



**Board of Directors Meeting  
1086 Alcatraz Ave.  
Oakland, CA  
August 27, 2016  
9:00 AM**

***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**

**III. CONSENT AGENDA (10 mins)**

- A. Approve June 21, 2016 minutes**
- B. Review June, July 2016 Check Register**

**IV. ITEMS OF BUSINESS**

**A. Board Development (20 mins)**

- 1. Voting on Board Candidates (Prudencio / D. Lee)**
  - i. Brianna Schwarz**

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

Members of the public are welcome to speak on any agenda or non-agenda items so long as the matter pertains to the domain and jurisdiction of the school board. Public testimony on non-agenda items will be heard at the opening of the meeting. Public testimony on agenda items will take place as each item is presented. The Board's presiding officer reserves the right to impose reasonable time limits on public testimony.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

**FOR MORE INFORMATION**

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



ii. Jessica Norman

**B. Enrollment Policy (30 mins)**

1. Discussion of proposals (P. Le)

**C. Goal-setting (120 mins)**

1. Outcomes (Staff)
2. School Climate and Culture (Prudencio; Survey Data)
3. School growth and sustainability
  - i. Diversity (Le)
  - ii. Finances (Wharton)
    - a. Review and approval of end of year unaudited financials (vote)
  - iii. Facilities (Prudencio)

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

1. Self Evaluation (Diana)
2. Committees: Look Back / New Goals (Respective Committee Leads)
  - i. Education; Peterson
  - ii. Finance; Wharton
  - iii. Fundraising; Prudencio
  - iv. Facilities; Prudencio
  - v. Compensation; Vacant
  - vi. Board Development; D. Lee
  - vii. Enrollment & Diversity: P. Le

3. Use of Asana for Board Coordination
4. Rotation of Meeting Chair

**E. Long Term Facilities (Prudencio) (30 mins)**

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

**VI. ADJOURNMENT**

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

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

Members of the public are welcome to speak on any agenda or non-agenda items so long as the matter pertains to the domain and jurisdiction of the school board. Public testimony on non-agenda items will be heard at the opening of the meeting. Public testimony on agenda items will take place as each item is presented. The Board's presiding officer reserves the right to impose reasonable time limits on public testimony.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

**FOR MORE INFORMATION**

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



**MINUTES**  
**Board of Directors Special Meeting**  
**June 21, 2016**  
**6:00 PM**

**In-Person**

**Dial In: (712) 775-7031**  
**Access Code: 396664**

**1086 Alcatraz Ave. Oakland CA**

**Recurrent Energy, California St, San Francisco CA**  
**Quizlet, 501 2<sup>nd</sup> St, 5<sup>th</sup> Fl. San Francisco CA300**  
**UCSF, 1975 4<sup>th</sup> St. San Francisco CA**

***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** - The meeting was called to order at 6:05pm.
- B. **ROLL CALL**

NAME	PRESENT	ABSENT
Diana Lee	X	

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

**FOR MORE INFORMATION**

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



Reichi Lee	X	
Phuoc Le	X	
Wai-Ku Lee		X
Matt Miller	X	
Thompson Paine	X	
Eric Peterson	X	
Rodrigo Prudencio	X	
Josh Stern		X
John Wharton	X	

Notice of the special meeting was posted 24 hours in advance at all meeting locations. A quorum of the board attending the meeting was present at Yu Ming Charter School which is located in the county of jurisdiction.

**C. APPROVAL OF AGENDA**

Motion to Approve: Agenda

Motion by: Diana Lee

Seconded by: Reichi Lee

Vote: By Roll Call

NAME	YES	NO	ABSTAIN
Diana Lee	X		

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



Reichi Lee	X		
Phuoc Le	X		
Wai-Ku Lee			
Matt Miller	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio	X		
Josh Stern			
John Wharton	X		

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

Notes: Parent raised concerns of impacts of using Golden Gate recreational facility for Yu Ming afterschool program.

## **III. CONSENT AGENDA**

- A.** Approve the May 26 Board minutes
- B.** Review May Check Register

Motion to Approve: Agenda

Motion by: Eric Peterson

Seconded by: John Wharton

Vote: By Roll Call

### **THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

### **REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

### **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

### **FOR MORE INFORMATION**

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



NAME	YES	NO	ABSTAIN
Diana Lee	X		
Reichi Lee	X		
Phuoc Le	X		
Wai-Ku Lee			
Matt Miller	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio	X		
Josh Stern			
John Wharton	X		

#### IV. ITEMS OF BUSINESS

##### **A. 2016-17 LCAP Approval**

Motion to Approve: LCAP

Motion by: Diana Lee

Seconded by: Rodrigo Prudencio

Vote: By Roll Call

NAME	YES	NO	ABSTAIN
------	-----	----	---------

#### THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

#### REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

#### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

#### FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



Diana Lee	X		
Reichi Lee	X		
Phuoc Le	X		
Wai-Ku Lee			
Matt Miller	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio	X		
Josh Stern			
John Wharton	X		

#### **B. FY 2016-17 Budget Approval**

Motion to Approve: FY 2016-17 Budget Approval

Motion by: Rodrigo Prudencio

Seconded by: Reichi Lee

Vote: By Roll Call

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Reichi Lee	X		

#### THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

#### REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

#### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

#### FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



Phuoc Le	X		
Wai-Ku Lee			
Matt Miller	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio	X		
Josh Stern			
John Wharton	X		

### C. EDTEC Contract

Motion to Approve: EDTEC 2-year Contract

Motion by: Rodrigo Prudencio

Seconded by: John Wharton

Vote: By Roll Call

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Reichi Lee	X		
Phuoc Le	X		
Wai-Ku Lee			

#### THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

#### REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

#### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

#### FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063





Matt Miller	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio	X		
Josh Stern			
John Wharton	X		

#### **D. Protected Prayer Certification**

Motion to Approve: Protected Prayer Certification

Motion by: Rodrigo Prudencio

Seconded by: Diana Lee

Vote: By Roll Call

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Reichi Lee	X		
Phuoc Le	X		
Wai-Ku Lee			
Matt Miller	X		
Thompson Paine	X		
Eric Peterson	X		

#### **THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

#### **REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

#### **REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

#### **FOR MORE INFORMATION**

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



Rodrigo Prudencio	X		
Josh Stern			
John Wharton	X		

**E. Yu Ming Replication / Expansion;**

1. The board will be considering a non-binding resolution expressing the sense of the board on a possible opportunity replicate Yu Ming's model.

Notes: Reichi Lee, Phuoc Le, and Eric Peterson recused themselves from the vote.

Motion to Approve: Non-binding resolution on Yu Ming Replication / Expansion

Motion by: Rodrigo Prudencio

Seconded by: John Wharton

Vote: By Roll Call

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Reichi Lee			X
Phuoc Le			X
Wai-Ku Lee			
Matt Miller	X		
Thompson Paine	X		
Eric Peterson			X

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



Rodrigo Prudencio	X		
Josh Stern			
John Wharton	X		

#### F. Election Ratification: Parent-Elected Board Position

Notes: Rodrigo Prudencio recused himself from this vote.

Motion to Approve: Election Ratification

Motion by: John Wharton

Seconded by: Diana Lee

Vote: By Roll Call

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Reichi Lee	X		
Phuoc Le	X		
Wai-Ku Lee			
Matt Miller	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio			X

#### THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

#### REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

#### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

#### FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



Josh Stern			
John Wharton	X		

### G. By-Laws Amendment: No Alcohol Policy

Motion to Approve: By-Laws Amendment: No Alcohol Policy

Motion by: Rodrigo Prudencio

Seconded by: Eric Peterson

Vote: By Roll Call

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Reichi Lee	X		
Phuoc Le	X		
Wai-Ku Lee			
Matt Miller	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio	X		
Josh Stern			
John Wharton	X		

#### THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

#### REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

#### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

#### FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



## H. Board Governance: Informational

### 1. Board Meeting Calendar (Vote)

Motion to Approve: Board Meeting Calendar

Motion by: Rodrigo Prudencio

Seconded by: John Wharton

Vote: By Roll Call

NAME	YES	NO	ABSTAIN
Diana Lee	X		
Reichi Lee	X		
Phuoc Le	X		
Wai-Ku Lee			
Matt Miller	X		
Thompson Paine	X		
Eric Peterson	X		
Rodrigo Prudencio	X		
Josh Stern			
John Wharton	X		

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

## VI. ADJOURNMENT

### THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

### REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

### REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

### FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063



The meeting was adjourned at 6:59pm.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Yu Ming Charter School during normal business hours at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063 as far in advance as possible, but no later than 24 hours before the meeting.

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact:  
Yu Ming Charter School at 1086 Alcatraz Ave, Oakland, CA 94608; telephone (510) 452-2063

