 1.) Adds a new categorical preference of 20% for applicants eligible for Free or Reduced Lunch (FRL)



- 2.) Reduces the weighted preference for Local Elementary Attendance Area (LEAA) from 10:1 to 3:1.
- 3.) Changes the language around the current two-way dual immersion model to a one-way model

In addition, the Board authorizes an amendment to the Yu Ming Charter (Fall, 2015) to change the language describing our dual immersion model from two-way to one-way. The Board anticipates that this material change to the Yu Ming Charter will require approval from the Alameda County Office of Education (ACOE). The Board authorizes the chair of the Enrollment and Diversity Committee, or his/her designee, to initiate the process to request approval and liaise directly with the ACOE staff and leadership. In the event that approval is denied by the ACOE, then the Board authorizes Resolution #FY 16-002 to then supersede Resolution #FY 16-001.

These changes will be effective immediately and will be in place for the 2017 enrollment lottery.

I, \_\_\_\_\_, 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 October 20, 2016, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS

## Resolution #FY16-001

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### **Yu Ming Charter School Enrollment and Public Random Drawing Policy:**

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Approved by Board of Directors on February 15, 2011

Addendum approved by Board of Directors on March 1, 2011

Revision approved by Board of Directors on March 6, 2011

Revision approved by Board of Directors effective as of July 31, 2011

Revision approved by Board of Directors on November 15, 2012

Revision approved by Board of Directors on February 27, 2014

Revision approved by Board of Directors on January 22, 2015

Revision approved by Board of Directors on June 20, 2015

Revision to accompany Charter Renewal 2015 approved by Board of Directors on September 24, 2015

Revision approved by Board of Directors on February 25, 2016

Revision DRAFT for consideration, October 20, 2016

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#### 1. Application to Yu Ming Charter School:

- a. The enrollment period for application to Yu Ming Charter School (Yu Ming) will begin in November of the year prior to the academic year.
- b. The principal or their designee shall organize outreach activities and information sessions designed to recruit a broad, diverse representation of students from Alameda County both socioeconomically, racially and ethnically.
- c. There is no fee to apply to or attend Yu Ming.
- d. Yu Ming Charter School shall not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).
- e. All applicants must complete an application for enrollment. Applications for enrollment for each academic year are valid solely for that academic year. Any offers of enrollment to Yu Ming or waitlist positions from one academic year shall not carry over to other academic years. Any applicant who was not offered enrollment in one academic year who wishes to reapply to Yu Ming in the future must submit a new application for the new academic year.

- f. The principal or their designee will select a date for the application deadline. The application deadline will be posted on the Yu Ming website and also indicated on all enrollment applications. Applications must be returned to Yu Ming in person by the application deadline or received by mail at the Yu Ming school office. Yu Ming staff will log the date received and will notify applicants by email (if available) or by postcard (if no email available) that their application was received. Yu Ming staff will use address information as provided by the applicant and takes no responsibility as to the validity of the address. Applicants should not assume that their application has been received unless they receive this notification. Applications received after the deadline will not be considered during the initial enrollment period. Yu Ming reserves the right to conduct a second round of recruitment and enrollment if deemed necessary by the principal or their designee. If a second round of recruitment and enrollment is undertaken, applications received after the initial enrollment deadline will be considered for admission during the second enrollment period.
- g. Enrollment applications will be distributed at enrollment information sessions and made available for download from the Yu Ming website, [www.yumingschool.org](http://www.yumingschool.org). All applications must be submitted in hardcopy form to the Yu Ming school office; electronic and facsimile copies will not be accepted. Enrollment applications will be available in English, Chinese (Simplified and Traditional) and Spanish.
- h. All applicants will be encouraged to attend an enrollment information session. The purpose of these sessions is to ensure that families understand the unique features of language immersion education and that applicants are committed to staying at Yu Ming for the entirety of their elementary education, K-8.
- i. Yu Ming must comply with State law as to the minimum age for public school admission. Kindergartners must be 5 years of age on or before September 1 of the academic year in which they enter Kindergarten.
- j. As outlined in the Yu Ming charter, Yu Ming strives towards a one-way dual immersion model. This model does not require Mandarin language proficiency to be eligible to apply to the kindergarten class.
- k. Applicants to Yu Ming after Kindergarten will need to have some level of proficiency in Mandarin that approximates the students who have already been in the program for a year or more. Applicants entering the program after Kindergarten will be assessed by the school principal or their designee to determine if their Mandarin language proficiency is adequate for admission to the grade level to which they are applying. The principal or their designee will determine the level of Mandarin proficiency required for each grade level by the date applications are due for the next academic year. All applicants will be included in the public random drawing (if more applications are received than available spaces) so that an ordered waitlist can be created for any slots that may open by attrition during the academic year. The principal or their designee will assess applicants on the waitlist to ensure that the applicants meet the set level of Mandarin proficiency. If an applicant does not meet the level of proficiency, they will be removed from the waitlist. If a parent believes that the assessment is inaccurate, they may submit a written request to the principal to review the

Dave Cherry 8/25/2016 10:17 PM

**Comment [1]:** Change from 50/50 to 33/67 ratio which better reflects the ratio of Mandarin to non-Mandarin applicants while still allowing benefits of the two-way immersion model

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**Deleted:** . To be effective this model requires that at least one third of the incoming Kindergarten class be proficient in Mandarin. To this end, efforts will be made to fill half [33%] of each kindergarten class with Mandarin speaking students and half [67%] with students who speak another language other than Mandarin. Applicants will be asked on the enrollment application to indicate if the student has any level of proficiency in Mandarin. Applicants who indicate such proficiency will be scheduled for a Mandarin language review conducted under the direction of the principal or their designee using an objective, age appropriate assessment. If the applicant meets the criteria for Mandarin proficiency, their parent or guardian will be given the option to have the applicant considered for the Mandarin slots for the academic year. The parent or guardian may elect to have the applicant considered for the non-Mandarin slots instead. If an assessed applicant does not meet the defined level of Mandarin proficiency, then the applicant will be considered for the non-Mandarin slots for the academic year. No applicant will be eligible for both the Mandarin and non-Mandarin slots.

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**Deleted:** In line with recommendations from the California Department of Education, Two-Way Language Immersion Program FAQ ([www.cde.ca.gov/sp/el/ip/faq.asp](http://www.cde.ca.gov/sp/el/ip/faq.asp)), applicants

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assessment. The principal or their designee, after reviewing the assessment, shall have final say in determining if the assessment is valid and whether a re-assessment is indicated.

- l. As outlined in the Yu Ming charter, siblings of currently enrolled students will be given preference in the enrollment process if a public random drawing is held (see below). For this purpose, siblings are defined as persons with at least one parent or guardian or step-parent in common. Applicants must indicate on their enrollment application if they have a sibling currently enrolled at Yu Ming. This preference will include applicants whose sibling is slated to graduate from the 8<sup>th</sup> grade from Yu Ming at the end of the current academic year.
- m. As outlined in the Yu Ming charter, residents of Alameda County and residents of the Local Elementary School Attendance Area where Yu Ming is located will be given preference in the enrollment process if a public random drawing is held (see below). If offered admission to Yu Ming, applicants indicating that they primarily reside in one of these areas will need to present 3 official documents to verify proof of Alameda County Residency or proof of residency in the Local Elementary School Attendance Area. Applicants who do not supply this proof of residency or are found to not be primarily residing in Alameda County or in the Local Elementary School Attendance Area will be moved to the end of the waitlist since the additional weighting given to them in the public random drawing process was invalid. Additionally, Yu Ming office staff may audit the proof of residency, ask for additional proof of residency and/or make home visits to ensure that the applicant actually lives at the address given on the application form. Acceptable proof of residency will include the following<sup>1</sup>:
  - i. Utility bill from PG&E or EBMUD (current bill within 30 days)
  - ii. Homeowner's or renter's insurance policy
  - iii. Lease agreement
  - iv. Current property tax bill from Alameda County Tax Collector's Office
  - v. Official letter or form from a social services or government agency (current within 30 days)
  - vi. Valid CA Driver's License
  - vii. Current bank statement with proof of current residential address
  - viii. Paycheck from employer on official letterhead with proof of current residential address

## 2. Admissions Selection Process and Public Random Drawing

- a. Each year, the Yu Ming Board, acting on recommendations from the principal or their designee will approve a plan for school growth for the coming academic year which includes the number of slots available for new students. For academic year ~~2017-18~~ there will be [2] Kindergarten classes.
- b. If there are more applicants than slots available, a public random drawing will be held to determine admission to Yu Ming.

<sup>1</sup> Proof of residency not required for homeless youth.

Dave Cherry 8/25/2016 9:57 PM

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c. Preference in the public random drawing process will be in the following order based on the preferences listed in the Yu Ming charter and based on preferences as required by California Education Code Section 47614.5:

- i. Children of employees (where “employees” are defined to be persons who are under direct paid employment by Yu Ming and work an average of 18 hours or more per week at Yu Ming)
- ii. Siblings of current students within the Charter School (as defined above in section 1.1.)

iii. Children of Founding Families (as defined below in section 2.d.)

iv. Children whose family meets the requirements for the California Free and Reduced Lunch Program

v. Children of Yu Ming Board Members (Children of current Board Members are eligible for this preference if the Board Member will have served a minimum of one year on the board at the time the child would, if offered a slot, enter Yu Ming. Children of past Board Members are eligible for this preference if the Board Member served a minimum of one year on the board.)

vi. Children who reside in the Local Elementary School Attendance Area where Yu Ming is located or who currently attend the local elementary school in the area where Yu Ming is located

vii. Residents of Alameda County

viii. All other students in the State of California.

d. As outlined in the Yu Ming Policy on Founding Family Definition, preference within the Children of Founding Families (section 2.c.iii above) shall be given to Children of Original Founding Families.

e. The public random drawing:

- i. Will have its date and location (as determined by the principal or their designee) posted on the Yu Ming website at least 72 hours prior to being held.
- ii. Will be run by the principal and/or their designee.
- iii. Will be overseen by at least 2 members of the Yu Ming Board of Directors (or 1 member of the Yu Ming Board of Directors and the principal).
- iv. May be done using electronic or mechanical means at the discretion of the chair of the enrollment committee or their designee. If the drawing is done using electronic means any formulae or special computer programs (source code) used to assist in the drawing process will be available for public review.

f. Kindergarten applicants will be assigned to open slots using the procedure outlined in sections 2.f.i through 2.f.v below. After Kindergarten slots and waitlists have been assigned, applicants for each higher grade level will be assigned to an ordered waitlist to fill any slots opened by attrition at the end of the academic year. Applicants will be assigned to open slots using the procedure in sections 2.f.i through 2.f.v below.

- i. Following the preferences defined above in section 2.c, applicants will be assigned to open slots for their respective grade. If there are more applicants in any preference category than open slots, applicants from that preference category will

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**Comment [2]:** FRL preference to increase socioeconomic diversity

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**Deleted:** Then Kindergarten applicants who have been designated as non-Mandarin speaking applicants will be assigned to open slots designated for non-Mandarin speakers using the same procedure in sections 2.f.i through 2.f.iv below.

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be drawn at random using the designated mechanical or electronic system. Each applicant drawn will be assigned an open slot until all slots are filled. Remaining applicants will continue to be drawn and placed on an ordered waitlist for that grade. Applicants from preference category 2.c.i will be assigned first. Once all applicants from this preference category have been assigned to slots or the waitlist, applicants from preference category 2.c.ii will be assigned. Once all applicants from preference category 2.c.ii have been assigned to slots or the waitlist, applicants from preference category 2.c.iii will be assigned.

- ii. For preference category 2.c.iv (Children who meet the requirements of the California Free and Reduced Lunch Program) the preference shall be a categorical preference and applicants will be assigned slots after completion of the procedure in 2.f.i above. The number of applicants eligible for this preference will be 20% of the total number of slots available at the time of Public Random Drawing, rounded up to the nearest whole number (eg. if there are a total of 52 Kindergarten slots available at the time of the Public Random Drawing, then up to 11 applicants would be eligible to receive this preference.) For upper grades, since the total number of open slots is not typically known at the time of the Random Drawing and because attrition in an one grade has typically been less than 5 students, 1 applicant (or ~20% of 4) shall be eligible to receive the Free and Reduced Lunch Preference.

1. If applicants indicate on their application form that they may be eligible for the Free and Reduced Lunch Preference, they will be asked to meet with a Yu Ming staff member who will verify their eligibility for this preference based on a visual inspection of documents that show household income. The documents that may be used for this determination will be specified on the instructions of the application form. These documents will not be collected at the time of application to Yu Ming. If the applicant is offered a slot at Yu Ming, the applicant will be expected to submit proof of eligibility for the Free and Reduced Lunch Program, as specified by the California Board of Education, at the time of enrollment to Yu Ming.
2. Applicants eligible for other weighted preferences (as detailed in section 2.f.iii below) shall receive those weightings within the process of random selection for the Free and Reduced Lunch preference. This preference will be reflected in the lottery process through mechanical or electronic means by selecting at random students in this preference category.
3. Any applicants who were not selected based on the categorical Free and Reduced Lunch Preference shall be placed with the remaining applicants and drawn at random as detailed in section 2.f.iii below).

- iii. For preference category 2.c.v (Residents of the Local Elementary School Attendance Area) the preference will be a weighted preference of 3:1. For preference category 2.c.vi (Residents of Alameda County) the preference will be a weighted preference of 2:1. The weighting for Alameda County will not be additive to the weighting for the Local Elementary School Attendance Area. For preference category 2.c.v

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Dave iCherry 8/25/2016 10:19 PM

**Comment [3]:** Specifics of FRL preference, including a proposed FRL minimum percent of incoming Kindergarten class. The actual FRL % could be higher if additional students eligible for FRL preference are selected later in the lottery process.

With 20% of total slots going to FRL by preference, and assuming similar number of siblings, employee children and FF applicants as 2016-17, the number of open slots after FRL preference would be expected to be:  
4 open slots in Mandarin pool and  
15 open slots in non-Mandarin pool.

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**Comment [4]:** This allows for verification of FRL eligibility (with eg, W2, pay stub, tax return, f ... [2]

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**Comment [5]:** No penalty to FRL eligible applicants who do not receive the FRL categ ... [4]

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**Comment [6]:** Ratio changed back to 3:1 as higher ratio did not result in more diversity f ... [5]

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(Children of Yu Ming Board Members) the preference will be an added weight of 2 in addition to any weighting for residency (i.e. a child of a Board Member who resides in Alameda County will have a weighted preference of 4:1; a child of a Board Member who resides in the Local Elementary School Attendance Area will have a weighted preference of 5:1; and a child of a Board Member who lives outside Alameda County will have a weighted preference of 3:1). These preferences will be reflected in the lottery process through mechanical or electronic means by selecting at random students in preference categories 2.c.v, 2.c.vi, 2.c.vii and 2.c.viii with the weighting described above.

- iv. If an applicant who is offered a slot during the process described above in section 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for the same grade level, that sibling(s) will be offered the next available slot(s) that matches their language proficiency or if no such slot(s) remain they will be placed in the first available slot(s) on the appropriate waitlist. If an applicant who is offered a slot during the process described above in sections 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for a different grade level which has already been assigned slots, that sibling(s) will be offered an open slot that matches their language proficiency, if available, or placed in the first available slot(s) on the appropriate waiting list. If an applicant who is offered a slot during the process described above in sections 2.f.i has a sibling(s) who has (have) also applied for admission during the current enrollment period and for a different grade level which has not yet been assigned slots, that sibling(s) will be given sibling preference (as defined above in sections 2.c.ii) at the time of assignment of slots for their grade level.
- v. The chair of the enrollment committee or their designee will record the assignment of each applicant to either a slot or to the appropriate ordered waitlist.
- g. The following guidelines will be followed regarding the ordered waitlists for each grade:
  - i. The school will maintain an ordered waitlist for each grade.
  - ii. If slots become available because an accepted student declines acceptance or a student withdraws from school before the start of the academic year, students on the waitlist will be offered a slot in their grade based on their position on the waitlist.
  - iii. If slot(s) open up during the academic year because of attrition, the principal will determine whether the slot(s) will be filled at that time or if the slot(s) will be left vacant for the remainder of the school year. The principal will make this determination based on how far along in the academic year the slot becomes open (eg. more likely to fill the slot in the first half of the academic year and less likely to fill the slot in second half of the academic year), any relevant grade specific factors (eg. additional number of students already present in the grade above the target number because of students being retained in a grade or advanced in a grade during the academic year), and whether there is more than one student leaving (eg. may be greater need to fill the slots if there is more attrition in the same grade). The

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principal will not consider any characteristics or identities of students on the waitlist when deciding whether to fill a slot opened by attrition. If the slot is to be filled, students on the waitlist will be offered a slot in their grade based on their position on the waitlist.

- iv. If an open slot is to be filled (as per section 2.g.iii above) and the slot was vacated by a student who received the Free and Reduced Lunch Preference for the current academic year, then the open slot will be offered to the next applicant on the waitlist who met the criteria for Free and Reduced Lunch at the time of the Public Random Drawing. If that applicant does not accept the slot, then the open slot will be offered to the next applicant on the waitlist who met the criteria for Free and Reduced Lunch at the time of the Public Random Drawing. This procedure will continue until the slot is filled, with the goal of having a minimum of 20% of the Kindergarten class meet the criteria for Free and Reduced Lunch. If no applicants remain who met the Free and Reduced Lunch criteria at the time of Public Random Drawing, then the open slot will be offered to the next applicant on the ordered waitlist.
- v. If an applicant on the waitlist becomes eligible for a preference category as defined in sections 2.c.i, 2.c.iii or 2.c.iv because of a family change (eg. a sibling is offered and accepts a slot at Yu Ming, a parent becomes an employee at Yu Ming, a parent marries into a family that is eligible for a preference category, or other change affecting an applicant's eligibility for an enrollment preference) an effort will be made to allow that applicant to receive the benefit of that preference by moving them up the waitlist to a position granted by the preference to which they are entitled. However, no applicant will be moved ahead of a student with the same preference eligibility. For example, if an applicant on the waitlist becomes eligible for the sibling preference because their sibling was offered and accepted a slot at Yu Ming, the applicant would be moved up the waitlist ahead of other applicants, including those with Founding Family preference, but not ahead of other applicants with sibling preference nor ahead of any applicants with employee preference.
- vi. The waitlists shall remain in effect for the entirety of the academic year. At the end of the academic year the waitlists shall be null and void and have no bearing on assignment to slots for the next academic year.
- vii. If the waitlist for an individual grade is exhausted, and unfilled slots for that grade remain, then the principal or their designee may announce and undertake a second enrollment period. If more students apply for the slots than are available, another public random drawing (following the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist. If unfilled slots remain for an individual grade even after a second enrollment period, the unfilled slots will be listed on the Yu Ming website. Each day that the slots are listed will be considered a separate enrollment period; if more applicants than available slots happen to apply on the same day, a public random drawing (following

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**Comment [7]:** This procedure will ensure FRL % at a minimum of 20% even if applicants who initially received FRL preference in lottery choose not to enroll.

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**Deleted:** <#>Subject to the Principal's determination pursuant to Section 2.g.iii, as applicable, If slots for Mandarin proficient Kindergarten students remain and all the remaining Kindergarten applicants on the waitlist are not proficient in Mandarin, then these slots will be assigned to Kindergarten applicants who are not proficient in Mandarin. The slots will be assigned to applicants based on their order on the non-Mandarin waitlist. Similarly, if slots for non-Mandarin students remain and all the remaining students on the wait list are proficient in Mandarin, then these slots will be assigned to Kindergarten students who are proficient in Mandarin. The slots will be assigned to applicants based on their order on the Mandarin waitlist. If the ratio of Mandarin/non-Mandarin students is drifting away from the school's goal of a 5033%/50 67% for a dual immersion program, the principal may recommend to the Board of Directors that an additional round of enrollment take place in order to allow the school to meet its dual immersion model. .

the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist.

