

Yinghua Academy School Board Meeting Minutes
Yinghua Academy Library, 1616 Buchanan St. NE, Minneapolis
May 24, 2010
final

Board Members in Attendance

Maryann Choy, Taoyuan Li, Luyi Lien, Cindy Moeller (Chair), Keri Norell, Doug Parish (Treasurer), Abigail Pribbenow (Secretary), Janine Trutna

Board Members Not in Attendance

Scott Jax

Director in Attendance

Betsy Lueth

YACA Representative in Attendance (*ex officio*, non-voting)

Ruth Straub

Public in Attendance

Mark Willcox, school board representative from Sejong Academy of Minnesota, a Korean immersion charter school to open in 2011.

I. WELCOME AND CALL TO ORDER

Ms. Moeller called the meeting to order at 6:05 p.m.

II. APPROVALS

A. Agenda:

A motion was made by Janine Trutna, seconded and carried to approve the agenda with one change.

B. 05/03/10 Board Meeting Minutes

A motion was made by Janine Trutna, seconded and carried to approve with corrections the minutes of the May 3, 2010 meeting of the board.

III. PUBLIC COMMENTS

There were no public comments.

IV. DIRECTOR'S REPORT

A. Enrollment/Students

Current enrollment is 303.

K 75 (15 on the waiting list)

1st 73 (7 waiting)

2nd 50 (3 waiting)

3rd 45 (5 openings)

4th 25 (0 openings)

5th 24 1 opening)

6th 11 (14 openings)

2010-11 Predicted enrollment is 384.

Accepted	Waiting
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K 75	79
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1 st 75	16
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2 nd 73	13
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3 rd 50	7
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4 th 48	0
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5 th 25	4
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6 th 25	4
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7 th 13	12
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Ms. Lueth recommended that those who are reviewing the enrollment policy consider, for the future, when the current year's waiting list should be closed.

B. Curriculum—Ms. Lueth reported on Star Talk Summer Camp, student testing, 6th Grade Global Citizen projects, professional development with Carol Ann Dahlberg, English curriculum analysis, and the project Yinghua is designing collaboratively with Groves Academy to accelerate English language learning using Orton-Gillingham strategies.

C. Facilities

1. The school's Lease Aid application was submitted on Friday, May 21. The legislation has not changed since the last time the school's Lease Aid application was submitted.
2. The school has begun to discuss with CSDC the financing options for summer construction and beyond. A timeline and budget will be submitted. Summer construction is estimated at approximately \$85,000. Ms. Lueth will confer with Mr. Jax to convene a Facilities Committee meeting.
3. Yinghua is looking for grant money to support the replacement of the boiler/chiller system. Ongoing facilities improvements will have to be dealt with through grants or other funding in excess of the school's general fund.

D. Financial/Grant

1. April financials are being reviewed and final journal entries prepared for end of the year reconciliation. Including the transfer of some travel/prof. dev. expenses to grants.
2. Currently maintenance and non-instructional supply costs exceed budget and are expected to remain that way.

3. Legal expenses related to immigration and disciplinary fees exceed the budget, but the overall contracted services budget is expected to be on budget. Legal fees have been offset by savings in other contracted services areas.
4. Payroll expenses are expected to be on budget, however cash flow will be affected on 6/30 when Q-Comp stipends, and final pay outs for non-returning staff are given.
5. \$99,979, the total Star Talk grant amount has been invoiced as advance payment from the NSA. Payment is expected in 30 to 45 days. Additional draws are made monthly and when larger expenses come due. Payments from the DOE are received within 2-3 days of request.

E. Reporting

1. The FLAP interim Performance and Financial report was submitted on 4/30.
2. The Confucius Classroom grant final report is due 6/30/2010.
3. Intent to Return. 70% of the Intent to Return forms have been submitted. Three “maybes” will not return next year. One family submitted a form stating that the student would not return next year because of a move; the move was called off, and the student will return to Yinghua.
4. Transportation. The school is negotiating with two bus companies for service on two bus routes next year.

