

Yinghua Academy Board Meeting Minutes  
March 5<sup>th</sup>, 2009

BOARD MEMBERS IN ATTENDANCE

Joe Yang, Cindy Moeller, Clark Liu, Naomi Mueller, Keri Norell, Maryann Choy, Doug Parish

BOARD MEMBERS NOT IN ATTENDANCE

Sandy Doubek, Luyi Lien, Kristina Schatz

DIRECTOR IN ATTENDANCE

Betsy Lueth

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

AGENDA

Mr. Yang made a motion to approve the agenda with no changes with Mr. Parish seconding the motion. Board voted to approve the agenda and the motion carried.

02/19/09 BOARD MEETING MINUTES

Ms. Choy made a motion to approve the minutes with no corrections and Mr. Yang seconded the motion. Board voted to approve the minutes and the motion carried.

CLOSED MEETING TO DISCUSS PENDING REAL ESTATE TRANSACTION

The meeting closed at 6:35 pm.

Board meeting was called back to order at 7:10 pm.

DIRECTOR'S REPORT

ENROLLMENT

- Enrollment is currently the same as last reported at 239 students. 75-K, 50-1<sup>st</sup>, 50-2<sup>nd</sup>, 24-3<sup>rd</sup>, 25-4<sup>th</sup>, and 15-5<sup>th</sup>.
- 2009-10 K enrollment packets are currently being submitted.

CURRICULUM

- The grade level expansion plan was submitted to Friends of Education on February 15<sup>th</sup>. Initial feedback includes formatting, more information needed and revisions to organization chart. MDE needs to approve this expansion plan by May 1<sup>st</sup>.
- MN-SOLOM and TEAE test for English Language Learners will be conducted the week of March 16<sup>th</sup>.
- Summer camps are scheduled for July 6<sup>th</sup>-August 14<sup>th</sup>. Ms. Lueth is concerned with the timing of the first summer session as it soon after the anticipated July 1<sup>st</sup> closing date.

FACILITIES

- Current facility is fine. No issues to report.

FINANCIAL/GRANT

- StarTalk grant has been delayed due to the last federal budget not being approved.

- A Grant Committee (a sub-committee of the Fundraising Committee) will be meeting to establish a master plan for grants and coordinate such grants. Ms. Lueth and Ms. Pribbenow co-chair this committee. Technology grants will be considered.
- Yinghua will be grant-free in 2009-10 so all the more reasons to concentrate effort into a Grant Committee.
- Ms. Moeller will follow up with Walton Family Foundation for information about applying for another grant.

#### REPORTING

- MDE Food and Nutrition representative evaluated Yinghua's program today. Initially, they planned for a two-day visit, but were able to accomplish their goals in one day. Minor recommendations include 1) getting eligible students to apply for free/reduced lunch and 2) providing more health and food nutrition information.

#### STAFFING

- Will begin reviewing resumes for immersion teachers, English teachers and specialists during the week of March 9<sup>th</sup>.

#### STUDENTS/FAMILIES

- To date, there are 216 confirmed YES and 2 confirmed NO intent-to-return students. Assuming there are 75-77 Ks and 14 possible waitlisted students, our total enrollment stands at 305-307.

#### UPDATES/OLD BUSINESS

##### FINANCIAL

- Mr. Parish handed to the board for review the February 2009 YTD financial statements and the monthly electronic funds transfer report with no outstanding issues. We are about 67% through the school year. Our total revenues are 64% and total expenditures are 59% of budget. YACA direct donations (Red Envelope Campaign) to-date are \$23,400.
- Ms. Lueth will check on the current status of delinquent lunch/Yinghua Care accounts, but she thinks this is not currently an issue.

##### YACA

- Ms. Moeller reported that YACA general membership meeting went well with about 50 participants. YACA is inviting Nyssa Brown, a musician with considerable language immersion experience, to speak in May at their next general meeting.
- YACA is currently soliciting for four Board members.
- Ms. Moeller will follow-up with YACA's Wellness Committee to understand its purpose and connection to the Yinghua Board and the YACA Board.

