

Yinghua Academy Board Meeting Minutes
January 26th, 2009
final

BOARD MEMBERS IN ATTENDANCE

Naomi Mueller, Sandy Doubek, Joe Yang, Cindy Moeller, Clark Liu, Luyi Lien, Keri Norell, Maryann Choy, Kristina Schatz

BOARD MEMBERS NOT IN ATTENDANCE

Doug Parish

DIRECTOR IN ATTENDANCE

Betsy Lueth

Ms. Moeller called the meeting to order at 6:30 pm.

AGENDA

Ms. Choy made a motion to approve the agenda with a few changes with Ms. Mueller seconding the motion. Board voted to approve the agenda and the motion carried.

01/05/09 BOARD MEETING MINUTES

Mr. Yang made a motion to approve the minutes with one correction and Ms. Choy seconded the motion. Board voted to approve the minutes and the motion carried.

DIRECTOR'S REPORT

ENROLLMENT

- Enrollment is currently at 239 students. 75-K, 50-1st, 50-2nd, 24-3rd, 24-4th, and 15-5th.

APPLICATIONS

- To date we have 79 applications for kindergarten and 5 for 1st grade and 1 for 2nd grade for the 2009 – 2010 school year.

CURRICULUM

- The school is performing NWEA and MAP assessments for all grade levels.
- Oral language testing in Chinese is continuing for all grades per SOPA/ELLOPA standards.
- Ms. Lueth presented to the board for review the Middle School Curriculum, which needs to be presented to FOE by Feb. 1st.
- The Summer Camp Math Immersion curriculum in cooperation with CARLA is being developed under the StarTalk grant.

FACILITIES

- The school is working through continuing ventilation issues with the heating system with the current facility.

FINANCIAL/GRANT

- StarTalk Grant application is due Feb. 1st.
- The school has been awarded a Picturing America Grant and is working with Abigail Pribbenow on how to proceed.
- Ms. Moeller is submitting a Letter of Intent to the Mockingbird Foundation. The Letter of Intent is due Feb. 1st. Yinghua will be notified in April regarding whether or not the Foundation is asking us to submit an application. If we get that opportunity and

subsequently are awarded a grant from the Mockingbird Foundation, the grant would fund the purchase of musical instruments.

- The school is working on the FLAP Grant application and will re-submit this year.

REPORTING

- Transportation Report is due to MDE March 1st.

STAFFING

- The school has begun processing the H1B and PERM applications for next year.
- The school has begun recruiting staff for the next school year.
- The school has switched the staffing in discipline and special education. Andy Henderson will begin working full-time as a special education para; and the school will hire a discipline aide to work 9 – 2, and possibly another person to conduct girls' groups one afternoon a week.

STUDENTS/FAMILIES

- Tickets have gone out for the Chinese New Year performances.
- Intent-to-Return forms will go out to Yinghua parents Feb. 6th; and parents will be asked to return the completed forms by Feb. 13th.
- School will begin designing the parent survey for this year.

EVENTS

- Ms. Lueth asked the board to explore options for better coordinating the many events with which Yinghua is involved. Ms. Moeller suggested that one of the members of the board volunteer to become the “events coordinator” for this purpose, which would also at times include identifying and organizing volunteers. Ms. Doubek volunteered to lead the events committee and will be seeking volunteer coordinators to join the committee.

UPDATES/OLD BUSINESS

FINANCIAL

- Since the board had reviewed the December 2008 financials at the 1/5/09 board meeting, there was no financial update at this meeting.

FACILITIES

- Mr. Yang recommended that the board plan a meeting in February as we move closer to the due diligence end date, which is February 24th. The board decided that we would schedule a board meeting on Thursday February 19th, 2009, in lieu of the board meeting that had been scheduled for Monday, February 23rd.

Mr. Yang updated the board on the inspections during the due diligence period.

- Ventilation issue
- Boiler looks good at this point.
- Underground storage tank removal
- Lead paint testing is being done this week.
- Mr. Yang is reviewing the asbestos management plan that currently is in place that the school would follow.
- Ms. Lueth is coordinating to get an MDE inspector.
- Financial due diligence

Mr. Yang gave the board an update on the Minneapolis Parks Board, which has agreed not to use any of the school facilities (specifically, the gym and multi-purpose room) for after-school events. The Parks Board is reviewing which programs they will continue to run in the Parks District building, which adjoins the Putnam School gym.

