

Yinghua Academy Board Meeting Minutes
March 16th, 2009

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS NOT IN ATTENDANCE

Kristina Schatz

DIRECTOR IN ATTENDANCE

Betsy Lueth

Ms. Moeller called the meeting to order at 6:32 pm.

AGENDA

Mr. Yang made a motion to approve the agenda with a few changes with Ms. Lien seconding the motion. Board voted to approve the agenda 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 7:05pm.

DIRECTOR'S REPORT

ENROLLMENT

- Enrollment is currently the same as last reported at 239 students. 75-K, 50-1st, 50-2nd, 24-3rd, 25-4th, and 15-5th.

CURRICULUM

- The grade level expansion plan has been reviewed by Friends of Education and has been revised. Receipt of a board resolution and support from the sponsor will be obtained in the next week and submission made to MDE during the week of March 23rd.
- The grade level expansion plan must be approved by MDE by May 1st for next year's sixth grade expansion; the school intends to turn it into MDE by April 1st or sooner.
- MN-SOLOM and TEAE tests for English Language Learners will be conducted the week of March 16th.

FINANCIAL/GRANT

- StarTalk grant application still has not been released.
- FLAP grant application has not yet been announced but is due April 13th. The school is preparing this application now.
- The grant committee (a sub-committee of the fundraising committee) is meeting on Saturday, March 21st.

REPORTING

- CREDO reporting has been delayed due to technology problems. CREDO will be manually submitted at the end of this week if the problem is not resolved.
- The school has received a Level 1 finding in the FNS audit requiring a possible follow-up audit. The Level 1 finding is attributed to input errors in recording student lunches caused by personnel

and insufficient software capabilities. A correction report is being developed and will be fully implemented immediately.

STAFFING

- We have screened resumes and first interviews have begun for classroom immersion teachers and an immersion music teacher.
- Ms. Lueth will present a staffing model at the March 27th board meeting.

STUDENTS/FAMILIES

- The parent survey will be distributed at the end of this week with completion on April 8th.

UPDATES/OLD BUSINESS

EXPANSION PLAN

- Ms. Lueth reviewed with the board the revisions she had made to the Expansion Plan. Since a board resolution needs to be incorporated in the Expansion Plan when it is submitted to the MN Department of Education, Ms. Lueth offered the following wording for the resolution: “Pursuant to MS 124.D.10(e), Yinghua Academy petitions to expand programming to include the sixth through eighth grades. Yinghua Academy currently is chartered as an elementary kindergarten to fifth grade program. The Yinghua Academy school board resolves on this date of March 16, 2009 to request the Minnesota Department of Education for a grade level expansion to eighth grade.” Mr. Liu made a motion, using this language. Ms. Mueller seconded the motion. Board voted in favor of the motion and the motion carried.

EVENT COORDINATOR

- Ms. Doubek gave the board an update on the upcoming events that the school is considering participating in. These include the Dragon Boat Festival, which is in July, and possibly summer events in Northeast Minneapolis, which Ms. Doubek will be looking into.
- Vicki Foster has joined the events committee; and Ms. Doubek is continuing to look for other volunteers to join this committee.

FINANCIAL

- Mr. Parish updated the board on the KDV proposal. Mr. Parish made a motion for KDV to perform the 2009 audit and prepare our 2009 tax return, not to exceed \$11,000.00, with Mr. Yang seconding the motion. Board voted in favor of the motion and the motion carried.

FACILITIES

- Mr. Yang gave an update on the facilities committee, of which he is the chair, and on YBC. The YBC Board elected Dave Weinstein to be the chair of the YBC board. Also Mr. Yang noted that he and Ms. Choy had resigned from the YBC board, so that there would be no overlap between the Yinghua Academy board and the YBC board.

TEACHER MAJORITY WAIVER REQUEST

- Ms. Moeller shared with the board that the waiver request that the Yinghua board had approved has been submitted to MDE. MDE has provided an estimated timeframe of 60 days to consider the request for a waiver.

TECHNOLOGY COMMITTEE

- Mr. Liu noted that he and Dave Waldoch will co-chair the Yinghua Technology Committee. They are seeking several additional members. Ms. Moeller suggested that we ask Rebecca Kreitzer to be on the committee. Ms. Norell recommended that Mr. Chu also be asked to be on the committee. Mr. Liu will follow up with Mr. Chu.

YACA

- Ms. Lueth updated the board on YACA, which is starting to plan the summer events like clean up.

YINGHUA BOARD DINNER

- Mr. Moeller recommended that we go to Muffuletta's for the board outing on April 13th after the Yinghua Academy board meeting. The board agreed; and Ms. Moeller will follow up to see if Muffuletta is available that night.

YINGHUA BOARD RETREAT

- The board discussed timing around the board retreat and made a tentative date of July or August for the Yinghua Board Retreat, since new board members will join the board, effective July 1.

