

Meeting Agenda

September 21, 2019

Attendees : Lisa Douglass, Vincent Baxter, Amy Lee, Rob Anderson, Jose Sousa, Sarabeth Berman, Jevon Walton, Kelly Yee, Darren Riley, Wendy Rueda, Lemar Johnson, Abi Sze-Levine, Michelle Stuntz, Maquita Alexander (Staff), Cheri Harrington (Staff) Amy Quinn (Staff)

Present

Vincent Baxter, Amy Lee, Rob Anderson, Jose Sousa, Sarabeth Berman, Kelly Yee, Darren Riley, Wendy Rueda, Jevon Walton, Lemar Johnson, Abi Sze-Levine, Michelle Stuntz, Maquita Alexander (Staff), Cheri Harrington (Staff), Amy Quinn (Staff)

On Call

Lisa Douglass

Absent (with note)

Absent (without note)

Agenda 1

1. Welcome to new board members
 - a. Welcome to Lisa Douglass on phone to her first meeting
 - b. Welcome to Rob Anderson to his second meeting
2. Transparency Laws- Updates
 - a. We discussed the context for these new transparency laws to encourage fluid communication with school communities
 - b. Going forth we will be posting our meeting minutes to our website.
 - c. We are planning to open all meetings open to the public other than closed sessions for confidential matters. Yu Ying is exploring our policies on open meetings (we currently have one a year). We are considering opening portions of all meetings to the public.
 - d. Discussion of bills that are coming to vote regarding more stringent transparency.
3. Darren Riley moved to have all meetings be open to the public subject to circumstances that require meetings to be closed due to sensitivity topics to be defined at a later date. Seconded by Michele Stunz.
 - a. Yes: Vincent Baxter, Amy Lee, Rob Anderson, Jose Sousa, Sarabeth Berman, Kelly Yee, Darren Riley, Wendy Rueda, Lemar Johnson, Abi Sze-Levine, Michelle Stuntz,

- b. Abstention: Jevon Walton

Agenda 2

4. Finance Committee:

- a. Amy Lee updated the board on the latest financials including an update on bonus payments to teachers.

Agenda 3

5. Board Vote :

a. July Minutes

- Kelly Yee moved to approve minutes
- Jose seconded the acceptance of minutes
- Unanimously approved

b. Board election

- Discussion of the nomination of Vincent Baxter for board chair
 - 1. Vincent shared his vision for:
 - a. supporting the board and school in becoming even more inclusive
 - b. Growth in a thoughtful way
 - c. Build a culture a fun and collaborative board
- Kelly Yee of Vice-Board Chair
 - 1. Shared reflections about her intentions to maximize the effectiveness of the board and optimize the resources on this board
- Darren Riley moved to elect Vincent Baxter to Chair the board and Kelly Yee to Vice-Chair the board. Michelle Stuntz seconded the vote.
 - 1. Vote: Unanimously voted yes.
- Meeting adjourned

Action Items

Next Meeting Agenda Items



October 8, 2019

Attendees: Rob Anderson, Vincent Baxter, Liza Douglas, Amy Lee, Wendy Rueda, Jose Sousa, Jevon Walton, Kelly Yee, Maquita Alexander (Staff)

Present

On Call: Darren Riley,, Michelle Stuntz, Cheri Harrington (Staff)

Absent (with note): Sarabeth Berman, Lemar White ,Abi Sze-Levine

Absent (without note): N/A

Members of the public: N/A

Staff:

Agenda

1. Management Report Recap
 - a. Enrollment steady at 568 students
 - b. Hispanic Heritage Month events are being held throughout the month
 - c. Gained additional feedback from smaller group on potential expansion
2. Identity Wheel Activity: Vincent summarized his identity wheel components. (Board members may each do this in future meetings.) He contrasted aspects of his Board and work roles. His experiences as a parent have changed over time as his children have advanced. Now, his role as a school neighbor and how the school impacts the footprint of the community is more prominent. IB experience. Overall, the activity was productive and increased self-awareness.

Jose: Your neighbor and parent experiences are important for the Board to hear.
3. Finance Report
 - a. Cash on hand: Received Per Pupal funding in July.
 - i. \$13.8 million as of July 31, 2019 (Of this amount, \$2.8 million is put aside for emergency purposes; \$4 million is to be used for second campus project; \$3.7 million in investment account; \$3.3 million is available for the Q1 operation and ad hoc projects).
 - ii. May consider lowering debt balance.
 - iii. Facility consulting costs; \$5,700 budgeted but will need support over the next few months related to second campus project such as traffic study, tree study, etc. Estimate \$30,000 needed by end of the year. Travel study is underway.
4. Board Vote
 - a. September Minutes
 - i. Jevon moved to approve minutes; Jose seconded.

- ii. No one opposed or abstained.

