

## **Yinghua Academy School Board Meeting Minutes**

April 12, 2010

*Final*

### **Board Members in Attendance**

Scott Jax, Taoyuan Li, Luyi Lien, Naomi Mueller, Keri Norell, Doug Parish (Treasurer), Abigail Pribbenow (Secretary), Janine Trutna

### **Board Members Not in Attendance**

MaryAnn Choy, Cindy Moeller (Chair)

### **Director in Attendance** (*ex officio*, non-voting)

Betsy Lueth

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

Ruth Straub

### **Public in Attendance**

Tanya Battista-Crespo and Jennifer Shadowens

#### I. WELCOME AND CALL TO ORDER

Mr. Parish chaired the meeting and called the meeting to order at 6:05 p.m.

#### II. APPROVALS

A. Agenda:

**A motion was made, seconded and carried to approve the agenda.**

B. 03/18/10 Board Meeting Minutes

**A motion was made, seconded and carried to approve with corrections the minutes of the March 18, 2010, meeting of the board.**

#### III. PUBLIC COMMENTS

Everyone introduced themselves. Ms. Battista-Crespo and Ms. Shadowens are parents of Yinghua students. Ms. Shadowens serves on the Yinghua Marketing Committee.

#### IV. DIRECTOR'S REPORT

##### A. Enrollment/Students

Current enrollment is 304.

K 75 (15 on the waiting list)

1<sup>st</sup> 75 (9 waiting)

2<sup>nd</sup> 50 (2 waiting)

3<sup>rd</sup> 46 (4 openings)

4<sup>th</sup> 25 (0 openings)

5<sup>th</sup> 22 (3 openings)

6<sup>th</sup> 12 (13 openings)

Intent to return forms, for the 2010-2011 school year, are due April 30. 30-40% of forms have been turned in. One new third grader began this week. Ms. Lueth and Dr. Lien have observed an increase in interest in the middle school program.

2010-2011 Enrollment (as of 4-12-10)

<u>Grade</u>	<u>Returning</u>	<u>Accepted</u>	<u>Wait-List</u>	<u>Wait-List Comments</u>
K	n/a	75	78	
1	74	1	15	16 students—one set of twins
2	75	0	12	
3	50	0	3	4 students—one set of twins
4	46	3	0	
5	25	0	3	
6	22	3	3	
7	12	1	0	

##### B. Curriculum

1. Classroom teachers have reviewed and discussed with the academic director the results of Chinese and math midterm assessments.
2. Chinese SOPA (Student Oral Performance Assessment) assessments have been completed for K-4<sup>th</sup> grade students, and 5<sup>th</sup> and 6<sup>th</sup> grade SOPA assessments are in process.
3. Teaching staff evaluations are complete. Most post-observation meetings have taken place. Follow up action was taken for some teachers and is being monitored weekly by the academic director and/or lead teacher.
4. Parent/Teacher conferences took place March 24, 25 and 26. 90% of parents have attended conferences. The school is striving for 100% conference attendance and is following up with several families to try to complete the last few conferences.
5. The Action Research professional development series concluded on April 5 at a final two-hour workshop. Teachers may submit research proposals by mid-May; one has been submitted thus far. Two to four proposals will be considered for projects to begin this summer. There is a \$2,000 teacher stipend to support this work.