NEW BUSINESS

YINGHUA ACADEMY BOARD ELECTION PLAN

- Ms. Moeller reviewed the by-laws with the board around the board election notification. The notification is going out to the parents and the teachers April 6th in order to meet the timing requirements for the board election.

<u>Proposed Timing</u>	<u>Activity</u>
Monday, March 16	<ul style="list-style-type: none">▪ Board meeting.
Monday, April 6	<ul style="list-style-type: none">▪ Outreach to Potential Board Members begins.<ul style="list-style-type: none">- Cindy will send a letter home to all Yinghua parents.- Cindy will contact teachers.- Board members and other people associated with Yinghua Academy may contact potential board members.
Monday, April 13	<ul style="list-style-type: none">▪ Board meeting.
Friday, April 24	<ul style="list-style-type: none">▪ People who think they may want to run for a board seat should inform Cindy Moeller by this date of their interest.<ul style="list-style-type: none">- Cindy will send information about the responsibilities of charter school board members to all people who indicate an interest by this date.- If there is sufficient interest on the part of board candidates, a special meeting will be held to review these responsibilities, possibly immediately before the April 27 board meeting.
Monday, April 27	<ul style="list-style-type: none">▪ Board meeting. Candidates invited to attend.
Wednesday, May 13	<ul style="list-style-type: none">▪ Estimated decision date from MDE regarding whether or not they are approving a waiver from the teacher majority requirement.
Monday, May 18	<ul style="list-style-type: none">▪ Board meeting. Candidates invited to attend.
no later than Wednesday, May 20	<ul style="list-style-type: none">▪ Candidates who want to run for a board seat:<ul style="list-style-type: none">- must "officially" notify Cindy Moeller by this date; and- must submit a statement (maximum of 1 page) explaining why they want to be on the board and what skills, expertise, and/or perspective they believe they could bring to the board.
Thursday, May 21, or Friday, May 22	<ul style="list-style-type: none">▪ Letters will be sent to parents (via backpacks or e-mail) and to staff regarding the candidates and will include the candidates' statements.

Wednesday, June 3	<ul style="list-style-type: none"> ▪ Ballots mailed home and provided to teachers.
Saturday, June 6	<ul style="list-style-type: none"> ▪ End-of-the-Year Picnic and Candidate Forum <ul style="list-style-type: none"> - Each candidate will have the opportunity to speak for 3-5 minutes. - Arrangements will be made to that any immersion teacher will have the opportunity to speak in English, i.e., any Yinghua students will be entertained in another location during the Candidate Forum. ▪ Ballots may be submitted at the Picnic.
Friday, June 12	<ul style="list-style-type: none"> ▪ Last day of school
Thursday, June 18, 5:00 PM	<ul style="list-style-type: none"> ▪ The last time/date ballots can be submitted at the school.
Thursday, June 18, 6:30 PM	<ul style="list-style-type: none"> ▪ Ballots are counted.
Monday, June 29, 6:30 PM	<ul style="list-style-type: none"> ▪ Yinghua Academy Board Meeting <ul style="list-style-type: none"> - New board members will be welcomed to the board. - Departing board members will be thanked for their service.

Ms. Mueller made a motion to approve the board election process as outlined with Ms. Choy seconding. Board voted in favor of the motion and the motion carried.

YINGHUA FOUNDATION

- Ms. Moeller talked with the board about developing a new organization, the Yinghua Foundation. The purpose of the Yinghua Foundation would be to generate revenue for Yinghua Academy, not only through fundraising (including grant-writing, the Yinghua Academy Capital Campaign, and YACA-driven fundraising), but also potentially through offering professional development workshops for non-Yinghua teachers, summer and after-school programming that would include non-Yinghua students, and publishing Chinese curriculum materials that are developed at Yinghua Academy.
- Ms. Moeller suggested the development of the Yinghua Foundation in lieu of the development of the Friends of Yinghua Academy, since the Yinghua Foundation would provide broader opportunities for generating revenue for the school. The Yinghua Foundation would ensure that any funds raised by YACA would still be spent in the manner designated by YACA.
- The Yinghua Foundation would be established legally as a supporting organization to Yinghua Academy. Though the initial Yinghua Foundation board would include Ms. Moeller, Ms. Lueth, and one other yet-to-be-determined person, ultimately the board would probably become larger, and Ms. Lueth would need to leave the board if part of her salary were being paid through the Yinghua Foundation.
- The Yinghua Academy board members indicated their support for pursuing the development of the Yinghua Foundation. Ms. Moeller has already met with the group that was working to develop Friends of Yinghua Academy; and she will meet on March 23 with the board members of YACA. Assuming no unexpected issues arise, Ms. Moeller will then proceed with the legal paperwork required to establish the Yinghua Foundation.

ADJOURNMENT

Ms. Choy made a motion to adjourn the meeting with Ms. Lien seconding. Board voted in favor of the motion to adjourn the meeting and the motion carried. Meeting was adjourned at 8:27 pm.