5. Public School Transparency Amendment Act of 2019 Update

- a. This bill would bring D.C. charter schools under the same transparency requirements as traditional public schools
- b. Yu Ying did not send any speakers to the hearing on (date).
- c. Transparency, in general, is a positive attribute; however, there was not an opportunity to discuss burdens in compliance with transparency laws.
- d. How might this Act impact Yu Ying?
 - o Autonomy
 - Before and after school care
 - Lunch time groups
 - Performance management; union reps would need to be involved in personnel discussions.
 - School calendar—gained feedback from teachers. For PE staff opted for 7 days (vs. previous 10). Collective bargaining would change this approach.
 - o Resources away from teachers to lawyers. Also, FOIA impacts on resources
 - o Innovation—intellectual property would no longer be owned/controlled
- e. How is Yu Ying working with staff to make them feel valued?
 - o We keep lines of communication open with staff. Started staff advisory committee last year. Will link those reports/provide Board access.
 - o Place a premium on teacher voice/input
 - o Continue to invest in professional development
 - o Updated teacher compensation so it's at the median.
 - o Open/public Board meetings.
 - o Holding second staff leadership book club with Maquita
- f. Washington Latin and Two Rivers had labor consultant presentations/trainings. Felt it was helpful. Two Rivers are supportive of unions; not right now
- g. If the bill passes, there will be clear guidance from PCSB.
- h. Unionization would impact the Yu Ying nonprofit. How would materials produced be sold?

Action Items

- a. Possibly contact that Board to understand what the negotiations and process entailed. Help to understand pros and cons.
- b. Vincent and Maquita will connect with Two Rivers

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- c. Ask about discussion with Two Rivers Board

Meeting Agenda

November 12, 2019

Attendees: Rob Anderson, Vincent Baxter, Liza Douglas, Amy Lee, Wendy Rueda, Jose Sousa, Jevon Walton, Kelly Yee, Sarabeth Berman, Lemar White, Darren Riley

Present

On Call: Michelle Stuntz,

Absent (with note): Abi Sze-Levine

Absent (without note): N/A

Members of the public: Mallory Corlette, Hillary McAuley, Theola DeBose

Staff: Cheri Harrington (via phone) Maquita Alexander

Agenda

Finances:

- Financial Audit:
 - Audited financials are public
 - The audit went through smoothly and reported no instance of non-compliance
 - Presentation by Jones, Maresca & McQuade, P.A.-- explanation of the audit report
 - Sarabeth Berman moved to approve the 2019 audited financials. Jevon Walton seconded
 - Unanimous vote to approve audited financials

Public Comment Period:

No comment

September Financials

-Amy Lee reviewed the financials and shared a few items that could impact the budget.

- The PPF funding is more than what we budgeted.
- There is a staff vacancy and other related salary costs will be lower than expected
- Cheri acknowledged that early in the year the budget is often volatile but by Oct/November the budget tends to start meeting our spending expectations.

- We discussed how we will handle any potential surplus: per previous years, school management will propose possible uses of the surplus to benefit the school.
- We discussed grant timelines and how that impacts the budgeting process.

Public Question/Comment:

Comment: Do we receive PPF funding in lump sums and how do we recognize that in the balance sheet?

Response: Amy Lee reviewed how we receive PPF funding and how it's accounted for.

Comment: Curious about the OSSE SOAR grant: what would 500K be used for expansion and how that would be messaged?

Response: Finding a building and making that work between the next 2-5 years is important.

We said to OSSE, we don't have a facility but we are looking: Architect, a general contractor, a project manager.

Comment: Curious about how teachers and academic leaders are encouraged to share their wish lists?

Response: Each team has a budget for materials and we have not had instances where academic teams didn't have their needs met. However, when we review our budget mid-year we do include teacher needs in that process.

- Investment Accounts:

-Mark Murphy came to present on Yu Ying's investments. Raffa Wealth Management focused on investing non-profit funds. This is the annual presentation that the board requested. The finance committee reviews these funds more closely.

Public Comment:

Comment: It seems like reasonable fees

Management Report:

-Murial Brower announced funds being disbursed to charter schools. Yu Ying is eligible for about \$86,000. Maquita reported plans to use the funds in the following ways:

- \$500 mid-year bonus for staff
- Automated dismissal and geofencing system to track visitor management

-PD

There was a discussion of the plans for supporting parents who want to give holiday gifts to teachers and how to ensure that we are making that process inclusive.

Public Comment:

Comment: Regarding PA meeting announcement to not give gifts to teachers. It was messaged in a way that it felt like it was "taking it away".

Comment: Encouraged school to separate the Mayor's funding from the discussion of holiday gifts as not to confuse messaging

Comment: An explainer for finances similar to the one-pager that goes to parents on "communications at Yu Ying".

Fall Academic Data Update:

-Maquita reviewed the Academic Data

-Discussion of the green-lighting system for growth

Public Comment:

Comment: Why do we have more at-risk students in lower-grades?