6. Han laoshi has newly been assigned as the teacher for the Nu laoshi's third grade (3B) class. Nu laoshi will continue through the remainder of the school year as the co-teacher in this classroom and also has begun teaching 5<sup>th</sup> and 6<sup>th</sup> grade Chinese. Parents were informed of the change during conferences. Questions and concerns may be taken to the administrative directors. Han laoshi has worked for Yinghua since December 2009 as a FLAP teacher in training and educational assistant in first grade. She also has a degree in education from Mankato State University and has several years of teaching experience at the elementary level in Taiwan.
7. The MCA (Minnesota Comprehensive Assessment) state exams are scheduled for the month of April for 3<sup>rd</sup> through 6<sup>th</sup> graders. Reading tests are on April 13 and 14, math is on April 20 and 21, and 5<sup>th</sup> graders will complete science testing on April 28. Kindergarten, first and second grade students are making cards for encouragement for the older students.
8. On April 15 through 17, the academic director and Star Talk lead teacher Shumei Lai will be traveling to Atlanta, GA, for the pre-grant meeting and planning session for the school's summer camp program.
9. Dr. Lien (Academic Director) will speak at the Star Talk program related to the use of research in summer Star Talk programs.
10. Both proposals submitted to the ACTFL (American Council on the Teaching of Foreign Languages) conference have been accepted. Proposals are juried and it is unprecedented for one institution to have two proposals accepted. Dr. Lien, Jenessa Van Schooneveld (English teacher) and Kailing Chen will present "A Collaborative Thematic Approach to Transfer Skills in Chinese/English Immersion Classrooms"; Dr. Lien and Ms. Lueth will present "Using Action Research to Improve Immersion Curriculum and Student Engagement."
11. The process for identifying Gifted and Talented first grade students, and the review of current Gifted and Talented student data, will be complete in the month of April, parents will be contacted in May to discuss plans for the 2010-2011 school year.
12. The Curriculum and Instruction Q-Comp team will meet. Discussion topics include how to effectively get feedback from teachers regarding Artistic Partnerships, re-defining and finding cross-grade level and cross-disciplinary links in grade level curriculum maps, defining appropriate field trips for each grade level for the 2010-2011 school year and how to use available technology in the classroom.
13. The school is beginning to review and revise the English language arts curriculum scope and sequence for the K-5 immersion model. The academic and executive directors recently met with Groves Academy representatives to consider a grant-supported project to implement Orton-Gillingham teaching methodology into the small guided reading groups that already exist for students. Additionally, the fourth and fifth grade reading program will incorporate more themes related to social studies while working on reading skills.
14. The middle school sister-school agreement is final and will be signed this week by both Yinghua Academy and Middle School No. 8 in Hohhot, Inner Mongolia, China. Preparations for selecting participating students will begin in Hohhot once the document is signed, and preparations for email partnerships and video-casting will begin immediately.

15. Questions and performance-based tasks developed by Yinghua Academy are being sent to the Center for Applied Linguistics (CAL) in Washington, D.C., for evaluation.
16. Six teachers will begin the "Moderated Introduction to SOPA" course allowing more staff to be trained in oral language proficiency assessment methodology.

#### C. Facilities

1. A draft of the school's facilities needs will be presented at the May board meeting.
2. Some minor construction will be required during summer 2010. Preliminary bids are being sought for the work.
3. Three contractors are preparing bids on the outdoor sign.
4. Clean up day is Saturday April 17, 10 a.m. to noon.
5. Betsy Lueth, Doug Parish, CSDC (Charter School Development Corporation) representatives, and leaders from Hiawatha Leadership Academy spoke on a conference call with State Senator Kathy Saltzman about current legislation regarding charter schools and their facilities. The Minnesota legislation, Senate File 2716, to be considered on Thursday, April 15, is currently being designed in such a way that it should support Yinghua's current financial and lease structure with CSDC. The new legislation likely will also support the type of financing that Yinghua will need to pursue for future facilities expansions.

#### D. Financial/Grant

1. The school is currently pursuing a second FLAP grant award which involves a partnership with an IHE (Institute of Higher Education). Yinghua Academy will partner with two IHEs - the University of Minnesota and Metro State - for this grant. The grant will focus on professional development, assessments, a K-12 articulated path with local high schools and possible on-line courses. These activities will require a full time curriculum coordinator and assessment designer to be funded by the grant for five years.
2. The school has received a grant through the US Federal Government to fund one extra full-time teacher. This is through a highly competitive national program to support teaching of critical needs languages. Yinghua will only pay for benefits for the teacher.
3. The executive director reported that 100% of the grants the school has applied for this school year have been awarded to Yinghua Academy. Special thanks to academic director Luyi Lien and lead grant administrator Karen Calcaterra for their hard work.
4. The school has had its first draw on the Drake bank line of credit for \$50,000. The remaining line of credit is \$75,000.
5. The school continues to draw on grant money as soon as it is expended for the FLAP grant. Currently we have received all Han Ban grant money and have 50% remaining to expend. The Star Talk 2009 grant is completely received and expended, while the Star Talk 2010 grant money is not yet received nor expended.
6. An additional \$12,000 has been identified to be moved from general ed. expenditures to CSDC moving expenses; this will be reviewed as the building pro forma is reconsidered for construction needs.