Mr. Yang updated the board on a potential lease of the space at 1355 Pierce Butler Route.

YACA

- The red envelope campaign has started this week. Ms. Daul has asked the school for a link on the front page of the Yinghua website that links to information about the Red Envelope campaign.

FUNDRAISING

- Ms. Moeller gave an update on the informal fundraising gathering Friday night at the Pribbenow home.
- Ms. Pribbenow is working on creating a tracking document for the Capital Campaign, in addition to working with Denis Wenzel and Mr. Pribbenow on writing a case statement for the capital campaign.
- Ms. Pribbenow and the committee are working on a prospecting evaluation meeting in the next couple of months and then will begin the process for soliciting capital campaign fundraising.
- The board discussed how the money raised by YACA and through the Yinghua Academy Capital Campaign will be managed and, specifically, whether the money will go to YBC (the building corporation) or FOYA (the nonprofit corporation that is under development). YBC has submitted its application to be a 501c3 to the IRS, but has not yet received a determination. Work is currently underway to complete the paperwork required for the FOYA 501c3 application. Consequently, until one or both of these organizations have been granted 501c3 status, all donations must go to Yinghua Academy, which is already a 501c3. There was further discussion about the uses of the \$100,000 that we hope to raise through the Capital Campaign. These funds would go for things like security equipment, paint, furniture, and technical equipment. Ms. Lueth is starting a facility needs list for the board to review and add to as needed.
- Ms. Moeller explained to the board the tentative plan for how the various fundraising efforts will coordinate and work together. Basically, the Marketing Committee, the Fundraising Committee, the Facilities Committee, and the Events Committee are all committees of the Yinghua Academy Board. In addition, the intention of FOYA is to coordinate and oversee the work of the YACA Fundraising Committee and the Yinghua Academy Fundraising Committee, since the intention is that ultimately the funds that these groups raise will go to FOYA for distribution to Yinghua Academy and will not go through the Yinghua Academy school budget. YACA will be able to designate how the funds they raise will be used.

MARKETING COMMITTEE

- Ms. Schatz shared with the board the need for more coordination of the marketing materials for supporting fundraising and event opportunities. The Marketing Committee will be meeting every 3 weeks to discuss future marketing needs of the school. Ms. Moeller asked Ms. Schatz and the Marketing Committee to review possible ideas for soliciting 6th graders for the 2009 – 2010 school year.

NEW BUSINESS

LOTTERY FEBRUARY 12TH

- Ms. Moeller asked the board for volunteers for the February 12th lottery. Ms. Moeller, Ms. Choy, Mr. Parish and Ms. Schatz will conduct the lottery.

SCHOOL POLICY ON ACCEPTING CHILDREN WHO ARE NOT 5 BEFORE SEPT 1ST

- Ms. Moeller reviewed the policy for not accepting children who will not be 5 on or before September 1st. Ms. Moeller shared with the board a couple of scenarios that were presented to her by the parents of potential Yinghua students who believe their children will be ready for school but will not be 5 before the September 1st deadline. The board discussed the pros and cons of allowing children who are not 5 before September 1st to enter Yinghua's kindergarten. The board reaffirmed the decision it had made last year. The teachers and staff at Yinghua learned through experience during Yinghua's first year of operation that most children under 5 were not ready for full-day kindergarten that is conducted 100% in a language they do not know. Given Yinghua's commitment to offering a strong academic program, an exceptional opportunity for students to learn Mandarin, and a positive school experience where our students are happy at school, the board concluded again to use September 1st as the date by which a kindergartner must be 5.

Ms. Norell brought a motion before the board that we firmly believe a Sept 1st cut off date for children who are not yet 5 is in the best interest of the school and the students emotionally, academically and socially since Yinghua Academy provides a full-day kindergarten in an immersion setting. Ms. Schatz seconded the motion. Board voted and the motion carried.

END OF THE YEAR SCHOOL PICNIC

- Saturday June 6th at Newell Park will be date for the End-of-the-Year School Picnic and Annual Meeting.

GRASS ROOTS TRAINING

- "Grass Roots Training", focused on how to work effectively with legislators and coordinated by the MN Association of Charter Schools, will be held on Jan. 29th.

ADJOURNMENT

Ms. Moeller made a motion to adjourn the meeting with Ms. Choy seconding. Board voted in favor of the motion to adjourn the meeting and the motion carried.

Meeting was adjourned at 8:22 pm.