# Check Register

Yu Ming Charter School  
June

2016



Grand Total 229,331.39

Vendor	Check Number	Date	Description	Check Amount
Chase	EFT060616	6/6/16	Acct#4246315211197627; Purchases 04/10 - 05/09/16	6,277.51
Pacific Gas & Electric	EFT060616A	6/6/16	EFT060616A - Gas & Electric	1,552.00
All N One Pest Eliminators	4623	6/7/16	05/23/16 Pest Control Svc	75.00
Bay Janitorial Supply	4624	6/7/16	Custodial Supplies	555.30
Sandra Chang	4625	6/7/16	Reimb: Overpaid Yearbook Fee	326.94
East Bay Municipal Utility District	4626	6/7/16	Acct#42099745569; Water Svc - 03/12 - 05/10/16	396.18
EBMUD	4627	6/7/16	Acct#47023778523; Water Svc 03/11 - 05/10/16	478.20
East Bay Municipal Utility District	4628	6/7/16	Acct#61360013774; Water Svc - 03/12 - 05/10/16	200.68
Kaiser Foundation Health Plan	4629	6/7/16	Cust#709670-0100; Health Ins Premium - July 2016	8,200.39
Laura Lee	4630	6/7/16	Reimb: Overpaid Yearbook Fee	17.00
LMI.Net	4631	6/7/16	05/06 - 05/09/16 IT Svc	630.00
Office Depot	4632	6/7/16	Acct#72210155; Office Supplies	341.36
Open Works	4633	6/7/16	Cust#YUMI0001; Janitorial Svc - 04/29 - 04/30/16	1,351.54
Open Works	4634	6/7/16	Cust#YUMI0002; Janitorial Svc - 05/01 - 05/31/16	1,242.77
Celia Pascual	4635	6/7/16	Coaching/Consultation 01/01 - 04/30/16	7,480.00
Jennifer Suen	4636	6/7/16	Reimb: Gala Fundraiser Teacher Experience	284.00
Lynna Tsou	4637	6/7/16	Reimb: Charts for Health Ed	78.98
			Client#12478; 1st Progress Billing for Interim Audit Svc Yr End	
Vicenti, Lloyd & Stutzman LLP	4638	6/7/16	06/30/16	2,000.00
Tiny Techs Club	4639	6/7/16	Session 2 for Robotics - Hobbitland (22 Participants)	2,970.00
Vision Service Plan	4640	6/7/16	30 027908 0001; Vision Benefits - June 2016	183.95
Yao Chun Kuo	4641	6/7/16	Abacus Class 05/06 - 05/27/16	936.00
			Manual Ck#M1308 dated 06/06/16 - G5 Field Trip Order	
Blue & Gold Fleet	M1308	6/9/16	ID#311800	373.00
Aurora Sarabia	M1304	6/10/16	Manual Ck#M1304 dated 05/13/16 - 1/2 Day Sub 05/13/16	70.00
			Manual Ck#M1306 dated 05/23/16 - Sub 1/2 Days 05/20 &	
Aurora Sarabia	M1306	6/14/16	05/23/16	140.00
Aurora Sarabia	M1307	6/14/16	Manual Ck#M1307 dated 05/27/16 - Sub 05/27 5th Grade	140.00
Jomoke Tutashinda	M1311	6/20/16	Manual Ck#M1311 dated 06/17/16 - Recess/Lunch Supervisor	255.00
St. Columba Church	4642	6/21/16	Rent - July 2016	13,109.00
Amazon	4643	6/27/16	Acct#6045787810384723; Amazon Purchases - 04/11 - 05/10/16	1,174.69
CharterSafe	4644	6/27/16	Cust#1275; Biz & Workers Comp Ins - 2016-2017 Deposit	8,695.00
Robin Chen	4645	6/27/16	Reimb: Books for Class Library & Guided Reading	435.44
CoPower	4646	6/27/16	ID:53985; Ins July 2016	1,306.12
Donahue Fitzgerald Attorneys	4647	6/27/16	Acct#23858.00001; Legal Services through 05/31/16	1,534.00
Downtown Berkeley YMCA	4648	6/27/16	After School Svcs for Spring Semester 2016 due 06/16/16	120,855.00
			Monthly Svc - June 2016 14-15 PY Reconciliation; Edtec PTO	
EdTec Inc.	4649	6/27/16	Tracking Svc	8,009.23
Fagen Friedman & Fulfroft LLP	4650	6/27/16	Client/Matter: 710-00003; Svcs' through 04/30/16	3,190.40
Faltz Associates Inc	4651	6/27/16	05/02 - 05/26/16 Individual S/L Therapy	4,077.50
Greenfield Learning, Inc.	4652	6/27/16	PO#YM-PO-0607-16; Lexia Reading Student Licenses (37 Qty)	1,480.00
			Reimb: TSO Mtg Food Reimbursement, Garden Items & Junk	
Lucia Hwang	4653	6/27/16	Waste Charge	84.80
Kristina Lau	4654	6/27/16	Reimb: Teacher Supplies	70.71
Lincoln	4655	6/27/16	Special Ed/Consult Svc 04/01 - 04/30/16	1,156.25
Office Depot	4656	6/27/16	Acct#72210155; Office Supplies	216.49
Open Works	4657	6/27/16	Cust#YUMI0001; Janitorial Svc - 06/01 - 06/30/16	1,255.00
Open Works	4658	6/27/16	Cust#YUMI0002; Janitorial Svc - 06/01 - 06/30/16	1,154.00
Revolution Foods, Inc	4659	6/27/16	Cust#C000492; Student Meals - May 2016	8,411.47
Fan Rui	4660	6/27/16	Reimb: Teacher Supplies	216.59
Christopher Russell	4661	6/27/16	Svc: Weiqi (Go) Instruction	2,626.00
Shamrock Office Solutions	4662	6/27/16	Acct# YM00; Delivery & Install: MPC 6502, MP 9002, MPC306	395.00
Louis Suba	4663	6/27/16	Reimb: Car Magnets Fundraiser	329.81
			Contract# 500-0473520-000; Contract Equipment Charge: 06/01 -	
U.S. Bank Equipment Finance	4664	6/27/16	07/01/16	2,243.28
Sarah Wheeler	4665	6/27/16	Svc: Initial Psychoeducational Evaluation/IEP 03/26 - 06/17/16	2,700.00
Yiwen Wu	4666	6/27/16	Reimb: Teacher Supplies	280.52
Ruizhi Yang	4667	6/27/16	Classroom Instructional Assistant 05/06 - 06/17/16	3,360.00
Yao Chun Kuo	4668	6/27/16	Abacus Class 06/03 - 06/10/16	468.00
Young, Minney & Corr, LLP	4669	6/27/16	Legal Services - May 2016	1,335.70
Zhiyi Zhao	4670	6/27/16	Reimb: Supplies and Live Scan	235.36
Allison Zietounian	4671	6/27/16	Reimb: School Prize	91.72
Allison Zietounian	4672	6/27/16	Reimb: Lunch - Principal for a Day Gala Auction Item	28.51
Law Office of Betsy Brazy	M1312	6/28/16	Manual Ck#M1312 dated 06/17/16 - Attorney Svcs	2,000.00
			Manual Ck#M1310 dated 06/15/16 - 06/15 Performance for G4	
Oaktown Jazz Workshops	M1310	6/29/16	and G5	250.00

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.

# Check Register

Yu Ming Charter School  
July

2016



Grand Total 170,929.32

Vendor	Check Number	Date	Description	Check Amount
Chase	EFT070116	7/1/16	Acct#4246315211197627; EFT070116 - Purchases	4,427.23
OUSD-NTSD	M1309	7/1/16	Manual Ck#M1309 dated 06/14/16 -	4,000.00
AT&T (DB)	DB070616	7/6/16	DB070616 -	1,622.60
Pacific Gas & Electric	EFT070616	7/6/16	EFT070616 -	1,354.53
Alameda County Office of Education	4673	7/7/16	Acct#8699-000-00-2510; Oversight and Monitoring Charges - 3rd Quarter FY15-16 Jan-Mar	18,391.23
Amazon	4674	7/7/16	Acct#6045787810384723; Amazon Purchases - 05/11 - 06/10/16	174.75
Bay Alarm Company	4675	7/7/16	Acct#20076120; Monitoring Fee - 07/01 - 10/01/16	336.90
Bay Alarm Company	4676	7/7/16	Acct#20076020; Monitoring Fee - 07/01 - 10/01/16	382.11
Bay Alarm Company	4677	7/7/16	Acct#20076220; Closed Curcuit TV - 07/01 - 10/01/16	208.41
Bay Alarm Company	4678	7/7/16	Acct#20076320; Access Control & Intercom Charges - 07/01 - 10/01/16	83.34
Sonja Baumer	4679	7/7/16	Svcs': Individual Therapy 05/24 - 06/16/16	2,280.00
Leah Bellis	4680	7/7/16	Reimb: Tickets for Yu Ming Goes to the A's	1,106.00
BetterChinese.com	4681	7/7/16	Chinese Textbooks	34,041.52
California State University, East Bay	4682	7/7/16	Acct: 100001285; Svc: Hearing Screenings	511.00
Downtown Berkeley YMCA	4683	7/7/16	After School Svcs for Spring Semester 2016 due 07/01/16	350.00
Fagen Friedman & Fulfroest LLP	4684	7/7/16	Client/Matter: 710-00100; Svcs' through 05/31/16	1,211.50
Lincoln	4685	7/7/16	Special Ed/Consult Svc 05/01 - 05/31/16	1,906.25
Jennifer Suen	4686	7/7/16	Reimb: Teacher Supplies	260.68
Vision Service Plan	4687	7/7/16	30 027908 0001; Vision Benefits - July 2016	170.41
Shuhan C. Wang	4688	7/7/16	Prof. Svcs': PD Workshop 6/22-23/16	2,400.00
Su-Wen Yang	4689	7/7/16	Mindfulness Classes for Staff at PD & Parents - 04/29 - 05/27/16	360.00
Delta Education	4690	7/18/16	Cust#1987234; Textbooks	3,380.39
Avant Assessment, LLC	4691	7/18/16	Stamps	105.00
ChinaSprout, Inc.	4692	7/18/16	Textbooks	3,648.44
Faltz Associates Inc	4693	7/18/16	06/01 - 06/29/16 Individual S/L Therapy	3,790.00
Illuminate Education Inc.	4694	7/18/16	Illuminate Data and Assessment, Gradecam & KDS Item Bank: 07/01/16 - 06/30/17	4,267.50
Kaiser Foundation Health Plan	4695	7/18/16	Cust#709670-0100; Health Ins Premium - August 2016	7,812.05
Siao Charn Ling	4696	7/18/16	Initial & Triennial Psycho-Educational Assessment	4,000.00
LMI.Net	4697	7/18/16	IT Svc 05/31/16	434.03
Nan Hai (USA) Co., Inc.	4698	7/18/16	Books & Supplies	5,788.38
NCS Pearson, Inc.	4699	7/18/16	Cust#1706355; Student Assessment Materials	4,996.29
Open Works	4700	7/18/16	Cust#YUMI0001; Janitorial Svc - 07/01 - 07/31/16	1,255.00
Open Works	4701	7/18/16	Cust#YUMI0002; Janitorial Svc - 07/01 - 07/31/16	1,154.00
PowerSchool Group, LLC	4702	7/18/16	Cust#1005493; PS Annual Subscription & Hosting: 07/28/16 - 07/27/17	3,577.45
Revolution Foods, Inc	4703	7/18/16	Cust#C000492; Student Meals - June 2016	5,637.39
The Loss Prevention Inc	4704	7/18/16	Livescan Fingerprinting/Background Fees	52.00
Xerox Financial Services	4705	7/18/16	Contract#010-0020224-001; Serial# MX4333167 & XEL549576; Xerox Copier Lease Buyout	27,838.84
Young, Minney & Corr, LLP	4706	7/18/16	Balance Owed for Legal Services - May 2016	70.30
St. Columba Church	4707	7/21/16	Rent - August 2016	13,109.00
Chase	EFT072816	7/28/16	Acct#4246315211197627; EFT072816 - Purchases	4,434.80

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.





**Board of Directors**  
**August 27, 2016**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Approval of Board candidates
<b>Time Allotted</b>	10 minutes
<b>Background</b>	<p>Yu Ming's volunteer Board of Directors regularly seeks new members to strengthen its professional capabilities and add to the diversity of experience, backgrounds and cultural connections to build a strong institutional board.</p> <p>Currently at 8 members, Yu Ming's by-laws were recently amended to permit the expansion of the Board to up to 11 members (not including a permanent place on the board for a representative of the Alameda County Office of Education. Two of Yu Ming's board seats are set aside for parent-elected board members, and a third non-founding Yu Ming parent may be appointed to the board at the discretion of the directors.</p>
<b>Summary</b>	<p>A slate of two additional candidates are proposed for a term running from August 27, 2016 through June 30, 2019. Their resumes are attached for reference. The candidates are:</p> <ul style="list-style-type: none"><li>• Brianna Swartz</li><li>• Jessica Norman</li></ul>
<b>Type</b>	Vote
<b>Key Questions</b>	Shall the Board appoint Brianna Swartz and Jessica Norman to the Yu Ming Charter School Board of Directors?

# Jessica S. Norman

[jrschraub@yahoo.com](mailto:jrschraub@yahoo.com) (310) 463-8135  
2688 Becard Court, Pleasanton, CA 94566

## WORK EXPERIENCE

**Excellent Education Development (ExED)** - Los Angeles, CA

July 2006 – Present

*New School Analyst* (July 2006 – July 2009)

*Assistant Vice President of School Finance* (July 2009 – July 2010)

*Vice President of School Finance* (July 2010 – present)

OVERVIEW: ExED is a non-profit provider of charter school business management, accounting, facility financing and start-up consulting in Southern California.

- Act as Chief Financial Officer for seven charter school clients and internally manage an accounting team.
- Oversee the accounting, budgeting, forecasting, and fiscal management of the charter schools.
- Produce financial performance reports for each client, including financial statements, budget-to-actuals, and forecasting presentations.
- Oversee annual audits and help implement independent third-party auditor recommendations.

## STRATEGIC PLANNING & CUSTOMER SERVICE:

- Prepare and present financial performance reports monthly to clients' boards of directors, collaborate and meet regularly with board finance committees and with school leadership (Directors and Principals).
- Develop financial strategies, projections, and operational improvements that focus on internal controls, based on a robust understanding of and strong investment in the school's goals and operations.
- Draft and implement customized and industry-based budgets and financial plans that help schools achieve short- and long-term strategic objectives.

## SCHOOL PUBLIC FINANCE AND PUBLIC AGENCY EXPERTISE:

- Expand expertise and deep knowledge of charter school finance, public revenue sources and funding mechanisms, and attend workshops, webinars, and read trade news to keep up to date with continuously changing regulations to ensure public funding compliance.
- Complete a variety of funding applications and reports, including federal and state funding, understand and track the appropriate use of restricted funds, complete required quarterly and annual reports, and advocate to public agencies.
- Liaise between schools and various public and private agencies, including the authorizing districts, local county representatives, state agencies, banking and lending institutions, and foundations.

## START-UP SCHOOLS TECHNICAL ASSISTANCE

*(Voluntarily in a part-time role at ExED, with this exclusive focus since January 2016):*

- Assist school developers by preparing budgets and financial feasibility studies for start-up charter schools.
- Train school developers and their boards on charter school budgeting, charter revenue, timing and compliance, fiscal policies, and charter school operations.
- Facilitate and support local district approval process, and establish systems, processes and procedures for successful school launch.

