

## YINGHUA ACADEMY BOARD

### MINUTES OF MEETING ON 10/08/07

#### BOARD MEMBERS IN ATTENDANCE

Cindy Moeller, Michael VanKeulen, Kristina Schatz, Luyi Lien, Sandy Doubek, Joe Yang, Clark Liu, Margaret Wong

#### BOARD MEMBERS NOT IN ATTENDANCE

Doug Parish, Larry Yan

#### DIRECTOR IN ATTENDANCE

Betsy Lueth

#### MEETING

Ms. Moeller called the meeting to order at 6:40 PM.

#### AGENDA

With two additions to the agenda including an update on the Friends of Ascension contract and the Chinese Heritage Foundation celebration and grant, Mr. VanKeulen moved to approve the agenda. Ms. Doubek seconded that motion. The motion was approved unanimously.

#### MINUTES OF THE 9/17/07 BOARD MEETING

With the correction of spelling to Ms. Topoluk's name and a correction to the Q-comp timing and action, Mr. Yang moved to approve the 9/17/07 meeting minutes. Mr. VanKeulen seconded. The motion was approved unanimously.

#### DIRECTOR'S REPORT

##### Enrollment Update

K – 44

1<sup>st</sup> – 42

2<sup>nd</sup> – 25

3<sup>rd</sup> – 17

4<sup>th</sup> – 16

144 total

- We lost one student in first grade. No specific reason given.
- We have had one school tour for a first grader next year, and have another tour planned for a third grader this year.

##### Curriculum

- All 1<sup>st</sup> through 4<sup>th</sup> grade students have completed Singapore Math placement testing.
- All 2<sup>nd</sup> – 4<sup>th</sup> grade students have completed running records English Language Arts testing
- Chinese reading and writing tests will be given to all grades starting this week.
- We have identified a need for more English language arts reading materials and a possible writing curriculum called Collins Writing.
- We have received a visit from the MN Humanities Commission. We are implementing the Core Knowledge curriculum very well according to their analysis.

- Luyi Lien is presenting our Curriculum Night information to a group of Mandarin teachers at the University of Minnesota.
- Luyi, Ping, Keri and Betsy will be presenting at the MCTLC conference next Thursday.
- Curriculum Night was a success.

Facilities

- The computers have arrived and we have begun setting up the computer lab thanks to parent volunteers.
- We will be doing some testing in the lab and have learning software available.

Financial/Grants

- We have been awarded the \$100,000 World Languages Pilot program grant.
- We have been awarded a grant from the Chinese Heritage Foundation for library materials.
- The final amendment to Federal Grant has been verbally approved needing just one more modification and will be complete this week.

Reporting

- All licensing is in order for the STARS report due in November.
- We are supporting two PERM applications at this time. We will also need to support at least one and possibly two H1B applications beginning in January for April 1<sup>st</sup> submission.
- The Annual Report was submitted to MDE on 10/01/07. A copy will be posted on our website.

Staffing

	<u>People</u>	<u>FTE Equivalent</u>	
Mandarin Classroom Teachers (full-time)	4	4.0	
Mandarin Classroom Teacher (half-time)	1	0.5	
English Classroom Teachers	2	2.0	
Educational Assistants (each is .8 time)	2	1.6	
Mandarin Teacher (5 hours per week)	1	1.0	
Physical Education Teacher (.8 time)	1	0.8	
Curriculum Coordinator	1	1.0	
Office Manager	1	1.0	
Food Server/Janitorial/Admin Support (.8 time)	1	0.8	
Director	1	1.0	
TOTAL – Day School Staff	15	13.7	
Coordinator (.8 time)	1	0.8	
Support Person (.5 time) 2 people for 20 hours total in wk	2	0.5	
TOTAL – Enrichment/After-School Staff	3	1.3	
<ul style="list-style-type: none"> <li>• Consultant Services: Accounting services, Special Education (LD, Speech, OT, School Psych, and MCSSEP)</li> <li>• School Nurse: 2-3 Fridays a month approximately \$500-\$700 per month.</li> </ul>			

## UPDATES/OLD BUSINESS

### FINANCIAL

#### September Financials

Mr. Parish is not in attendance but did send out the September 2007 financials. Mr. VanKeulen asked if we could re-assess the format of the financials to be more user-friendly. Since Mr. Parish is not in attendance at this meeting, this discussion will take place at the next board meeting.

