



APPROVED

# Yu Ming Charter School

## Minutes

### Regular Board Meeting

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**Date and Time**

Thursday February 27, 2020 at 6:00 PM

**Location**

675 41st Street, Oakland, CA 94609 (Board in Attendance)

1086 Alcatraz Avenue, Oakland, CA 94608 (Conference Line)

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**Call-in Number: 712-432-1500, Access Code: 708221#**

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

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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

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**Directors Present**

A. Mumby, J. Mikuta, L. Hwang, R. Lee, S. Nijhawan

**Directors Absent**

B. Swartz, J. Norman, R. Lewis

**Guests Present**

M. Andrejko, S. Park

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**I. Opening Items**

**A. Call the Meeting to Order**

J. Mikuta called a meeting of the board of directors of Yu Ming Charter School to order on Thursday Feb 27, 2020 at 6:18 PM.

**B. Record Attendance and Guests**

**C. Approve Agenda**

J. Mikuta made a motion to Approve the agenda as is.

L. Hwang seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Consent Agenda**

**A. Approve December Board Meeting Minutes**

L. Hwang made a motion to approve the minutes from Board of Directors Regular Meeting on 12-12-19.

A. Mumby seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. Approve November, December, and January Check Registers**

**C. 2019-20 School Accountability Report Card**

**D. 2019-20 Enrollment & Diversity Committee Description, Goals, and Membership**

**E. 2019-20 Fund Development Committee Description, Goals, and Membership**

**F.**

## **2019-20 Governance Committee Description, Goals, and Membership**

- G. 2019-20 Education Committee Meeting Dates**
- H. 2019-20 Facilities Committee Meeting Dates**
- I. 2019-20 Finance Committee Meeting Dates**
- J. 2019-20 Enrollment & Diversity Committee Meeting Dates**
- K. 2019-20 Fund Development Committee Meeting Dates**
- L. 2019-20 Governance Committee Meeting Dates**

### **III. Finance**

#### **A. January 2020 Financial Report**

Jessica Norman (on the phone line) explains that financials show us ending the year with a strong net income and cash balance of about \$1.1M.

ExEd watches the California budget. The first iteration was just shared. It is better than last year, but not where we want it to be. It will be interesting to see the May revise.

On the expense side, the big change with the last analysis has to do with the Prop 51 energy grant (solar installation, etc.).

The P2 ADA is better than projected, which should have a positive impact on the budget.

#### **B. 2nd Interim Financial Report**

S. Nijhawan made a motion to Approve the 2nd interim.

R. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **C. 2019 Audit Report (Audit Committee)**

The audit is clean with no findings and no recommendations.

R. Lee made a motion to Approve the 2019 audit report.

L. Hwang seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **D. Audit Firm Selection (Audit Committee)**

J. Norman explains that every year, unless we have a multiyear contract, we have to select an audit firm. Last year we used Christy White for the first time. Jessica talked with Brian and Sue and they had a good experience. The contract was for one year with option to renew. The motion on the table is to accept the contract for an additional two years.

A. Mumby made a motion to approve the auditor selection.

S. Nijhawan seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **E. Line of Credit (First Republic) Renewal**

J. Norman explains that we have a line of credit with our bank which has to be renewed every year, making sure we're still in good financial shape. It is for \$250,000. We've never had to draw from it, but it's nice to have if needed. The terms are the same as before. We will be working with ExEd to get an additional line of credit with another bank to get a larger amount, given the size of the school.

L. Hwang made a motion to approve the line of credit.

A. Mumby seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **IV. Head of School Update**

#### **A. Principal Hiring Process Update**

We engaged Edgility Consulting, a national search firm, for this search. We did not engage them for the full package, only a partial package: they cultivate candidates and recruit a pool of semi-final candidates. We have a pool of four semi-finalists. Edgility has screened resumes, done video and in-person interviews. A search committee of seven people has been assembled to advise Sue, representative of the school stakeholders. The committee went through an implicit bias training. They will do the four panel interviews. The goal is to confirm the new principal by early April. Sue talked to several of the candidates already, who may be good candidates for other future positions.

#### **B. Strategic Plan Update**

Sue's role is to present implementation quarterly updates on the previously approved strategic plan. She went over some highlights in the meeting, including the special education audit that was recently conducted, and will soon be shared with the public. On the 3rd priority, we are starting the teacher residency program next year in partnership with Alder. Conversations are moving along on the 4th priority and the new campus location search. No big update under the 5th priority other than recent grant applications submitted.

Coronavirus update: we have continued to communicate with families. The California Department of Education is now advising that schools have a closure plan. They won't release their recommendations until later, so the school leadership started discussing options, including virtual schooling.

#### **C. Board on Track Orientation**

Tabled due to internet connection issue.

Board members will view the videos on their own time. The assessment needs to be taken by Board members by Friday, March 6.

## **V. Governance**

### **A. Governance Committee Update**

### **B. Vote of Board Chair**

S. Nijhawan made a motion to approve Julie as Board Chair.

R. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. Vote on Board Secretary**

Lucia Hwang is stepping up to be Board Secretary.

A. Mumby made a motion to approve Lucia to be Board Secretary.

S. Nijhawan seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **D. Vote on Board Treasurer**

S. Nijhawan made a motion to approve Jessica as treasurer.

R. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **E. Review of Board Self-Assessment Process**

See above.

### **F. Forms 700 Due April 1**

This is an FYI.

## **VI. Education Committee**

### **A. Education Committee Update**

The next Education Committee meeting will be March 31, 3pm.

The next one will be May 14, 4pm.

## **VII. Enrollment & Diversity Committee**

### **A. Enrollment & Diversity Committee Update**

This quarter's meeting will be the March 25 outreach committee meeting.

### **B. Community Engagement Strategies**

## **VIII. Closing Items**

### **A. Review of Action Items and Future Agenda Items**

### **B. Review Future Board Meeting Dates**

The state now requires a special LCAP public hearing before the June approval.

A suggestion is to move the May meeting to early June, and have one more meeting in April.

The other issue is that the other campus needs to be accessible for Board meetings. A suggestion is to start meetings earlier, when operations staff is still at school.

April meeting: April 23rd, 4:30pm

Early June: June 3rd, 4:30pm

June 18th meeting moved to 4:30pm.

### **C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:01 PM.

Respectfully Submitted,

J. Mikuta