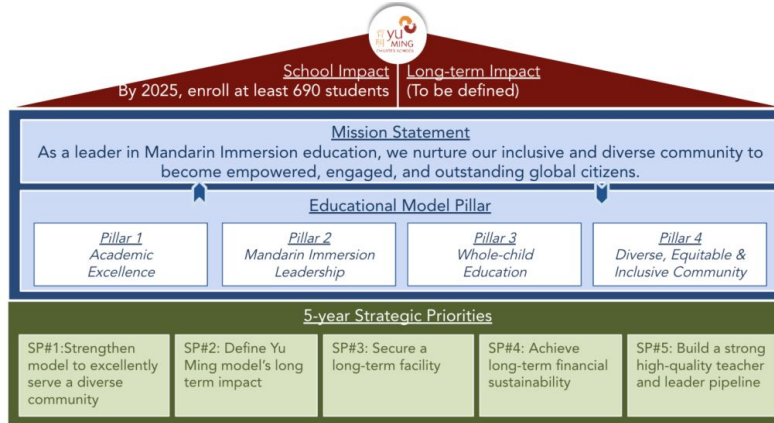




Board of Directors Meeting
Meeting Location: 675 41st St. Oakland, CA 94609
January 24th, 2019, 6:00 PM

Vision & Mission

As a leader in Mandarin Immersion education, we nurture our inclusive and diverse community to become empowered, engaged, and outstanding global citizens.



I. Preliminary

- A. **CALL TO ORDER at 6:10 pm**
- B. **ROLL CALL**

NAME	Present	Absent
Lucia Hwang	x	
Joy Lee	x	

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Ron Lewis	x	
Julie Mikuta		x
Sonali Nijhawan		x
Jessica Norman	x	
Eric Peterson		x
Brianna Swartz	x	
Ethan Warsh	x	
Alcine Mumby		x

C. APPROVAL OF AGENDA

Moved by: Ron Lewis

Motion second by: Lucia Hwang

Approved

II. INVITATION TO THE PUBLIC TO ADDRESS THE BOARD

None

III. CONSENT AGENDA (5 mins)

- A.** Approve December 2018 Minutes
- B.** Approve Enrollment & Diversity Committee Description & Goals for 2018-19
- C.** Approve October 2018 Check Register
- D.** Approve November 2018 Check Register
- E.** Approve updated Comprehensive School Safety Plan
- F.** ~~Approve updated Employee Handbook (postponed to next meeting)~~

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Moved by: Jessica Norman
Motion second by: Ethan Warsh
Approved

IV. ITEMS OF BUSINESS

A. Strategy & Ops Update (Cindy Liu, Brianna Swartz) (10 min)

1. Discussion Update on Strategy Priority 1 (strengthen and codify our model) and next steps

Update on past months' work - final approval of overall 5 year strategy will be at year-end, will cover various pillars/goals throughout year to wrap up by June

- SP1: Goal 1 - Codify YM's unique program
 - Highlighting strengths in 4 areas - will be codified into a Ops Handbook and an Academic Playbook; intent for use is for internally creating standards and continuity for onboarding and training / externally may be for future use (e.g. school replication)
- SP1: Goal 3 - Refine middle school academic program and establish middle school identity
 - 4 areas of focus for academic program - graduate profile, Chinese curriculum, project based learning, high achievement for all
 - 4 areas for establishing identity - SEL, positive behaviors and attitudes, community pride, leadership opportunities
- *Comparing Goal 1 to Goal 3, Goal 1 will likely be the one that requires separate resources to execute; Goal 3 will be mostly self-sufficient based on current staffing, plans and resources*

B. Finance Committee (Jessica Norman) (55 min)

1. Discussion November Financial Report (15 min)

Compared to October, tracking similarly - a bit more favorably but cash on hand shortfall due to issues mentioned at last meeting about delayed funding. For Governor's report on budget proposal -

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anticipated that may be some changes as new governor. Budget adds statutory increase to LCFF based on COLA. Challenge that new funding tends to go to STRS - budget will aim to reduce STRS liabilities by a small amount (but only for one-time reduction). Budget similar to previous but may have changes for final budget in May.

ADA coming in above based on lower attrition. Will expect expense with school lunch program (reimbursement not offsetting the revenue). Still delays with SB740 impacting cash flow, Silicon Schools funding mitigated delay in receipts. Adjusted cash reserve continuing growth though expenses expected in July.

2. Discussion 5-Year Budget Draft Summary (15 min)

Calculated looking at updated retention rates which have improved vs previous years - results in material impact to financials (~20 ADA). Key assumptions are minimal staff growth, stable fundraising (even with capital campaign), no one-time funding (e.g. Educate 78, Silicon Schools), continued compensation increases, per year rent cost per student based on potential changes in funding and new facilities. Costs of facilities will be a big factor in actual financials; additional threats include recession, cost of salaries, increasing SpEd costs.

3. Vote New Member on Finance Committee - Rudy de Walque (5 min)

Moved by: Brianna Swartz

Motion second by: Jessica Norman

Approved

4. Vote SUI Resolution (10 min)

Changing to School Employees Fund for unemployment insurance, cost savings of \$22K/year. Risk of this insurance is higher fees if all employees are laid off.

Moved by: Lucia Hwang

Motion second by: Jessica Norman

Approved

5. Vote Low Performing Block Grant Plan (10 min)

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One-time funding to target support for students not FRPL, plan required for demonstrating use of funds.

Moved by: Brianna Swartz

Motion second by: Ron Lewis

Approved

C. Education Committee (Julie Mikuta) (10 min)

1. Vote Approve Norma Ming as YMCS CAC appointee (10 min)

YM is part of El Dorado SpEd district, have a Community Advisory Committee and YM would like to send Norma Ming as representative to the Committee in a 2 year appointment.

Moved by: Lucia Hwang

Motion second by: Brianna Swartz

Approved

D. Board Development Committee (Brianna Swartz) (25 mins)

1. Vote New Board Chair - Julie Mikuta (5 min)

Moved by: Brianna Swartz

Motion second by: Jessica Norman

Approved

2. Discussion Annual Board Self Evaluation (20 min)

Introduction of potential tools for knowledge management and monitoring. More urgent need for organization of files and making structuring of knowledge management more specific. Will look to split out a board-only folder vs one where staff has access to documents (e.g. official policies, minutes, etc.).

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E. Facilities Committee Update (Lucia Hwang) (10 min)

1. Discussion Update on Facilities (10 min)

F. Funds Committee Update (Sue Park) (10 min)

1. Discussion Update on Capital Campaign - Discuss progress in the development of Yu Ming's Capital Campaign to secure a new or expanded school facility (10 min)

V. REVIEW OF ACTION ITEMS AND FUTURE AGENDA ITEMS

Discussion/investigation of timing for charter renewal (6/30/21 is expiration, need to renew in Fall 2020)

Strategic plan update

Finance - audit firm/new auditors

Finance - second interim report

Onboarding Alcine Mumby as new board member

Form 700 - print for board members to sign

Employee handbook - consent agenda

Facilities committee update

Capital campaign update

[June meeting - board votes for FSO elected parent member]

VI. **ADJOURNMENT**

The meeting was adjourned at 8:33 pm.

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