- viii. To streamline filling slots in the upper grades (above Kindergarten) the school may elect to assess the Mandarin language proficiency of applicants at the top of the waitlists prior to having confirmation that a slot in a particular grade will definitely be opening by attrition. When the principal or their designee contacts an applicant to schedule these assessments, the applicant will have 48 hours to respond and schedule the assessment. If the applicant does not respond within 48 hours, it will be assumed that the applicant is no longer interested in attending Yu Ming and they will be moved to the end of the applicable waitlist.
- h. A person who is hired as an employee of Yu Ming (where “employee” is defined to be a person who is under direct paid employment by Yu Ming and works an average of 18 hours or more per week at Yu Ming) at any time will be eligible to receive an offer(s) of enrollment for their child(ren) to attend Yu Ming. The offer(s) of enrollment may not otherwise violate the terms of minimum age of enrollment as described in 1.i of this policy. The offer(s) may have the effect of expanding the size of the grade for which the offer(s) of enrollment is(are) made. The offer(s) may neither alter the maintenance of the waitlist (eg. applicants on the waitlist will still be offered a slot should a slot open through attrition before the start of the academic year) nor the measures of Mandarin proficiency described in section 1.k above. The principal or their designee may, for a future academic year, recommend that the grade expansion affected by this paragraph be removed before determining the number of slots available in a future academic year.
  - i. Children of employees of Yu Ming may also apply to Yu Ming through the usual procedure described above in sections 2.a through 2.f. In that case they will receive a preference in the public random drawing as described above in section 2.c.i. If offered a slot at the time of the public random drawing or off the waitlist for their specific grade because of attrition, the grade they are entering will not need to be expanded to accommodate them. If, however, a slot is not available in the grade which they have applied, they will be eligible for the admissions offer which expands the grade size to accommodate children of employees as described in section 2.h above.

### 3. Admissions Offers and Acceptance of Offers

- a. Applicants offered slots for the coming academic year will have acceptance decisions mailed to them within one week of the date of the public random drawing. Families of applicants accepted for enrollment must return the acceptance form to confirm their enrollment in Yu Ming. Confirmation of enrollment includes but is not limited to providing proof of the student’s age (see section 1.i above) and proof of residency (see section 1.m above). Failure to provide proof of age (for Kindergarten students) and/or proof of residency (for students who received a preference based on their residency) will result in revocation of the acceptance to Yu Ming. (As per footnote 1 above, homeless youth need not provide proof of residency).

- b. The principal or their designee will set a date by which acceptance decisions must be received back at Yu Ming to confirm the applicant's registration for the coming academic year. Applicants who do not return their acceptance form by this date will have their offer of enrollment withdrawn and if such an applicant changes their mind at a later date, they will be placed at the end of any and all waitlists that exist at that time.
- c. Enrollment offers are valid only for the applied for academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot. However, applicants who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they decline an offer of enrollment and then reapply for a future academic year. Similarly, applicants who were waitlisted and who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they reapply for a future academic year.
- d. If slots open up for the upcoming academic year after the acceptance deadline but before the start of the academic year, because of applicants who received acceptance offers not accepting a slot, the ordered waitlists (as described above in section 2.g) will be used to offer the next applicant(s) acceptance into Yu Ming. These applicants will have 48 hours in which to confirm their intention to enroll at Yu Ming. This procedure will be repeated until all slots for the upcoming academic year have been filled with applicants who confirm their registration in Yu Ming.
- e. Similarly, if slots become available before the start of the academic year in grades above Kindergarten the waitlist for the specific grade will be used to offer the next applicant(s) acceptance into Yu Ming. If the next student on the waitlist has not yet been assessed for Mandarin (as described above in section 1.k), they will be assessed before being offered a slot, as applicable. Once offered a slot, these applicants will have 48 hours in which to confirm their intent to enroll at Yu Ming.
- f. If slots open during the school year and the principal decides to fill those slots (as described above in section 2.g.iii) the same procedures above for Kindergarten (section 2.d) or other grades (section 2.e) will be used to fill those open slots.

4. Exceptions to usual age requirements and grade placements.

- a. A Parent/Guardian may request an exception to the minimum age guidelines for entering Kindergarten students (as outlined in section 1.i). Such a request would need to be submitted to the Yu Ming Board of Directors on or after the applicant's 5th birthday. Such requests must be evaluated on a case by case basis by the principal or their designee and must be approved by the Board of Directors. Any exceptions would be dependent on availability of an opening in the current Kindergarten class, the student's readiness for Kindergarten and the approval of the Board of Directors of Yu Ming. The Board of Directors must agree that the admittance is in the best interests of the child; and the Parent/Guardian must be given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.
- b. A Parent/Guardian may request that a student, who will be 5 years of age, but not yet 6 years of age, by the applicable cutoff date (as outlined in section 1.i), be promoted to first

grade if the student has already completed all or part of a year in a private or public Kindergarten program. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. For such an approval the Board of Directors and Parent/Guardian must agree that the pupil is read for first grade work. If such a request is granted, the Parent/Guardian will sign a waiver indicating that they understand the advantages and disadvantages of grade acceleration for their child.

- c. A Parent/Guardian may request that a student, who will be at least 5 years of age by the applicable cutoff date (as outlined in section 1.i) and who has already completed all or part of a year in a private or public Kindergarten program, be continued in Kindergarten for another academic year. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. If such a request is granted, the Parent/Guardian will sign a Kindergarten Continuation Form indicating that they understand that their child will be repeating Kindergarten.
- d. With the exception of the conditions outlined in sections 4.a, 4.b and 4.c above, all applicants must apply for admission to the grade sequential to the highest grade that they have completed. If the parent/guardian desires the child to enter a grade other than the grade sequential to the highest grade that the applicant has completed, the parent must make this request in writing at the time in which the application for admission is submitted. The principal or their designee will evaluate such requests on a case by case basis and consider whether the grade placement is appropriate. The principal or their designee, after considering the request and any relevant information (eg. evaluation or recommendation from current school, IEP, etc), will make the final determination as to which grade the child can be considered for in the public random drawing.

5. Addendum to address any issues which arise at the Public Random Drawing that are not addressed elsewhere in this policy.

- a. The Yu Ming Board of Directors authorizes the principal and the chair of the enrollment committee or their designees to take whatever reasonable steps are necessary to address issues raised on the evening of the public random drawing that are not addressed specifically by this policy.



RESOLUTION #: FY16-002

RESOLUTION OF THE  
BOARD OF DIRECTORS OF YU MING CHARTER SCHOOL  
TO AMEND ENROLLMENT LOTTERY PREFERENCES

WHEREAS, Yu Ming Charter School, as a California public school, aspires to serve students of all socioeconomic and racial backgrounds;

WHEREAS, racially and socioeconomically diverse and integrated learning environment promotes cognitive and socio-emotional benefits, encourages deeper learning, creativity, and critical thinking, and prepares students to succeed in a global economy;

WHEREAS, roughly 44% of students in Alameda County public schools are eligible for free or reduced-priced meals;

WHEREAS, the Charter School aims to attract, enroll and retain a student body that reflects the diversity of the residents of Alameda County;

WHEREAS, the Charter School is committed to achieving these aims and has worked towards implementing meaningful and effective strategies, including cultivating relationships with subsidized preschools and focused local neighborhood outreach;

WHEREAS, increasingly rapid gentrification of North and West Oakland is displacing working-class and African American and immigrant families, and is profoundly changing the makeup of the impacted neighborhoods, including the Charter School's;

NOW, THEREFORE, BE IT RESOLVED, that the Board determined by majority vote amends the Charter School's admission preferences as follows:

NOW, THEREFORE, BE IT RESOLVED, that the Board determined by majority vote that the Yu Ming Charter School Enrollment and Public Random Drawing Policy (most recently revised on February 25, 2016), will be replaced by the attached policy, which in sum makes the following adjustments:

- 1.) Adds a new categorical preference of 30% for applicants eligible for Free or Reduced Lunch (FRL)





- 2.) Reduces the weighted preference for Local Elementary Attendance Area (LEAA) from 10:1 to 3:1
- 3.) Adjusts the current two-way dual immersion model from 50:50 to 33:67

These changes will be effective immediately and will be in place for the 2017 enrollment lottery.

I, \_\_\_\_\_, 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 October 20, 2016, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS

## Resolution #FY16-002

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### **Yu Ming Charter School Enrollment and Public Random Drawing Policy:**

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Approved by Board of Directors on February 15, 2011

Addendum approved by Board of Directors on March 1, 2011

Revision approved by Board of Directors on March 6, 2011

Revision approved by Board of Directors effective as of July 31, 2011

Revision approved by Board of Directors on November 15, 2012

Revision approved by Board of Directors on February 27, 2014

Revision approved by Board of Directors on January 22, 2015

Revision approved by Board of Directors on June 20, 2015

Revision to accompany Charter Renewal 2015 approved by Board of Directors on September 24, 2015

Revision approved by Board of Directors on February 25, 2016

Revision DRAFT for consideration, October 20, 2016

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#### 1. Application to Yu Ming Charter School:

- a. The enrollment period for application to Yu Ming Charter School (Yu Ming) will begin in November of the year prior to the academic year.
- b. The principal or their designee shall organize outreach activities and information sessions designed to recruit a broad, diverse representation of students from Alameda County both socioeconomically, racially and ethnically.
- c. There is no fee to apply to or attend Yu Ming.
- d. Yu Ming Charter School shall not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).
- e. All applicants must complete an application for enrollment. Applications for enrollment for each academic year are valid solely for that academic year. Any offers of enrollment to Yu Ming or waitlist positions from one academic year shall not carry over to other academic years. Any applicant who was not offered enrollment in one academic year who wishes to reapply to Yu Ming in the future must submit a new application for the new academic year.

- f. The principal or their designee will select a date for the application deadline. The application deadline will be posted on the Yu Ming website and also indicated on all enrollment applications. Applications must be returned to Yu Ming in person by the application deadline or received by mail at the Yu Ming school office. Yu Ming staff will log the date received and will notify applicants by email (if available) or by postcard (if no email available) that their application was received. Yu Ming staff will use address information as provided by the applicant and takes no responsibility as to the validity of the address. Applicants should not assume that their application has been received unless they receive this notification. Applications received after the deadline will not be considered during the initial enrollment period. Yu Ming reserves the right to conduct a second round of recruitment and enrollment if deemed necessary by the principal or their designee. If a second round of recruitment and enrollment is undertaken, applications received after the initial enrollment deadline will be considered for admission during the second enrollment period.
- g. Enrollment applications will be distributed at enrollment information sessions and made available for download from the Yu Ming website, [www.yumingschool.org](http://www.yumingschool.org). All applications must be submitted in hardcopy form to the Yu Ming school office; electronic and facsimile copies will not be accepted. Enrollment applications will be available in English, Chinese (Simplified and Traditional) and Spanish.
- h. All applicants will be encouraged to attend an enrollment information session. The purpose of these sessions is to ensure that families understand the unique features of language immersion education and that applicants are committed to staying at Yu Ming for the entirety of their elementary education, K-8.
- i. Yu Ming must comply with State law as to the minimum age for public school admission. Kindergartners must be 5 years of age on or before September 1 of the academic year in which they enter Kindergarten.
- j. As outlined in the Yu Ming charter, Yu Ming strives towards a two-way dual immersion model. To be effective this model requires that at least one third of the incoming Kindergarten class be proficient in Mandarin. To this end, efforts will be made to fill 33% of each kindergarten class with Mandarin speaking students and 67% with students who speak another language other than Mandarin. Applicants will be asked on the enrollment application to indicate if the student has any level of proficiency in Mandarin. Applicants who indicate such proficiency will be scheduled for a Mandarin language review conducted under the direction of the principal or their designee using an objective, age appropriate assessment. If the applicant meets the criteria for Mandarin proficiency, their parent or guardian will be given the option to have the applicant considered for the Mandarin slots for the academic year. The parent or guardian may elect to have the applicant considered for the non-Mandarin slots instead. If an assessed applicant does not meet the defined level of Mandarin proficiency, then the applicant will be considered for the non-Mandarin slots for the academic year. No applicant will be eligible for both the Mandarin and non-Mandarin slots.

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**Comment [1]:** Change from 50/50 to 33/67 ratio which better reflects the ratio of Mandarin to non-Mandarin applicants while still allowing benefits of the two-way immersion model

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- k. In line with recommendations from the California Department of Education, Two-Way Language Immersion Program FAQ ([www.cde.ca.gov/sp/el/ip/faq.asp](http://www.cde.ca.gov/sp/el/ip/faq.asp)), applicants applying to Yu Ming after Kindergarten will need to have some level of proficiency in Mandarin that approximates the students who have already been in the program for a year or more. Applicants entering the program after Kindergarten will be assessed by the school principal or their designee to determine if their Mandarin language proficiency is adequate for admission to the grade level to which they are applying. The principal or their designee will determine the level of Mandarin proficiency required for each grade level by the date applications are due for the next academic year. All applicants will be included in the public random drawing (if more applications are received than available spaces) so that an ordered waitlist can be created for any slots that may open by attrition during the academic year. The principal or their designee will assess applicants on the waitlist to ensure that the applicants meet the set level of Mandarin proficiency. If an applicant does not meet the level of proficiency, they will be removed from the waitlist. If a parent believes that the assessment is inaccurate, they may submit a written request to the principal to review the assessment. The principal or their designee, after reviewing the assessment, shall have final say in determining if the assessment is valid and whether a re-assessment is indicated.
- l. As outlined in the Yu Ming charter, siblings of currently enrolled students will be given preference in the enrollment process if a public random drawing is held (see below). For this purpose, siblings are defined as persons with at least one parent or guardian or step-parent in common. Applicants must indicate on their enrollment application if they have a sibling currently enrolled at Yu Ming. This preference will include applicants whose sibling is slated to graduate from the 8<sup>th</sup> grade from Yu Ming at the end of the current academic year.
- m. As outlined in the Yu Ming charter, residents of Alameda County and residents of the Local Elementary School Attendance Area where Yu Ming is located will be given preference in the enrollment process if a public random drawing is held (see below). If offered admission to Yu Ming, applicants indicating that they primarily reside in one of these areas will need to present 3 official documents to verify proof of Alameda County Residency or proof of residency in the Local Elementary School Attendance Area. Applicants who do not supply this proof of residency or are found to not be primarily residing in Alameda County or in the Local Elementary School Attendance Area will be moved to the end of the waitlist since the additional weighting given to them in the public random drawing process was invalid. Additionally, Yu Ming office staff may audit the proof of residency, ask for additional proof of residency and/or make home visits to ensure that the applicant actually lives at the address given on the application form. Acceptable proof of residency will include the following<sup>1</sup>:
- i. Utility bill from PG&E or EBMUD (current bill within 30 days)
  - ii. Homeowner's or renter's insurance policy
  - iii. Lease agreement
  - iv. Current property tax bill from Alameda County Tax Collector's Office

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<sup>1</sup> Proof of residency not required for homeless youth.

- v. Official letter or form from a social services or government agency (current within 30 days)
- vi. Valid CA Driver's License
- vii. Current bank statement with proof of current residential address
- viii. Paycheck from employer on official letterhead with proof of current residential address

## 2. Admissions Selection Process and Public Random Drawing

- a. Each year, the Yu Ming Board, acting on recommendations from the principal or their designee will approve a plan for school growth for the coming academic year which includes the number of slots available for new students. For academic year ~~2017-18~~ there will be ~~[2]~~ Kindergarten classes. Half of the Kindergarten slots will be designated for students with Mandarin proficiency (as defined above in section 1.j) and half will be designated for students proficient in a language other than Mandarin.
- b. If there are more applicants than slots available, a public random drawing will be held to determine admission to Yu Ming.
- c. Preference in the public random drawing process will be in the following order based on the preferences listed in the Yu Ming charter and based on preferences as required by California Education Code Section 47614.5:
  - i. Children of employees (where "employees" are defined to be persons who are under direct paid employment by Yu Ming and work an average of 18 hours or more per week at Yu Ming)
  - ii. Siblings of current students within the Charter School (as defined above in section 1.i.)
  - iii. Children of Founding Families (as defined below in section 2.d.)
  - iv. ~~Children~~ whose family meets the requirements for the California Free and Reduced Lunch Program
  - v. Children of Yu Ming Board Members (Children of current Board Members are eligible for this preference if the Board Member will have served a minimum of one year on the board at the time the child would, if offered a slot, enter Yu Ming. Children of past Board Members are eligible for this preference if the Board Member served a minimum of one year on the board.)
  - vi. Children who reside in the Local Elementary School Attendance Area where Yu Ming is located or who currently attend the local elementary school in the area where Yu Ming is located
  - vii. Residents of Alameda County
  - viii. All other students in the State of California.
- d. As outlined in the Yu Ming Policy on Founding Family Definition, preference within the Children of Founding Families (section 2.c.iii above) shall be given to Children of Original Founding Families.
- e. The public random drawing:

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Comment [2]: FRL preference to increase socioeconomic diversity

- i. Will have its date and location (as determined by the principal or their designee) posted on the Yu Ming website at least 72 hours prior to being held.
  - ii. Will be run by the principal and/or their designee.
  - iii. Will be overseen by at least 2 members of the Yu Ming Board of Directors (or 1 member of the Yu Ming Board of Directors and the principal).
  - iv. May be done using electronic or mechanical means at the discretion of the chair of the enrollment committee or their designee. If the drawing is done using electronic means any formulae or special computer programs (source code) used to assist in the drawing process will be available for public review.
- f. Kindergarten applicants who have been designated as Mandarin speaking applicants (as defined above in sec 1.j) will be assigned to open slots designated for Mandarin speakers using the procedure outlined in sections 2.f.i through 2.f.v below. Then Kindergarten applicants who have been designated as non-Mandarin speaking applicants will be assigned to open slots designated for non-Mandarin speakers using the same procedure in sections 2.f.i through 2.f.v below. After Kindergarten slots and waitlists have been assigned, applicants for each higher grade level will be assigned to an ordered waitlist to fill any slots opened by attrition at the end of the academic year. Applicants will be assigned to open slots using the procedure in sections 2.f.i through 2.f.v below.

- i. Following the preferences defined above in section 2.c, applicants will be assigned to open slots for their respective grade (and, for Kindergarten, language category). If there are more applicants in any preference category than open slots, applicants from that preference category will be drawn at random using the designated mechanical or electronic system. Each applicant drawn will be assigned an open slot until all slots are filled. Remaining applicants will continue to be drawn and placed on an ordered waitlist for that grade (and, for Kindergarten, language category). Applicants from preference category 2.c.i will be assigned first. Once all applicants from this preference category have been assigned to slots or the waitlist, applicants from preference category 2.c.ii will be assigned. Once all applicants from preference category 2.c.ii have been assigned to slots or the waitlist, applicants from preference category 2.c.iii will be assigned.

- ii. For preference category 2.c.iv (Children who meet the requirements of the California Free and Reduced Lunch Program) the preference shall be a categorical preference and applicants will be assigned slots after completion of the procedure in 2.f.i above. The number of applicants eligible for this preference will be 30% of the total number of slots available at the time of Public Random Drawing, rounded up to the nearest whole number (eg. if there are a total of 52 Kindergarten slots available at the time of the Public Random Drawing, then up to 16 applicants would be eligible to receive this preference.) For Kindergarten, the number of applicants eligible to receive this preference would be split 33% Mandarin speakers and 67% non-Mandarin speakers to reflect the number of available slots in each pool (eg. in the above example with 16 applicants eligible to receive this preference, 6 applicants in the Mandarin pool and 10 applicants in the non-Mandarin pool would

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**Comment [3]:** Specifics of FRL preference, including a proposed FRL minimum percent of incoming Kindergarten class. The actual FRL % could be higher if additional students eligible for FRL preference are selected later in the lottery process.

