



**Board of Directors Meeting**  
**Meeting Location: 675 41st St. Oakland, CA 94609**  
**December 13th, 2018, 6:00 PM**  
**Dial-in Location: 2000 6th Street, Sacramento, CA 95818 (Sonali)**  
**Dial-in Number: 641-715-3580, ID# 820-840**

*Vision & Mission*

*Yu Ming Charter School will provide a challenging and comprehensive education for Kindergarten through 8<sup>th</sup> grade students, preparing them to be inquisitive and analytic lifelong learners in the 21<sup>st</sup> Century world. Our mission is:*

- *To provide an academically rigorous college preparatory program*
- *To graduate students with bilingual and biliterate skills in Mandarin-Chinese and English*
- *To nurture intellectual curiosity, international perspective and diligence in attaining personal goals*
- *To develop young people with compassion, sound moral character and a sense of responsibility for the community and the environment*

**I. Preliminary**

**A. CALL TO ORDER at 6:13pm**

**B. ROLL CALL**

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

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

**C. APPROVAL OF AGENDA**

*Moved by: Julie Mikuta*  
*Motion second by: Lucia Hwang*  
*Approved*

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

- Concerns around ELA instruction time - need to ensure English literacy, urgency behind timeline for any changes for next year

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

- A. Approve October 2018 Minutes
- B. Approve Yu Ming Classroom Based Attendance Policy
- C. Approve Yu Ming Classroom and School Volunteer, Visitation, and Removal Policy
- D. Approve Education Committee Description & Goals for 2018-19
- ~~E. Approve Enrollment & Diversity Committee Description & Goals for 2018-19~~
- F. Approve Julie Mikuta as Education Committee Chair

*Moved by: Jessica Norman*  
*Motion second by: Lucia Hwang*  
*Approved*

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#### IV. ITEMS OF BUSINESS

##### A. Finance Committee (Jessica Norman) (45 min)

1. Discussion October Financials Update (15 min)
2. Vote First Interim Financial report (15 min)

*Moved by: Lucia Hwang*

*Motion second by: Eric Peterson*

*Approved*

3. Vote FY 17-18 Audit Report (Audit Committee - Brianna Swartz, Joy Lee) (15 min)

Overall clean audit, item of note is new accounting rule - need to account for rent straight-line if increasing over time (better for late years, more challenging for early years), potentially will look into switching in Spring; one change from sent document - pg. 6 statement of functional expenses - approve audit with changes (categorization different, not amount)

*Moved by: Joy Lee*

*Motion second by: Julie Mikuta*

*Approved*

##### B. Strategic Planning Task Force (Cindy Liu, Brianna Swartz) (60 min)

1. Discussion First Draft of Strategy Plan (30 min)

- Desire to edit Pillar 4 “Diverse & Inclusive Community” → “Diverse, Equitable & Inclusive Community”; adjust from “Model Impact (by year 3)” to “Long-term Impact (TBD)”
- Looking to have Board decision on multi-year budget/plan in March; pass in May meeting - concerns around community engagement early-on in process (text notifications, etc.)

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2. Discussion Define Model Impact Exercise - discussion to narrow scope of impact model to 2-3 models for deeper exploration and research (30 min)

- Today's goal narrow down to 2 high-potential options for long-term impact - eliminated 3 options based on synergy and association with current YM mission/vision; overview of remaining 5 potential options
- Consultancies - can be revenue generating to help support school
- Pro of some of the options is retention/development opportunities for staff

C. Education Committee (Julie Mikuta, Sue Park) (40 min)

1. Vote 2019-2020 School Calendar (20 min)

Same as this year - 185 school days, 195 teacher work days; added another pupil-free staff day in Feb (centered around data analysis and planning, equity training in Nov pupil-free day), 7 professional learning days; moved October break to 3rd week (as per federal holiday), also with Thanksgiving - proposing the entire week is off (this is typical for schools in the area, will align with siblings in other schools)

*Moved by: Joy Lee*

*Motion second by: Lucia Hwang*

*Approved*

2. Discussion School Assessment Data (SBAC, Trimester 1 Assessment, Fall 2018 Dashboard, SpEd Program) (20 min)

### CA Dashboard

All schools' Fall Dashboard now available

Changes include - more updated data, state and local indicators, new indicator (chronic absenteeism)

Rating a combination of level and improvement

"Blue" (highest) in everything - not enough people in English Learner to rate

Small sample size so shifts can be significant for metrics by year

ELA is strong (even compared to other immersion schools)

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## SBAC

#1 school in OAK (elementary and middle) and #1 middle/#2 elementary in Alameda County

Top 5% of all CA schools (Math, ELA)

Small sample with specific populations (econ disadvantaged, minority, English learner)

ELA challenged area is English Learner (most in K and 1st grade, now looking to establish goals around this), math performance strong across the board

Support for teachers - interim SBAC results used for training/hone in on focus areas - why behind scores

## Program Updates

Chinese reading - ahead or on-track

Chinese writing - mostly ahead, 3rd grade will have extra focus

Chinese language (grammar, vocab, usage) - most grades ahead or on track

Math - some grades on-track/ahead but need help with some pacing for instruction (lessons are scripted out but teachers need to translate to Chinese)

English Writing - on track with expectations

English Language - 3rd grade struggling/behind expectations - are looking at scoring, implementing side-by-side scoring for consistency/calibration

English Reading - only testing those not at grade level, most are meeting/exceeding

Some students are getting more than 10% (general model) English language instruction based on needs as identified through testing

Actions taken include intervention, will have check-ins at mid and end of cycle

## Special Ed

Initiatives in academic, behavioral, emotional support

### **D. Board Development Committee (Eric Peterson, Brianna Swartz) (60 mins)**

#### **1. Vote Board Officer Elections (25 min)**

##### **i. Vote Board Chair - Eric Peterson**

*Moved by: Lucia Hwang*

*Motion second by: Julie Mikuta*

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*Approved*

- ii. Vote Board Vice Chair - Brianna Swartz

*Moved by: Lucia Hwang*

*Motion second by: Joy Lee*

*Approved*

- iii. Vote Treasurer - Jessica Norman

*Moved by: Eric Peterson*

*Motion second by: Julie Mikuta*

*Approved*

- iv. Vote Secretary - Joy Lee

*Moved by: Lucia Hwang*

*Motion second by: Julie Mikuta*

*Approved*

- 2. Vote New Board Member - Alcine Mumby (15 min) (moved in schedule to after Finance Committee items)

*Moved by: Julie Mikuta*

*Motion second by: Jessica Norman*

*Approved*

- 3. Discussion Annual Board Self Evaluation (20 min)

Full participation (minus 1 person) - looking for more systematized HOS evaluation, need better succession planning process for HOS, will put on agenda for next time

- E. Funds Committee Update (Eric Peterson) (10 min)

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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)  
Wait until Jan to finish study of what the options are; have secured campaign chairs; starting to get some momentum around donations/work around connections with foundations

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

Board Self Evaluation discussion (continuation of Dec meeting)  
Vote Julie Mikuta Board Chair  
(Other standard things)  
October Check Register

## VI. ADJOURNMENT

The meeting was adjourned at 8:45 pm.

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