##### FUNDRAISING COMMITTEE

- Mr. Parish reported that a case statement has been developed but needs to be revised to be more generic by taking out references to the Putnam school.
- The committee is working on a list of parents who will help identify potential donors. This will be done on an individual basis and consolidated by Abigail Pribbenow and Paul DeGeest. The official campaign is targeted to begin in April.
- Ms. Moeller emphasized the importance, given that Yinghua Academy is a public school that serves students from all economic backgrounds, that the Capital Campaign be welcoming to and appreciative of donations of all amounts.

- Mr. Liu suggested structuring the Capital Campaign to incorporate the use of “challenge grants.”
- The committee identified \$200,000 as the initial campaign goal for real estate expenses, technology and building improvements, furniture and moving expenses.

#### WAIVER OF THE TEACHER MAJORITY REQUIREMENT

- The Board continued their discussion of whether to seek a waiver of the teacher majority requirement. Prior to the Board Meeting, Ms. Moeller had e-mailed to all board members the summary of teacher input that Ms. Norell had compiled. 21 of 24 teachers and staff provided input following Ms. Moeller’s meeting with them on February 17<sup>th</sup>. All 21 expressed support to seek a waiver from the teacher majority requirement. Many also provided narrative comments regarding their thinking. Several teachers commented that it seems unfair for MDE to have two separate definitions for “licensed teacher” as one being able to teach in the classroom and one for school governance and that most teachers prefer to spend time on lesson plans and allow others with more appropriate skills and knowledge to govern the school. Ms. Moeller’s e-mail to board members had also included a draft of the written request to MDE for a waiver, which outlines the rationale for seeking a waiver and provides the specific content that MDE requires to be included in this request. Ms. Moeller also informed the board that 9 parents had responded to her request for parent input regarding seeking a waiver. 7 of the 9 expressed clear support for seeking a waiver. The other 2 indicated that they could see “both sides.”

RESOLUTION: Mr. Clark motioned the Board to apply for a Teacher Majority Board Waiver from MDE. Mr. Yang seconded the motion. The Board voted and the motion carried.

#### 2009 YINGHUA PARENT SURVEY

- The Board reviewed the proposed Parent Survey. The Board decided not to include a section for written comments. Parents already have the opportunity to discuss their thoughts and concerns with Ms. Lueth, Ms. Moeller or any Board Member; and the Yinghua Board provides a time for public comments at every board meeting.
- Ms. Lueth said the survey could be initiated and completed before Spring Break, March 30<sup>th</sup>.

#### EVALUATING THE DIRECTOR’S PERFORMANCE

- Mr. Parish recommended evaluating the Director’s performance in April.
- The Board agreed to submit their comments to Ms. Moeller by April 19<sup>th</sup>. Ms. Moeller will consolidate the comments; and the Board will review on April 27<sup>th</sup> at a closed meeting.
- Ms. Norell and Ms. Mueller will informally gather and include input from the teachers and staff for Ms. Lueth’s performance evaluation.

#### NEW BUSINESS

##### KDV AS YINGHUA’S AUDITOR

- Mr. Parish is recommending continuing with KDV as Yinghua Auditor. KDV proposal is being reviewed to include basic legal terms and will be brought back to the Board for approval at the next board meeting.

#### YINGHUA BOARD RETREAT

- The Board agreed to a retreat for discussion of roles and responsibilities, financial training and strategic planning. A change in board members could occur in July. More discussion is needed on the agenda and timing of the retreat.

#### CREATING A TECHNOLOGY COMMITTEE

- As the school grows, a concerted plan for technology is needed. Dave Waldoch, a Yinghua parent, has worked extensively on creating and maintaining Yinghua's computer network. Ms. Norell recommended creating a Technology Committee. Mr. Liu agreed to Co-chair this committee with Mr. Waldoch.

#### ADJOURNMENT

Mr. Parish 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 8:40 pm.