#### E. Reporting

1. The STAR (Staff Teacher Automated Report) spring update is due on April 26. The update is in process at Yinghua and the report will be complete by this date.
2. The first current FLAP financial and performance report is due on April 30th and is currently being prepared.
3. We expect to have a full report by the next board meeting on current student intention to return, and 2010-2011 transportation needs. As of now 136 families (60%) have submitted intent to return forms; seven Minneapolis students, from six families, want bussing, and 36 students, from 24 families, want bussing outside of Minneapolis for which they would be willing to pay.

#### F. Staffing

1. The school has hired one Chinese immersion teacher for the 2010-2011 school year. An H1B transfer from employer to employer will need to be completed on her behalf. Ms. Chai is currently a licensed K-8 teacher with an emphasis in Science and ESL.
2. Two other offers have been made to Chinese immersion teacher candidates. We expect final decisions on these offers by the April 16.
3. Two additional second interviews and three additional first interviews are being set up for the second and third weeks of April.
4. The director will begin to distribute 2010-2011 staffing employment letters during the month of April.
5. Administrative and support staff evaluations will be conducted within the next three weeks.

#### G. Students, families, community and safety—report submitted by the Director of Students, Families and Community Relationships, Carl Schlueter

1. Behavioral Education: Mr. Schlueter visited Nova Classical Academy and Friends School to observe their conflict resolution and character growth philosophies and practices. He began biweekly Morning Meeting behavioral skits and classroom visits addressing relevant or pertinent behavioral lessons. He compiled a list of behavioral resources for teacher reference and for use in setting goals for Problem Solving Teams.
2. Job Descriptions & Evaluations: Mr. Schlueter completed job descriptions for himself and for the staff who report to him (Sandy Luger, Marsha Andrews, Elizabeth Fei, and De Hanuman) and scheduled reviews with staff of their job descriptions for accuracy and future reference in performance evaluations. He plans to clarify and improve office roles and responsibilities in consultation with Ms. Lueth and in cooperation with Dr. Lien.
3. Art-a-Whirl: Mr. Schlueter worked with Ms. Pribbenow, Kendra Sundeen, Naphtali Kahl and Ann Yin to establish the framework for participation in the school's first Art-a-Whirl event. The artists and craft persons as well as the musicians have been confirmed, and press releases as well as VIP invitations have been sent. The school's website has been updated to include links to the Yinghua Art-A-Whirl blog, which is

- being maintained by Ms. Kahl, as well as to the NEMAA (Northeast Minneapolis Arts Association) website profile of the school's event.
4. Mr. Schlueter met with representatives of the Minneapolis Department of Health and Family Support (MDHFS), staff and student and parent members of Yinghua's Shengxin (body and mind) Team to discuss the purchase and implementation of health and wellness resources. He rewrote the school's wellness policy in advance of an upcoming on-site assessment of exercise and nutrition programs. The wellness policy will need to be reviewed and approved by the board.
  5. Artistic Partnerships: Along with YACA representatives and the school's Curriculum Team, Mr. Schlueter is working on next year's Artistic Partnerships program. He has collaborated with the Volunteer Coordinator to establish a draft calendar of events designed to make the most efficient and effective use of school resources while avoiding overlap and over-extension.