**Los Angeles Education Partnership (LAEP)**, Los Angeles, CA

*Associate Director of Research & Evaluation*

March 2005 – July 2006

*Intern & Consultant in Strategy, Evaluation, Research & Policy*

June – Sept. '03 & Aug. – Oct. '04

- Conducted and managed evaluations of the Partnership's programs, including their "small learning communities" in LA high schools to assess the effects on achievement outcomes, and developed evaluation tools and methods to improve future study.
- Wrote program reports to clients and prepared presentations and reports to existing and potential funding organizations.

**Los Angeles Unified School District** - Los Angeles, CA

August 2004 – March 2005

*Program Evaluation & Research Branch*

- Coded and analyzed interviews & observational notes for the evaluation of a charter school renewal, and wrote a formal evaluation report to be presented to the Board of Education.
- Conducted extensive interviews and observations at charter schools to study innovative and promising practices. Disseminated this research in a written report for other schools and the District.

**UCLA Department of Policy Studies** - Los Angeles, CA

January 2003 – July 2004

*Graduate Student Researcher for Professor of Public Policy*

- Used ArcGIS to analyze school choice of a LA County student sample from the Los Angeles Family and Neighborhood Study, and to study the relationship between school and neighborhood quality of a nationwide school sample.
- Collected and organized data from a nationwide survey of state assessment.

**Mathematica Policy Research, Inc.** - Washington, DC

July 2000 – July 2002

*Research Assistant/Programmer*

- Using research methodologies and data analysis including site visit evaluations, SAS programming, STATA programs, and focus groups, studied and analyzed various social programs including welfare in Iowa, strategies used by *21<sup>st</sup> Century Community Learning Centers* (DOE sponsored after-school programs), and *Girls Inc.* programs for preventing adolescent pregnancy.
- As Project Manager, managed project finances, set up expenditure analyses, and created internal reports.

## EDUCATION

**UCLA School of Public Affairs**, Los Angeles, CA

June 2004

Master of Public Policy, Concentration in Education Policy

G.P.A. 3.89/4.00

**2004 Student of the Year, Policy Studies Department Award****University of Pennsylvania**, Philadelphia, PA

May 2000

*College of Arts & Sciences* G.P.A. 3.62/4.00

Bachelor of Arts in Psychology, English Minor

*Magna Cum Laude* with Distinction in Psychology**Italian Studies Summer Institute**, Florence, Italy

Summer 1998

## SKILLS

- Computer Skills: Microsoft Office (Word, Excel, PowerPoint), MIP (accounting software).
- Economic & Financial Logic: Budgeting & financial models, economic analysis & regulation, cost-benefit analysis, basic finance and accounting.

## HONORS AND ACTIVITIES

**Policy Studies Graduate Research Support Program Award, January 2004****UCLA School of Public Affairs Advisory Board Student Fellowship, 2002-2003 and 2003-2004****Victim Offender Restitution Services, Centinela Youth Services**, Hawthorne, CA

2006 – 2008

- Volunteer mediator for juvenile offenders and their victims to assist in reaching a mutual agreement.

**Jeremiah Fellowship (Bend the Arc)**, Los Angeles, CA

2008

- Leadership program focused on social and economic justice work and developing leadership skills.

## Professional Experience

EDUCATION PIONEERS (OAKLAND, CA)

### **Director, Business Operations**

**12/2015 - present**

- Vision, Strategy, Planning & Management
  - Spearhead development of a new technology vision and strategy for Education Pioneers
  - Lead digital roadmap planning that will guide the organization's user experience, tech culture and leadership, and infrastructure steps for the next 18-24 months
  - Direct supervision of combined technology teams, plus stakeholder engagement of EP leadership team, external advisors, and vendors

### **Director, Collaborative Systems**

**11/2014 - present**

- Strategy, Planning & Management
  - Ensure the long term success and sustainability of a Knowledge Networking System (KNS) platform, including developing and overseeing the overall strategy and direction and the technological solutions
  - Revived a failing relaunch of the site onto a new platform, including replacing the developer firm and meeting a launch goal after several unsuccessful attempts by prior teams
  - Develop and oversee overall adoption strategy for the platform
  - Manage a ~\$400K budget for the Exchange; consistently at or under budget
  - Manage a grant, including quarterly financial reporting and facilitating regular check-ins with funders
- Communications and User Support
  - Plan and execute overall communication strategy in accordance with overarching adoption strategy
  - Support internal teams in planning and executing their individual adoption plans
  - Ensure that users receive support within our service window and that user issues are resolved

CALIFORNIA CHARTER SCHOOLS ASSOCIATION (SAN FRANCISCO, CA)

### **Membership Director**

**04/2008 - present**

- Strategic Planning & Project Management
  - Design, execute analyze cross-team management of Association's member satisfaction surveys
  - Manage production of member publications about procurement and financial management
  - Lead largest state charter data collection effort nationwide
- Information Management
  - Support staff and client access to technology infrastructure required to support effective operations within the confines of the budget (web site, databases)
  - Maintain member intelligence through the operational components of annual data campaigns, member satisfaction surveys and database management
  - Provide regular, accurate, and timely information to the Chief of Staff, Member Council, staff, membership and funders on the vigor of membership operations and revenue
- Financial Management
  - Devise, oversee and analyze organization's membership and auxiliary programs with annual revenue of nearly \$1.8M, including revenue and expense projections, quarterly adjustments
  - Produce an average three-year growth of 13%, with only 2% overhead
  - Support year-end audit, supporting Finance Team to ensure an accurate and timely close
  - Consistently lauded as organization's most financially responsible director
  - Stay current on nonprofit sustainability, including finance, via workshops and trainings
- Communications and Marketing
  - Oversee design and production of membership benefits
  - Coordinate cross-selling of products, services, and membership programs
- Operations
  - Support economic viability through development of high-performance business systems
  - Supervise day-to-day operations of all membership and auxiliary programs
  - Manage vendor relationships and contracts
- Human Resources
  - Oversee a team of Membership Manager, temporary employees and consultants
  - Led re-launch of Human Resources systems and established staff feedback mechanisms
  - Spearheaded staff HR working group and led development of group's scope of responsibility

## YOUNG NONPROFIT PROFESSIONALS NETWORK (YNPN) – BAY AREA (SAN FRANCISCO, CA)

### **Board Member**

**01/2008 - present**

- Executive Leadership
  - Steer a volunteer-only organization of 70+ individuals, two years as Board Chair
  - Talent management of 17-person advisory board and 9-person Board of Directors
  - Led reorganization of chapter to improve operations, talent retention, and governance
- Governance
  - Oversaw strategic planning and vision / values creation
  - Developed fiscal strategy to ensure long-term sustainability of chapter
  - Ambassador of organization with sponsor, partner and peer organizations
- Programs and Day-to-Day Operations

## GREENBELT ALLIANCE (SAN FRANCISCO, CA)

### **Membership Associate**

**05/2006 - 03/2008**

- Membership Operations
  - Managed administrative and operational aspects of individual and corporate memberships
  - Engaged in and supervised database maintenance
  - Supervised a team of three staff, plus dozens of consultants, interns, and volunteers
- Programs and Event Management

## Education

### AMERICAN PROJECT MANAGEMENT (SAN DIEGO, CA)

#### **Project Management Masters Certification**

**06/2012**

### UNIVERSITY OF SOUTHERN CALIFORNIA (LOS ANGELES, CA)

#### **Master of Public Administration**

**05/2006**

- Nonprofit Leadership and Management, Policy and Program Evaluation, Human Behavior in Organizations, Public Sector Budgeting, Cross-sectoral Governance

### CALIFORNIA POLYTECHNIC STATE UNIVERSITY (SAN LUIS OBISPO, CA)

#### **Bachelor of Arts Degree**

**06/2004**

- Political Science, Public Administration concentration

## Leadership

Board Member, Union City Historical Museum

**01/2011 – 07/2013**

Board Member, Young Nonprofit Professionals Network - Bay Area

**01/2008 – 07/2013**

Board Member, Union City Friends

**01/2006 – 12/2008**

Co-Chair, USC Graduate Policy Administration Council's Nonprofit Committee

**09/2005 – 05/2006**

President, Cal Poly Omicron Gamma

**09/2003 – 06/2004**

## Technology Skills

Database software (Salesforce, iMIS, FileMaker Pro, eBase, Microsoft Access)

File sharing / collaboration tools (SharePoint, Box.com, DropBox, Google Docs, BaseCamp)

Online fundraising systems (Groundspring/Network for Good, Web Data Center)

Email service providers (Mail Chimp, Pardot, Informz, Marketo)

Adobe CS Suite (InDesign, Illustrator, PhotoShop)

Microsoft suite (O365, Word, Excel, PowerPoint)

Social Media (Twitter, Facebook, LinkedIn)

Operating Systems (Mac and PC)



**Board of Directors**  
**August 27, 2016**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Approval of Unaudited End of Year Financials
<b>Time Allotted</b>	15 minutes
<b>Background</b>	The Yu Ming Board must review and vote to approve the presentation of unaudited year-end financials. To meet a compliance requirement, the financials must be approved and then presented to the school's charter authorizer.
<b>Summary</b>	<p>Yu Ming finished the 2015-16 financial year with a \$265,000 operating surplus against an initial budget of only \$2,800. The principal variances contributing to Yu Ming's operating surplus came from revenues and the following drivers: additional State income (\$124K), Special Education funding (\$25K), State Lottery (\$12K) and donations (\$60K)</p> <p>Expenses: Overall expenses were overbudget by \$1,600.</p>
<b>Type</b>	Vote
<b>Key Questions</b>	Should the board be considering a set aside of operating surplus for future needs?

# Yu Ming Charter School

Budget vs. Actuals

As of June 30, 2016

		Actual			Budget vs. Actual		Budget	
		Apr	May	Jun	Actual YTD	Approved Budget	FY 2015-16 FINAL	Variance (Budget vs. FYE Final)
SUMMARY								
<b>Revenue</b>								
General Block Grant		294,735	156,661	157,972	1,916,503	2,184,307	2,177,958	(6,349)
Federal Revenue		-	-	-	-	27,600	32,201	4,601
Other State Revenues		79,689	17,230	3,748	418,650	418,538	542,541	124,003
Local Revenues		9,365	7,759	(3,041)	448,635	365,704	448,635	82,931
Fundraising and Grants		7,656	9,334	25,377	434,004	374,400	434,004	59,604
<b>Total Revenue</b>		<b>391,446</b>	<b>190,985</b>	<b>184,056</b>	<b>3,217,792</b>	<b>3,370,548</b>	<b>3,635,339</b>	<b>264,791</b>
<b>Expenses</b>								
Compensation and Benefits		158,591	163,223	152,552	1,987,342	2,139,406	2,001,952	137,454
Books and Supplies		10,935	7,650	27,353	200,814	217,766	234,596	(16,830)
Services and Other Operating Expenditures		35,795	106,521	230,277	1,088,921	997,543	1,119,794	(122,251)
Capital Outlay		-	-	-	-	-	-	-
<b>Total Expenses</b>		<b>205,322</b>	<b>277,394</b>	<b>410,182</b>	<b>3,277,077</b>	<b>3,354,715</b>	<b>3,356,342</b>	<b>(1,627)</b>
<b>Operating Income (including Depreciation)</b>		<b>186,124</b>	<b>(86,409)</b>	<b>(239,883)</b>	<b>(73,041)</b>	<b>2,833</b>	<b>265,240</b>	<b>262,408</b>
<b>Fund Balance</b>								
Beginning Balance (Unaudited)		652,087	838,211	751,802	584,960	584,960	584,960	
Operating Income (including Depreciation)		186,124	(86,409)	(239,883)	(73,041)	2,833	265,240	
<b>Ending Fund Balance (including Depreciation)</b>		<b>838,211</b>	<b>751,802</b>	<b>511,919</b>	<b>511,919</b>	<b>587,793</b>	<b>850,201</b>	