Response: *Because those are the grades where students can join. We imagine that trajectory will continue.*

Comment: Why do we want more at-risk students? What's your target number of at-risk students? 15%

Response: *Maquita shared our efforts to ensure our education is accessible to as many students as possible.*

Comment: How do you target more at-risk students given it's a lottery?

Response: *We are trying to increase our pipeline of at-risk students.*

October Minutes:

-Jose moved to approve the October minutes. Darren seconded.

-Unanimously approved with an abstention from Sarabeth Berman who wasn't there.

Parting Public Comments:

Comment: Why are so few parents attending board meetings and participating in a board meetings?

Comment: Please consider adding supplemental materials for attendees to review in addition to the meeting agenda

End of Public Meeting

Whistleblower:

- We have put a whistleblower policy in place to add to our staff handbook. Board Members commented on the policy including adding a procedure for making an anonymous complaint. Cheri will edit the policy and bring it back to the board for review.

Charter School Sector Updates:

- Vincent and Maquita attended the FOCUS DC Public Charter School conference and reported on their experience at the conference.
- Vincent reported on his conversations with Two Rivers ED.
- Board decided to create principles for review of how we seek to engage potential union organizing at our school if that were to surface. Liza agreed to spearhead that process.
- Maquita agreed to put into place protocol for how we would respond.

Discussion of Board Holiday party

Meeting adjourned

- Liza moved to adjourn the meeting.
- Darren seconded

Action Items:

- Cheri will edit the whistleblower policy
- Vincent to debrief open meeting protocol process
- Liza to create principles for response to union
- Maquita to create reactive protocol for response to organizing.

Meeting Agenda

Washington Yu Ying BOT - 2019/2020 Minutes

Meeting Agenda

December 10, 2019 6:30-8:00

Attendees: Vincent Baxter, Liza Douglas, Amy Lee, Kelly Yee, Sarabeth Berman, Darren Riley, Jevon Walton

Present

On Call: Michelle Stuntz, Lemar White

Absent (with note): Abi Sze-Levine, Jose Sousa, Rob Anderson, Wendy Rueda,

Absent (without note):

Members of the public: N/A

Staff: Cheri Harrington, Maquita Alexander

1. Call to order -Vincent Baxter
2. Overview of the (public) agenda
3. Consent Agenda:
 - November Minutes (board vote)
 - Kelly Yee moved to approve; Darren Riley seconded
 - Minutes approved
 - Management updates
 - Maquita shared the appointment of a new director of operations
 - Maquita shared positive 2019 Science Results from the NGSS
4. Committee Updates:
 - Finance -- Amy Lee
 - Amy Lee reviewed increase in healthcare premiums as a result of high healthcare costs last year. Yu Ying is exploring joining with other organizations to jointly. We are projecting a 70K increase as a result of increased premiums (50K more than we budgeted).
 - Other:
5. **Public comment:** NA
6. **Regular Agenda Items:**
 - A. **TOPS update** - Kelly Yee
 - Brief presentation
 - Kelly reviewed our board's TOP updates

- Liza shared an overview of her engagement with the end of year campaign: Every. One.
- Maquita shared that participation has increased dramatically.
- Questions from trustees
 - Question: When would management like Board donations throughout the Fiscal Year?
 - Response: Management shared that they do not have a preference as to when board gives during the FY as long as they are giving annually.
- Comments from the public: NA
- Discussion and feedback from trustees: NA

B. At Risk Enrollment - Cheri Harrington

- Brief presentation on Yu Ying's at-risk enrollment
 - Cheri shared a presentation on at-risk enrollment
- Questions from trustees
 - Question: What do we anticipate will be the implications of funding from EdForward given we missed some of our at-risk targets?
 - Response: Management is meeting with EdForward next week to discuss the implications for funding
 - Question: What are the implications of this data for next year?
 - Response: Management is reviewing the implications to continue to increase at-risk students.
- Comments from the public: NA
- Discussion and feedback from trustees

C. Whistle Blower Policy - Cheri Harrington

- Brief overview of revised draft whistleblower policy
 - Cheri reviewed the insights from the Whistleblower.
- Questions from trustees
 - Lemar suggested several edits including shifting to non-binary pronouns, clarification of how we will acknowledge whistleblower complaint. Cheri edited the document accordingly.
 - Jevon Walton moved to approve we the policy; Darren Riley seconded the amendment
- Comments from the public: NA
 - Motion approved unanimously.

7. Public dismissed- NA

8. Closed meeting agenda topics

- Management report--items not included on the open agenda or the closed agenda
 - Cheri reviewed the video surveillance policy review
 - Our aim is to identify misconduct of anyone that is breaking Yu Ying policy and safety.
 - Suggestion to have counsel review the policy. Cheri confirmed that is always her practice with policies.
 - Discussion around access to the footage and deletion of footage
 - We will wait to vote on this policy next month.

9. Adjourn

- a. Vincent adjourned the meeting