With 20% of total slots going to FRL by preference, and assuming similar number of siblings, employee children and FF applicants as 2016-17, the number of open slots after FRL preference would be expected to be:  
4 open slots in Mandarin pool and  
15 open slots in non-Mandarin pool.

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be eligible for the preference.) If there are not enough applicants who meet the Free and Reduced Lunch Criteria in either pool, the number in the other pool will be increased to account for the number of eligible slots not used (eg. in the example above, if there were only 3 applicants in the Mandarin pool who met the Free and reduced Lunch Criteria all 3 would be eligible for the preference and 13 applicants, rather than 10, in the non-Mandarin pool would be eligible for the preference. For upper grades, since the total number of open slots is not typically known at the time of the Random Drawing and because attrition in an one grade has typically been less than 5 students, 1 applicant (or ~30% of 4) shall be eligible to receive the Free and Reduced Lunch Preference.

1. If applicants indicate on their application form that they may be eligible for the Free and Reduced Lunch Preference, they will be asked to meet with a Yu Ming staff member who will verify their eligibility for this preference based on a visual inspection of documents that show household income. The documents that may be used for this determination will be specified on the instructions of the application form. These documents will not be collected at the time of application to Yu Ming. If the applicant is offered a slot at Yu Ming, the applicant will be expected to submit proof of eligibility for the Free and Reduced Lunch Program, as specified by the California Board of Education, at the time of enrollment to Yu Ming.
2. If there are more applicants in either the Mandarin or non-Mandarin pool than the number available to receive the Free and Reduced Lunch preference, then applicants shall be randomly selected to receive slots up to the number eligible for the preference. Applicants eligible for other weighted preferences (as detailed in section 2.f.iii below) shall receive those weightings within the process of random selection for the Free and Reduced Lunch preference. This preference will be reflected in the lottery process through mechanical or electronic means by selecting at random students in this preference category.
3. Any applicants who were not selected based on the categorical Free and Reduced Lunch Preference shall be placed with the remaining applicants and drawn at random as detailed in section 2.f.iii below).

- iii. For preference category 2.c.vi (Residents of the Local Elementary School Attendance Area) the preference will be a weighted preference of 3:1. For preference category 2.c.vii (Residents of Alameda County) the preference will be a weighted preference of 2:1. The weighting for Alameda County will not be additive to the weighting for the Local Elementary School Attendance Area. For preference category 2.c.v (Children of Yu Ming Board Members) the preference will be an added weight of 2 in addition to any weighting for residency (i.e. a child of a Board Member who resides in Alameda County will have a weighted preference of 4:1; a child of a Board Member who resides in the Local Elementary School Attendance Area will have a weighted preference of 5:1; and a child of a Board Member who lives outside

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**Comment [4]:** This allows for verification of FRL eligibility (with eg. W2, pay stub, tax return, food stamps eligibility, etc) without collecting confidential documents from many applicants who ultimately may not enroll at YM. Some verification is strongly recommended as it would be challenging to later rescind an enrollment offer.

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**Comment [5]:** No penalty to FRL eligible applicants who do not receive the FRL categorical preference.

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**Comment [6]:** Ratio changed back to 3:1 as higher ratio did not result in more diversity from neighborhood as neighborhood becoming gentrified and some applicants moving (perhaps temporarily) to neighborhood to obtain higher weighted preference. Some ratio higher than 2:1 necessary for YM to be eligible for California SB740 grant funding.

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Alameda County will have a weighted preference of 3:1). These preferences will be reflected in the lottery process through mechanical or electronic means by selecting at random students in preference categories 2.c.v, 2.c.vi, 2.c.vii and 2.c.viii with the weighting described above.

- iv. If an applicant who is offered a slot during the process described above in section 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for the same grade level, that sibling(s) will be offered the next available slot(s) that matches their language proficiency or if no such slot(s) remain they will be placed in the first available slot(s) on the appropriate waitlist. If an applicant who is offered a slot during the process described above in sections 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for a different grade level which has already been assigned slots, that sibling(s) will be offered an open slot that matches their language proficiency, if available, or placed in the first available slot(s) on the appropriate waiting list. If an applicant who is offered a slot during the process described above in sections 2.f.i has a sibling(s) who has (have) also applied for admission during the current enrollment period and for a different grade level which has not yet been assigned slots, that sibling(s) will be given sibling preference (as defined above in sections 2.c.ii) at the time of assignment of slots for their grade level.
- v. The chair of the enrollment committee or their designee will record the assignment of each applicant to either a slot or to the appropriate ordered waitlist.
- g. The following guidelines will be followed regarding the ordered waitlists for each grade:
  - i. The school will maintain an ordered waitlist for each grade and, for Kindergarten, each language category.
  - ii. If slots become available because an accepted student declines acceptance or a student withdraws from school before the start of the academic year, students on the waitlist will be offered a slot in their grade (and for Kindergarten, their language category) based on their position on the waitlist.
  - iii. If slot(s) open up during the academic year because of attrition, the principal will determine whether the slot(s) will be filled at that time or if the slot(s) will be left vacant for the remainder of the school year. The principal will make this determination based on how far along in the academic year the slot becomes open (eg. more likely to fill the slot in the first half of the academic year and less likely to fill the slot in second half of the academic year), any relevant grade specific factors (eg. additional number of students already present in the grade above the target number because of students being retained in a grade or advanced in a grade during the academic year), and whether there is more than one student leaving (eg. may be greater need to fill the slots if there is more attrition in the same grade). The principal will not consider any characteristics or identities of students on the waitlist when deciding whether to fill a slot opened by attrition. If the slot is to be filled, students on the waitlist will be offered a slot in their grade (and for Kindergarten, their language category) based on their position on the waitlist.

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- iv. If an open slot is to be filled (as per section 2.g.iii above) and the slot was vacated by a student who received the Free and Reduced Lunch Preference for the current academic year, then the open slot will be offered to the next applicant on the waitlist in the specific language pool who met the criteria for Free and Reduced Lunch at the time of the Public Random Drawing. If that applicant does not accept the slot, then the open slot will be offered to the next applicant on the waitlist in the specific language pool who met the criteria for Free and Reduced Lunch at the time of the Public Random Drawing. This procedure will continue until the slot is filled, with the goal of having a minimum of 30% of the Kindergarten class meet the criteria for Free and Reduced Lunch. If no applicants remain in the specific language pool who met the Free and Reduced Lunch criteria at the time of Public Random Drawing, then the open slot will be offered to the next applicant on the ordered waitlist.]
- v. If an applicant on the waitlist becomes eligible for a preference category as defined in sections 2.c.i, 2.c.iii or 2.c.iv because of a family change (eg. a sibling is offered and accepts a slot at Yu Ming, a parent becomes an employee at Yu Ming, a parent marries into a family that is eligible for a preference category, or other change affecting an applicant's eligibility for an enrollment preference) an effort will be made to allow that applicant to receive the benefit of that preference by moving them up the waitlist to a position granted by the preference to which they are entitled. However, no applicant will be moved ahead of a student with the same preference eligibility. For example, if an applicant on the waitlist becomes eligible for the sibling preference because their sibling was offered and accepted a slot at Yu Ming, the applicant would be moved up the waitlist ahead of other applicants, including those with Founding Family preference, but not ahead of other applicants with sibling preference nor ahead of any applicants with employee preference.
- vi. The waitlists shall remain in effect for the entirety of the academic year. At the end of the academic year the waitlists shall be null and void and have no bearing on assignment to slots for the next academic year.
- vii. Subject to the Principal's determination pursuant to Section 2.g.iii, as applicable, If slots for Mandarin proficient Kindergarten students remain and all the remaining Kindergarten applicants on the waitlist are not proficient in Mandarin, then these slots will be assigned to Kindergarten applicants who are not proficient in Mandarin. The slots will be assigned to applicants based on their order on the non-Mandarin waitlist. Similarly, if slots for non-Mandarin students remain and all the remaining students on the wait list are proficient in Mandarin, then these slots will be assigned to Kindergarten students who are proficient in Mandarin. The slots will be assigned to applicants based on their order on the Mandarin waitlist. If the ratio of Mandarin/non-Mandarin students is drifting away from the school's goal of a 33%/67% for a dual immersion program, the principal may recommend to the Board of Directors that an additional round of enrollment take place in order to allow the school to meet its dual immersion model.

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**Comment [7]:** This procedure will ensure FRL % at a minimum of 20% even if applicants who initially received FRL preference in lottery choose not to enroll.

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- viii. If the waitlist for an individual grade is exhausted, and unfilled slots for that grade remain, then the principal or their designee may announce and undertake a second enrollment period. If more students apply for the slots than are available, another public random drawing (following the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist. If unfilled slots remain for an individual grade even after a second enrollment period, the unfilled slots will be listed on the Yu Ming website. Each day that the slots are listed will be considered a separate enrollment period; if more applicants than available slots happen to apply on the same day, a public random drawing (following the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist.
- ix. To streamline filling slots in the upper grades (above Kindergarten) the school may elect to assess the Mandarin language proficiency of applicants at the top of the waitlists prior to having confirmation that a slot in a particular grade will definitely be opening by attrition. When the principal or their designee contacts an applicant to schedule these assessments, the applicant will have 48 hours to respond and schedule the assessment. If the applicant does not respond within 48 hours, it will be assumed that the applicant is no longer interested in attending Yu Ming and they will be moved to the end of the applicable waitlist.
- h. A person who is hired as an employee of Yu Ming (where “employee” is defined to be a person who is under direct paid employment by Yu Ming and works an average of 18 hours or more per week at Yu Ming) at any time will be eligible to receive an offer(s) of enrollment for their child(ren) to attend Yu Ming. The offer(s) of enrollment may not otherwise violate the terms of minimum age of enrollment as described in 1.i of this policy. The offer(s) may have the effect of expanding the size of the grade for which the offer(s) of enrollment is(are) made. The offer(s) may neither alter the maintenance of the waitlist (eg. applicants on the waitlist will still be offered a slot should a slot open through attrition before the start of the academic year) nor the measures of Mandarin proficiency described in section 1.k above. The principal or their designee may, for a future academic year, recommend that the grade expansion affected by this paragraph be removed before determining the number of slots available in a future academic year.
  - i. Children of employees of Yu Ming may also apply to Yu Ming through the usual procedure described above in sections 2.a through 2.f. In that case they will receive a preference in the public random drawing as described above in section 2.c.i. If offered a slot at the time of the public random drawing or off the waitlist for their specific grade because of attrition, the grade they are entering will not need to be expanded to accommodate them. If, however, a slot is not available in the grade which they have applied, they will be eligible for the admissions offer which expands the grade size to accommodate children of employees as described in section 2.h above.

### 3. Admissions Offers and Acceptance of Offers

- a. Applicants offered slots for the coming academic year will have acceptance decisions mailed to them within one week of the date of the public random drawing. Families of applicants accepted for enrollment must return the acceptance form to confirm their enrollment in Yu Ming. Confirmation of enrollment includes but is not limited to providing proof of the student's age (see section 1.i above) and proof of residency (see section 1.m above). Failure to provide proof of age (for Kindergarten students) and/or proof of residency (for students who received a preference based on their residency) will result in revocation of the acceptance to Yu Ming. (As per footnote 1 above, homeless youth need not provide proof of residency).
- b. The principal or their designee will set a date by which acceptance decisions must be received back at Yu Ming to confirm the applicant's registration for the coming academic year. Applicants who do not return their acceptance form by this date will have their offer of enrollment withdrawn and if such an applicant changes their mind at a later date, they will be placed at the end of any and all waitlists that exist at that time.
- c. Enrollment offers are valid only for the applied for academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot. However, applicants who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they decline an offer of enrollment and then reapply for a future academic year. Similarly, applicants who were waitlisted and who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they reapply for a future academic year.
- d. If slots open up for the upcoming academic year after the acceptance deadline but before the start of the academic year, because of applicants who received acceptance offers not accepting a slot, the ordered waitlists (as described above in section 2.g) will be used to offer the next applicant(s) acceptance into Yu Ming. These applicants will have 48 hours in which to confirm their intention to enroll at Yu Ming. This procedure will be repeated until all slots for the upcoming academic year have been filled with applicants who confirm their registration in Yu Ming.
- e. Similarly, if slots become available before the start of the academic year in grades above Kindergarten the waitlist for the specific grade will be used to offer the next applicant(s) acceptance into Yu Ming. If the next student on the waitlist has not yet been assessed for Mandarin (as described above in section 1.k), they will be assessed before being offered a slot, as applicable. Once offered a slot, these applicants will have 48 hours in which to confirm their intent to enroll at Yu Ming.
- f. If slots open during the school year and the principal decides to fill those slots (as described above in section 2.g.iii) the same procedures above for Kindergarten (section 2.d) or other grades (section 2.e) will be used to fill those open slots.

4. Exceptions to usual age requirements and grade placements.

- a. A Parent/Guardian may request an exception to the minimum age guidelines for entering Kindergarten students (as outlined in section 1.i). Such a request would need to be submitted to the Yu Ming Board of Directors on or after the applicant's 5th birthday. Such

requests must be evaluated on a case by case basis by the principal or their designee and must be approved by the Board of Directors. Any exceptions would be dependent on availability of an opening in the current Kindergarten class, the student's readiness for Kindergarten and the approval of the Board of Directors of Yu Ming. The Board of Directors must agree that the admittance is in the best interests of the child; and the Parent/Guardian must be given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

- b. A Parent/Guardian may request that a student, who will be 5 years of age, but not yet 6 years of age, by the applicable cutoff date (as outlined in section 1.i), be promoted to first grade if the student has already completed all or part of a year in a private or public Kindergarten program. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. For such an approval the Board of Directors and Parent/Guardian must agree that the pupil is read for first grade work. If such a request is granted, the Parent/Guardian will sign a waiver indicating that they understand the advantages and disadvantages of grade acceleration for their child.
- c. A Parent/Guardian may request that a student, who will be at least 5 years of age by the applicable cutoff date (as outlined in section 1.i) and who has already completed all or part of a year in a private or public Kindergarten program, be continued in Kindergarten for another academic year. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. If such a request is granted, the Parent/Guardian will sign a Kindergarten Continuation Form indicating that they understand that their child will be repeating Kindergarten.
- d. With the exception of the conditions outlined in sections 4.a, 4.b and 4.c above, all applicants must apply for admission to the grade sequential to the highest grade that they have completed. If the parent/guardian desires the child to enter a grade other than the grade sequential to the highest grade that the applicant has completed, the parent must make this request in writing at the time in which the application for admission is submitted. The principal or their designee will evaluate such requests on a case by case basis and consider whether the grade placement is appropriate. The principal or their designee, after considering the request and any relevant information (eg. evaluation or recommendation from current school, IEP, etc), will make the final determination as to which grade the child can be considered for in the public random drawing.

5. Addendum to address any issues which arise at the Public Random Drawing that are not addressed elsewhere in this policy.

- a. The Yu Ming Board of Directors authorizes the principal and the chair of the enrollment committee or their designees to take whatever reasonable steps are necessary to address issues raised on the evening of the public random drawing that are not addressed specifically by this policy.

## Resolution #FY16-001

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### **Yu Ming Charter School Enrollment and Public Random Drawing Policy:**

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Approved by Board of Directors on February 15, 2011

Addendum approved by Board of Directors on March 1, 2011

Revision approved by Board of Directors on March 6, 2011

Revision approved by Board of Directors effective as of July 31, 2011

Revision approved by Board of Directors on November 15, 2012

Revision approved by Board of Directors on February 27, 2014

Revision approved by Board of Directors on January 22, 2015

Revision approved by Board of Directors on June 20, 2015

Revision to accompany Charter Renewal 2015 approved by Board of Directors on September 24, 2015

Revision approved by Board of Directors on February 25, 2016

Revision DRAFT for consideration ~~Fall~~October 20, 2016

#### 1. Application to Yu Ming Charter School:

- a. The enrollment period for application to Yu Ming Charter School (Yu Ming) will begin in November of the year prior to the academic year.
- b. The principal or their designee shall organize outreach activities and information sessions designed to recruit a broad, diverse representation of students from Alameda County both socioeconomically, racially and ethnically.
- c. There is no fee to apply to or attend Yu Ming.
- d. Yu Ming Charter School shall not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).
- e. All applicants must complete an application for enrollment. Applications for enrollment for each academic year are valid solely for that academic year. Any offers of enrollment to Yu Ming or waitlist positions from one academic year shall not carry over to other academic years. Any applicant who was not offered enrollment in one academic year who wishes to reapply to Yu Ming in the future must submit a new application for the new academic year.

- f. The principal or their designee will select a date for the application deadline. The application deadline will be posted on the Yu Ming website and also indicated on all enrollment applications. Applications must be returned to Yu Ming in person by the application deadline or received by mail at the Yu Ming school office. Yu Ming staff will log the date received and will notify applicants by email (if available) or by postcard (if no email available) that their application was received. Yu Ming staff will use address information as provided by the applicant and takes no responsibility as to the validity of the address. Applicants should not assume that their application has been received unless they receive this notification. Applications received after the deadline will not be considered during the initial enrollment period. Yu Ming reserves the right to conduct a second round of recruitment and enrollment if deemed necessary by the principal or their designee. If a second round of recruitment and enrollment is undertaken, applications received after the initial enrollment deadline will be considered for admission during the second enrollment period.
- g. Enrollment applications will be distributed at enrollment information sessions and made available for download from the Yu Ming website, [www.yumingschool.org](http://www.yumingschool.org). All applications must be submitted in hardcopy form to the Yu Ming school office; electronic and facsimile copies will not be accepted. Enrollment applications will be available in English, Chinese (Simplified and Traditional) and Spanish.
- h. All applicants will be encouraged to attend an enrollment information session. The purpose of these sessions is to ensure that families understand the unique features of language immersion education and that applicants are committed to staying at Yu Ming for the entirety of their elementary education, K-8.
- i. Yu Ming must comply with State law as to the minimum age for public school admission. Kindergartners must be 5 years of age on or before September 1 of the academic year in which they enter Kindergarten.
- j. As outlined in the Yu Ming charter, Yu Ming strives towards a 50/50 ~~two~~one-way dual immersion model. This model does not require Mandarin language proficiency to be eligible to apply to the kindergarten class. To be effective this model requires that at least one third of the incoming Kindergarten class be proficient in Mandarin. To this end, efforts will be made to fill half [33%] of each kindergarten class with Mandarin speaking students and half [67%] with students who speak another language other than Mandarin. Applicants will be asked on the enrollment application to indicate if the student has any level of proficiency in Mandarin. Applicants who indicate such proficiency will be scheduled for a Mandarin language review conducted under the direction of the principal or their designee using an objective, age appropriate assessment. If the applicant meets the criteria for Mandarin proficiency, their parent or guardian will be given the option to have the applicant considered for the Mandarin slots for the academic year. The parent or guardian may elect to have the applicant considered for the non-Mandarin slots instead. If an assessed applicant does not meet the defined level of Mandarin proficiency, then the applicant will be considered for the non-Mandarin slots for the academic year. No applicant will be eligible for both the Mandarin and non-Mandarin slots.

