

APPROVED



# Yu Ming Charter School

## Minutes

### Governance Committee Regular Meeting

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#### Date and Time

Wednesday July 8, 2020 at 2:00 PM

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This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors ("Board") and employees of the Yu Ming Charter School shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at:

<https://yumingschool.zoom.us/j/82751988746?pwd=eEtHdWZXdFodVJjMjFyWkpVZ2hNQTO9>

Meeting ID: 827 5198 8746

Password: 6L953k

One tap mobile

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**Committee Members Present**

B. Swartz (remote), S. Park (remote)

**Committee Members Absent**

*None*

**Guests Present**

M. Andrejko (remote), R. Lee (remote)

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**I. Opening Items****A. Call the Meeting to Order**

B. Swartz called a meeting of the Board Development Committee of Yu Ming Charter School to order on Wednesday Jul 8, 2020 at 2:07 PM.

**B. Record Attendance and Guests****C. Approval of Agenda**

Move C before B.

**II. Invitation to the Public to Address the Committee****A. Public Comments**

There were no members of the public in attendance.

**III. Items of Business****A. Board Onboarding Process**

- Email
- Checklist of administrative steps
- Training/orientation

**B. Board Manual**

Mathilde will start the work based on this outline:

1. General School Information
  1. Mission/vision
  2. School calendar
  3. Organizational chart (incl. committees)

4. Staff bios and contact info
2. Board General Info
  1. Board agreement
  2. Form 700
  3. Board members bios and contact info
  4. Matrix
3. Committees
  1. Committee Preference Form
4. Financial Oversight
  1. Latest financials
  2. 3-year budget
5. Board Meetings
  1. Board meeting schedule
  2. Sample agenda & minutes
6. Academic Oversight
  1. Assessment data
7. Public Documents (Links)
  1. LCAP
  2. MPOs
  3. Petition
  4. Bylaws
8. Other partners: who's who
  1. Alameda County
  2. OUSD
  3. ExED
  4. CCSA
  5. Other education partners: Educate78, GO Public Schools, Oakland Families for Quality Schools
9. Fundraising/PR
  1. Talking points about Charter Schools (how they are funded, etc.)
  2. YM quick facts (approval by district, grades, number of staff, etc.)
  3. Benefits of immersion education/bilingualism
10. Resources
  1. Relevant news articles
  2. Links
    - Training manual

### **C. Orientation for New Board Members**

- Welcome and introductions
- Overview of the mission, vision and educational goals of the charter school - HOS/Founder (pre-recorded video?)
- Overview of the roles and responsibilities of the board of directors.

- Review of the individual board director job description detailing specific expectations (committee work, meeting attendance, involvement in community outreach and fund-raising, etc.)
- Strategic plan
- Possible customization as needed (that would allow the Board member to get the elevator pitch):
  - Demographics of our school
  - Financial presentation by ExED
  - Educational program
  - Facilities
  - Fundraising
  - Social and political climate
- Opportunity for board prospects to ask questions
- Next steps
- Survey on onboarding

#### **D. Additional Board Recruitment**

There was a discussion about Board recruitment.

#### **E. Board Succession Planning**

#### **F. Board Job Descriptions (General, Committee Chair, Officers)**

### **IV. Closing Items**

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

Next meeting on Wed, August 19, 2:00pm:

- Checklist for recruitment process, incl. discussion on financial commitment, school visit
- Board job description
- Expired terms to renew

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:22 PM.

Respectfully Submitted,

B. Swartz

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#### 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

Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (510) 326-1048. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

FOR MORE INFORMATION

A copy of the written materials which will be submitted to the Board may be reviewed by any interested persons on the Yu Ming Charter School's website along with this agenda following the posting of the agenda at least 72 hours in advance of this meeting.

For more information concerning this agenda or to receive access to materials relating to this meeting, please contact Yu Ming Charter School at (510) 326-1048 or [ymclosure@yumingschool.org](mailto:ymclosure@yumingschool.org).