# Yu Ming Charter School

Budget vs. Actuals

As of June 30, 2016

		Actual			Budget vs. Actual		Budget	
		Apr	May	Jun	Actual YTD	Approved Budget	FY 2015-16 FINAL	Variance (Budget vs. FYE Final)
Detail								Remaining
<b>Enrollment Summary</b>								
	K-3					-	-	-
	4-6					210	210	-
	7-8					102	98	(4)
	9-12					-	-	-
	<b>Total Enrolled</b>					<b>312</b>	<b>308</b>	<b>(4)</b>
<b>ADA %</b>								
	K-3					96%	97%	
	4-6					96%	98%	
	7-8					90%	96%	
	9-12					90%	96%	
	<b>Average</b>					<b>96%</b>	<b>97%</b>	
<b>ADA</b>								
	K-3					201.6	203.2	
	4-6					97.9	95.6	
	7-8					0.0	0.0	
	9-12					0.0	0.0	
	<b>Total ADA</b>					<b>299.5</b>	<b>298.8</b>	



# Yu Ming Charter School

Budget vs. Actuals

As of June 30, 2016

		Actual			Budget vs. Actual		Budget	
		Apr	May	Jun	Actual YTD	Approved Budget	FY 2015-16 FINAL	Variance (Budget vs. FYE Final)
								Remaining
<b>REVENUE</b>								
<b>LCFF Entitlement</b>								
8011	Charter Schools LCFF - State Aid	156,661	156,661	156,661	1,617,821	1,832,350	1,785,296	-
8012	Education Protection Account Entitlement	138,074	-	1,311	298,682	351,957	392,662	(47,054)
<b>SUBTOTAL - LCFF Entitlement</b>		294,735	156,661	157,972	1,916,503	2,184,307	2,177,958	40,705
<b>8100 Federal Revenue</b>								
8181	Special Education - Entitlement	-	-	-	-	27,600	32,201	(6,349)
<b>SUBTOTAL - Federal Income</b>		-	-	-	-	27,600	32,201	4,601
<b>8300 Other State Revenues</b>								
8319	Other State Apportionments - Prior Years	230	-	-	41,500	-	41,500	41,500
8381	Special Education - Entitlement (State)	31,922	13,746	-	128,752	134,032	152,146	18,114
8382	Special Education Reimbursement (State)	-	2,200	-	2,200	-	6,600	6,600
8545	School Facilities Apportionments	23,464	-	-	70,393	95,481	130,106	34,625
8550	Mandated Cost Reimbursements	13,274	1,284	-	135,142	-	135,142	135,142
8560	State Lottery Revenue	10,799	-	-	21,921	46,051	58,305	12,254
8590	All Other State Revenue	-	-	3,748	18,742	142,974	18,742	(124,232)
<b>SUBTOTAL - Other State Income</b>		79,689	17,230	3,748	418,650	418,538	542,541	124,003
<b>8600 Other Local Revenue</b>								
8634	Food Service Sales	-	-	10,029	78,561	83,606	78,561	(5,045)
8636	Uniforms	-	-	-	-	258	-	(258)
8676	After School Program Revenue	(45,016)	2,453	1,141	260,059	256,000	260,059	4,059
8678	Enrichment Funds	47,000	-	2,301	49,301	-	49,301	49,301
8690	Other Local Revenue	-	-	-	-	-	-	-
8693	Field Trips	186	940	2,512	40,189	25,709	40,189	14,480
8699	All Other Local Revenue	115	614	10,466	20,224	131	20,224	20,093
8999	Uncategorized Revenue	7,080	3,753	(29,491)	300	-	300	300
<b>SUBTOTAL - Local Revenues</b>		9,365	7,759	(3,041)	448,635	365,704	448,635	82,931
<b>8800 Donations/Fundraising</b>								
8801	Donations - Parents	225	7,553	3,225	97,453	109,200	97,453	(11,747)
8802	Donations - Private	-	1,301	9,233	23,090	62,400	23,090	(39,311)
8803	Fundraising	7,431	480	12,920	313,462	202,800	313,462	110,662
<b>SUBTOTAL - Fundraising and Grants</b>		7,656	9,334	25,377	434,004	374,400	434,004	59,604
<b>TOTAL REVENUE</b>		<b>391,446</b>	<b>190,985</b>	<b>184,056</b>	<b>3,217,792</b>	<b>3,370,548</b>	<b>3,635,339</b>	<b>264,791</b>

# Yu Ming Charter School

Budget vs. Actuals

As of June 30, 2016

		Actual			Budget vs. Actual		Budget		
		Apr	May	Jun	Actual YTD	Approved Budget	FY 2015-16 FINAL	Variance (Budget vs. FYE Final)	Remaining
EXPENSES									
Compensation & Benefits									
1000	Certificated Salaries	-	-	-					
1100	Teachers Salaries	86,866	89,694	88,397	1,011,315	978,348	1,011,315	(32,967)	-
1101	Teacher - Stipends	-	1,000	1,500	2,500	25,000	3,760	21,240	1,260
1111	Teacher - Elective	-	-	-	3,182	-	3,182	(3,182)	-
1148	Teacher - Special Ed	16,684	5,318	(24,094)	125,179	168,500	125,179	43,321	-
1150	Teacher - Custom 1	4,160	4,160	4,160	49,204	45,000	49,204	(4,204)	-
1300	Certificated Supervisor & Administrator Salaries	8,750	8,750	63,347	206,702	89,760	206,702	(116,942)	-
SUBTOTAL - Certificated Employees		116,460	108,921	133,310	1,398,082	1,306,608	1,399,342	(92,734)	1,260
2000 Classified Salaries									
2100	Classified Instructional Aide Salaries	2,882	3,132	3,722	54,029	64,100	54,029	10,071	-
2101	Classified - Electives	-	-	-	-	91,570	-	91,570	-
2103	Classified - Special Ed	-	6,506	37,042	43,548	-	43,548	(43,548)	-
2300	Classified Supervisor & Administrator Salaries	12,013	12,363	(40,605)	113,772	210,366	113,772	96,594	-
2928	Other Classified - Food	1,136	2,153	2,914	22,433	25,920	22,433	3,487	-
2930	Other Classified - Maintenance/grounds	2,903	3,188	3,630	40,264	65,150	40,264	24,886	-
SUBTOTAL - Classified Employees		18,933	27,341	6,703	274,046	457,106	274,046	183,060	-
3000 Employee Benefits									
3100	STRS	11,862	11,484	10,681	137,665	112,258	137,665	(25,407)	-
3300	OASDI-Medicare-Alternative	3,383	3,569	3,889	45,228	70,325	45,228	25,097	-
3400	Health & Welfare Benefits	7,859	11,797	(39)	109,193	152,076	109,193	42,883	-
3500	Unemployment Insurance	95	111	151	13,123	14,578	13,123	1,454	-
3600	Workers Comp Insurance	-	-	(2,143)	9,650	26,456	23,000	3,456	13,350
3900	Other Employee Benefits	-	-	-	354	-	354	(354)	-
SUBTOTAL - Employee Benefits		23,198	26,961	12,540	315,213	375,693	328,564	47,129	13,350

# Yu Ming Charter School

Budget vs. Actuals

As of June 30, 2016

		Actual				Budget vs. Actual		Budget	
		Apr	May	Jun	Actual YTD	Approved Budget	FY 2015-16 FINAL	Variance (Budget vs. FYE Final)	Remaining
4000	Books & Supplies	-	-	-					
4100	Approved Textbooks & Core Curricula Materials	132	256	4,713	52,618	55,923	52,618	3,305	-
4315	Custodial Supplies	-	-	-	965	6,180	965	5,215	-
4320	Educational Software	-	-	1,480	3,318	6,695	3,318	3,377	-
4325	Instructional Materials & Supplies	-	-	1,291	3,282	5,100	3,282	1,818	-
4326	Art & Music Supplies	-	-	347	7,602	8,000	7,602	398	-
4330	Office Supplies	146	618	2,171	10,868	9,582	10,868	(1,286)	-
4335	PE Supplies	19	-	64	1,534	2,575	1,534	1,041	-
4346	Teacher Supplies	368	250	1,447	13,762	8,000	13,762	(5,762)	-
4350	Uniforms	-	-	-	-	1,655	-	1,655	-
4410	Classroom Furniture, Equipment & Supplies	-	-	-	8,905	9,394	8,905	489	-
4420	Computers (individual items less than \$5k)	-	-	-	9,540	10,300	43,323	(33,023)	33,783
4430	Non Classroom Related Furniture, Equipment & Supplies	849	-	870	2,964	3,090	2,964	126	-
4435	Office First Aid Supplies	365	-	175	585	1,360	585	775	-
4710	Student Food Services	8,854	6,503	14,049	80,334	83,606	80,334	3,273	-
4720	Other Food	203	23	746	4,538	6,307	4,538	1,769	-
SUBTOTAL - Books and Supplies		10,935	7,650	27,353	200,814	217,766	234,596	(16,830)	33,783
5000	Services & Other Operating Expenses								
5200	Travel & Conferences	-	-	-	1,233	13,008	1,233	11,774	-
5210	Conference Fees	-	-	-	1,415	-	1,415	(1,415)	-
5215	Travel - Mileage, Parking, Tolls	-	-	-	6	-	6	(6)	-
5220	Travel and Lodging	-	-	-	565	-	565	(565)	-
5300	Dues & Memberships	-	-	-	-	3,214	-	3,214	-
5305	Dues & Membership - Professional	-	-	-	610	-	610	(610)	-
5450	Insurance - Other	-	-	-	21,846	24,625	21,846	2,779	-
5510	Utilities - Gas and Electric	1,684	-	2,917	17,000	7,880	17,000	(9,120)	-
5515	Janitorial, Gardening Services & Supplies	93	414	4,593	15,436	6,180	15,436	(9,256)	-
5520	Security	-	-	-	3,783	5,305	3,783	1,521	-
5525	Utilities - Waste	1,557	-	2,865	12,857	11,124	12,857	(1,733)	-
5530	Utilities - Water	-	-	1,577	6,308	4,652	6,308	(1,656)	-
5535	Utilities - All Utilities	-	-	-	-	11,742	-	11,742	-
5605	Equipment Leases	758	758	2,243	10,568	8,755	10,568	(1,813)	-
5610	Rent	10,609	19,859	-	164,308	164,808	164,308	500	-
5615	Repairs and Maintenance - Building	318	75	2,449	5,780	8,000	5,780	2,220	-
5617	Repairs and Maintenance - Other Equipment	-	-	-	1,073	2,575	1,073	1,502	-
5803	Accounting Fees	-	1,000	2,000	11,890	8,487	11,890	(3,403)	-
5809	Banking Fees	-	-	250	328	530	328	202	-
5812	Business Services	-	15,390	7,695	87,735	86,408	89,661	(3,253)	1,926
5815	Consultants - Instructional	-	-	-	6,160	-	6,160	(6,160)	-
5820	Consultants - Data	-	-	18,161	25,130	2,060	25,130	(23,070)	-
5821	Consultants - Translation	-	300	360	2,867	10,000	2,867	7,133	-
5824	District Oversight Fees	-	-	18,037	47,082	65,529	65,339	190	18,256