**Comment [D1]:** Change from 50/50 to 33/67 ratio which better reflects the ratio of Mandarin to non-Mandarin applicants while still allowing benefits of the two-way immersion model

- k. [In line with recommendations from the California Department of Education, Two-Way Language Immersion Program FAQ \(www.cde.ca.gov/sp/el/ip/faq.asp\)](http://www.cde.ca.gov/sp/el/ip/faq.asp), applicants [Applicants](#) to Yu Ming after Kindergarten will need to have some level of proficiency in Mandarin that approximates the students who have already been in the program for a year or more. Applicants entering the program after Kindergarten will be assessed by the school principal or their designee to determine if their Mandarin language proficiency is adequate for admission to the grade level to which they are applying. The principal or their designee will determine the level of Mandarin proficiency required for each grade level by the date applications are due for the next academic year. All applicants will be included in the public random drawing (if more applications are received than available spaces) so that an ordered waitlist can be created for any slots that may open by attrition during the academic year. The principal or their designee will assess applicants on the waitlist to ensure that the applicants meet the set level of Mandarin proficiency. If an applicant does not meet the level of proficiency, they will be removed from the waitlist. If a parent believes that the assessment is inaccurate, they may submit a written request to the principal to review the assessment. The principal or their designee, after reviewing the assessment, shall have final say in determining if the assessment is valid and whether a re-assessment is indicated.
- l. As outlined in the Yu Ming charter, siblings of currently enrolled students will be given preference in the enrollment process if a public random drawing is held (see below). For this purpose, siblings are defined as persons with at least one parent or guardian or step-parent in common. Applicants must indicate on their enrollment application if they have a sibling currently enrolled at Yu Ming. This preference will include applicants whose sibling is slated to graduate from the 8<sup>th</sup> grade from Yu Ming at the end of the current academic year.
- m. As outlined in the Yu Ming charter, residents of Alameda County and residents of the Local Elementary School Attendance Area where Yu Ming is located will be given preference in the enrollment process if a public random drawing is held (see below). If offered admission to Yu Ming, applicants indicating that they primarily reside in one of these areas will need to present 3 official documents to verify proof of Alameda County Residency or proof of residency in the Local Elementary School Attendance Area. Applicants who do not supply this proof of residency or are found to not be primarily residing in Alameda County or in the Local Elementary School Attendance Area will be moved to the end of the waitlist since the additional weighting given to them in the public random drawing process was invalid. Additionally, Yu Ming office staff may audit the proof of residency, ask for additional proof of residency and/or make home visits to ensure that the applicant actually lives at the address given on the application form. Acceptable proof of residency will include the following<sup>1</sup>:
- i. Utility bill from PG&E or EBMUD (current bill within 30 days)
  - ii. Homeowner's or renter's insurance policy
  - iii. Lease agreement
  - iv. Current property tax bill from Alameda County Tax Collector's Office

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<sup>1</sup> Proof of residency not required for homeless youth.

- v. Official letter or form from a social services or government agency (current within 30 days)
- vi. Valid CA Driver's License
- vii. Current bank statement with proof of current residential address
- viii. Paycheck from employer on official letterhead with proof of current residential address

## 2. Admissions Selection Process and Public Random Drawing

- a. Each year, the Yu Ming Board, acting on recommendations from the principal or their designee will approve a plan for school growth for the coming academic year which includes the number of slots available for new students. For academic year ~~2016-17~~2017-18 there will be [2] Kindergarten classes. ~~Half of the Kindergarten slots will be designated for students with Mandarin proficiency (as defined above in section 1.j) and half will be designated for students proficient in a language other than Mandarin.~~
- b. If there are more applicants than slots available, a public random drawing will be held to determine admission to Yu Ming.
- c. Preference in the public random drawing process will be in the following order based on the preferences listed in the Yu Ming charter and based on preferences as required by California Education Code Section 47614.5:
  - i. Children of employees (where "employees" are defined to be persons who are under direct paid employment by Yu Ming and work an average of 18 hours or more per week at Yu Ming)
  - ii. Siblings of current students within the Charter School (as defined above in section 1.1.)
  - iii. Children of Founding Families (as defined below in section 2.d.)
  - ~~iii-iv.~~ Children whose family meets the requirements for the California Free and Reduced Lunch Program
  - ~~iv-v.~~ Children of Yu Ming Board Members (Children of current Board Members are eligible for this preference if the Board Member will have served a minimum of one year on the board at the time the child would, if offered a slot, enter Yu Ming. Children of past Board Members are eligible for this preference if the Board Member served a minimum of one year on the board.)
  - ~~v-vi.~~ Children who reside in the Local Elementary School Attendance Area where Yu Ming is located or who currently attend the local elementary school in the area where Yu Ming is located
  - ~~vi-vii.~~ Residents of Alameda County
  - ~~vii-viii.~~ All other students in the State of California.
- d. As outlined in the Yu Ming Policy on Founding Family Definition, preference within the Children of Founding Families (section 2.c.iii above) shall be given to Children of Original Founding Families.
- e. The public random drawing:

**Comment [D2]:** FRL preference to increase socioeconomic diversity



- i. Will have its date and location (as determined by the principal or their designee) posted on the Yu Ming website at least 72 hours prior to being held.
  - ii. Will be run by the principal and/or their designee.
  - iii. Will be overseen by at least 2 members of the Yu Ming Board of Directors (or 1 member of the Yu Ming Board of Directors and the principal).
  - iv. May be done using electronic or mechanical means at the discretion of the chair of the enrollment committee or their designee. If the drawing is done using electronic means any formulae or special computer programs (source code) used to assist in the drawing process will be available for public review.
- f. Kindergarten applicants ~~who have been designated as Mandarin speaking applicants (as defined above in sec 1.j)~~ will be assigned to open slots ~~designated for Mandarin speakers~~ using the procedure outlined in sections 2.f.i through 2.f.iv below. ~~Then Kindergarten applicants who have been designated as non-Mandarin speaking applicants will be assigned to open slots designated for non-Mandarin speakers using the same procedure in sections 2.f.i through 2.f.iv below.~~ After Kindergarten slots and waitlists have been assigned, applicants for each higher grade level will be assigned to an ordered waitlist to fill any slots opened by attrition at the end of the academic year. Applicants will be assigned to open slots using the procedure in sections 2.f.i through 2.f.iv below.
- i. Following the preferences defined above in section 2.c, applicants will be assigned to open slots for their respective grade ~~(and, for Kindergarten, language category)~~. If there are more applicants in any preference category than open slots, applicants from that preference category will be drawn at random using the designated mechanical or electronic system. Each applicant drawn will be assigned an open slot until all slots are filled. Remaining applicants will continue to be drawn and placed on an ordered waitlist for that grade ~~(and, for Kindergarten, language category)~~. Applicants from preference category 2.c.i will be assigned first. Once all applicants from this preference category have been assigned to slots or the waitlist, applicants from preference category 2.c.ii will be assigned. Once all applicants from preference category 2.c.ii have been assigned to slots or the waitlist, applicants from preference category 2.c.iii will be assigned.
  - ii. For preference category 2.c.iv (Children who meet the requirements of the California Free and Reduced Lunch Program) the preference shall be a categorical preference and applicants will be assigned slots after completion of the procedure in 2.f.i above. The number of applicants eligible for this preference will be 2{20%} of the total number of slots available at the time of Public Random Drawing, rounded up to the nearest whole number (eg. if there are a total of 52 Kindergarten slots available at the time of the Public Random Drawing, then up to 11 applicants would be eligible to receive this preference.) ~~For Kindergarten, the number of applicants eligible to receive this preference would be split 33% Mandarin speakers and 67% non-Mandarin speakers to reflect the number of available slots in each pool (eg. in the above example with 11 applicants eligible to receive this preference, 4 applicants in the Mandarin pool and 7 applicants in the non-Mandarin pool would~~

**Comment [D3]:** Specifics of FRL preference, including a proposed FRL minimum percent of incoming Kindergarten class. The actual FRL % could be higher if additional students eligible for FRL preference are selected later in the lottery process.

With 20% of total slots going to FRL by preference, and assuming similar number of siblings, employee children and FF applicants as 2016-17, the number of open slots after FRL preference would be expected to be:

4 open slots in Mandarin pool and  
15 open slots in non-Mandarin pool.

be eligible for the preference.) If there are not enough applicants who meet the Free and Reduced Lunch Criteria in either pool, the number in the other pool will be increased to account for the number of eligible slots not used (eg. in the example above, if there were only 3 applicants in the Mandarin pool who met the Free and reduced Lunch Criteria all 3 would be eligible for the preference and 8 applicants, rather than 7, in the non-Mandarin pool would be eligible for the preference. For upper grades, since the total number of open slots is not typically known at the time of the Random Drawing and because attrition in an one grade has typically been less than 5 students, 1 applicant (or ~220% of 45) shall be eligible to receive the Free and Reduced Lunch Preference.

1. If applicants indicate on their application form that they may be eligible for the Free and Reduced Lunch Preference, they will be asked to meet with a Yu Ming staff member who will verify their eligibility for this preference based on a visual inspection of documents that show household income. The documents that may be used for this determination will be specified on the instructions of the application form. These documents will not be collected at the time of application to Yu Ming. If the applicant is offered a slot at Yu Ming, the applicant will be expected to submit proof of eligibility for the Free and Reduced Lunch Program, as specified by the California Board of Education, at the time of enrollment to Yu Ming.
2. If there are more applicants in either the Mandarin or non-Mandarin pool than the number available to receive the Free and Reduced Lunch preference, then applicants shall be randomly selected to receive slots up to the number eligible for the preference. Applicants eligible for other weighted preferences (as detailed in section 2.f.iii below) shall receive those weightings within the process of random selection for the Free and Reduced Lunch preference. This preference will be reflected in the lottery process through mechanical or electronic means by selecting at random students in this preference category.
3. Any applicants who were not selected based on the categorical Free and Reduced Lunch Preference shall be placed with the remaining applicants and drawn at random as detailed in section 2.f.iii below).

iii. For preference category 2.c.vi (Residents of the Local Elementary School Attendance Area) the preference will be a weighted preference of 8:1 3:1. For preference category 2.c.vii (Residents of Alameda County) the preference will be a weighted preference of 2:1. The weighting for Alameda County will not be additive to the weighting for the Local Elementary School Attendance Area. For preference category 2.c.iv (Children of Yu Ming Board Members) the preference will be an added weight of 2 in addition to any weighting for residency (i.e. a child of a Board Member who resides in Alameda County will have a weighted preference of 4:1; a child of a Board Member who resides in the Local Elementary School Attendance Area will have a weighted preference of 10:1 5:1; and a child of a Board Member

**Comment [D4]:** This allows for verification of FRL eligibility (with eg, W2, pay stub, tax return, food stamps eligibility, etc) without collecting confidential documents from many applicants who ultimately may not enroll at YM. Some verification is strongly recommended as it would be challenging to later rescind an enrollment offer.

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**Comment [D5]:** No penalty to FRL eligible applicants who do not receive the FRL categorical preference.

**Comment [D6]:** Ratio changed back to 3:1 as higher ratio did not result in more diversity from neighborhood as neighborhood becoming gentrified and some applicants moving (perhaps temporarily) to neighborhood to obtain higher weighted preference. Some ratio higher than 2:1 necessary for YM to be eligible for California SB740 grant funding.

who lives outside Alameda County will have a weighted preference of 3:1). These preferences will be reflected in the lottery process through mechanical or electronic means by selecting at random students in preference categories 2.c.iv, 2.c.vj, 2.c.vii and 2.c.viii with the weighting described above.

~~iii-~~iv. If an applicant who is offered a slot during the process described above in section 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for the same grade level, that sibling(s) will be offered the next available slot(s) that matches their language proficiency or if no such slot(s) remain they will be placed in the first available slot(s) on the appropriate waitlist. If an applicant who is offered a slot during the process described above in sections 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for a different grade level which has already been assigned slots, that sibling(s) will be offered an open slot that matches their language proficiency, if available, or placed in the first available slot(s) on the appropriate waiting list. If an applicant who is offered a slot during the process described above in sections 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for a different grade level which has not yet been assigned slots, that sibling(s) will be given sibling preference (as defined above in sections 2.c.ii) at the time of assignment of slots for their grade level.

~~iv-~~v. The chair of the enrollment committee or their designee will record the assignment of each applicant to either a slot or to the appropriate ordered waitlist.

g. The following guidelines will be followed regarding the ordered waitlists for each grade:

- i. The school will maintain an ordered waitlist for each grade ~~and, for Kindergarten, each language category.~~
- ii. If slots become available because an accepted student declines acceptance or a student withdraws from school before the start of the academic year, students on the waitlist will be offered a slot in their grade ~~(and for Kindergarten, their language category)~~ based on their position on the waitlist.

~~iii.~~ If slot(s) open up during the academic year because of attrition, the principal will determine whether the slot(s) will be filled at that time or if the slot(s) will be left vacant for the remainder of the school year. The principal will make this determination based on how far along in the academic year the slot becomes open (eg. more likely to fill the slot in the first half of the academic year and less likely to fill the slot in second half of the academic year), any relevant grade specific factors (eg. additional number of students already present in the grade above the target number because of students being retained in a grade or advanced in a grade during the academic year), and whether there is more than one student leaving (eg. may be greater need to fill the slots if there is more attrition in the same grade). The principal will not consider any characteristics or identities of students on the waitlist when deciding whether to fill a slot opened by attrition. If the slot is to be filled, students on the waitlist will be offered a slot in their grade ~~(and for Kindergarten, their language category)~~ based on their position on the waitlist.

iii-iv. ~~If an open slot is to be filled (as per section 2.g.iii above) and the slot was vacated by a student who received the Free and Reduced Lunch Preference for the current academic year, then the open slot will be offered to the next applicant on the waitlist in the specific language pool who met the criteria for Free and Reduced Lunch at the time of the Public Random Drawing. If that applicant does not accept the slot, then the open slot will be offered to the next applicant on the waitlist in the specific language pool who met the criteria for Free and Reduced Lunch at the time of the Public Random Drawing. This procedure will continue until the slot is filled, with the goal of having a minimum of 220% of the Kindergarten class meet the criteria for Free and Reduced Lunch. If no applicants remain in the specific language pool who met the Free and Reduced Lunch criteria at the time of Public Random Drawing, then the open slot will be offered to the next applicant on the ordered waitlist.~~

iv-v. If an applicant on the waitlist becomes eligible for a preference category as defined in sections 2.c.i, ~~2.c.ii~~, 2.c.iii or 2.c.iv because of a family change (eg. a sibling is offered and accepts a slot at Yu Ming, a parent becomes an employee at Yu Ming, a parent marries into a family that is eligible for a preference category, or other change affecting an applicant's eligibility for an enrollment preference) an effort will be made to allow that applicant to receive the benefit of that preference by moving them up the waitlist to a position granted by the preference to which they are entitled. However, no applicant will be moved ahead of a student with the same preference eligibility. For example, if an applicant on the waitlist becomes eligible for the sibling preference because their sibling was offered and accepted a slot at Yu Ming, the applicant would be moved up the waitlist ahead of other applicants, including those with Founding Family preference, but not ahead of other applicants with sibling preference nor ahead of any applicants with employee preference.

v-vi. The waitlists shall remain in effect for the entirety of the academic year. At the end of the academic year the waitlists shall be null and void and have no bearing on assignment to slots for the next academic year.

vi. ~~Subject to the Principal's determination pursuant to Section 2.g.iii, as applicable, if slots for Mandarin proficient Kindergarten students remain and all the remaining Kindergarten applicants on the waitlist are not proficient in Mandarin, then these slots will be assigned to Kindergarten applicants who are not proficient in Mandarin. The slots will be assigned to applicants based on their order on the non-Mandarin waitlist. Similarly, if slots for non-Mandarin students remain and all the remaining students on the waitlist are proficient in Mandarin, then these slots will be assigned to Kindergarten students who are proficient in Mandarin. The slots will be assigned to applicants based on their order on the Mandarin waitlist. If the ratio of Mandarin/non-Mandarin students is drifting away from the school's goal of a 50/33%/50/67% for a dual immersion program, the principal may recommend to the Board of Directors that an additional round of enrollment take place in order to allow the school to meet its dual immersion model.~~

**Comment [D7]:** This procedure will ensure FRL % at a minimum of 20% even if applicants who initially received FRL preference in lottery choose not to enroll.

- vii. If the waitlist for an individual grade is exhausted, and unfilled slots for that grade remain, then the principal or their designee may announce and undertake a second enrollment period. If more students apply for the slots than are available, another public random drawing (following the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist. If unfilled slots remain for an individual grade even after a second enrollment period, the unfilled slots will be listed on the Yu Ming website. Each day that the slots are listed will be considered a separate enrollment period; if more applicants than available slots happen to apply on the same day, a public random drawing (following the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist.
- viii. To streamline filling slots in the upper grades (above Kindergarten) the school may elect to assess the Mandarin language proficiency of applicants at the top of the waitlists prior to having confirmation that a slot in a particular grade will definitely be opening by attrition. When the principal or their designee contacts an applicant to schedule these assessments, the applicant will have 48 hours to respond and schedule the assessment. If the applicant does not respond within 48 hours, it will be assumed that the applicant is no longer interested in attending Yu Ming and they will be moved to the end of the applicable waitlist.
- h. A person who is hired as an employee of Yu Ming (where “employee” is defined to be a person who is under direct paid employment by Yu Ming and works an average of 18 hours or more per week at Yu Ming) at any time will be eligible to receive an offer(s) of enrollment for their child(ren) to attend Yu Ming. The offer(s) of enrollment may not otherwise violate the terms of minimum age of enrollment as described in 1.i of this policy. The offer(s) may have the effect of expanding the size of the grade for which the offer(s) of enrollment is(are) made. The offer(s) may neither alter the maintenance of the waitlist (eg. applicants on the waitlist will still be offered a slot should a slot open through attrition before the start of the academic year) nor the measures of Mandarin proficiency described in section 1.k above. The principal or their designee may, for a future academic year, recommend that the grade expansion affected by this paragraph be removed before determining the number of slots available in a future academic year.
  - i. Children of employees of Yu Ming may also apply to Yu Ming through the usual procedure described above in sections 2.a through 2.f. In that case they will receive a preference in the public random drawing as described above in section 2.c.i. If offered a slot at the time of the public random drawing or off the waitlist for their specific grade because of attrition, the grade they are entering will not need to be expanded to accommodate them. If, however, a slot is not available in the grade which they have applied, they will be eligible for the admissions offer which expands the grade size to accommodate children of employees as described in section 2.h above.

### 3. Admissions Offers and Acceptance of Offers

- a. Applicants offered slots for the coming academic year will have acceptance decisions mailed to them within one week of the date of the public random drawing. Families of applicants accepted for enrollment must return the acceptance form to confirm their enrollment in Yu Ming. Confirmation of enrollment includes but is not limited to providing proof of the student's age (see section 1.i above) and proof of residency (see section 1.m above). Failure to provide proof of age (for Kindergarten students) and/or proof of residency (for students who received a preference based on their residency) will result in revocation of the acceptance to Yu Ming. (As per footnote 1 above, homeless youth need not provide proof of residency).
- b. The principal or their designee will set a date by which acceptance decisions must be received back at Yu Ming to confirm the applicant's registration for the coming academic year. Applicants who do not return their acceptance form by this date will have their offer of enrollment withdrawn and if such an applicant changes their mind at a later date, they will be placed at the end of any and all waitlists that exist at that time.
- c. Enrollment offers are valid only for the applied for academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot. However, applicants who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they decline an offer of enrollment and then reapply for a future academic year. Similarly, applicants who were waitlisted and who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they reapply for a future academic year.
- d. If slots open up for the upcoming academic year after the acceptance deadline but before the start of the academic year, because of applicants who received acceptance offers not accepting a slot, the ordered waitlists (as described above in section 2.g) will be used to offer the next applicant(s) acceptance into Yu Ming. These applicants will have 48 hours in which to confirm their intention to enroll at Yu Ming. This procedure will be repeated until all slots for the upcoming academic year have been filled with applicants who confirm their registration in Yu Ming.
- e. Similarly, if slots become available before the start of the academic year in grades above Kindergarten the waitlist for the specific grade will be used to offer the next applicant(s) acceptance into Yu Ming. If the next student on the waitlist has not yet been assessed for Mandarin (as described above in section 1.k), they will be assessed before being offered a slot, as applicable. Once offered a slot, these applicants will have 48 hours in which to confirm their intent to enroll at Yu Ming.
- f. If slots open during the school year and the principal decides to fill those slots (as described above in section 2.g.iii) the same procedures above for Kindergarten (section 2.d) or other grades (section 2.e) will be used to fill those open slots.