## V. UPDATES/OLD BUSINESS

- A. Board Training—The Minnesota Department of Education has approved vendors for board training and will notify schools of the approved vendor list by the end of April.
- B. Facilities and Minneapolis Parks and Recreation Board—Ms. Lueth reported that the committee will soon meet.
- C. Financial—Mr. Parish distributed the March 2010 YTD Financial Statements. He highlighted the following: The school has made its first draw on the Drake line of credit; statement pages 5-6 show the effect of the state holdback.
- D. Fundraising Committee
  1. Ms. Pribbenow is working with Rebecca Kreitzer and Janelle and Dennis Wenzel to compile an annual report on fund raising to be presented to parents and families at the year-end picnic.
  2. As noted in Mr. Schlueter's report, she is working with a group to coordinate the school's first-ever participation in the area's spring art event: "Art-A-Whirl."
  3. She is working with deposit data to compile a rudimentary donor data base for the school.
  4. She and Ms. Trutna have had a preliminary conversation about the possibility of a new committee configuration regarding events. Their idea is to create a new committee which would be in charge of outreach events that enhance the school's community relationships or its profile in and links to the community such as Art-A-Whirl and school fairs, and perhaps, even the labor-intensive Chinese New Year production. This might help to alleviate some of the pressure the Marketing Committee has felt to staff numerous events throughout the year. It also would help create new volunteer opportunities for those who want to help with friend- and fund- raising but who may feel less comfortable with developing and implementing the school's fund raising program (which has been the principle activity the board's Fundraising Committee).

E. HR Committee—Mr. Parish reported that the committee has not met since the last meeting of the board.

F. Marketing Committee

1. Ms. Trutna reports that Yinghua families have made their own “Facebook” pages. The committee believes that the school should have its own official page. Ms. Trutna presented the proposed structure of a Yinghua Facebook page. Fans may comment and “like” but non-fan viewers can only share information. Unruly fans may be blocked. Comments may be deleted. A point person, of the school’s designation, would receive notices that new postings are up. A donate button may be added to the Facebook page.
2. The school will need to update its photo release form to reflect the fact that the school has a social network site.
3. A staff person will need to be appointed to regularly view and maintain the Facebook page. This person should work cooperatively with a volunteer from the Marketing Committee.

**A motion was made, seconded and unanimously approved to have the school appoint a staff person and a Marketing Committee volunteer to work together to monitor and maintain an official Yinghua Academy Facebook site, to allow the Marketing Committee to move forward with the creation of the Yinghua Academy Facebook page, and to use photographs on the Facebook site only when the parents or guardians of those depicted have signed an additional photo release form which includes social networking sites in its list of possible uses for photographs.**

4. Ms. Norell asked if the school should create a policy on staff “friend-ing” of students. Teachers on the board agreed that this will need to be brought up at a staff meeting. Ms. Lueth would like to have a policy on this in place by Fall 2010.
5. Ms. Trutna will create a process for posting content. It will be based on current Marketing Committee rules. Ms. Trutna will present the process to the board. Ms. Lueth suggested a conservative approach to the posting of events.
6. Ms. Trutna reported that the school has used its \$100 Google coupon. Compared to an ad in Minnesota Parent Monthly, contact through Google creates a similar number of contacts at a fraction of the cost.
7. The Marketing Committee has \$330 in its budget for an ad in the Northeastern newspaper. This may be used for a summer camp advertisement.
8. The phrase “creating global citizens” has been used by other schools. Ms. Trutna will work with the Marketing Committee to develop other phrases that the school might use.
9. A landscape photographer has contacted Ms. Trutna and wants to help the school.
10. The Google map has been changed to reflect the label “Yinghua Academy Chinese Immersion School.”
11. Ms. Trutna distributed a recent press release which was picked up by China Insight and the Daily Planet.

12. The Marketing Committee would like to produce custom folders to be used as press packets and for marketing materials. The committee will do a vendor search and prepare a budget for items such as folders, note cards, stationery and envelopes.