# Yu Ming Charter School

Budget vs. Actuals

As of June 30, 2016

		Actual			Budget vs. Actual		Budget	
		Apr	May	Jun	Actual YTD	Approved Budget	FY 2015-16 FINAL	Variance (Budget vs. FYE Final)
								Remaining
5826	Directors Contingency	-	-	-	-	5,000	-	5,000
5830	Field Trips Expenses	936	12,884	2,504	40,426	66,136	41,956	24,180
5834	Gala Expenses	263	561	3,310	15,165	7,426	15,165	(7,738)
5836	Fingerprinting	-	209	52	1,978	2,122	1,978	144
5839	Fundraising Expenses	70	1,484	470	9,061	23,103	9,061	14,042
5843	Interest - Loans Less than 1 Year	-	-	4	173	-	173	(173)
5845	Legal Fees	-	8,964	3,256	42,052	36,050	42,052	(6,002)
5848	Licenses and Other Fees	-	-	-	18,041	-	18,041	(18,041)
5851	Marketing and Student Recruiting	-	-	-	1,115	4,120	1,115	3,005
5853	Community Outreach	-	-	30	1,605	2,060	1,605	455
5854	Consultants - Enrichment	702	18,345	7,000	83,234	23,000	83,234	(60,234)
5855	Consultants - After School Program	-	1,029	121,205	230,024	256,000	230,024	25,976
5857	Payroll Fees	188	179	173	2,649	4,456	2,649	1,807
5860	Printing and Reproduction	2,038	1,702	-	20,851	16,638	20,851	(4,213)
5861	Prior Yr Exp (not accrued)	-	629	(10,992)	(8,928)	-	(8,928)	8,928
5863	Professional Development	350	8	4,959	14,343	5,575	14,343	(8,769)
5864	Professional Development - Diversity Training	-	2,333	-	6,999	10,000	6,999	3,001
5869	Special Education Contract Instructors	9,135	10,900	28,231	91,745	48,000	91,745	(43,745)
5875	Staff Recruiting	75	-	-	9,034	4,244	9,034	(4,790)
5878	Student Assessment	-	1,365	1,085	8,369	11,585	8,369	3,216
5881	Student Information System	-	-	1,225	5,857	6,278	5,857	421
5883	Special Education Admin and Set Aside	-	-	-	-	-	9,160	(9,160)
5884	Substitutes	1,370	2,280	4,060	12,600	2,735	12,600	(9,865)
5887	Technology Services	-	390	1,064	5,228	2,060	5,228	(3,168)
5899	Miscellaneous Operating Expenses	4,397	5,463	(2,588)	21,961	2,652	21,961	(19,309)
5910	Communications - Internet / Website Fees	446	-	1,179	4,758	6,180	4,758	1,422
5915	Postage and Delivery	62	-	93	305	1,061	305	756
5920	Communications - Telephone & Fax	743	-	809	6,293	6,180	6,293	(113)
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>		<b>35,795</b>	<b>106,521</b>	<b>230,277</b>	<b>1,088,921</b>	<b>997,543</b>	<b>1,119,794</b>	<b>(122,251)</b>
<b>TOTAL EXPENSES</b>		<b>205,322</b>	<b>277,394</b>	<b>410,182</b>	<b>3,277,077</b>	<b>3,354,715</b>	<b>3,356,342</b>	<b>(1,627)</b>
<b>6900</b>	<b>Total Depreciation (includes Prior Years)</b>	<b>-</b>	<b>-</b>	<b>13,756</b>	<b>13,756</b>	<b>13,000</b>	<b>13,756</b>	<b>(756)</b>
<b>TOTAL EXPENSES including Depreciation</b>		<b>205,322</b>	<b>277,394</b>	<b>423,938</b>	<b>3,290,833</b>	<b>3,367,715</b>	<b>3,370,099</b>	<b>(2,383)</b>

CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2015 to June 30, 2016

CHARTER SCHOOL CERTIFICATION

Charter School Name: Yu Ming Charter School  
CDS #: 01100170124172  
Charter Approving Entity: ACOE  
County: Alameda  
Charter #: 1296

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

For information regarding this report, please contact:

<u>For County Fiscal Contact:</u>	<u>For Approving Entity:</u>	<u>For Charter School:</u>
Name	Name	<u>Kelly Hoppe</u> Name
Title	Title	<u>Client Manager</u> Title
Telephone	Telephone	<u>510-663-3500 x319</u> Telephone
E-mail address	E-mail address	<u>kelly.hoppe@edtec.com</u> E-mail address

To the entity that approved the charter school:

( X ) 2015-16 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Charter School Official  
(Original signature required)

Printed Name: Sue Park Title: Executive Director

To the County Superintendent of Schools:

( X ) 2015-16 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

To the Superintendent of Public Instruction:

( X ) 2015-16 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

**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	534,691.48	50,269.00	584,960.48
b. Adjustments/Restatements	9793, 9795	0.00		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	3000-3999 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

	<u>Metric</u>	<u>2014-2015 Baseline</u>	<u>2015-2016 Target</u>	<u>2015-2016 Actuals</u>	<u>2016-2017 Proposed Target</u>	<u>Notes</u>
S t u d e n t O u t c o m e s	Mandarin Proficiency: LinguaFolio and STAMP	<b>LinguaFolio</b> Speaking (Oral Fluency) K=82% NH G1=88 NH G2= 72 IL G3=87 IL G4=78 IM	<b>LinguaFolio K-G2</b> K: S/L/W/R = 80%/80%/80%/80%  NH/NH/NM/N M G1: S/L/W/R = 90/100/70/70 NH/NH/IL/IL G2: S/L/W/R = 80/80/80/80 IL/IL/IL/IL  <b>STAMP</b> G3: S/L/W/R = 90/90/80/80 IL/IM/ IM/IH G4: S/L/W/R = 80/80/75/75 IM/IH/ IH/AL G5: S/L/W/R 80/90/90/85 IH/IH/ IH/AL	<b>ELLOPA</b> % of students met or exceeded ELLOPA K: OF/G/V/L = 64/74/66/87 JNH/JNH/JNH/JNH G1: OF/G/V/L = 87/87/85/94 JNH/JNH/JNH/JIL G2: OF/G/V/L = 80/85/73/92 JIL/JIL/JIL/JIM  <b>STAMP</b> % of students met or exceeded ACTFL proficiency guidelines in LISTENING/SPEAKING READING/WRITING G3 = 100 IL/88 NH 68 NH/90 NH G4 = 70 IM/96 NH 86 NH/80 NH G5 = 76 IM/72 IL 63 IL/65 IL	75% of students will reach the range of ACTFL proficiency guidelines in LISTENING/SPEAKING READING/WRITING K = JNH-JIL/JNM-JNH G1 = JIL-JIM/JNH-JIL NL-NM/NL-NM G2 = JIM/JIL-JIM NM-NH/NM G3 = NH-IL/NH-IL NH/NM-NH G4 = IL-IM/IL-IM NH-IL/NH-IL G5 = IM-IH/IM-IH IL-IM/IL G6 = IH/IH IM/IL-IM	2013-14: Early Language Learning Oral Performance Assessment (ELLOPA). designed for PreK-G2. assesses: Oral Fluency, Grammar, Vocabulary & Listening. The Student Oral Proficiency Assessment (SOPA) for G2-8 assesses the same four skills areas. Goals based on American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines. YM abandoned ELLOPA/SOPA as rater verification indicated rater accuracy was difficult to reliably achieve.  2014-15: LinguaFolio is a portfolio-based formative assessment that helps students reflect upon their language learning and proficiencies. Curriculum-embedded performance tasks are designed to be teacher- and program-specific and aligned to specific outcomes. 2014-15 targets were set to skills assessed by ELLOPA and SOPA. In the end, YM only assessed Speaking (Oral Fluency) through Linguafolio.  2015-16: LinguaFolio will be used for K-G2 in Listening, Speaking, Reading and Writing. The Standards-Based Measurement of Proficiency (STAMP) will be used to assess these skills in G3-5. STAMP is web-base and scored externally by certified raters.  2016-17: Yu Ming's first STAMP administration provided our first externally - validated criterion-referenced data set by which to set more accurate ACTFL targets for 2016-17. In addition, we consulted with Shuhan Wang a recognized expert in the field of CLD to refine our targets. 2015-16 STAMP Actuals reflect our actual student data and not the percentage that met the 2015-16 Targets.  *Note ACTFL levels: NL/NM/NH = <i>Novice Low/Mid/High</i> ; IL/IM/IH = <i>Intermediate Low/Mid/High</i> ; AL = <i>Advanced Low</i>
	Math: SBAC	G3: 93% Met or Exceeded (+53 above CA) G4: 83% Met or Exceeded (+48 above CA)	40 percentage points above state Met or Exceeded  Increase 2015 baseline by 3%*  Increase number students at Standard Nearly Met to Standard Met by 15%*  Increase number of students at Standard Not Met	G3: 83% Met or Exceeded (+37% above CA) G4: 89% Met or Exceeded (+51% above CA) G5: 78% Met or Exceeded (+45% above CA)  2015 Baseline was decreased by 5.6%  Number of students at Standard Nearly Met to Standard Met did NOT increase  Number of students at Standard Not Met to	40 percentage points above state Met or Exceeded  Increase number students at Standard Nearly Met to Standard Met by 15%*  Increase number of students at Standard Not Met to Standard Nearly Met by 25%*	2015 YM Results: G3: 4% Standard Not Met, 4% Standard Nearly Met, 35% Standard Met, 58% Standard Exceeded (98% or 52 students tested) G4: 2% Standard Not Met, 16% Standard Nearly Met, 36% Standard Met, 47% Standard Exceeded (96% or 45 students tested) *Local Control and Accountability Plan (LCAP) goal  Statewide results G3: 40% Met or Exceeded G4: 35% Met or Exceeded G5: 30% Met or Exceeded  2016 YM Results: G3: 8% Standard Not Met, 10% Standard Nearly Met, 20% Standard Met, 63% Standard Exceeded (51 out of 53 students tested or 96%) G4: 2% Standard Not Met, 9% Standard Nearly Met, 23% Standard Met, 66% Standard Exceeded (53 out of 53 students tested or 100%)

# 2016-2017 School Goals

updated 8/26/16\_sp

			to Standard Nearly Met by 25%*	Standard Nearly Met did NOT increase		<p>G5: 4% Standard Not Met, 18% Standard Nearly Met, 22% Standard Met, 56% Standard Exceeded (45 out of 46 students tested 98%)</p> <p>Statewide results G3: 46% Met or Exceeded G4: 38% Met or Exceeded G5: 33% Met or Exceeded</p> <p>Percentage of all students at each band</p> <table><tr><td></td><td>Standad Not Met</td><td>Standard Nearly Met</td><td>Standard Met</td><td>Standard Exceeded</td></tr><tr><td>2015</td><td>3%</td><td>9%</td><td>35%</td><td>53%</td></tr><tr><td>2016</td><td>5%</td><td>12%</td><td>21%</td><td>62%</td></tr></table>		Standad Not Met	Standard Nearly Met	Standard Met	Standard Exceeded	2015	3%	9%	35%	53%	2016	5%	12%	21%	62%
	Standad Not Met	Standard Nearly Met	Standard Met	Standard Exceeded																	
2015	3%	9%	35%	53%																	
2016	5%	12%	21%	62%																	
English Language Arts: SBAC	<p>G3: 72% Met or Exceeded (+34 above CA) G4: 81% Met or Exceeded (+41 above CA)</p>	<p>35 percentage points above state Met or Exceeded</p> <p>Increase 2015 baseline by 3%*</p> <p>Increase number students at Standard Nearly Met to Standard Met by 15%*</p> <p>Increase number of students at Standard Not Met to Standard Nearly Met by 15%*</p>	<p>G3: 77% Met or Exceeded (+34% above CA) G4: 83% Met or Exceeded (+40% above CA) G5: 80% Met or Exceeded (+31% above CA)</p> <p>Increased 2015 baseline by 4%</p> <p>Increased number students at Standard Nearly Met to Standard Met by 22%</p> <p>Number of students at Standard Not Met increased from 6% to 8%</p>	<p>35 percentage points above state Met or Exceeded</p> <p>Increase number students at Standard Nearly Met to Standard Met by 15%*</p> <p>Increase number of students at Standard Not Met to Standard Nearly Met by 15%*</p>	<p>2015 YM Results: G3: 8% Standard Not Met, 21% Standard Nearly Met, 12% Standard Met, 60% Standard Exceeded (98% or 52 students tested) G4: 5% Standard Not Met, 14% Standard Nearly Met, 11% Standard Met, 70% Standard Exceeded (94% or 44 students tested) *Local Control and Accountability Plan (LCAP) goal</p> <p>Statewide results G3: 38% Met or Exceeded G4: 40% Met or Exceeded G5: 44% Met or Exceeded</p> <p>2016 YM Results: G3: 8% Standard Not Met, 16% Standard Nearly Met, 22% Standard Met, 55% Standard Exceeded (51 students tested) G4: 6% Standard Not Met, 11% Standard Nearly Met, 19% Standard Met, 64% Standard Exceeded (53 students tested) G5: 11% Standard Not Met, 9% Standard Nearly Met, 24% Standard Met, 56% Standard Exceeded (45 students tested)</p> <p>Statewide results G3: 43% Met or Exceeded G4: 44% Met or Exceeded G5: 49% Met or Exceeded</p> <p>Percentage of all students at each band</p> <table><tr><td></td><td>Standard Not Met</td><td>Standard Nearly Met</td><td>Standard Met</td><td>Standard Exceeded</td></tr></table>		Standard Not Met	Standard Nearly Met	Standard Met	Standard Exceeded											
	Standard Not Met	Standard Nearly Met	Standard Met	Standard Exceeded																	