4. Exceptions to usual age requirements and grade placements.

- a. A Parent/Guardian may request an exception to the minimum age guidelines for entering Kindergarten students (as outlined in section 1.i). Such a request would need to be submitted to the Yu Ming Board of Directors on or after the applicant's 5th birthday. Such

requests must be evaluated on a case by case basis by the principal or their designee and must be approved by the Board of Directors. Any exceptions would be dependent on availability of an opening in the current Kindergarten class, the student's readiness for Kindergarten and the approval of the Board of Directors of Yu Ming. The Board of Directors must agree that the admittance is in the best interests of the child; and the Parent/Guardian must be given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

- b. A Parent/Guardian may request that a student, who will be 5 years of age, but not yet 6 years of age, by the applicable cutoff date (as outlined in section 1.i), be promoted to first grade if the student has already completed all or part of a year in a private or public Kindergarten program. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. For such an approval the Board of Directors and Parent/Guardian must agree that the pupil is ready for first grade work. If such a request is granted, the Parent/Guardian will sign a waiver indicating that they understand the advantages and disadvantages of grade acceleration for their child.
- c. A Parent/Guardian may request that a student, who will be at least 5 years of age by the applicable cutoff date (as outlined in section 1.i) and who has already completed all or part of a year in a private or public Kindergarten program, be continued in Kindergarten for another academic year. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. If such a request is granted, the Parent/Guardian will sign a Kindergarten Continuation Form indicating that they understand that their child will be repeating Kindergarten.
- d. With the exception of the conditions outlined in sections 4.a, 4.b and 4.c above, all applicants must apply for admission to the grade sequential to the highest grade that they have completed. If the parent/guardian desires the child to enter a grade other than the grade sequential to the highest grade that the applicant has completed, the parent must make this request in writing at the time in which the application for admission is submitted. The principal or their designee will evaluate such requests on a case by case basis and consider whether the grade placement is appropriate. The principal or their designee, after considering the request and any relevant information (eg. evaluation or recommendation from current school, IEP, etc), will make the final determination as to which grade the child can be considered for in the public random drawing.

- 5. Addendum to address any issues which arise at the Public Random Drawing that are not addressed elsewhere in this policy.
  - a. The Yu Ming Board of Directors authorizes the principal and the chair of the enrollment committee or their designees to take whatever reasonable steps are necessary to address issues raised on the evening of the public random drawing that are not addressed specifically by this policy.



# WHY

Equity  
Inclusion  
Excellence

# WHAT

"..committed to a vision of serving students that reflect the diversity of the East Bay and actively works to enroll students that represent all racial, ethnic and socio-economic backgrounds in Alameda County."  
– YM Charter

# HOW

- |                        |                             |
|------------------------|-----------------------------|
| • FRL preference       | • Outreach/Partnerships     |
| • Reduce LEAA          | • Replication               |
| • Reduce two-way       | • Augment Ed. Services      |
| • One-way model        | • Inclusion Curricula       |
| • Expansion (TK, 3 Ks) | • Support for Parents/Staff |

\*Yu Ming Charter School Board of Directors Enrollment and Diversity Committee – October 2016

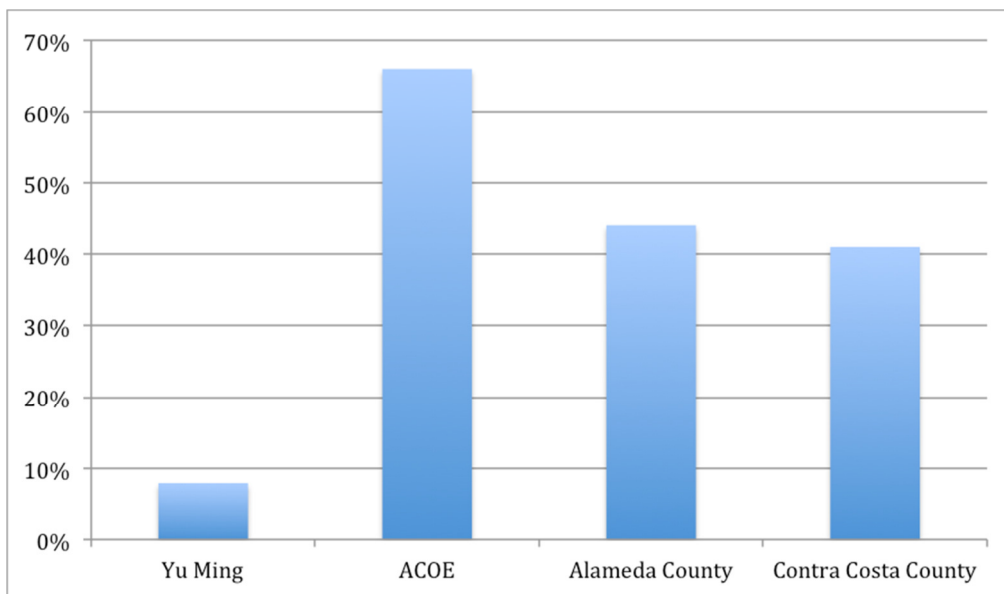




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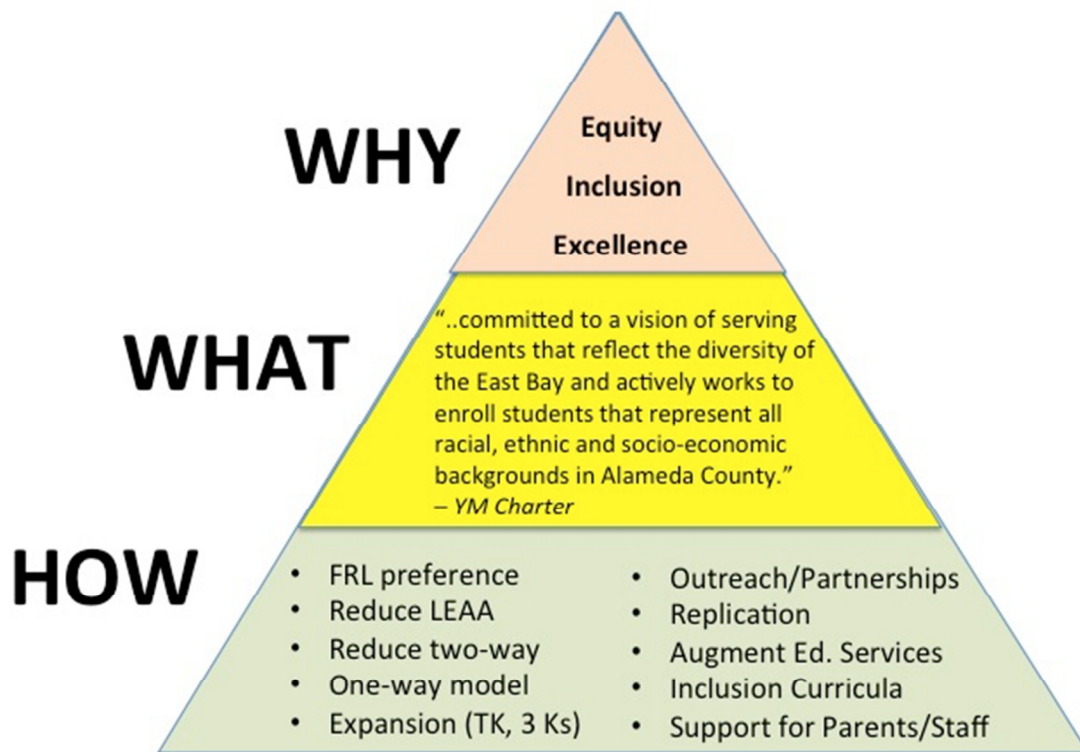
“The Charter School is committed to a vision of serving students that reflect the diversity of the East Bay and actively works to enroll students that represent all racial, ethnic and socio-economic backgrounds in Alameda County.” – Yu Ming Charter

Since the founding of Yu Ming Charter School in 2011 this vision of diversity has energized and inspired the work of countless Yu Ming families, staff, and leadership who have planned and implemented numerous community outreach activities to increase our diversity. These efforts have led to notable successes, including increases in applications from families of African American and Latino decent and from families with lower incomes. Yet, for a number of structural reasons, we have yet to achieve our vision. Below is a graph of one measure of diversity. There is a large and stark disparity in the number of low-income students Yu Ming serves compared with the rest of the East Bay.



Free or Reduced Lunch (FRL) percentages. ACOE = Alameda County Office of Education

Below is a representation of the **Why**, **What**, and **How** of the Enrollment and Diversity Committee.



\*Yu Ming Charter School Board of Directors Enrollment and Diversity Committee – October 2016

### Questions/Responses when considering the Enrollment policy proposals:

#### Proposal A:

- 20% FRL categorical preference
- Reduce neighborhood weighted preference from 10:1 to 3:1
- One-way Mandarin immersion model
- If ACOE rejects change to charter, then revert to Proposal B

#### Proposal B:

- 30% FRL categorical preference
- Reduce neighborhood weighted preference from 10:1 to 3:1
- Adjust two-way Mandarin immersion model from 50:50 to 33:67

- 1.) **Should increasing the overall capacity of our school be a main focus to improve diversity?**  
→ Yes, we agree. We considered the following: additional kindergarten classes, establishing a transitional kindergarten program, and replication. Unfortunately, our current facilities

limitations precludes us from expansion, and realistically we are several years away from having a larger facility. Regarding replication, this effort is in the exploratory phase only at this time and is a years-long process.

2.) **What was the process that led to the Enrollment and Diversity Committee's**

**recommendations?** → The committee, comprised of board members, parents, and Head of School, started formally exploring enrollment policy proposals in Spring 2016. A sampling of the activities are:

- a.) Reached out to other Mandarin immersion programs nationwide for feedback on one-way vs two-way models
- b.) Met several times with head of the ACOE Charter office
- c.) Sought advice from prominent experts on dual-immersion schools in academia
- d.) Researched the educational literature for empirical evidence re: two-way vs one-way model
- e.) Conducted a town hall meeting at YM, presented at 2 FSO meetings
- f.) Held multiple office hours for YM families to give feedback
- g.) Solicited online anonymous feedback from YM families
- h.) Met with YM's legal counsel on legal ramifications of the proposals
- i.) Discussed enrollment proposals at multiple board meetings, including the annual retreat
- j.) Met with YM teachers and leadership informally to discuss implementation of the proposals

3.) **What was the general feedback from YM families?** → In general, the YM parent community feedback has been supportive of efforts to increase diversity, at least in formal settings such as FSO meetings. The other important point is that very few families have made the effort to give formal feedback. For example, at our Town Hall meeting, only 4 families (6 people) were represented. Also, we developed an anonymous, online feedback website that was sent to families in September. The link was active for a month and families were notified multiple times via the weekly newsletter and at the Town Hall meeting. In sum, only 5 people submitted comments. Four comments favored enrollment changes, while one person recommended not changing the two-way model. Of the online comments, two expressed more support for adjusting the two-way model to 33:67 than changing to a one-way model.

4.) **How would a change in the two-way model to 33:67 or a switch to a one-way model affect teachers?** → Our Head of School has had a number of conversations with teachers and other school leadership. The general consensus is that teachers can work with either model. Teachers do feel that having Mandarin proficient students in the kindergarten class is important as they can serve as linguistic role models for non-Mandarin speakers.

- 5.) **What are the legal ramifications of the FRL preference proposal?** → It is common to have categorical preferences in the enrollment lotteries of charter schools. Yu Ming has several categorical preferences already in place: a.) founding families b.) siblings c.) employee children. Having a preference for low-income families is common and completely legal. We have discussed this at length with YM's legal counsel.
- 6.) **How will the FRL categorical preference be implemented?** → There are many schools in the East Bay that have an FRL preference. Many ask the families about their FRL status on the enrollment application, but actual proof of FRL eligibility would not be required until the student has been offered a slot. The current income thresholds for FRL eligibility can be found here <http://www.cde.ca.gov/ls/nu/rs/scales1617.asp>. For example, a family of 4 with a monthly income of less than \$3,748 would be FRL eligible.
- 7.) **What are the financial considerations of having more socioeconomic diversity?** → Under state and federal law, YM will receive additional support for each student who is FRL eligible, so we can see an increase in revenue to some degree. However, this gain may be offset by the additional resources needed to serve fully the needs of a more diverse student body, and by the potential reduction in average donations from the YM community.
- 8.) **What are the pros and cons of changing the model to one-way versus adjusting our two-way model to 33:67 from 50:50?** →
- a.) Pros of one-way model
    - i.) Equalizes accessibility to all applicants, regardless of language proficiency
    - ii.) Represents the majority of mandarin immersion schools nationwide
    - iii.) Simpler to implement, no need for language testing in kindergarten
    - iv.) Increases our opportunity to achieve racial/ethnic diversity to reflect Alameda County
    - v.) Decreased risk of legal liability/exposure
    - vi.) Decreased chances of having race-based socioeconomic disparities
  - b.) Cons of one-way model
    - i.) Risk of having fewer Mandarin proficient kindergartners
    - ii.) Some parents may not be supportive as this is seen as a drastic change
    - iii.) Requires a material change to YM Charter (needs ACOE approval)
  - c.) Pros of 33:67 two-way model
    - i.) Guarantees that at least 33% of kindergarten class is Mandarin proficient
    - ii.) More incremental a change which some YM parents may prefer
    - iii.) YM board can make this change without material change to charter
  - d.) Cons of 33:67 two-way model
    - i.) Significant sources needed to test applicants for Mandarin proficiency

- ii.) Increased risk of having race-based socioeconomic disparities
- iii.) Increased risk of legal liability/exposure
- iv.) Potential to exclude Mandarin-proficient applicants during years when there are many siblings/employee children/FF who fill up those slots

## Resolution #FY16-002

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### **Yu Ming Charter School Enrollment and Public Random Drawing Policy:**

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Approved by Board of Directors on February 15, 2011

Addendum approved by Board of Directors on March 1, 2011

Revision approved by Board of Directors on March 6, 2011

Revision approved by Board of Directors effective as of July 31, 2011

Revision approved by Board of Directors on November 15, 2012

Revision approved by Board of Directors on February 27, 2014

Revision approved by Board of Directors on January 22, 2015

Revision approved by Board of Directors on June 20, 2015

Revision to accompany Charter Renewal 2015 approved by Board of Directors on September 24, 2015

Revision approved by Board of Directors on February 25, 2016

Revision DRAFT for consideration ~~Fall~~October 20, 2016

#### 1. Application to Yu Ming Charter School:

- a. The enrollment period for application to Yu Ming Charter School (Yu Ming) will begin in November of the year prior to the academic year.
- b. The principal or their designee shall organize outreach activities and information sessions designed to recruit a broad, diverse representation of students from Alameda County both socioeconomically, racially and ethnically.
- c. There is no fee to apply to or attend Yu Ming.
- d. Yu Ming Charter School shall not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).
- e. All applicants must complete an application for enrollment. Applications for enrollment for each academic year are valid solely for that academic year. Any offers of enrollment to Yu Ming or waitlist positions from one academic year shall not carry over to other academic years. Any applicant who was not offered enrollment in one academic year who wishes to reapply to Yu Ming in the future must submit a new application for the new academic year.

- f. The principal or their designee will select a date for the application deadline. The application deadline will be posted on the Yu Ming website and also indicated on all enrollment applications. Applications must be returned to Yu Ming in person by the application deadline or received by mail at the Yu Ming school office. Yu Ming staff will log the date received and will notify applicants by email (if available) or by postcard (if no email available) that their application was received. Yu Ming staff will use address information as provided by the applicant and takes no responsibility as to the validity of the address. Applicants should not assume that their application has been received unless they receive this notification. Applications received after the deadline will not be considered during the initial enrollment period. Yu Ming reserves the right to conduct a second round of recruitment and enrollment if deemed necessary by the principal or their designee. If a second round of recruitment and enrollment is undertaken, applications received after the initial enrollment deadline will be considered for admission during the second enrollment period.
- g. Enrollment applications will be distributed at enrollment information sessions and made available for download from the Yu Ming website, [www.yumingschool.org](http://www.yumingschool.org). All applications must be submitted in hardcopy form to the Yu Ming school office; electronic and facsimile copies will not be accepted. Enrollment applications will be available in English, Chinese (Simplified and Traditional) and Spanish.
- h. All applicants will be encouraged to attend an enrollment information session. The purpose of these sessions is to ensure that families understand the unique features of language immersion education and that applicants are committed to staying at Yu Ming for the entirety of their elementary education, K-8.
- i. Yu Ming must comply with State law as to the minimum age for public school admission. Kindergartners must be 5 years of age on or before September 1 of the academic year in which they enter Kindergarten.
- j. As outlined in the Yu Ming charter, Yu Ming strives towards a 50/50 two-way dual immersion model. To be effective this model requires that at least one third of the incoming Kindergarten class be proficient in Mandarin. ~~—~~ To this end, efforts will be made to fill ~~half~~ [33%] of each kindergarten class with Mandarin speaking students and ~~half~~ [67%] with students who speak another language other than -Mandarin. Applicants will be asked on the enrollment application to indicate if the student has any level of proficiency in Mandarin. Applicants who indicate such proficiency will be scheduled for a Mandarin language review conducted under the direction of the principal or their designee using an objective, age appropriate assessment. If the applicant meets the criteria for Mandarin proficiency, their parent or guardian will be given the option to have the applicant considered for the Mandarin slots for the academic year. The parent or guardian may elect to have the applicant considered for the non-Mandarin slots instead. If an assessed applicant does not meet the defined level of Mandarin proficiency, then the applicant will be considered for the non-Mandarin slots for the academic year. No applicant will be eligible for both the Mandarin and non-Mandarin slots.

**Comment [D1]:** Change from 50/50 to 33/67 ratio which better reflects the ratio of Mandarin to non-Mandarin applicants while still allowing benefits of the two-way immersion model

- k. In line with recommendations from the California Department of Education, Two-Way Language Immersion Program FAQ ([www.cde.ca.gov/sp/el/ip/faq.asp](http://www.cde.ca.gov/sp/el/ip/faq.asp)), applicants applying to Yu Ming after Kindergarten will need to have some level of proficiency in Mandarin that approximates the students who have already been in the program for a year or more. Applicants entering the program after Kindergarten will be assessed by the school principal or their designee to determine if their Mandarin language proficiency is adequate for admission to the grade level to which they are applying. The principal or their designee will determine the level of Mandarin proficiency required for each grade level by the date applications are due for the next academic year. All applicants will be included in the public random drawing (if more applications are received than available spaces) so that an ordered waitlist can be created for any slots that may open by attrition during the academic year. The principal or their designee will assess applicants on the waitlist to ensure that the applicants meet the set level of Mandarin proficiency. If an applicant does not meet the level of proficiency, they will be removed from the waitlist. If a parent believes that the assessment is inaccurate, they may submit a written request to the principal to review the assessment. The principal or their designee, after reviewing the assessment, shall have final say in determining if the assessment is valid and whether a re-assessment is indicated.
- l. As outlined in the Yu Ming charter, siblings of currently enrolled students will be given preference in the enrollment process if a public random drawing is held (see below). For this purpose, siblings are defined as persons with at least one parent or guardian or step-parent in common. Applicants must indicate on their enrollment application if they have a sibling currently enrolled at Yu Ming. This preference will include applicants whose sibling is slated to graduate from the 8<sup>th</sup> grade from Yu Ming at the end of the current academic year.
- m. As outlined in the Yu Ming charter, residents of Alameda County and residents of the Local Elementary School Attendance Area where Yu Ming is located will be given preference in the enrollment process if a public random drawing is held (see below). If offered admission to Yu Ming, applicants indicating that they primarily reside in one of these areas will need to present 3 official documents to verify proof of Alameda County Residency or proof of residency in the Local Elementary School Attendance Area. Applicants who do not supply this proof of residency or are found to not be primarily residing in Alameda County or in the Local Elementary School Attendance Area will be moved to the end of the waitlist since the additional weighting given to them in the public random drawing process was invalid. Additionally, Yu Ming office staff may audit the proof of residency, ask for additional proof of residency and/or make home visits to ensure that the applicant actually lives at the address given on the application form. Acceptable proof of residency will include the following<sup>1</sup>:
- i. Utility bill from PG&E or EBMUD (current bill within 30 days)
  - ii. Homeowner's or renter's insurance policy
  - iii. Lease agreement
  - iv. Current property tax bill from Alameda County Tax Collector's Office

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<sup>1</sup> Proof of residency not required for homeless youth.



