APPROVED

# Yu Ming Charter School

## Minutes

### Regular Board Meeting

**Date and Time**
Thursday December 10, 2020 at 4:30 PM

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/83746868332?pwd=RjB4R1BkQ3ZPdk5MR1crNEZjM1NpQT09

Meeting ID: 837 4686 8332
Passcode: 8F5hjy
One tap mobile
+14086380968,,83746868332#,,,,,,0#,,930581# US (San Jose)
+16699006833,,83746868332#,,,,,,0#,,930581# US (San Jose)

Dial by your location
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
Meeting ID: 837 4686 8332
Passcode: 930581

Find your local number: https://yumingschool.zoom.us/u/kbhdyCeokc

---

**Directors Present**
B. Swartz (remote), C. Hatton (remote), J. Mikuta (remote), J. Norman (remote), J. Schorr (remote), L. Hwang (remote), R. Lee (remote), R. Lewis (remote), S. Nijhawan (remote)

**Directors Absent**
A. Mumby

**Guests Present**
B. Badillo, E. Wood, G. Callaham, M. Andrejko, S. Park

---

## I. Opening Items

### A. Call the Meeting to Order

R. Lee called a meeting of the board of directors of Yu Ming Charter School to order on Thursday Dec 10, 2020 at 4:35 PM.

### B. Record Attendance and Guests

### C. Approve Agenda

- The SARC is tabled
- The reopening plan is up for discussion, not vote
- The enrollment policy is moved to discussion.
- The order of items may be changed depending on timing for legal counsel conference call.

L. Hwang made a motion to approve the agenda with above changes.
R. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

| **Roll Call** | |
|---|---|
| R. Lee | Aye |
| B. Swartz | Aye |
| L. Hwang | Aye |
| J. Norman | Aye |
| R. Lewis | Aye |
| J. Mikuta | Aye |
| J. Schorr | Aye |
| S. Nijhawan | Aye |
| A. Mumby | Absent |

## II. Invitation to the Public to Address the Board

### A. Public Comment on Non-Agenda Items

There was one member of the public in attendance. There were no public comments.

## III. Consent Agenda

### A. Approval of Consent Agenda

J. Schorr made a motion to approve the agenda.
J. Norman seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| R. Lee | Aye |
| B. Swartz | Aye |
| J. Norman | Aye |
| J. Mikuta | Aye |
| R. Lewis | Aye |
| A. Mumby | Absent |
| L. Hwang | Aye |
| S. Nijhawan | Aye |
| J. Schorr | Aye |

### B. October 29 Meeting Minutes

J. Schorr made a motion to approve the minutes from Regular Board Meeting on 10-29-20.
J. Norman seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| A. Mumby | Absent |
| B. Swartz | Aye |
| L. Hwang | Aye |
| S. Nijhawan | Aye |
| J. Mikuta | Aye |
| R. Lewis | Aye |
| J. Schorr | Aye |
| J. Norman | Aye |
| R. Lee | Aye |

### C. September and October Check Registers

### D. Updated Enrollment Policy

J. Norman made a motion to approve the policy.
J. Mikuta seconded the motion.
This item was moved to discussion to go over the changes outlined in the cover sheet.

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

**Roll Call**

| | |
|---|---|
| L. Hwang | Aye |
| A. Mumby | Absent |
| B. Swartz | Aye |
| J. Norman | Aye |
| R. Lee | Aye |
| J. Mikuta | Aye |
| S. Nijhawan | Aye |
| R. Lewis | Aye |
| J. Schorr | Aye |

### E. Fiscal Policies

### F. Fall 2020 School Accountability Report Card (SARC)

Tabled.

### G. 2020-21 Family Handbook and Annual Notices

## IV. Head of School Update, Including:

### A. Charter Renewal Update

S. Park gave an update on the renewal process.
We are among the first few charters in California to be approved for more than 5 years.
S. Park thanked everyone for their hard work and participation in this process.

### B. School Reopening Update

S. Park introduced the school reopening update, and plan that needs to be submitted to the County for when schools are able to reopen. We had originally planned to reopen at the beginning of January. We are now postponing the reopening to whenever the County has been in "Red" for 2 weeks. About 50% of families are interested in the hybrid model upon reopening. The plan is based on current numbers.

S. Park answered general questions.

E. Wood and G. Callaham were in attendance to answer questions about the plan and education program.

### C. Yu Ming Reopening Plan

See above.

### D. Strategic Plan Update

Tabled.