## 2016-2017 School Goals

updated 8/26/16\_sp

					<table><tr><td>2015</td><td>6%</td><td>18%</td><td>11%</td><td>65%</td></tr><tr><td>2016</td><td>8%</td><td>12%</td><td>21%</td><td>58%</td></tr></table>	2015	6%	18%	11%	65%	2016	8%	12%	21%	58%
2015	6%	18%	11%	65%											
2016	8%	12%	21%	58%											
Overall: API	2012-13: 944	NA	NA	NA	API is suspended as the CDE develops a new accountability system to rate school performance. “The new system would be designed to focus on multiple indicators, such as graduation data and student preparedness for college and career, and not only test scores.” (CDE 3/11/15) CDE does not plan to release an accountability report card until fall 2016.										
Writing: English & Mandarin	Yu Ming end-of-year Writing Assignment:  % Meets Expectations MLA/ELA K = 94/98 G1 = 88/98 G2= 68/94 G3 = 88/94 G4 = 97/94	CCSS-aligned on-demand Writing Assessment:  % Meets or Exceeds MLA/ELA All grades average: 85%/85%	Writing in Chinese -- Meets Grade Level Standard? K = 13% G1 = 27% G2 = 75% G3 = 44% G4 = 62% G5 = 74%  Writing in English-- Meets Grade Level Standard: K = 77% G1 = 42% G2 = 54% G3 = 13% G4 = 64% G5 = 30%	Writing in Chinese -- Meets Grade Level Standard? K-G6 = 60%  Writing in English-- Meets Grade Level Standard: K-G6 = 60%	2014-15: The end-of-year writing assignment was an Opinion piece (CCSS call for 3 text types: Opinion, Narrative, Informational) and scored as either meeting or not meeting.  2015-16: The Learning Headquarters writing program new CCSS-aligned on-demand writing assessment from Learning Headquarters will be administered at beginning-of-year (Oct) and end-of-year (June) on an Opinion writing task and scored on 4 proficiency levels: Exceeds, Meets, Approaching, or Below Standard. Two interim writing assessments will be administered in February and April in all grades.										
Mandarin Reading	MLA/ELA % Meets Expectations K = 100 G1 = 100 G2= 100 G3 = 100 G4 = 100	CCSS-aligned Reading Comprehension Assessment:  % Meets Expectations All grades average: 85%	Reading in Chinese -- Meets Grade Level Standard: G3 = 88% G4 = 55% G5 = 84%	Reading Level in LevelChinese: K = 70% Level C G1 =75% Level E G2 = 75% Level G G3 = 75% Level I G4 = 75% Level J G5 = 70% Level K G6= 70% Level L	2014-15, YM piloted Mandarin reading comprehension assessments from China and/or Taiwan. Narrative reading comprehension assessments were given at one grade level below in K-G4.  2015-16: Teachers administered grade level reading assessment from LevelChinese materials  2016-17: All students will be assessed using the LevelChinese online reading assessment program on a 20 level scale three times this year.										
Character, Values & Global Citizenship: CARES	% Meets Expectations K = C/A/R/E/S 92/94/100/96/90 G1 =C/A/R/E/S 96/94/98/100/96 G2=C/A/R/E/S 94/94/96/100/88 G3 =C/A/R/E/S	90% in all grades meet expectations, on CARES  +1 citizenship/service learning activity	% Meets Expectations K = C/A/R/E/S 100/98/100/100/98 G1 =C/A/R/E/S 100/100/100/100/98 G2=C/A/R/E/S 100/100/100/100/96 G3 =C/A/R/E/S 98/96/98/100/94	90% in all grades K-G4 meet expectations, on CARES  +1 citizenship/service learning activity	The acronym CARES (Cooperation, Assertion, Responsibility, Empathy, Self-Control) is a key part of the Responsive Classroom approach used at YM. All students receive grades for each element of “CARES” on their report cards. Classes have not yet completed the global citizenship activity.										

## 2016-2017 School Goals

updated 8/26/16\_sp

		94/98/98/98/84 G4 =C/A/R/E/S 93/93/96/97/93		G4 =C/A/R/E/S 94/100/98/94/85 G5 =C/A/R/E/S 100/100/100/98/100		
S S c h o o l  C l i m a t e a n d C u l t u r e	Student Satisfaction	85% scoring 4+	Achieve 90% favorable responses on Student Satisfaction Surveys	NA (two focus groups were held in 2015-16 instead of a student satisfaction survey instrument)	Achieve a 90% favorable response on “School Climate” and “School Belonging” scales of Student Surveys (G3-6)	2014-15: G2-4 students surveyed. 2015-16: LCAP goal is baseline + 5% for student satisfaction. Students were not surveyed in 2015-2016 and focus groups were convened. 2016-17: The Panorama Education Student Survey will be administered to grades 3-6 to measure student perceptions of teaching and learning to inform teacher effectiveness and areas of strength and growth across the school.
	Staff Satisfaction:	NPS = -45 65% favorable	NPS = 45 Achieve 73% favorable responses on Staff Satisfaction Surveys	NPS = XX [Survey data being reviewed]	NPS = XX Staff: XX favorable Teacher: XX favorable	2014-15: June staff survey indicated 65% “favorable” responses. LCAP 2015-16 goal is 73% (baseline 70% + 3%).  2015-16: Survey took place in Dec. ‘15 - Jan. ‘16. YM changed to a packaged staff and teacher survey questions were different than ‘14-’15. Panorama survey scales have 5 response options with 2 possible favorable responses. Yu Ming’s prior instrument had 10 options with 4 possible favorable responses.  [Board to revisit approach to surveys; frequency, questions, etc]
	Parent Satisfaction: Recommend YM?	NPS = 46 96% favorable response to “overall satisfaction”	NPS = 50 Achieve >80% favorable responses	NPS = XX [Survey data being reviewed]	NPS = XX	2015-16: Parent survey window was Jan 20 - Feb 2, 2016. 2015-16 Staff survey window was Oct - Dec. 2015  YM changed to a packaged staff and teacher survey questions. As a result the answers in the current survey cohort do not correspond to past surveys.  Net Promoter Score (NPS) is a widely used consumer satisfaction research question but not used in elementary school settings. The current wording may be limiting, so we plan to validate the NPS using other overall questions on the parent survey.  [Board to revisit approach to surveys; frequency, questions, etc]
	Parent involvement	50% Parents completed annual survey  36% Parents fulfilled volunteer hours commitment	55% Parents complete annual survey  40% Parents fulfill volunteer hours commitment	50% Parents completed annual survey (Feb 2016)  XX% Parents fulfill volunteer hours commitment	55% Parents complete annual survey  40% Parents fulfill volunteer hours commitment	2014-15 baseline was based on the self-report question on the anonymous end-of-year parent survey: “Have you met the 30-hour volunteer requirement for families at Yu Ming?”, and not based on actual volunteer hours reported to volunteer coordinator.  2015-16 LCAP indicates parent survey completion goal +5% of 2014-15 baseline and parent volunteer commitment fulfillment goal.
	Target area: valuing diversity	88% scoring 7+	90% scoring 7+	69% Favorable Response	XX	Based on the spring parent survey: “Please indicate the degree to which you agree that: Yu Ming values diversity of backgrounds.” Scale of 0-10; 10 is strongly agree. Long Term goal: 100%

## 2016-2017 School Goals

updated 8/26/16\_sp

						2015-16: Note that Panorama survey instrument does not include this question but includes the following scale: “How much does the school value the diversity of children’s backgrounds.” The Panorama survey scales have 5 response options with 2 possible favorable responses. Yu Ming’s prior instrument had 10 options with 4 possible favorable responses.
	Target area: confidence in Leadership	Board Leadership: 70% scoring 7+  Principal leadership: scored 79% scoring 7+	Board Leadership: 80% scoring 7+  Principal Leadership 85% scoring 7+	To the Questions: “How well do leaders create an environment that helps kids learn?”  61% Favorable Response	<b>XX</b> <b>Consider how to adapt survey for this question</b>	Based on the spring parent survey: “Please indicate the degree to which you agree that Yu Ming’s Board makes sound decisions about the direction of the school.” Scale of 1-10; 10 is strongly agree.  2015-16: A question on Board Leadership was not included in the packaged survey from Panorama.
S c h o o l G r o w t h a n d S t a b i l i t y	Enrollment	98%	99%	99%	99%	In the future, we may consider adding Wait List as a measure of longer term enrollment stability.  2014-15: Enrollment 255/260 = 98% K=52, G1=53, G2=52, G3=52, G4=46 2015-16: Enrollment 308/312 = 99% K=53, G1=53, G2=52, G3=52, G4=53, G5=45 Waitlist KM=38, K=142, G1=28, G2=26, G3=11, G4=5 2016-17: Enrollment 358/364 = 98% K=53, G1=53, G2=53, G3=53, G4=52, G5=53, G6=41 Waitlist KM=42, K=138, G1=39, G2=25, G3=19, G4=8, G5=3
	Student application diversity	Class of 2015-16 % Applicants/ Admitted/ Enrolled Af Am 17/13/11 Latino 5/4/2	Class of 2016-17 % Applicants/ Admitted/ Enrolled Af Am 20/15/12 Latino 5/4/2	Class of 2016-17 % Applicants/ Admitted/Enrolled Af Am 18/12/10 Latino 10/10/8	Class of 2017-18 % Applicants/ Admitted/ Enrolled Af Am 25/18/15 Latino 12/10/8	2014-15: Af Am K Applicants 8%, Enrolled 8% Latino K Applicants 7%, Enrolled 6% 2015-16: Af Am K Applicants 17%, Admitted 13%, Enrolled 11% Latino K Applicants 5%, Admitted 4%, Enrolled 2% 2016-17: Af Am K Applicants 18%, Admitted 12%, Enrolled 10% Latino K Applicants 10%, Admitted 10%, Enrolled 8%
	Attendance	97%	97%	97.6%	97%	Based on calculated Average Daily Attendance (ADA), on which state and federal per pupil funding is based
	Cash reserve	6/30/15 actual: ?? JW to f/u w/Yoon	6/30/15 target: JW/RP revisit (10%?)	Fund balance finished at \$870,000, which was \$263,000 over the targeted fund balance	The board passed a 2016-17 budget that included a \$73,000 operating surplus. Board may consider setting aside portion of fund balance for specific needs (ie facility down-payment)	Our fund balance includes one-time start-up grant funds received in 2011 and 2012, which are being spent to cover the costs of adding a grade level each year.
	Adequate facilities	Not on track	<b>Interim (somewhere to go for next year):</b> Candidates IDed by Dec 2015; Secured location +	Not on track. Extended Herzog (1 year) and Alcatraz (2 years). Facility Committee was dormant for most of year.	Facility Committee revived. Working groups active on site selection, planning and architecture, financing and short-term site alternatives.	Yu Ming is at full capacity at Alcatraz and Herzog locations. Alcatraz is leased through June 2018. Herzog is leased through June 2017.



