

YINGHUA ACADEMY BOARD

MINUTES OF MEETING ON 8/6/07

BOARD MEMBERS IN ATTENDANCE

Cindy Moeller, Sandy Doubek, Michael VanKeulen, Doug Parish, Larry Yan, Clark Liu, Joe Yang, Margaret Wong, Luyi Lien.

BOARD MEMBERS NOT IN ATTENDANCE

Kristina Schatz

DIRECTOR IN ATTENDANCE

Betsy Lueth

GUESTS

Denise Peterson from Friends of Ascension

Ms. Moeller called the meeting to order at 6:37PM.

AGENDA

With the addition of the World Languages Grant and Q Comp to the agenda, Ms. Doubek moved to approve the agenda. Mr. Parish seconded. The motion was approved unanimously.

MINUTES OF THE 7/16/07 BOARD MEETING

Mr. VanKeulen made a motion to approve the 7/16/07 minutes Ms. Doubek seconded. The motion was approved unanimously.

DIRECTOR'S REPORT

Enrollment Update

K – 48
1st – 49
2nd – 25 five on wait list
3rd – 20
4th – 13 (with 1 outstanding enrollment packet)
155 total

Staffing Updates

Ms. Lueth noted that she is looking for a part-time Art and/or Music Teacher at this point. The Phys Ed teacher could “fill the gap,” but Ms. Lueth would like to add Art or Music to expand the curriculum.

Ms. Lueth also noted that she has hired _ EA for K classroom.

She also commented about the on-going struggle with a work visa for one of the teachers and noted that she is continuing to work through this issue.

Back to School Night

Back to School Night is scheduled for Aug. 30th from 5:30 to 7:30, though the specific agenda has not yet been finalized.

MN World Languages Grant

Ms. Lueth is working with Luyi Lien and Murie Larson-Bright, a Yinghua parent, on writing this grant application. If Yinghua Academy is awarded one of these grants, the school would get \$50,000 for each of the next two years (2007-2008 and 2008-2009). One feature of the grant is working with Tara Fortune of the Center for Advanced Research on Language Acquisition at the U of M on building a reading and writing assessment instrument.

Q Comp

Ms. Lueth and Ms. Moeller are working on Yinghua Academy's Q Comp application. The timeline is relatively short, but Ms. Lueth and Ms. Moeller are going to try to file the application early this fall. Ms. Lueth noted that Q Comp seems to fit well with our assessment, training, and professional development goals. It tightens up the accountability for teachers and makes things very clear for all. One important feature of Q Comp is that at least 70% of the teachers must approve the plan.

MCA Testing

Yinghua Academy students who were in 3rd-grade last year had strong scores with all students, except for one, testing proficient or exceeds expectations in both math and reading. Ms. Lueth commented on the key role that the staff played in helping the students to achieve these scores as well as on the apparent success of the Singapore Math curriculum.

Informational Packet

An informational packet was mailed last week to all parents to help them prepare for the new school year. The packet included:

- A letter from Ms. Lueth (Xiaozhang News)
- School Calendar
- School Supply List
- Upcoming Dates to Remember
- Information on the Back-to-School Picnic
- Yinghua Academy Lunch Program
- Yinghua Care Program
- Yinghua Academy's Character Education Plan
- Application for Educational Benefits (Free/Reduced Lunch)
- Car Card (to facilitate drop-off and pick-up of students)
- Yinghua Academy Family Handbook
- Yinghua Student Directory

UPDATES/OLD BUSINESS

FINANCIAL

Segregation of Duties and Ameriprise Employees as Volunteer Auditors

A letter to Friends of Ascension describing Yinghua Academy's plan for assuring appropriate segregation of duties will be drafted.

YACA

Ms. Doubek reported that a lot was accomplished in the last YACA Board meeting. By-Laws are almost done and in final review. Clean up and mulch day is the 18th of August. A number of parents have expressed an interest in participating.

Ms. Jean Parish, a parent, has done an excellent job of organizing several Artistic Partnerships for the coming school year. These partnerships have been an excellent selling point to prospective families.

Back to School Night – the YACA board will have a table with information during Back to School Night.

YACA has set its calendar for time and dates for both board meetings and general membership meetings during the 2007-2008 school year.

NEW BUSINESS

Fall Meetings to Discuss Future Planning for Yinghua Students – 6th Grade and Beyond

The board discussed planning for these meetings. There was a discussion about the importance of having staff and board members at each meeting. However, there is a desire to make sure that the number of staff and board members does not overwhelm any of the meetings, since we want to encourage a lot of participation from the parents who come to the meetings.

The board agreed upon the following dates and times for these meetings:

- Oct. 13, 10-11:30 AM
- Oct. 22, 7-8:30 PM
- Oct. 27, 3-4:30 PM

These meetings were scheduled on different days and at different times in order to make them as convenient as possible for parents who want to attend a meeting. In addition, the board wanted to have all meetings before the board retreat on November 3.

Ms. Moeller noted that, now that the overall plan is set, she will develop a tentative agenda/process for these meetings and will bring it to the next board meeting for discussion.

Open House Schedule

The board agreed to establish the following Saturday afternoons from 3-4:30 PM for informational meetings/open houses: November 17, December 1, January 12, January 26, and February 9.

The board also established the Open Enrollment Period for the 2008-2009 school year to be from January 7 to February 11, with a lottery on February 13, if there are more applications than can be accommodated at one or more grade levels.

A motion to approve the above schedule was made by Ms. Wong and seconded by Ms. Doubek. The motion was approved unanimously.

Mulch

Ms. Doubek noted that additional mulch will arrive on the August 17. Mulch needs to be added so that the depth of mulch meets code, which is 12 inches deep. 20 yards of mulch will be delivered at \$22.00 per yard with tools to spread mulch.

Yinghua Academy By-Laws

Ms. Moeller distributed copies of the latest version of approved Yinghua By-Laws. She also noted that she has filed an update to Yinghua Academy's Articles of Incorporation with the State of Minnesota..

Alternative Location for a Yinghua Academy Board Meeting

Ms. Wong made the suggestion that we alter (occasionally) board meeting location, realizing that any change of location will need to be communicated/posted in advance. At the request of the board Ms. Wong is going to suggest one or more possible locations.

Ms. Doubek made a motion to adjourn the meeting. Mr. Parish seconded. The motion was approved unanimously.