- v. Official letter or form from a social services or government agency (current within 30 days)
- vi. Valid CA Driver's License
- vii. Current bank statement with proof of current residential address
- viii. Paycheck from employer on official letterhead with proof of current residential address

## 2. Admissions Selection Process and Public Random Drawing

- a. Each year, the Yu Ming Board, acting on recommendations from the principal or their designee will approve a plan for school growth for the coming academic year which includes the number of slots available for new students. For academic year ~~2016-17~~2017-18 there will be [2] Kindergarten classes. Half of the Kindergarten slots will be designated for students with Mandarin proficiency (as defined above in section 1.j) and half will be designated for students proficient in a language other than Mandarin.
- b. If there are more applicants than slots available, a public random drawing will be held to determine admission to Yu Ming.
- c. Preference in the public random drawing process will be in the following order based on the preferences listed in the Yu Ming charter and based on preferences as required by California Education Code Section 47614.5:
  - i. Children of employees (where "employees" are defined to be persons who are under direct paid employment by Yu Ming and work an average of 18 hours or more per week at Yu Ming)
  - ii. Siblings of current students within the Charter School (as defined above in section 1.i.)
  - iii. Children of Founding Families (as defined below in section 2.d.)
  - ~~iii.~~iv. Children whose family meets the requirements for the California Free and Reduced Lunch Program
  - ~~iv.~~v. Children of Yu Ming Board Members (Children of current Board Members are eligible for this preference if the Board Member will have served a minimum of one year on the board at the time the child would, if offered a slot, enter Yu Ming. Children of past Board Members are eligible for this preference if the Board Member served a minimum of one year on the board.)
  - ~~v.~~vi. Children who reside in the Local Elementary School Attendance Area where Yu Ming is located or who currently attend the local elementary school in the area where Yu Ming is located
  - ~~vi.~~vii. Residents of Alameda County
  - ~~vii.~~viii. All other students in the State of California.
- d. As outlined in the Yu Ming Policy on Founding Family Definition, preference within the Children of Founding Families (section 2.c.iii above) shall be given to Children of Original Founding Families.
- e. The public random drawing:

**Comment [D2]:** FRL preference to increase socioeconomic diversity

- i. Will have its date and location (as determined by the principal or their designee) posted on the Yu Ming website at least 72 hours prior to being held.
  - ii. Will be run by the principal and/or their designee.
  - iii. Will be overseen by at least 2 members of the Yu Ming Board of Directors (or 1 member of the Yu Ming Board of Directors and the principal).
  - iv. May be done using electronic or mechanical means at the discretion of the chair of the enrollment committee or their designee. If the drawing is done using electronic means any formulae or special computer programs (source code) used to assist in the drawing process will be available for public review.
- f. Kindergarten applicants who have been designated as Mandarin speaking applicants (as defined above in sec 1.j) will be assigned to open slots designated for Mandarin speakers using the procedure outlined in sections 2.f.i through 2.f.iv below. Then Kindergarten applicants who have been designated as non-Mandarin speaking applicants will be assigned to open slots designated for non-Mandarin speakers using the same procedure in sections 2.f.i through 2.f.iv below. After Kindergarten slots and waitlists have been assigned, applicants for each higher grade level will be assigned to an ordered waitlist to fill any slots opened by attrition at the end of the academic year. Applicants will be assigned to open slots using the procedure in sections 2.f.i through 2.f.iv below.
- i. Following the preferences defined above in section 2.c, applicants will be assigned to open slots for their respective grade (and, for Kindergarten, language category). If there are more applicants in any preference category than open slots, applicants from that preference category will be drawn at random using the designated mechanical or electronic system. Each applicant drawn will be assigned an open slot until all slots are filled. Remaining applicants will continue to be drawn and placed on an ordered waitlist for that grade (and, for Kindergarten, language category). Applicants from preference category 2.c.i will be assigned first. Once all applicants from this preference category have been assigned to slots or the waitlist, applicants from preference category 2.c.ii will be assigned. Once all applicants from preference category 2.c.ii have been assigned to slots or the waitlist, applicants from preference category 2.c.iii will be assigned.
  - ii. For preference category 2.c.iv (Children who meet the requirements of the California Free and Reduced Lunch Program) the preference shall be a categorical preference and applicants will be assigned slots after completion of the procedure in 2.f.i above. The number of applicants eligible for this preference will be ~~34~~20% of the total number of slots available at the time of Public Random Drawing, rounded up to the nearest whole number (eg. if there are a total of 52 Kindergarten slots available at the time of the Public Random Drawing, then up to 164 applicants would be eligible to receive this preference.) For Kindergarten, the number of applicants eligible to receive this preference would be split 33% Mandarin speakers and 67% non-Mandarin speakers to reflect the number of available slots in each pool (eg. in the above example with 164 applicants eligible to receive this preference, 64 applicants in the Mandarin pool and 107 applicants in the non-

**Comment [D3]:** Specifics of FRL preference, including a proposed FRL minimum percent of incoming Kindergarten class. The actual FRL % could be higher if additional students eligible for FRL preference are selected later in the lottery process.

With 20% of total slots going to FRL by preference, and assuming similar number of siblings, employee children and FF applicants as 2016-17, the number of open slots after FRL preference would be expected to be:

4 open slots in Mandarin pool and  
15 open slots in non-Mandarin pool.

Mandarin pool would be eligible for the preference.) If there are not enough applicants who meet the Free and Reduced Lunch Criteria in either pool, the number in the other pool will be increased to account for the number of eligible slots not used (eg. in the example above, if there were only 3 applicants in the Mandarin pool who met the Free and reduced Lunch Criteria all 3 would be eligible for the preference and 138 applicants, rather than 107, in the non-Mandarin pool would be eligible for the preference. For upper grades, since the total number of open slots is not typically known at the time of the Random Drawing and -because attrition in an one grade has typically been less than 5 students, 1 applicant (or ~320% of 45) shall be eligible to receive the Free and Reduced Lunch Preference.

1. If applicants indicate on their application form that they may be eligible for the Free and Reduced Lunch Preference, they will be asked to meet with a Yu Ming staff member who will verify their eligibility for this preference based on a visual inspection of documents that show household income. The documents that may be used for this determination will be specified on the instructions of the application form. These documents will not be collected at the time of application to Yu Ming. If the applicant is offered a slot at Yu Ming, the applicant will be expected to submit proof of eligibility for the Free and Reduced Lunch Program, as specified by the California Board of Education, at the time of enrollment to Yu Ming.
2. If there are more applicants in either the Mandarin or non-Mandarin pool than the number available to receive the Free and Reduced Lunch preference, then applicants shall be randomly selected to receive slots up to the number eligible for the preference. Applicants eligible for other weighted preferences (as detailed in section 2.f.iii below) shall receive those weightings within the process of random selection for the Free and Reduced Lunch preference. This preference will be reflected in the lottery process through mechanical or electronic means by selecting at random students in this preference category.
3. Any applicants who were not selected based on the categorical Free and Reduced Lunch Preference shall be placed with the remaining applicants and drawn at random as detailed in section 2.f.iii below).

ii.iii. For preference category 2.c.vi (Residents of the Local Elementary School Attendance Area) the preference will be a weighted preference of ~~8:1~~ 3:1. For preference category 2.c.vii (Residents of Alameda County) the preference will be a weighted preference of 2:1. The weighting for Alameda County will not be additive to the weighting for the Local Elementary School Attendance Area. For preference category 2.c.iv (Children of Yu Ming Board Members) the preference will be an added weight of 2 in addition to any weighting for residency (i.e. a child of a Board Member who resides in Alameda County will have a weighted preference of 4:1; a child of a Board Member who resides in the Local Elementary School Attendance Area will have a weighted preference of ~~10:1~~ 5:1; and a child of a Board Member

**Comment [D4]:** This allows for verification of FRL eligibility (with eg, W2, pay stub, tax return, food stamps eligibility, etc) without collecting confidential documents from many applicants who ultimately may not enroll at YM. Some verification is strongly recommended as it would be challenging to later rescind an enrollment offer.

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**Comment [D5]:** No penalty to FRL eligible applicants who do not receive the FRL categorical preference.

**Comment [D6]:** Ratio changed back to 3:1 as higher ratio did not result in more diversity from neighborhood as neighborhood becoming gentrified and some applicants moving (perhaps temporarily) to neighborhood to obtain higher weighted preference. Some ratio higher than 2:1 necessary for YM to be eligible for California SB740 grant funding.

who lives outside Alameda County will have a weighted preference of 3:1). These preferences will be reflected in the lottery process through mechanical or electronic means by selecting at random students in preference categories 2.c.iv, 2.c.vj, 2.c.vii and 2.c.viii with the weighting described above.

~~iii~~-iv. If an applicant who is offered a slot during the process described above in section 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for the same grade level, that sibling(s) will be offered the next available slot(s) that matches their language proficiency or if no such slot(s) remain they will be placed in the first available slot(s) on the appropriate waitlist. If an applicant who is offered a slot during the process described above in sections 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for a different grade level which has already been assigned slots, that sibling(s) will be offered an open slot that matches their language proficiency, if available, or placed in the first available slot(s) on the appropriate waiting list. If an applicant who is offered a slot during the process described above in sections 2.f.i has a sibling(s) who has(have) also applied for admission during the current enrollment period and for a different grade level which has not yet been assigned slots, that sibling(s) will be given sibling preference (as defined above in sections 2.c.ii) at the time of assignment of slots for their grade level.

~~iv~~-v. The chair of the enrollment committee or their designee will record the assignment of each applicant to either a slot or to the appropriate ordered waitlist.

g. The following guidelines will be followed regarding the ordered waitlists for each grade:

- i. The school will maintain an ordered waitlist for each grade and, for Kindergarten, each language category.
- ii. If slots become available because an accepted student declines acceptance or a student withdraws from school before the start of the academic year, students on the waitlist will be offered a slot in their grade (and for Kindergarten, their language category) based on their position on the waitlist.

~~iii~~. If slot(s) open up during the academic year because of attrition, the principal will determine whether the slot(s) will be filled at that time or if the slot(s) will be left vacant for the remainder of the school year. The principal will make this determination based on how far along in the academic year the slot becomes open (eg. more likely to fill the slot in the first half of the academic year and less likely to fill the slot in second half of the academic year), any relevant grade specific factors (eg. additional number of students already present in the grade above the target number because of students being retained in a grade or advanced in a grade during the academic year), and whether there is more than one student leaving (eg. may be greater need to fill the slots if there is more attrition in the same grade). The principal will not consider any characteristics or identities of students on the waitlist when deciding whether to fill a slot opened by attrition. If the slot is to be filled, students on the waitlist will be offered a slot in their grade (and for Kindergarten, their language category) based on their position on the waitlist.

~~iii-iv.~~ If an open slot is to be filled (as per section 2.g.iii above) and the slot was vacated by a student who received the Free and Reduced Lunch Preference for the current academic year, then the open slot will be offered to the next applicant on the waitlist in the specific language pool who met the criteria for Free and Reduced Lunch at the time of the Public Random Drawing. If that applicant does not accept the slot, then the open slot will be offered to the next applicant on the waitlist in the specific language pool who met the criteria for Free and Reduced Lunch at the time of the Public Random Drawing. This procedure will continue until the slot is filled, with the goal of having a minimum of ~~32%~~ of the Kindergarten class meet the criteria for Free and Reduced Lunch. If no applicants remain in the specific language pool who met the Free and Reduced Lunch criteria at the time of Public Random Drawing, then the open slot will be offered to the next applicant on the ordered waitlist.]

**Comment [D7]:** This procedure will ensure FRL % at a minimum of 20% even if applicants who initially received FRL preference in lottery choose not to enroll.

~~iv-v.~~ If an applicant on the waitlist becomes eligible for a preference category as defined in sections 2.c.i, ~~2.c.ii~~, 2.c.iii or 2.c.iv because of a family change (eg. a sibling is offered and accepts a slot at Yu Ming, a parent becomes an employee at Yu Ming, a parent marries into a family that is eligible for a preference category, or other change affecting an applicant's eligibility for an enrollment preference) an effort will be made to allow that applicant to receive the benefit of that preference by moving them up the waitlist to a position granted by the preference to which they are entitled. However, no applicant will be moved ahead of a student with the same preference eligibility. For example, if an applicant on the waitlist becomes eligible for the sibling preference because their sibling was offered and accepted a slot at Yu Ming, the applicant would be moved up the waitlist ahead of other applicants, including those with Founding Family preference, but not ahead of other applicants with sibling preference nor ahead of any applicants with employee preference.

~~v-vi.~~ The waitlists shall remain in effect for the entirety of the academic year. At the end of the academic year the waitlists shall be null and void and have no bearing on assignment to slots for the next academic year.

~~vi-vii.~~ Subject to the Principal's determination pursuant to Section 2.g.iii, as applicable, If slots for Mandarin proficient Kindergarten students remain and all the remaining Kindergarten applicants on the waitlist are not proficient in Mandarin, then these slots will be assigned to Kindergarten applicants who are not proficient in Mandarin. The slots will be assigned to applicants based on their order on the non-Mandarin waitlist. Similarly, if slots for non-Mandarin students remain and all the remaining students on the wait list are proficient in Mandarin, then these slots will be assigned to Kindergarten students who are proficient in Mandarin. The slots will be assigned to applicants based on their order on the Mandarin waitlist. If the ratio of Mandarin/non-Mandarin students is drifting away from the school's goal of a ~~50-53%~~ ~~50-57%~~ for a dual immersion program, the principal may recommend to the Board of Directors that an additional round of enrollment take place in order to allow the school to meet its dual immersion model.

~~vii-viii.~~ If the waitlist for an individual grade is exhausted, and unfilled slots for that grade remain, then the principal or their designee may announce and undertake a second enrollment period. If more students apply for the slots than are available, another public random drawing (following the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist. If unfilled slots remain for an individual grade even after a second enrollment period, the unfilled slots will be listed on the Yu Ming website. Each day that the slots are listed will be considered a separate enrollment period; if more applicants than available slots happen to apply on the same day, a public random drawing (following the same procedures outlined above) will be used to determine which students are offered slots and which are placed on a waitlist.

~~viii-ix.~~ To streamline filling slots in the upper grades (above Kindergarten) the school may elect to assess the Mandarin language proficiency of applicants at the top of the waitlists prior to having confirmation that a slot in a particular grade will definitely be opening by attrition. When the principal or their designee contacts an applicant to schedule these assessments, the applicant will have 48 hours to respond and schedule the assessment. If the applicant does not respond within 48 hours, it will be assumed that the applicant is no longer interested in attending Yu Ming and they will be moved to the end of the applicable waitlist.

- h. A person who is hired as an employee of Yu Ming (where “employee” is defined to be a person who is under direct paid employment by Yu Ming and works an average of 18 hours or more per week at Yu Ming) at any time will be eligible to receive an offer(s) of enrollment for their child(ren) to attend Yu Ming. The offer(s) of enrollment may not otherwise violate the terms of minimum age of enrollment as described in 1.i of this policy. The offer(s) may have the effect of expanding the size of the grade for which the offer(s) of enrollment is(are) made. The offer(s) may neither alter the maintenance of the waitlist (eg. applicants on the waitlist will still be offered a slot should a slot open through attrition before the start of the academic year) nor the measures of Mandarin proficiency described in section 1.k above. The principal or their designee may, for a future academic year, recommend that the grade expansion affected by this paragraph be removed before determining the number of slots available in a future academic year.
  - i. Children of employees of Yu Ming may also apply to Yu Ming through the usual procedure described above in sections 2.a through 2.f. In that case they will receive a preference in the public random drawing as described above in section 2.c.i. If offered a slot at the time of the public random drawing or off the waitlist for their specific grade because of attrition, the grade they are entering will not need to be expanded to accommodate them. If, however, a slot is not available in the grade which they have applied, they will be eligible for the admissions offer which expands the grade size to accommodate children of employees as described in section 2.h above.

### 3. Admissions Offers and Acceptance of Offers

- a. Applicants offered slots for the coming academic year will have acceptance decisions mailed to them within one week of the date of the public random drawing. Families of applicants accepted for enrollment must return the acceptance form to confirm their enrollment in Yu Ming. Confirmation of enrollment includes but is not limited to providing proof of the student's age (see section 1.i above) and proof of residency (see section 1.m above). Failure to provide proof of age (for Kindergarten students) and/or proof of residency (for students who received a preference based on their residency) will result in revocation of the acceptance to Yu Ming. (As per footnote 1 above, homeless youth need not provide proof of residency).
- b. The principal or their designee will set a date by which acceptance decisions must be received back at Yu Ming to confirm the applicant's registration for the coming academic year. Applicants who do not return their acceptance form by this date will have their offer of enrollment withdrawn and if such an applicant changes their mind at a later date, they will be placed at the end of any and all waitlists that exist at that time.
- c. Enrollment offers are valid only for the applied for academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot. However, applicants who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they decline an offer of enrollment and then reapply for a future academic year. Similarly, applicants who were waitlisted and who remain eligible for a preference as defined above in section 2.c, may still receive such preference if they reapply for a future academic year.
- d. If slots open up for the upcoming academic year after the acceptance deadline but before the start of the academic year, because of applicants who received acceptance offers not accepting a slot, the ordered waitlists (as described above in section 2.g) will be used to offer the next applicant(s) acceptance into Yu Ming. These applicants will have 48 hours in which to confirm their intention to enroll at Yu Ming. This procedure will be repeated until all slots for the upcoming academic year have been filled with applicants who confirm their registration in Yu Ming.
- e. Similarly, if slots become available before the start of the academic year in grades above Kindergarten the waitlist for the specific grade will be used to offer the next applicant(s) acceptance into Yu Ming. If the next student on the waitlist has not yet been assessed for Mandarin (as described above in section 1.k), they will be assessed before being offered a slot, as applicable. Once offered a slot, these applicants will have 48 hours in which to confirm their intent to enroll at Yu Ming.
- f. If slots open during the school year and the principal decides to fill those slots (as described above in section 2.g.iii) the same procedures above for Kindergarten (section 2.d) or other grades (section 2.e) will be used to fill those open slots.

4. Exceptions to usual age requirements and grade placements.

- a. A Parent/Guardian may request an exception to the minimum age guidelines for entering Kindergarten students (as outlined in section 1.i). Such a request would need to be submitted to the Yu Ming Board of Directors on or after the applicant's 5th birthday. Such

requests must be evaluated on a case by case basis by the principal or their designee and must be approved by the Board of Directors. Any exceptions would be dependent on availability of an opening in the current Kindergarten class, the student's readiness for Kindergarten and the approval of the Board of Directors of Yu Ming. The Board of Directors must agree that the admittance is in the best interests of the child; and the Parent/Guardian must be given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

- b. A Parent/Guardian may request that a student, who will be 5 years of age, but not yet 6 years of age, by the applicable cutoff date (as outlined in section 1.i), be promoted to first grade if the student has already completed all or part of a year in a private or public Kindergarten program. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. For such an approval the Board of Directors and Parent/Guardian must agree that the pupil is ready for first grade work. If such a request is granted, the Parent/Guardian will sign a waiver indicating that they understand the advantages and disadvantages of grade acceleration for their child.
- c. A Parent/Guardian may request that a student, who will be at least 5 years of age by the applicable cutoff date (as outlined in section 1.i) and who has already completed all or part of a year in a private or public Kindergarten program, be continued in Kindergarten for another academic year. Such requests will be evaluated on a case by case basis by the principal or his or her designee and must be approved by the Board of Directors. If such a request is granted, the Parent/Guardian will sign a Kindergarten Continuation Form indicating that they understand that their child will be repeating Kindergarten.
- d. With the exception of the conditions outlined in sections 4.a, 4.b and 4.c above, all applicants must apply for admission to the grade sequential to the highest grade that they have completed. If the parent/guardian desires the child to enter a grade other than the grade sequential to the highest grade that the applicant has completed, the parent must make this request in writing at the time in which the application for admission is submitted. The principal or their designee will evaluate such requests on a case by case basis and consider whether the grade placement is appropriate. The principal or their designee, after considering the request and any relevant information (eg. evaluation or recommendation from current school, IEP, etc), will make the final determination as to which grade the child can be considered for in the public random drawing.