F. Staffing

1. Two additional Chinese immersion teachers have been hired.
2. All vacant Chinese-speaking positions for next year have been filled.
3. The new Business Coordinator, Chen Hua Chau, will begin work the first week of June.
4. End of year meetings have been conducted with approximately three quarters of the staff.
5. Ms. Lueth reported on the teacher Evaluation Process.
 - a. Formal observations take place twice a year in October and March.
 - b. Administrators perform informal observations—walk-throughs—on a weekly or monthly basis.
 - c. Lesson plans are turned in and reviewed weekly.
 - d. Assessment data is reviewed.
 - e. Engagement in professional development is reviewed including observations and feedback surveys.
 - f. Staff meeting participation, parent communication and collaboration with colleagues all are reviewed.
6. Eight Yinghua teachers newly hired to begin in August 2010:
 - Seven have a master’s degree.
 - Four have an elementary education license in their native country or another US state. These licenses will transfer into Minnesota Elementary Education licenses.

- One has seven years of elementary education teaching experience.
- Three have three to five years of elementary education teaching experience.
- Four have one to two years of elementary education teaching experience.

G. Students/Families

1. **Behavioral Education:** 4th and 5th graders had recess with NBA basketball player Kevin Lynch on Friday May 21.
2. The SFC Director and Behavioral Specialist have been conducting regular observations of classrooms and in some cases have given lessons related to friendship, avoiding gossip and kindness.
3. The SFC Director conducts regular behavioral lessons every Wednesday morning meeting for Kindergarten through third grade.
4. **Art-a-Whirl:** Art-a-Whirl was a success with many artisans, a Chinese store, and music by Yinghua Academy students.
5. **Health & Safety:** A final fire drill is planned for the end of May.
6. **Artistic Partnerships:** K-2nd students attended the play "Mulan" at the Children's Theater. 6th grade students participated in a field trip to the Northern Clay Center while Kindergarteners made clay tiles for the front entry mosaic.

V. UPDATES/OLD BUSINESS

A. Board Elections

Board election voting materials were sent via backpacks last Friday. There are three candidates for three open positions. A second emailing will be sent including all of the same election materials. The cover letter will specify that each parent, guardian or staff member has a vote.

B. Board training must be completed by June 30, 2010.

C. HR Committee—Next meeting is on May 26.

D. Marketing Committee—Ms. Trutna reported that the Northeaster picked up the school's sister school information. 39 people "like" Yinghua Academy on Facebook. Ms. Trutna is working on a revised set of guidelines for the schools Facebook page. The new parent survey will go into the kindergarten "round up" packets.

E. Policy Review Committee (defer to June 14 meeting)

F. Mission Measurement—The committee met recently and shared with the board its most recent working document. The next step is to meet with Ms. Lueth.

- G. Facilities. The charter school facilities legislation did not pass. Ms. Lueth and Mr. Jax soon will convene the Facilities Committee.
- H. Financial—Mr. Parish presented the April 2010 Financial Statements. He brought to the board's attention information regarding the State's 27% holdback which will increase to 30% in 2011. The Food Service Fund has a year to date balance of \$761. This is the best it has been, and the school will be *under* its budgeted loss for Food Service.
- I. Fundraising—Ms. Pribbenow reported that she and Ms. Moeller and Mr. Parish had discussed a year-end giving appeal. She also reported on Art-A-Whirl which was well-attended by Yinghua families.
- J. Special Education Advisory Council—Next meeting June 2.
- K. Technology Committee—nothing new to report.
- L. YACA—Ms. Straub reported that the YACA board worked on its bylaws at the last meeting. A change was made so that new general board members are elected before officers are elected. There will be a one month overlap between outgoing and new board members. YACA has been involved in kindergarten round up and the used uniform sale. The nourishment team is doing a staff meal. The student directory will be printed twice. Kindergarten welcome calls are underway. Tiles from the Northern Clay Center soon will be returned.

VI. NEW BUSINESS

- A. Ms. Moeller presented a performance appraisal and developmental plan for school director, Betsy Lueth. The plan follows the model created by Jim Kouzes and Barry Posner.
- B. Mr. Parish and Ms. Moeller are working on an employee survey through Survey Monkey.

VII. ADJOURNMENT

A motion was made by Mr. Parish, seconded and carried to adjourn the meeting at 8 p.m.

Minutes drafted by Secretary, Abigail Pribbenow

Approved by vote of board on: June 17, 2010.