G. Policy Review/Governance Committee: The committee, Scott Jax (chair), Kent Pikel, and Paul Preimesberger, met on March 23 to review the school's 2007-approved bylaws. New charter school legislation passed in 2009 prompted the school to begin a bylaws review process comparing Yinghua's current bylaws to a set of sample bylaws provided by Beth Topoluk of Friends of Education. The group reviewed the 2007 bylaws and compared them to the sample. Mr. Jax verbally reported on the following points that differed between the two versions, and will bring to an upcoming board meeting a set of revised bylaws for board review and approval:

1. Article III, Section 4: New language removes the ability to transact business when less than a quorum remains during a meeting.
2. Article III, Section 6: Committees must adhere to the Open Meeting Law. The board needs to be sure that YACA complies with this law too.
3. Article IV, Section 2: Regarding the governance model requiring that the board be composed of at least one parent, at least one teacher and at least one community member (1/1/1), the committee believes that the new language regarding board membership is good although they would encourage the board to discuss the language which would remove or disqualify a parent or community member should his/her status change.
4. Article IV, Section 3, b, i: The committee will confirm with Beth Topoluk that teachers have to approve a change in governance model too.
5. Article IV, Section 3, c, iv: The committee suggests that it would be advantageous for the school to discuss effective date changes with the school authorizer before making changes to the process and procedure to change the governance model.
6. Article IV, Section 11, d: The committee recommended using the new language though attention needs to be paid to matching current Yinghua committee names to what is listed in the bylaws. The committee felt that changing "shall" to "may" in the second line might also be appropriate.
7. Article IV, Section 12, d: Under conflict of interest, after the words "shall clearly" insert "state" or "indicate".
8. Article V, Sections 3-6: The school would need to add a vice-president to its list of officers.
9. Article VIII: New language changes the threshold (2/3 of board) to gain approval for an amendment. The committee agrees on the higher threshold.

H. Special Education Advisory Council—the committee will next meet on April 28, 4:15-5:30 p.m. An agenda and minutes from the last meeting were sent out.

I. Strategic Planning/Mission Measurement Committee—Ms. Lueth revised the group's working document. Group members are reviewing the revisions. A meeting needs to be scheduled.

J. Student Leave Policy.

**A motion was made, seconded and unanimously upheld to approve the Student Leave of Absence Policy with changes.**

K. Technology Committee—Ms. Lueth reported that the school has received an additional quote of \$8,500; this vendor offers fewer “bells and whistles” but has strong recommendations. The board agreed to allow Ms. Lueth to move forward with the hiring and funding approval process for website work. Ms. Moeller and Mr. Parish will review the funding.

L. YACA

1. Ms. Straub reported that YACA’s board will meet next Wednesday. There is a YACA community meeting planned for May 5.
2. The Red Envelope campaign had brought in almost \$25,000 as of last week.
3. YACA has begun to coordinate Monday playdates for families with younger siblings. Families of incoming kindergarteners also will be invited.
4. YACA is working with Mr. Schlueter on possible adjustments to the Artistic Partnership program.

VI. NEW BUSINESS

A. Enrollment Policy—tabled until the next meeting.

B. Upcoming meeting dates.

**A motion was made, seconded and unanimously upheld to approve the following list of upcoming board meeting dates (which is slightly different from the list that was presented on the agenda for the 4-12-2010 board meeting). Board meetings will take place from 6-8 p.m. at Yinghua Academy on the following dates in 2010:**

**Monday, May 3**

**Monday, May 24**

**Monday, June 24**

**Monday, July 12**

**Monday, August 2**

**Monday, August 23**

**Thursday, September 9 (one of two non-Monday dates)**

**Monday, October 4**

**Monday, October 25**

**Thursday, November 11**

**Monday, December 6**

- C. A question was raised regarding the positioning of “New Business” on the agenda:  
Could items which will require a vote be covered at the beginning of a Yinghua board meeting to help ensure a quorum for the vote?

VII. ADJOURNMENT

**A motion was made, seconded and carried to adjourn the meeting at 8:30 p.m.**