- 5. Addendum to address any issues which arise at the Public Random Drawing that are not addressed elsewhere in this policy.
  - a. The Yu Ming Board of Directors authorizes the principal and the chair of the enrollment committee or their designees to take whatever reasonable steps are necessary to address issues raised on the evening of the public random drawing that are not addressed specifically by this policy.





**Board of Directors**  
**October 20, 2016**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Review Board Self-Assessment Survey results and confirm meeting owners for board meetings for the rest of the year
<b>Time Allotted</b>	20 minutes
<b>Background &amp; Summary</b>	The Board took a self-assessment survey and we will be reviewing the results and implications/next steps. In addition, we'll be confirming the board member assignments for owning each of the upcoming board meetings.
<b>Type</b>	Discussion
<b>Key Questions</b>	What will the board's next steps be based on the board self-assessment results?



# Board Self-Assessment

October 20, 2016

# Yu Ming Board Self-Assessment Results

70% response rate (7/10 including the 3 new board members)

## Areas assessed:

1. Shaping the Vision and Mission
2. Strategic Planning and Policy Decisions
3. Selecting, Developing and Evaluating Head of School
4. Board Fundraising Development
5. Providing Expertise and Influence for Organizational Needs
6. Overseeing Financial Performance and Ensuring Risk Management
7. Monitoring Performance and Ensuring Accountability
8. Size, Structure, Composition for Board Effectiveness
9. Leadership as Enablers to Board Effectiveness
10. General/Board Process

# In Summary

Where we're doing well:

- We understand the mission (100% SA/A)
- We feel confident in the area of financial and risk management – understanding and monitoring progress (100% SA/A)
- We have performance metrics and way of monitoring performance (100% SA/A)
- We have understand the expertise needs and the needs of different networks/influencers (100% SA/A and 71% SA/A), but need stronger networks to help support school needs (43% SA/A)
- 100% board donates and understands fundraising needs (85% SA/A)
- Our board leadership has strong rlsp w/staff and head of school (85% SA/A)
- Our committees increase board effectiveness (72% SA/A)
- We do a decent job of examining pros and cons of decisions (71% SA/A)

# In Summary

## Areas to grow:

- We need to build more clarity for the board on:
  - board vs. school management decisions (56% SA/A)
  - strat planning process (42% SA/A)
- We need to do better on:
  - Eval/PD process for head of school (43% SA/A)
  - Succession planning for head of school (100% 2s and 3s)
- We need a better system for onboarding new board members (43% SA/A)

## Mixed results (folks adding color would be helpful since there were no comments speaking to these):

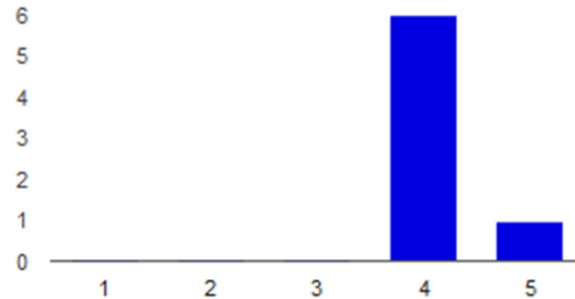
- Board size
- Diversity of the board
- Relationship w/board officers and head of school (71% SA/A, but also a 1 and a 3)
- Board development/succession planning (42% 4s and 57% 3s)
- Board meeting efficiency/efficacy (all over the board)
- Board experience satisfaction (71% SA/A, but a 1 and 2 also)
- Board responsiveness (all over the board)

# Implications and Next Steps

For discussion

# Shaping the Vision and Mission

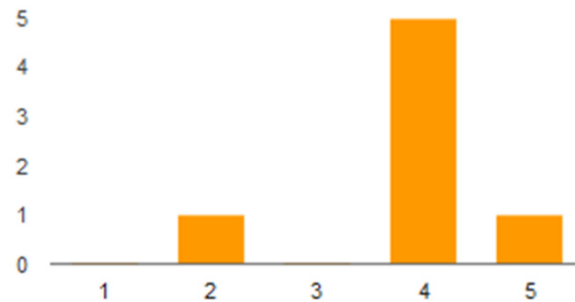
**I understand the school's mission and vision**



Strongly disagree: 1	0	0%
2	0	0%
3	0	0%
4	6	85.7%
Strongly agree: 5	1	14.3%

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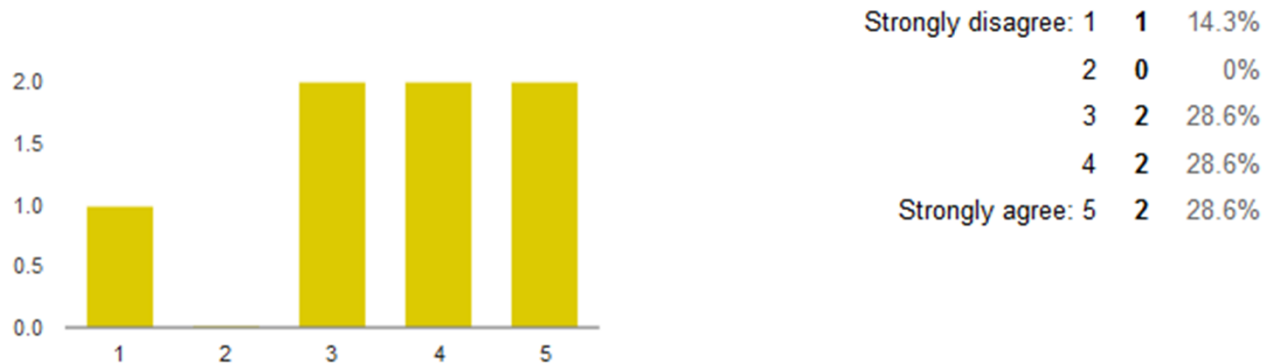
**The mission/vision functions as a guide to decisions of the board.**



Strongly disagree: 1	0	0%
2	1	14.3%
3	0	0%
4	5	71.4%
Strongly agree: 5	1	14.3%

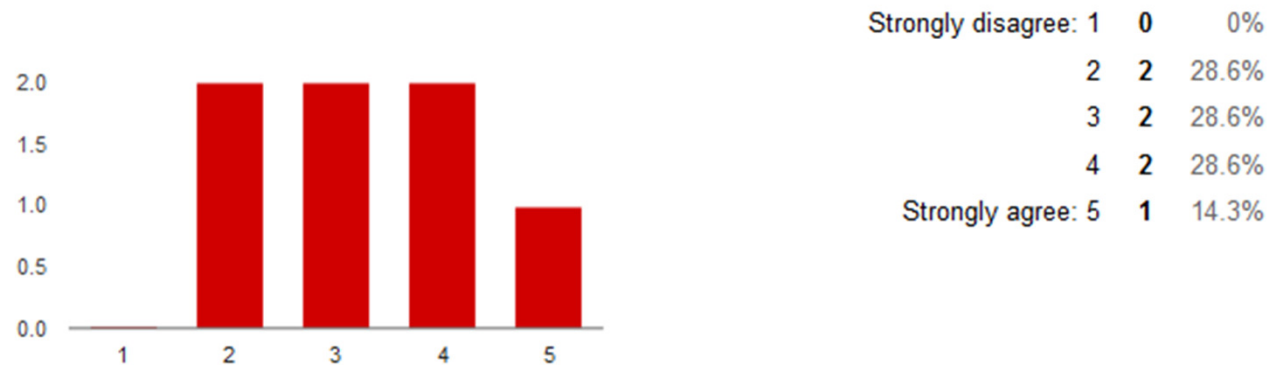
# Strategic Planning and Policy Decisions

**I'm clear between board-level and school management-level decisions**



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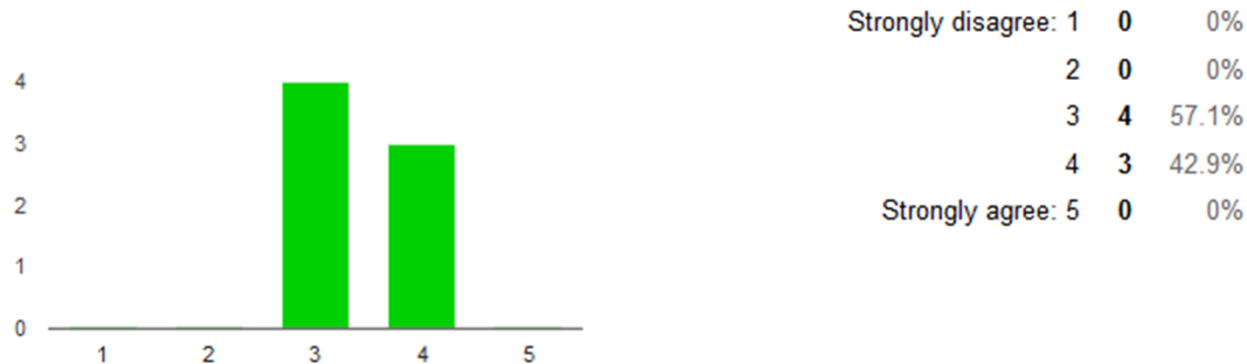
**We have a process for strategic planning and the board participates in this process**



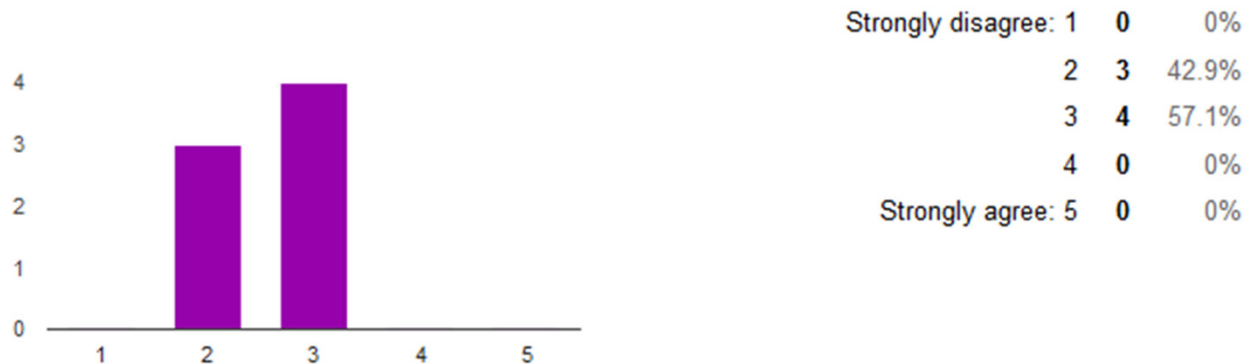


# Selecting, Developing and Evaluating Head of School

**We have a strong evaluation and professional development process for head of school**

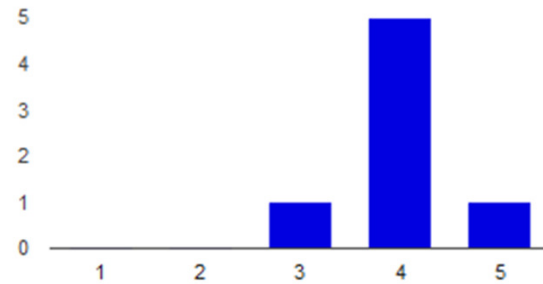


**We have a succession planning process in place for head of school**



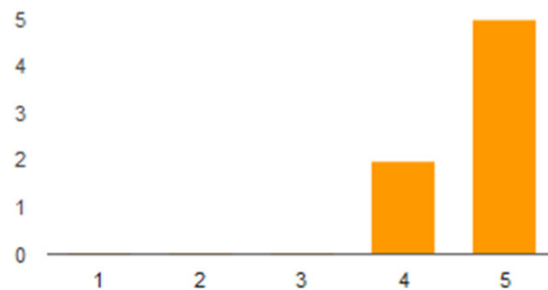
# Board Fundraising Development

**I know what Yu Ming's fundraising needs are.**



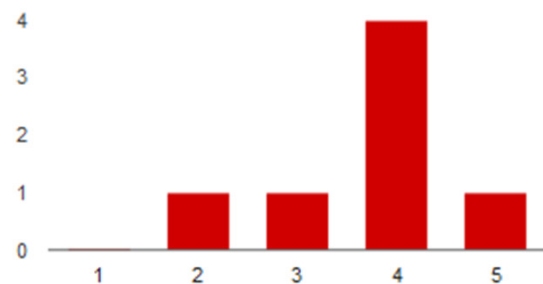
Strongly disagree: 1	0	0%
2	0	0%
3	1	14.3%
4	5	71.4%
Strongly agree: 5	1	14.3%

**I make a board donation every year to Yu Ming.**



Strongly disagree: 1	0	0%
2	0	0%
3	0	0%
4	2	28.6%
Strongly agree: 5	5	71.4%

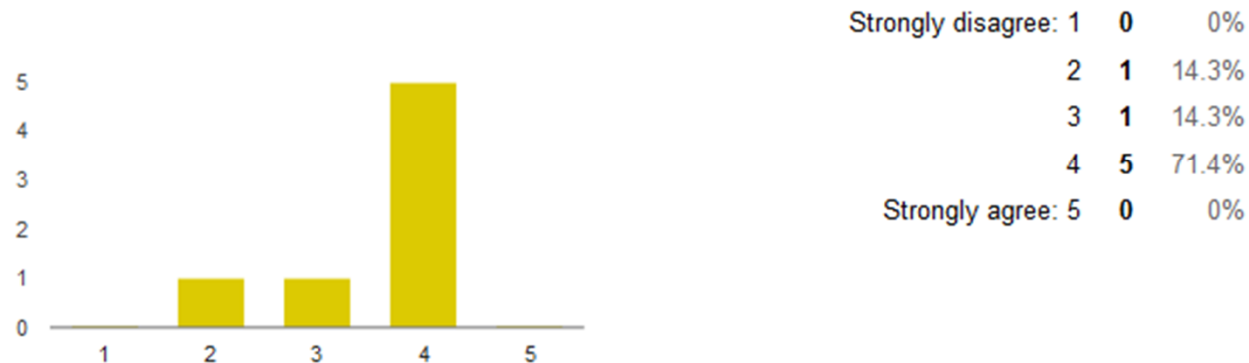
**Board members play an active role in the organization's fundraising efforts.**



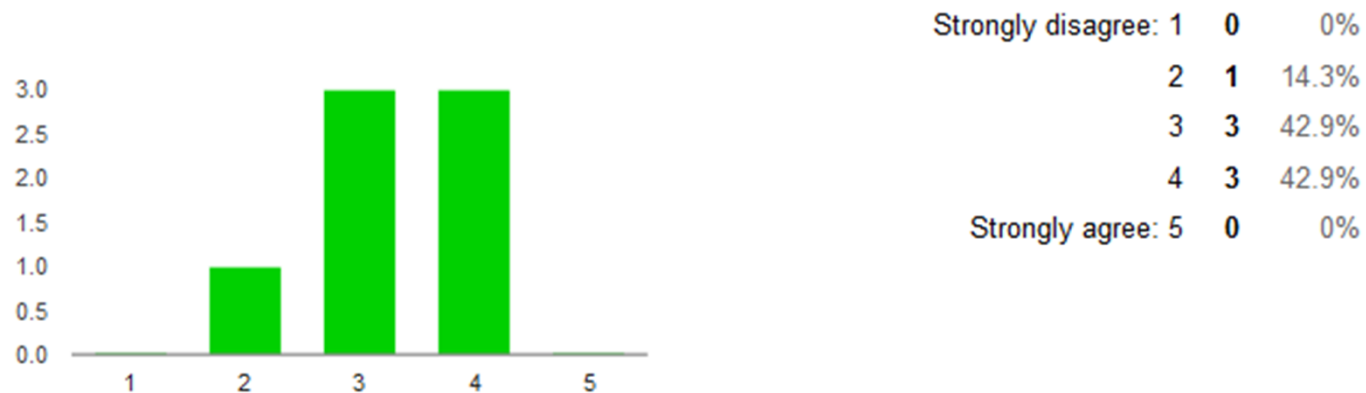
Strongly disagree: 1	0	0%
2	1	14.3%
3	1	14.3%
4	4	57.1%
Strongly agree: 5	1	14.3%

# Providing Expertise & Influence for Org Needs

**I understand the needed networks and influence to support the organization (e.g. legislative access, community networks)**

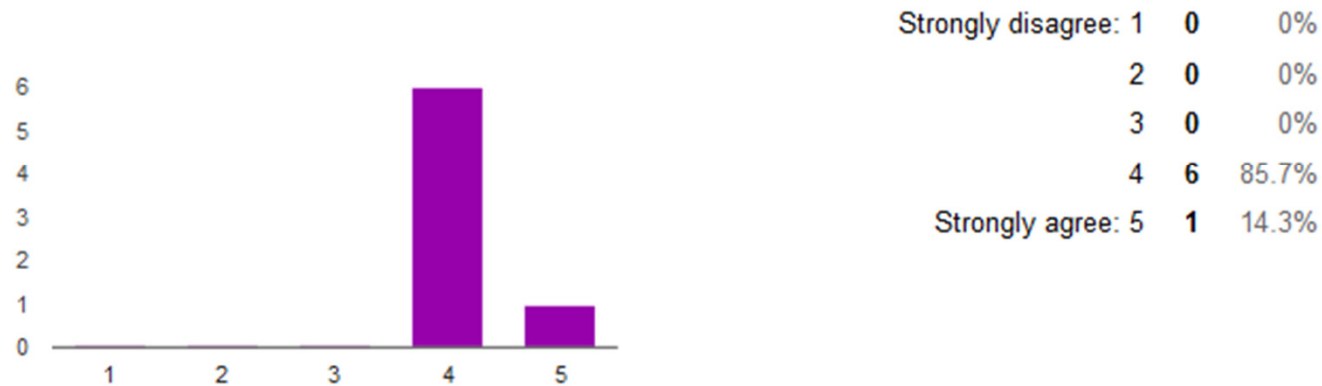


**The board contains an appropriate range of influence and networks to address org needs.**



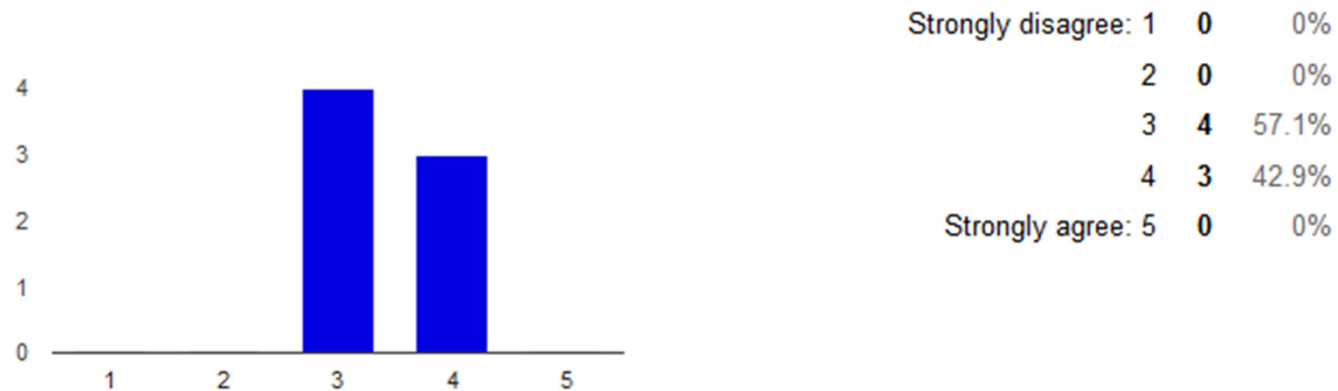
# Providing Expertise & Influence for Org Needs