## 2016-2017 School Goals

updated 8/26/16\_sp

			transition plan by January 2016 <b>Long-Term (LT) facility secured:</b> Secured by Fall 2015		Goals: Viable short-term sites IDed by December '16. Pipeline of permanent sites build up and prioritized by December '16. Financing approach chosen by October '16. Developer partner chosen by October '16	
	Staff Retention	78%	85%	77%	85%	Based on principal evaluation; applies to high-performing staff only. Includes all staff, both teaching and non-teaching. 2014-15: 21/27. 2015-16: 20/26 2016-17: LCAP goal states 85% retention of high performing staff.
	Community relations	TBD	TBD	NA	Host or participate in at least 3 external community engagement activities	2016-17: Examples of external community engagement activities include: Love your Neighborhood Day, Neighborhood Walk, Yu Ming collaboration with community organizations, etc.



**Board of Directors**  
**August 27, 2016**  
**AGENDA ITEM INFORMATION**

<b>Agenda Item</b>	Draft Amendments to Enrollment and Public Random Drawing Policy
<b>Time Allotted</b>	30 minutes
<b>Background</b>	Consistent with Yu Ming's mission and values, and in keeping with commitments made in its charter, Yu Ming is continuously improving its enrollment policies in order to promote more racial and socio-economic diversity at Yu Ming.
<b>Summary</b>	<p>The attached <u>draft</u> language considers two issues affecting enrollment and racial / socio-economic diversity at Yu Ming:</p> <ul style="list-style-type: none"><li>• The ratio of Mandarin / Non-Mandarin speaking learners that make up each incoming kindergarten grade (Yu Ming's current two-way immersion model is a 50-50 allocation)</li><li>• The allotment of a categorical admissions preference for learners from low-income (as measured by California's standard for Free and Reduced Lunch) families. The draft proposal is for 20%.</li></ul>
<b>Type</b>	Discussion
<b>Key Questions</b>	<ul style="list-style-type: none"><li>• Would a change in its immersion education model (from 50-50 to something less or to an entirely one-way model) benefit enrollment diversity? Would it change the teaching program at Yu Ming? Would it require an amendment to the Charter?</li><li>• Is the allotment for 20% FRL categorical</li></ul>



	<p>preferences at Yu Ming an adequate measure of the school's commitment to racial and socio-economic diversity?</p> <ul style="list-style-type: none"><li>• What other actions might be considered?</li><li>• How will the parent community be engaged in this topic? How does a policy that acts on the interests of future applicant-families affect the interests of existing Yu Ming families?</li></ul>
--	---

Yu Ming Charter School Enrollment and Public Random Drawing Policy:

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 DRAFT for consideration Fall 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 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.
- 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

Dave JCherry 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

Dave JCherry 8/24/2016 12:23 PM

**Deleted:** 50/50

Dave JCherry 8/25/2016 9:42 PM

**Deleted:** .

Dave JCherry 8/24/2016 12:24 PM

**Deleted:** half

Dave JCherry 8/24/2016 12:24 PM

**Deleted:** half

Dave JCherry 8/24/2016 12:24 PM

**Deleted:**

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.

- I. 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

---

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

## 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:
  - 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

Dave JCherry 8/25/2016 9:57 PM

**Deleted:** 2016-17

Dave JCherry 8/25/2016 10:18 PM

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

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 [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 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

Dave JCherry 8/25/2016 9:28 PM

Deleted: i

Dave JCherry 8/25/2016 9:28 PM

Deleted: i

Dave JCherry 8/25/2016 9:28 PM

Deleted: i

Dave JCherry 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.



of the Random Drawing and because attrition in an one grade has typically been less than 5 students, 1 applicant (or 20% of 5) 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 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

Dave JCherry 8/25/2016 10:25 PM

**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.

Dave JCherry 8/25/2016 9:28 PM

Formatted

Dave JCherry 8/25/2016 10:28 PM

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

Dave JCherry 8/25/2016 10:29 PM

**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.

Dave JCherry 8/25/2016 9:36 PM

Deleted: 8:1

Dave JCherry 8/25/2016 9:37 PM

Deleted: i

Dave JCherry 8/25/2016 10:31 PM

Deleted: 10:1

Dave JCherry 8/25/2016 9:37 PM

Deleted: i

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.
  - 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

Dave JCherry 8/25/2016 10:31 PM

**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.

[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 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.
- 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

Dave JCherry 8/25/2016 9:39 PM

Deleted: 2.c.ii

Dave JCherry 8/25/2016 9:40 PM

Deleted: 50

Dave JCherry 8/25/2016 9:40 PM

Deleted: 50

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.

## 2016-17 YU MING CHARTER SCHOOL BOARD DEVELOPMENT COMMITTEE

*Draft as of 8/25/2015*

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

#### Overall Role:

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

#### Appointments:

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

#### Responsibilities:

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

### BOARD DEVELOPMENT COMMITTEE MEMBERS

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

#### 2016/17 Members:

**Chair:** Diana Lee

**Member:** Rodrigo Prudencio

### FY16 – 17 BOARD DEVELOPMENT COMMITTEE ANNUAL PRIORITIES

2016-17 priorities	Progress
<ul style="list-style-type: none"><li>• Identify candidates and elect board members to reach a Board of 12, aligned to the skills/characteristics needed to address need areas</li></ul>	We have 8 board members aligned to skills/characteristics, with nomination of 2 more.
<ul style="list-style-type: none"><li>• Establish a board culture of responsiveness and ownership</li></ul>	In progress. Brainstorm w/board on strategies to enable this, root causes.
<ul style="list-style-type: none"><li>• Set up systems for collaboration and institutionalized knowledge across the board</li></ul>	Need to ID a collaborative way of getting work done (Asana?) and way to utilize Google drive to its fullest extent.
<ul style="list-style-type: none"><li>• Set up a system for executing board evaluation in the future</li></ul>	Draft tools to bring to the board during the retreat and need to establish timeline.
<ul style="list-style-type: none"><li>• Build in more board professional development series/resources as needed, including onboarding materials for new board members</li></ul>	Executed Brown Act training with board members, created onboarding guide and orientation for new board members. Need to ID specific areas for board to develop skill and knowledge on.

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

<b>August</b>	Board retreat – finalize board committee goals/priorities; school goals
<b>September</b>	Review unaudited financials; approve school goals and outstanding board committee goals for the year; new board orientation? Board self-evaluation?
<b>October</b>	Approve unaudited financials
<b>November</b>	Form 700?
<b>December</b>	Elect officers and committee chairs (terms that begin January); approve first interim budget; results of fall fundraising
<b>January</b>	Approve Education Account Spending Plan; principal evaluation
<b>February</b>	
<b>March</b>	Approve 2 <sup>nd</sup> interim budget; preview of lottery process/lottery results
<b>April</b>	Lottery results; results of gala
<b>May</b>	Approve LCAP; discuss draft budget
<b>June</b>	Vote on final budget; Appoint new offeres to the board? Approve board meeting calendar for next year; Set board retreat date for August

Additional to add:

- Facilities dates
- Enrollment committee dates



## 2016-17 YU MING CHARTER SCHOOL CAPITAL CAMPAIGN COMMITTEE

*Draft as of 8/27/2016*

### CAPITAL CAMPAIGN COMMITTEE DESCRIPTION *pending approval of Board of Directors on X/X/15*

#### Overall Role:

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

#### Appointments:

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

#### Responsibilities:

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

### FY15 – 16 CAPITAL CAMPAIGN COMMITTEE ANNUAL PRIORITIES

2015-16 priorities	Progress
<ul style="list-style-type: none"><li>• Develop and execute an annual fundraising plan that provides for supplemental budget to fill the shortfall between Yu Ming's annual operating expenses and revenues. This year's goal is approximately \$388,000</li></ul>	<ul style="list-style-type: none"><li>• School exceeded fundraising goal by \$60,000. Fundraising was effectively divided into three campaigns, each with a team leader. Strong volunteer contribution.</li></ul>
<ul style="list-style-type: none"><li>• Develop a donor tracking system for Yu Ming's annual and long-term capital campaigns.</li></ul>	<ul style="list-style-type: none"><li>• Behind. Still no overall tracking or CRM system in place</li></ul>

### FY16 – 17 CAPITAL CAMPAIGN COMMITTEE ANNUAL PRIORITIES

2016-17 priorities	Actions
<ul style="list-style-type: none"><li>• Develop and execute an annual fundraising plan that provides for supplemental budget to fill the shortfall between Yu Ming's annual operating expenses and revenues. This year's goal is approximately \$430,000</li></ul>	<ul style="list-style-type: none"><li>• Establish teams to focus on each fundraising campaign. Improve communication of progress, participation and contribution. Better systems tracking for donors and responsiveness to high-donor potential.</li></ul>
<ul style="list-style-type: none"><li>• Develop a donor tracking system for Yu Ming's annual and long-term capital campaigns.</li></ul>	<ul style="list-style-type: none"><li>• Still needed. Explore Salesforce or other similar platform</li></ul>

### CAPITAL CAMPAIGN COMMITTEE MEMBERS

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

#### 2015/16 Members:

**Chair:** Rodrigo Prudencio

#### Members:

Karen Geiger (Annual Fund)

Lynn Kuo (Read-a-Thon)

Jamie and Steve Chen (Gala)

Hua Wang (FSO Liaison)

Chris Tarnas

Chris and Diana Sonne  
David Tjen  
Christina Chang  
Sara Zhao

#### **CAPITAL CAMPAIGN COMMITTEE MEETINGS**

---

Meeting #1:  
Meeting #2:  
Meeting #3:  
Meeting #4:  
Meeting #5:  
Meeting #6:

Draft

## 2016-17 YU MING CHARTER SCHOOL FACILITIES COMMITTEE

*Draft as of 8/27/2016.*

### FACILITIES COMMITTEE DESCRIPTION

#### Overall Role:

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

#### Appointments:

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

#### Responsibilities:

- To recommend criteria for the search for a school facility
- To select and retain qualified professionals to assist with search and selection for a school facility
- To manage a comprehensive and efficient process of searching for suitable facilities
- Provide background information about charter school facility financing / development to facilitate effective board decision-making.
- Engage parent community in development and input into facility plan and priorities
- To evaluate and communicate the tradeoffs between potential facilities; make a recommendation to the Board
- To manage the negotiation process and secure a suitable facility
- To maintain the board updated at least monthly if not more frequently on progress against 2016 goals
- To lead working sessions and off-calendar meetings of the board to discuss facility matters of urgency or requiring focused discussion, as needed.

### 2015-2016 FACILITY COMMITTEE ANNUAL GOALS –

<b>Goal #1:</b> Secure an interim facility to serve Yu Ming for the upcoming 2016/17 school year, that's move-in ready by August 1, 2016.	<b>Progress:</b> Successfully extended leases at Alcatraz and Herzog. Alcatraz is extended through June 2018. Herzog is extended through June 2017. Prop 39 application successfully submitted.
<b>Goal #2:</b> Secure a long-term/permanent facility to accommodate Yu Ming at full build-out beginning August 1, [2018].	<b>Progress:</b> Significantly behind schedule. Committee was dormant for most of last year. Progress in spring 2016 on site assessment, real estate pipeline, financing options and development partners. Priority of extending Herzog lease forced an expiration of talks with Emeryville about the Anna Yates campus.

### 2016-2017 FACILITY COMMITTEE ANNUAL GOALS –

#### General

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

<b>Goal #1:</b> Reconvene regular work of Facilities Committee	<b>Action:</b> Activate work of Committee in sub-groups that include site selection, planning and architecture, finance and analysis and short-term lease options. Assign volunteers (thank you!) to each and set up work plans and regular meetings and updates.
<b>Goal #2:</b> Secure an interim facility to serve Yu Ming for the upcoming 2017-18 school year.	<b>Action:</b> In the likelihood that YM would not have a permanent site that is move-in ready until the 2018-19 school year, an interim facility will be needed. Short term rental or Prop 39 application. Develop plan for managing two-sites that may no longer be proximate.
<b>Goal #2:</b> Secure a long-term/permanent facility to accommodate Yu Ming at full build-out beginning August 1, 2018.	<b>Action:</b> Revisit and lock ideal site plan specs. Organize site selection team to work with real estate agent. Choose financing path / partner. Choose developer / builder partner. Activate architecture team to develop or review plans.