## V. Finance Committee

### A. Merging of Audit Committee and Finance Committee

G. Callaham left the meeting at 5:11pm.

The Finance Committee discussed whether it was necessary to have an Audit Committee. Since it isn't a requirement, the Finance Committee will manage the Audit process moving forward.

E. Wood left the meeting at 5:12pm.

R. Lewis made a motion to approve the merging of the two committees.
B. Swartz seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| J. Norman | Aye |
| R. Lee | Aye |
| J. Schorr | Aye |
| A. Mumby | Absent |
| L. Hwang | Aye |
| B. Swartz | Aye |
| S. Nijhawan | Aye |
| J. Mikuta | Aye |
| R. Lewis | Aye |

### B. 2020-21 Finance Committee Description & Goals

L. Hwang made a motion to approve the revised Finance Committee description and goals.
B. Swartz seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| J. Mikuta | Aye |
| R. Lewis | Aye |
| A. Mumby | Absent |
| J. Norman | Aye |
| L. Hwang | Aye |
| C. Hatton | Aye |
| B. Swartz | Aye |
| J. Schorr | Aye |
| R. Lee | Aye |
| S. Nijhawan | Aye |

### C. October Financial Report

J. Norman presented the October Financial Report.

### D. LCFF Budget Overview for Parents

This item was addressed at the end of the financial presentation, when B. Badillo arrived (at 5:26pm).
B. Badillo presented. This is a CDE template where we input how much LCFF funds we get, state and local funds, and CARES act. This compares to the Learning Continuity Plan, absent an LCAP this year.

### E. Approval of First Interim Budget

J. Norman presented.
L. Hwang made a motion to approve the first interim report.
C. Hatton seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| R. Lee | Aye |
| J. Schorr | Aye |
| R. Lewis | Aye |
| J. Mikuta | Aye |
| L. Hwang | Aye |
| J. Norman | Aye |
| B. Swartz | Aye |
| A. Mumby | Absent |
| S. Nijhawan | Aye |
| C. Hatton | Aye |

### F. Audit Report Update

J. Norman explained that we got an extension until March due to Covid to submit the audit report to the County.
Despite the extension, B. Badillo asked the Auditor to submit their report as soon as possible, and says he expects a draft in January.

## VI. Board Development Committee

### A. Board Development Committee Update

J. Schorr gave a quick update, and will collect suggestions from Board members for possible candidates.

B. Badillo left at 5:39pm.

## VII. Education Committee

### A. Education Committee Update

Tabled.

## VIII. Enrollment & Diversity Committee

### A. Enrollment & Diversity Committee Update

M. Andrejko gave an update on outreach and enrollment strategies.

## IX. Facilities Committee

### A. Facilities Committee Update

L. Hwang gave an update on facilities.

### B. 2020-21 Facilities Committee Description and Goals

J. Norman made a motion to approve the Facilities Committee description and goals.
R. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| S. Nijhawan | Aye |
| J. Mikuta | Aye |
| L. Hwang | Aye |
| R. Lee | Aye |
| J. Norman | Aye |
| R. Lewis | Aye |
| B. Swartz | Aye |
| J. Schorr | Aye |
| C. Hatton | Aye |
| A. Mumby | Absent |

## X. Fund Development Committee

### A. 2020-21 Funds Committee Description & Goals

Tabled.

### B. Fund Development Committee Update

S. Park provided a brief update on fundraising.

## XI. Items of Business

### A.

**Election of Board Chair**

Tabled (Officers elections will take place at the August retreat).
R. Lee acknowledged that this is J. Mikuta's last meeting, and thanked her for her work on the Board.

**B. Election of Board Vice-Chair**

Tabled.

**C. Election of Board Secretary**

Tabled.

**D. Election of Board Treasurer**

Tabled.

Chastin Pierman, Young, Minney, and Corr, LLC joined at 6:02pm.

**E. CLOSED SESSION: Conference with Labor Negotiators (Gov. Code section 54957.6.)**

The Board started the closed session at 6:03pm.

**F. OPEN SESSION: Report out on Closed Session**

The group reconvened at 6:49pm.
No action taken.

## XII. Closing Items

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

- Strategic Plan update
- Document retention policy
- Audit report (due to County March 15)
- Funds Development Committee description and goals
- SARC
- Compensation Committee update

J. Norman left at 6:54pm.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:55 PM.

Respectfully Submitted,

R. 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

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 info@yumingschool.org.