**I understand the needed expertise to support the organization (e.g. financial, strategic, subject matter expertise)**



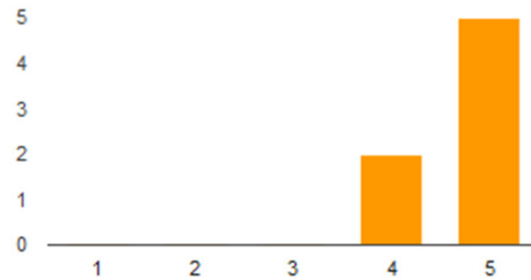
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**The board contains an appropriate range of expertise to meet org needs.**



# Overseeing Financial Performance & Ensuring Risk Mgmt

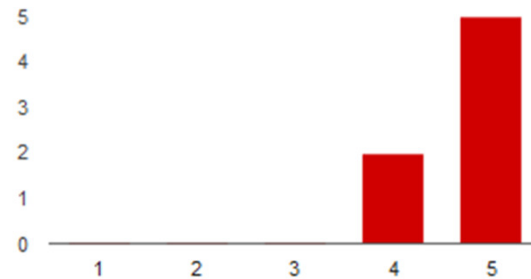
**The board does ongoing monitoring of financial performance**



Strongly disagree:	1	0	0%
	2	0	0%
	3	0	0%
	4	2	28.6%
Strongly agree:	5	5	71.4%

---

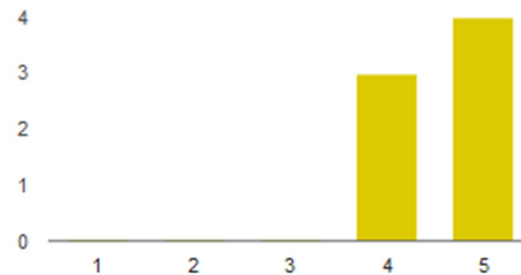
**The board plays a role in financial planning and risk management of the school**



Strongly disagree:	1	0	0%
	2	0	0%
	3	0	0%
	4	2	28.6%
Strongly agree:	5	5	71.4%

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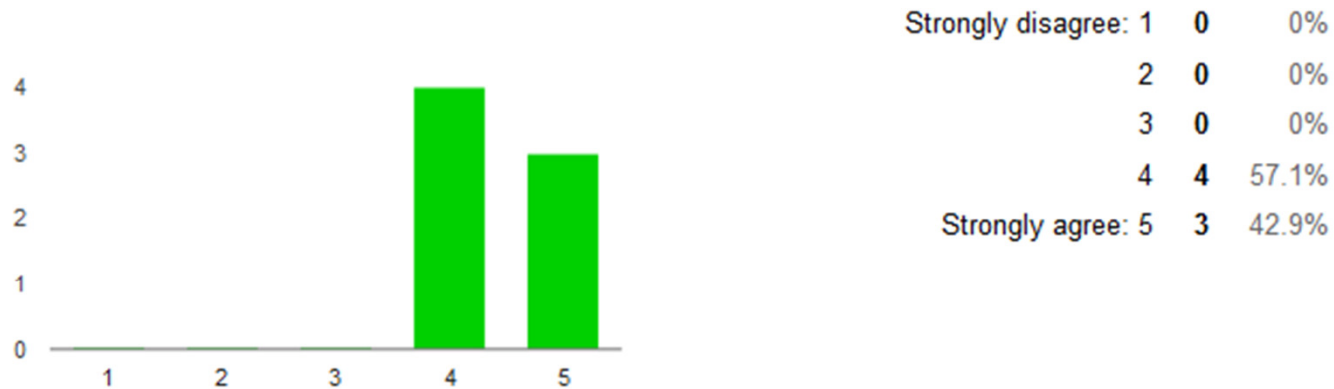
**I understand my fiduciary and compliance responsibilities as a board member**



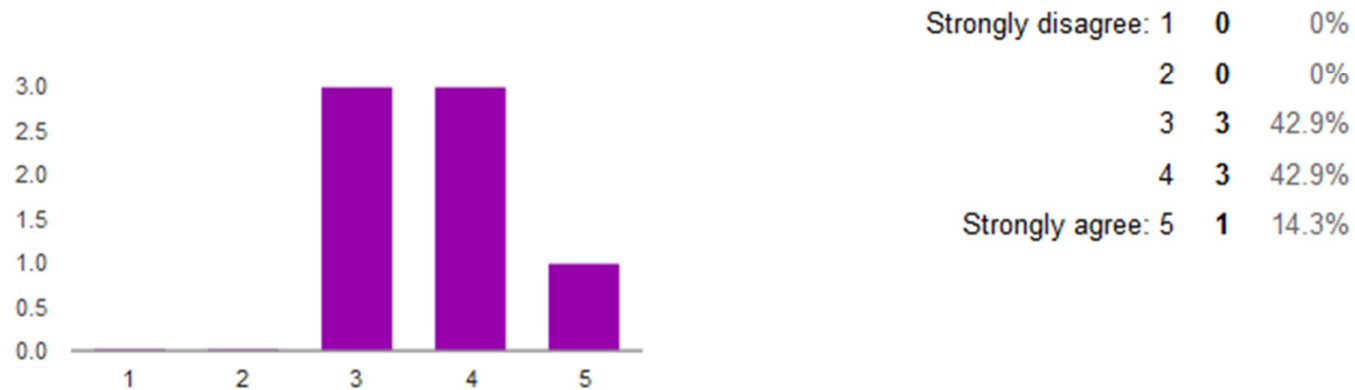
Strongly disagree:	1	0	0%
	2	0	0%
	3	0	0%
	4	3	42.9%
Strongly agree:	5	4	57.1%

# Monitoring Performance & Ensuring Accountability

**The board is involved in developing performance metrics and has a process to monitor performance**

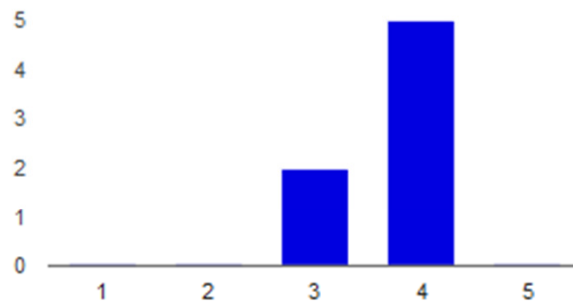


**The board has a process for obtaining and using feedback from stakeholders**



# Size, Structure & Composition of Board

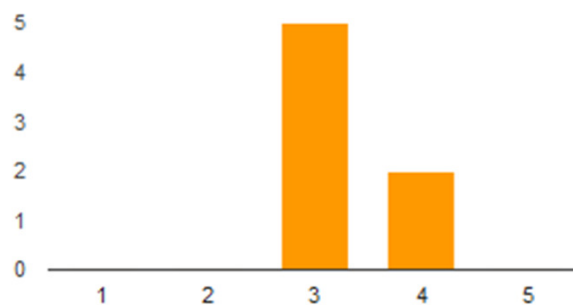
The board's existing committees (and their purpose) streamline our work and increase board effectiveness.



Strongly disagree: 1	0	0%
2	0	0%
3	2	28.6%
4	5	71.4%
Strongly agree: 5	0	0%

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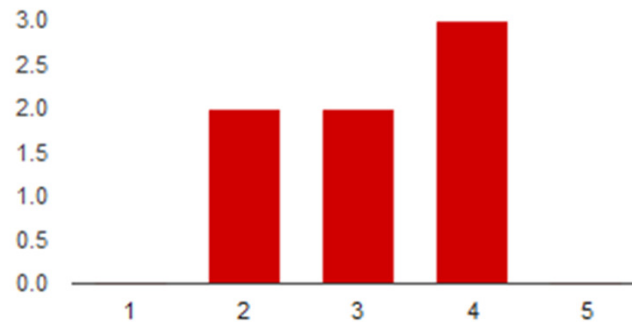
Our board's size is about right.



Strongly disagree: 1	0	0%
2	0	0%
3	5	71.4%
4	2	28.6%
Strongly agree: 5	0	0%

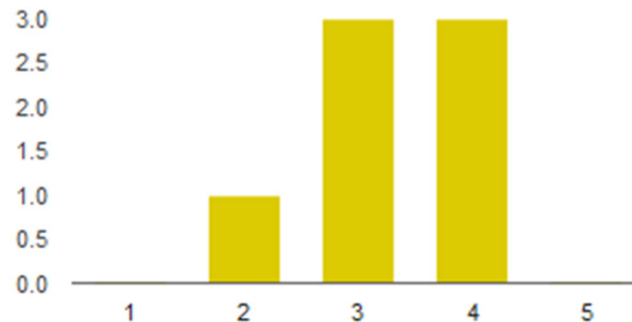
# Size, Structure & Composition of Board

**Our board is diverse in the ways needed to meet the organization's needs.**



Strongly disagree: 1	0	0%
2	2	28.6%
3	2	28.6%
4	3	42.9%
Strongly agree: 5	0	0%

**We have an effective way to onboard new board members.**

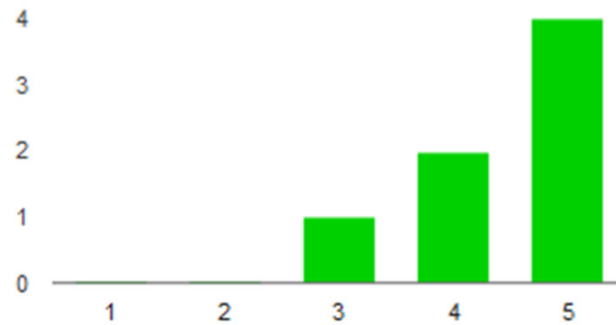


Strongly disagree: 1	0	0%
2	1	14.3%
3	3	42.9%
4	3	42.9%
Strongly agree: 5	0	0%



# Leadership as Enablers to Board Effectiveness

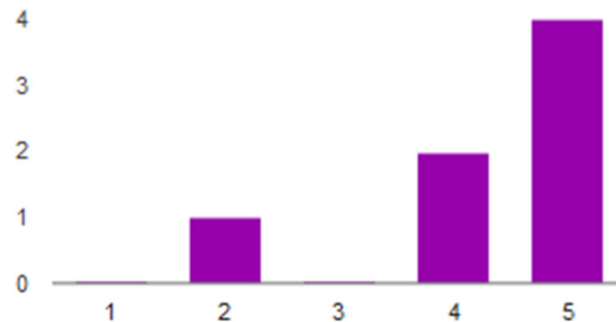
**We have appropriate term limits for officers**



Strongly disagree: 1	0	0%
2	0	0%
3	1	14.3%
4	2	28.6%
Strongly agree: 5	4	57.1%

---

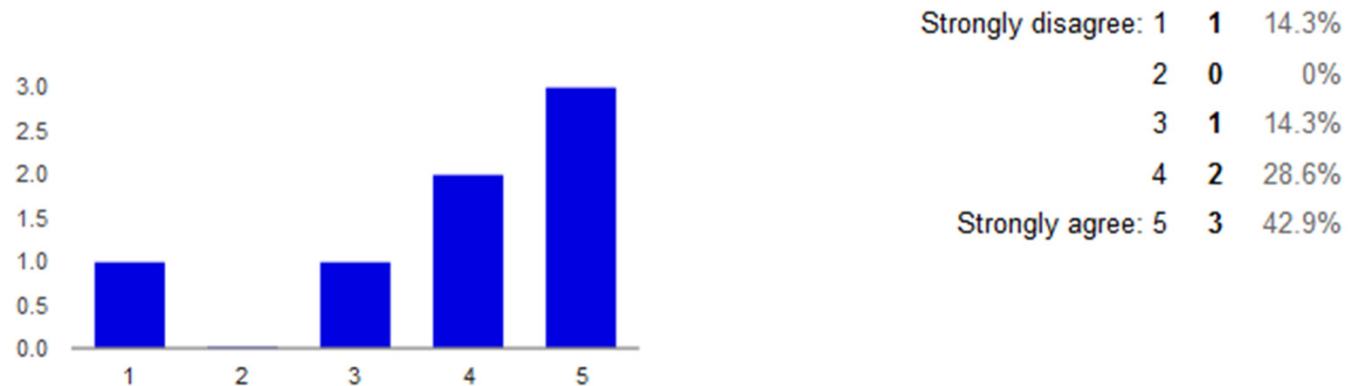
**Board leadership has a strong relationship with head of school and key staff.**



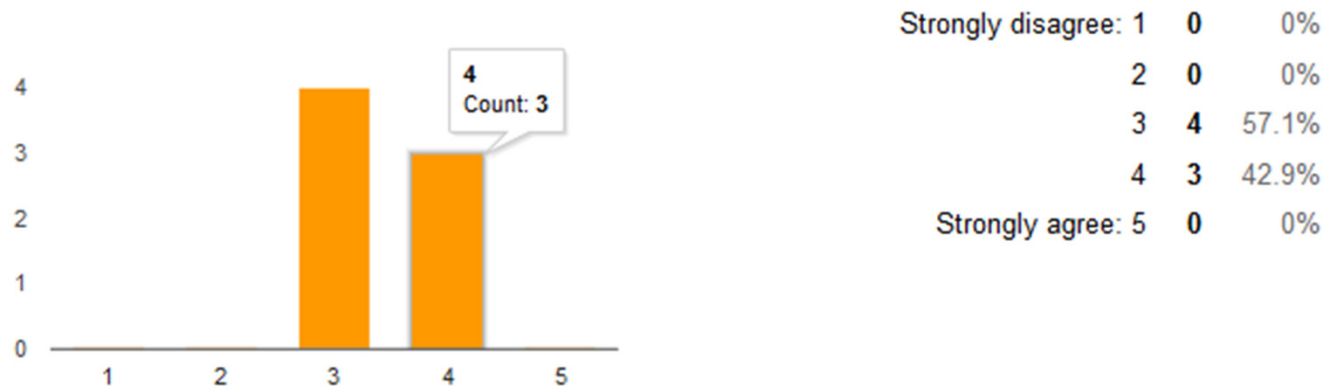
Strongly disagree: 1	0	0%
2	1	14.3%
3	0	0%
4	2	28.6%
Strongly agree: 5	4	57.1%

# Leadership as Enablers to Board Effectiveness

**My relationship with the board officers and head of school is open and productive**

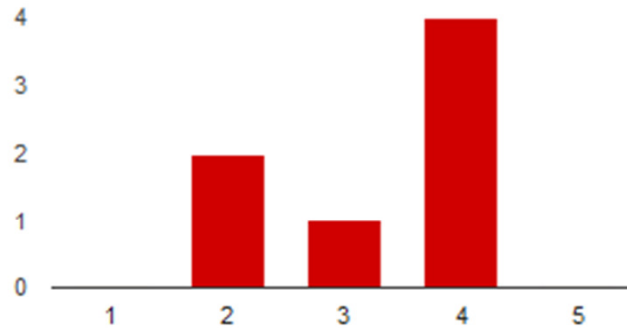


**We develop board members well and have succession planning/recruitment planning in place**



# General + Board Process

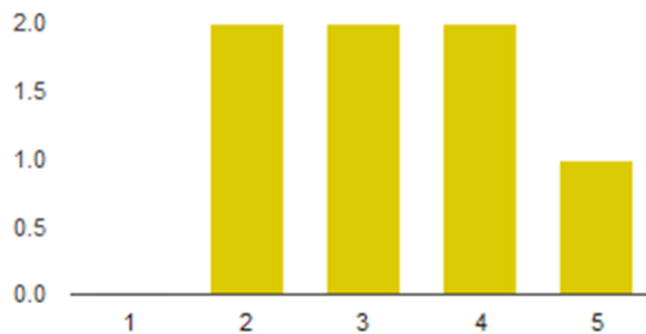
**Our board's meeting schedule has the right number and length of meetings.**



Strongly disagree: 1	0	0%
2	2	28.6%
3	1	14.3%
4	4	57.1%
Strongly agree: 5	0	0%

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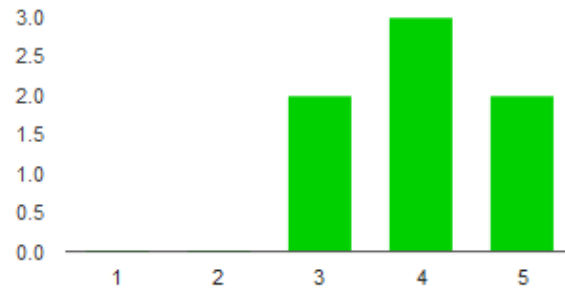
**Board meetings are generally well-run and make good use of members' time.**



Strongly disagree: 1	0	0%
2	2	28.6%
3	2	28.6%
4	2	28.6%
Strongly agree: 5	1	14.3%

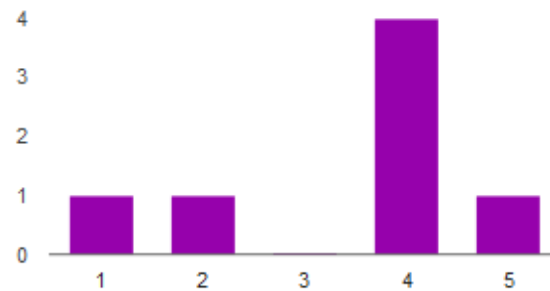
# General + Board Process

**Our board does a good job examining the pros and cons of all major decisions.**



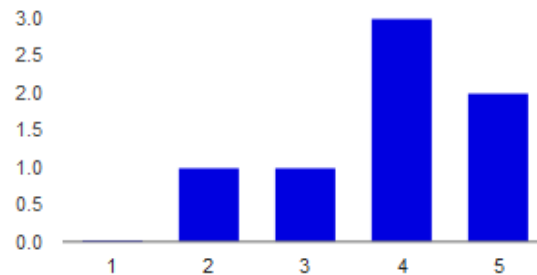
Strongly disagree: 1	0	0%
2	0	0%
3	2	28.6%
4	3	42.9%
Strongly agree: 5	2	28.6%

**I find serving on the board to be a satisfying and rewarding experience.**



Strongly disagree: 1	1	14.3%
2	1	14.3%
3	0	0%
4	4	57.1%
Strongly agree: 5	1	14.3%

**I have responded to Yu Ming emails from board members and staff within 48 hours upon receiving them.**



Strongly disagree: 1	0	0%
2	1	14.3%
3	1	14.3%
4	3	42.9%
Strongly agree: 5	2	28.6%

## Additional comments

- **Average hours per month:** 13.4 (with a low of 8 and a high of 20)
- “The board has led the school through some important milestones over the past few years. With our limited time, we need to keep the focus on a couple key goals this year. We need to try to minimize becoming distracted by issues that would take us away from accomplishing these key goals.”
- “I am concerned that not enough knowledge and responsibility is distributed throughout the board and centers too much and too often on the chair. I think that rotating meeting chair responsibilities will be an important way of exposing all members of the board to the work of organizing and running a meeting.”
- “Would love officer terms to be longer than just one year so there's some continuity - we also need better succession planning and building a bench. For board members who leave, we should do exit interviews and better examine their feedback and figure out ways to better address retention.”
- “Would love more space to build inspiration on the board about the different things we are doing at the school, whether it's highlighting those at board meetings more, getting more board members to school events or visiting classrooms, etc.”