### FACILITIES COMMITTEE MEMBERS

Full Committee and Meeting Schedule TBD

The Facilities Committee is anticipated to include approximately 8 – 12 members in total, including members from key stakeholder groups (administration, faculty and parents) as well as members with relevant professional expertise in Alameda County and with schools/charter schools. Members are asked to make a commitment for at least the school year, and preferably until a site is secured and prepared, including attendance at monthly meetings. The committee will work with willing advisors where appropriate.

**Preferred Expertise:**

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

**2016/17 Members:**

**Co-Chairs:** Rodrigo Prudencio, Matt Miller and Thompson Paine

NOTE: Principal always invited to committee meetings and closely involved in process.

**FACILITY COMMITTEE MEETINGS (Proposed for 2016-17)**

---

TBD by working group

## 2016-17 YU MING CHARTER SCHOOL EDUCATION COMMITTEE

*Draft as of 8/25/16*

### EDUCATION COMMITTEE DESCRIPTION as approved by Board of Directors October 2012

#### Overall Role:

The Education Committee monitors and evaluates the education program at the school. The Head of School (HOS) is the instructional leader in the school and responsible for execution of the educational program. *Note:* as with all Board Committees, this committee plays a governance role, not a management or implementation role.

#### Appointments:

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

#### Responsibilities:

- To facilitate a shared understanding of the performance expectations for Yu Ming graduates across the school community;
- To design a system to monitor and evaluate the effectiveness and implementation of the educational program;
- To recommend resources to the leadership of the school to enhance the educational program; and
- To develop annual objectives as a committee and evaluate its own work as a committee in achieving its objectives.

### EDUCATION COMMITTEE MEMBERS

The Education Committee is anticipated to include approximately 6-8 members in total and will include members with relevant professional expertise with district-operated public schools and/or public charter schools. Members are asked to make a commitment for at least the school year, and attend regularly scheduled meetings and subcommittee meetings. The committee will work with willing advisors where appropriate.

#### Preferred Expertise:

- Experience administering and/or guiding the educational program development for district-operated public schools and/or public charter schools
- Experience and professional expertise in bilingual immersion education, Mandarin preferred
- Knowledge and experience in curriculum development in Mandarin and/or English
- Knowledge and experience in using multi-tiered systems of supports across student academic and social/emotional domains
- Expertise in using and analyzing various types of assessments for student and school improvement
- Experience as highly effective educators in bilingual schools
- Knowledge in the use of educational technology to support individualized learning
- Experience and knowledge in supervising and developing middle school programs

#### 2016/17 Members:

**Eric Peterson, Ph.D., NBCT (Board Member and Committee Chair)**

#### **Lihua Zhang, Ph.D.**

Dr. Zhang is the Chinese Language Program Coordinator at U.C. Berkeley. She obtained her M.A. from the University of Alberta in Edmonton, Canada in 1987 and in 1993 her Ph.D. from the University of California at Berkeley where she focused on German, English, and Chinese contrastive linguistics. Dr. Zhang is a native speaker of both Mandarin and the Shanghaiese dialect. Since joining the Berkeley Chinese program in 2000, she has taught Chinese both as a foreign language and as a heritage language from the elementary to advanced levels. She developed the curriculum of Mandarin Chinese for dialect-speaking learners. She promotes integrating multimedia and multimodality in language teaching and fosters intercultural exchange. Her publications in the Chinese language education field include "College Chinese Heritage language learners' implicit knowledge of compound sentences", "What are the CHL learners inheriting? *Habitus* of the CHL learners" (co-authored), "Stepping carefully into computer-assisted learning", "Metaphorical thinking in Chinese *shàng* and *xià*", and "The growth of symbols out of icons: Evidence from Chinese characters". She is the author of the book *A Contrastive Study of Aspectuality in German, English, and Chinese* and co-edited the book *Interdigitations*. Her current interests are applied linguistics and foreign/heritage language and culture pedagogy.

**Danni Tsai, Ed.D.**

Dr. Tsai has most recently served as the Principal of Spark Charter School in Sunnyvale. She was also a leading consultant to Wei Yu Charter School in its successful approval in May of 2015 by the State Board of Education. She has previously served as a Curriculum Coordinator for the San Mateo County Office of Education. In addition, she was the Director of a Mandarin immersion private school based on the same immersion model as Yu Ming. Dr. Tsai also consulted in the development Yu Ming's original curriculum and instructional model in 2011.

**Alison Makela, M.A.**

Alison Makela currently serves as Principal of Madera Elementary School, a high achieving school located in El Cerrito. She has an M.A. in Educational Leadership and Administration from UC Berkeley. She previously served as the Instructional Specialist at Dover Elementary School in San Pablo where she supported bilingual and English Language Development programs. She also has experience as an elementary teacher, a kindergarten through 5<sup>th</sup> grade teacher math coach, and a strategic plan facilitator. Her instructional leadership experience also includes curriculum development, teacher professional development, and instructional design in all core subject areas.

**Philip Gonsalves, M.S.**

Philip Gonsalves is a nationally recognized mathematics educator. He currently serves as Senior Director, Curriculum and Instruction for Mathematics, Science and STEM Initiatives, West Contra Costa Unified School District. In addition, he has served as a lecturer in the Mathematics Department for Cal State East Bay since 1999. In June of 2015 he was invited to speak at the White House about his work in STEM-related education. He is also a contributing author to several major mathematics textbooks as well as to the California Mathematics Framework Resource Guide for Mathematical Practice, California Department of Education, 2016. In 2014, he was voted Administrator of the Year for the Association of California School Administrators, Region IV. Furthermore, he has directed and/or coordinated over \$25,000,000 in grants for education since 1998.

**Chen-Hui Tsai, Ph.D.**

Chen-Hui Tsai received her bachelor's degree in Chinese literature from National Taiwan University in Taiwan. She earned an M.A. in teaching Chinese as a Foreign Language (CFL) and a Ph.D. in Second Language Acquisition (SLA) at the University of Iowa (UI). Chen-Hui has taught Mandarin Chinese at various levels—as a first language in Taiwan and as a foreign language at the UI, Beloit College, and Michigan State University—before joining UC Berkeley. Her research interest is focused on educational technology in Chinese L2 acquisition and pedagogies. She has developed technology-enhanced language learning programs of various scales and co-authored two bilingual textbooks as well as two CFL teacher-training products. She also published journal articles in the areas of web-based learning, Chinese instruction and multimedia effects on language learning.

NOTE: HOS attends committee meetings and is closely involved in the process. The HOS also may invite other school staff/teachers to attend committee and subcommittee meetings as appropriate.

**FY16-17 EDUCATION COMMITTEE ANNUAL GOALS – Draft as of August 25, 2016**

---

**Strategy:** Provide monitoring and advisement related to the educational program (through a governance role, not a management or implementation role) to help support the achievement of our Yu Ming charter, mission, vision, and values.

**Strategic Imperatives/Priorities**

- Provide educationally-related guidance and advisement for the achievement of the board-approved annual school goals related to student outcomes
- Advise the HOS in adjusting the educational program in accordance with any board-approved changes to the enrollment policy which may result in changes to the educational needs of the student population
- Provide guidance and advisement in the continued development of an upper school educational program and in addressing any resulting issues related to program implementation.

## **FY16-17 Goals**

1. Advise the HOS as the educational leader and executor of the educational program in the achievement of the board-approved annual school goals related to student outcomes (see board minutes for full details of these goals). The board-approved school goals related to student outcomes encompass the following areas:

- a) Mandarin Proficiency (ELOPA & STAMP)
- b) Math
- c) English
- d) Overall Summative Assessment Results from State Academic Indicators (SBAC/API)
- e) Writing Assignments (MLA & ELA)
- f) Mandarin Reading
- g) Character, Values & Global Citizenship

2. Advise the HOS in the continued development and related implementation of an upper school educational program that will enable the achievement of annual board approved goals for the educationally-related outcomes of Yu Ming middle school-aged students.

## **EDUCATION COMMITTEE MEETINGS\* (Proposed 2015/16)**

---

- October 18<sup>th</sup> Committee Meeting (Review committee goals, structure, and processes; review with the HOS-- and other appropriate school personnel invited by the HOS-- the school plans and structures for achieving student outcome school goals; discuss progress on new upper school development and implementation)
- December 8<sup>th</sup> Committee Meeting (Review with the HOS plans and progress for achieving student outcome school goals; discuss progress on new upper school development and implementation)
- February 9<sup>th</sup> Committee Meeting (Mid-year data review of school progress in achieving student outcome goals)
- April 18<sup>th</sup> Committee Meeting (Review with the HOS plans and progress for achieving student outcome school goals; discuss progress on new upper school development and implementation)
- June 8<sup>th</sup> Committee Meeting (Review data on annual progress on committee goals and review year one upper school implementation; plan committee goals for the 2016-17 school year)
- August or September Board Meeting to set annual targets for next year.

## **PROPOSED PARENT INFORMATIONAL/DISCUSSION/LEARNING SESSIONS (conducted by the HOS with the support of the Education Committee)**

Session #1: Mandarin Language Program Update

Session #2: Yu Ming State of the School Presentation (including Lower and Upper School Instructional Program Updates)

## 2016-17 YU MING CHARTER SCHOOL ENROLLMENT AND DIVERSITY COMMITTEE

*Draft as of 8/26/2016*

### ENROLLMENT AND DIVERSITY COMMITTEE DESCRIPTION *pending approval of Board of Directors*

#### Overall Role:

The Enrollment and Diversity Committee's charge will be to gather stakeholder input, analyze [recruitment and](#) enrollment data, consult [relevant research and](#) with outside experts on diversity issues, and present policy proposals to the Board toward the goal of increasing [the diversity of student enrollment](#) at Yu Ming Charter School [to that which is more representative of the residents of Alameda County](#). [The committee will monitor the results of any changes to the enrollment policy and make further recommendations to the Board if additional changes need to be made.](#)

#### Appointments:

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

#### Responsibilities:

- To gather stakeholder input on enrollment and lottery policies;
- To make recommendations to the Yu Ming Board on enrollment policy changes to reflect YM's diversity goals;
- To draft and submit to the Yu Ming biannual reports on diversity efforts to ACOE;
- To field questions and inquiries with regard to enrollment policies and procedures from current Yu Ming community as well as prospective applicants and their families;
- To develop a set of annual metrics for diversity and keep a record of progress;
- To support and sustain the outreach activities of Yu Ming's parent community to attract applicants from diverse backgrounds;
- To review Bylaws and policies to ensure compliance with state and federal laws while meeting the needs of the school;
- To evaluate its own work as a committee in achieving its objectives;

### ENROLLMENT AND DIVERSITY COMMITTEE MEMBERS

The Enrollment and Diversity Committee is anticipated to include approximately 5-7 members. Members are asked to make a commitment for at least the school year. The committee will work with willing advisors where appropriate.

#### 2015/16 Members:

**Chair:** Phuoc Le

**Members:** [Eric Peterson \(Board member, Yu Ming parent\)](#), Sue Park ([Head of School](#)), Lily Wang (Yu Ming parent), [Mimi Ho \(Yu Ming parent\)](#), and [Dave Cherry \(Yu Ming parent\)](#)

### FY15 - 16 ENROLLMENT AND DIVERSITY COMMITTEE ANNUAL PRIORITIES

2015-16 priorities	Progress
• Establish the Enrollment and Diversity Committee	Completed
• Set up a timeline of activities leading up to the August YM Board Retreat	Timeline complete.
• FSO Community Inclusion Committee and Enrollment & Diversity Committee to co-host parent forum to discuss specific enrollment proposals	Completed
• Analyze past outreach, applicant, and enrollment data; research proposal(s) to revise current enrollment policy; consult with stakeholders and others (i.e. Head of School, ACOE, parent leaders, counsel, other schools)	Nearly complete
• Develop one or more proposals to change the enrollment policy and edit enrollment policy to reflect these proposals	Nearly complete

#### FY16-17 Priorities

- Finalize enrollment policy changes and bring to a Board vote
- Support outreach activities of our parent volunteers
- Liaise with ACOE and YM counsel to obtain approval for enrollment policy changes
- Draft and deliver report to ACOE in 10/2016 and 4/2017
- Support head of school to develop procedures to implement enrollment changes