### YACA

- There is a YACA board meeting on Thursday October 11<sup>th</sup>, 2007.
- Blue Sky Guides are distributed and parents should be working on selling them.
- The Kite Festival is October 26<sup>th</sup>, 5:30-7:30. This is a community building event to bring our community together. The event will be a potluck and picnic with crafts and play for the children.
- The YACA general membership meeting is on Monday, October 15<sup>th</sup>, 2007 from 5:30-7:30. The presenter, Bill Kieley, will talk about gender differences in learning and upbringing.

### Marketing Strategy

Ms. Schatz reported that the committee is moving forward and now has had four committee members. The first meeting will take place on Thursday, October 18<sup>th</sup>, from 6:30-8:30.

Long-term marketing goals could be described as follows:

- 1) Recruit new families and students
- 2) Build our credibility and attract money and staff

Additional discussion will take place to solidify the above.

### 6<sup>th</sup> Grade and Beyond

#### Parent Questionnaire

Mr. Parish sent out the results of the survey. Thirty-three responses were included in the summary sent out to the board. Another 10 were received since then, making a total of forty-three to date. In order to encourage more participation, the due date has been extended to Wednesday October 10<sup>th</sup>, 2007. Ms. Lueth and Ms. Moeller have sent letters home in the students' backpacks encouraging parents to respond to the survey and to attend one of the 6<sup>th</sup> Grade and Beyond meetings.

Board members had an informal discussion about the preliminary survey results. The results will be fully addressed after the parent meetings.

### 6<sup>th</sup> Grade and Beyond Meetings

The board reviewed the meeting dates and the board members attending.

Highlights of the survey results to-date will be given at the meeting. A final report of our findings will be presented after the board retreat.

### Meeting Logistics

The board will devise some questions for discussion. Small groups will discuss the questions amongst themselves and summarize their thoughts. The facilitator will bring the small group summaries to the full group and allow for further and final group discussion. Board members will

not participate in the group discussions if they are facilitating the group. They may attend a meeting that they are not facilitating to participate in the group discussion.

#### Possible Questions

What is most important to you?

What most concerns you?

What other schools are you aware of that may meet your needs and how do they do so?

The questions will be fine-tuned and prepared for the meeting.

Surveys will also be available at the meetings so that anyone that did not fill out a survey could do so at that time.

#### Board Retreat

##### Self Assessment

Ms. Moeller sent out a Board Leadership Assessment for further discussion at the next board meeting.

##### Possible Board Retreat Location

Mr. Yang updated us on his work in securing a room for the upcoming board meeting as follows:

- Humphrey Institute has two rooms available
- St Kate's had two rooms but they are more expensive
- William Mitchell is booked
- Hamline University may be the best possible option. We may have to use their catering or there could be an option where we could bring in our own food.
- Mr. VanKuelen will check with the TIES Building which may have rooms and will let us know as soon as possible.

## **NEW BUSINESS**

#### Teacher Majority Board Waiver

Ms. Moeller clarified for the board the requirement for a charter school that decides to seek a waiver from the Minnesota Department of Education for having a teacher majority on the board by the end of the third year of operation. Ms. Moeller informed the board that a request for a waiver must include evidence of community and staff input.

#### Friends of Ascension Contract

Our contract with Friends of Ascension is up for renewal at the end of the 2007-2008 school year. Within the next several months we will be informed of what information Friends of Ascension needs in order to make the decision to offer us another contract. Generally, contracts are renewed for three years.

#### International Baccalaureate

Ms. Moeller shared some information from a recent MDE meeting on International Baccalaureate.

#### Grant Applications

Chinese Heritage Foundation Grant of \$500.00 was given to Yinghua Academy to purchase additional library materials.

The Chinese Heritage Foundation Open House is this Sunday, October 14<sup>th</sup>, 2008. Ms. Lueth and Ms. Moeller as well as several Yinghua students and parents will be attending. Our students will

demonstrate their beginning proficiency in Mandarin Chinese. At the Open House Bruce Dayton will be honored as the Minnesotan of note.

Vacation

Ms. Lueth requested permission to take a vacation from February 15<sup>th</sup>-February 23<sup>rd</sup>, 2008. A motion to approve her vacation was forwarded by Ms. Doubek and seconded by Mr. VanKeulen. The motion passed unanimously.

**ADJOURNMENT**

A motion to adjourn the meeting was forwarded by Ms. Wong and seconded by Mr. Liu. The meeting was adjourned at 8:40 PM.