

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan St. NE, Minneapolis, School Library
Monday, April 25, 2011, 6:00 pm
final

Board Members in Attendance

Maryann Choy (Secretary), Dr. Taoyuan Li, Cindy Moeller, Keri Norell, Doug Parish (Treasurer), Abigail Pribbenow (Chair), Jen Shadowens, Kristin Swenson, Dr. Ben Weng

Board Members Not in Attendance

Scott Jax

Academic Director and Interim Executive Director in Attendance

Dr. Luyi Lien, Ursina Swanson

Public in Attendance

About 12 public members attended the meeting.

I. CALL TO ORDER

Ms. Pribbenow called the meeting to order at 6:00 PM.

II. AGENDA APPROVAL

The MOTION by Ms. Moeller to approve the proposed agenda with changes was seconded and passed.

III. PUBLIC COMMENT

There was no public comment.

IV. YACA REPORT

- Ms. Ly, YACA Secretary, reported for YACA. Ms. Ly is working with Ms. Pribbenow to complete paperwork for 501 (c) 3 nonprofit incorporation for the Yinghua Academy Foundation. The application approval time is approximately five months. The fee for incorporation, \$750, was paid through the Foundation account.
- YACA is funding \$750 for Field Day and sixth and seventh graders end of year field trip.
- The next YACA general meeting is May 18, 6:30 pm. The meeting includes the YACA board election, a vote to approve new bylaws as YACA takes on the Foundation role as an incorporated nonprofit, a state of the school address, and a presentation about next year's facilities plans offered by Mr. Jax (Facilities Committee Chair), Mrs. Swanson and architects from U + B.

V. BOARD APPROVALS

- A. Minutes from the Regular Meeting of the School Board, April 4, 2011.

The MOTION by Mr. Parish to approve the April 4, 2011, minutes, with changes, was seconded and passed.

B. Yinghua Academy Calendar 2011-12: Final Changes

The MOTION by Ms. Swenson to add to the calendar March 22 Kindergarten Round-Up, June 1 Academic Performances, MCA dates and a clarification of February 4 as the Lantern Festival Gala was seconded and passed.

VI. DISCUSSION

A. Strategic Planning, Mike Felmlee, CEO of Prouty Project

1. "Strategy is about stretching limited resources to fit ambitious aspirations." CK Prahalad
2. Prouty Project will help Yinghua draft a concise strategic plan with supporting documents. The organization needs a clear direction, people need to be heard and want a roadmap of where we are going.
3. Mr. Felmlee emphasized that stewardship of the planning process and approval of the strategic plan is the School Board's obligation and responsibility. Administration's responsibility is implementation.
4. The schedule for strategic planning is as follows:
 - a) April 25 - initiate website survey
 - b) May 2 - surveys due
 - c) May 10 - Joint meeting of YACA and School Board and teachers
 - d) May 20 and 21 "town hall" meetings 8:30-10 am
 - e) Week of May 17 – Task Force meeting to review Current Reality
 - f) Week of May 23 - Task Force meeting to review Desired Future
 - g) Week of May 30 – Task Force drafts Strategic Plan
 - h) June 23 – School board votes to approve plan

B. Commitments / Actions Plans / Budgets for the next 12 months will follow the planning process.

C. The Board discussed translating the survey into Chinese for the teachers.

D. The annual parent survey will be distributed at the same time as the strategic planning surveys but these are separate instruments.

E. This strategic planning process will be on the agenda at tomorrow's staff meeting.

VII. INTERIM EXECUTIVE DIRECTOR REPORT, Ursina Swanson

1. The office is contacting families whose children were admitted into the fourth section of Kindergarten. Parent response has been very positive.
2. On April 22, a staff development day, teachers participated in a workshop at the Science Museum's Science House.
3. Offer letters were given for four of six open teaching positions. Mrs. Swanson described the interview process which includes a one hour group interview, a one hour classroom demonstration and a written essay outlining what the teacher can bring to Yinghua. Candidates also must sign an application form confirming and verifying that all information submitted to Yinghua is current and accurate.
4. For building security and safety Mrs. Swanson has recommended that teachers and staff leave the building by 6 pm when the alarm is activated and doors are locked. Notebook PCs will be available for teachers to check out. Mrs. Swanson would like

to consider closing down the building over the weekend and summer break for energy efficiency and staff safety. Ms. Norell noted that some work can only be done in classrooms, and staff would like to be able to arrange for extended hours when needed.

5. Ms. Hsu, the Assessment Coordinator administered MCA testing.
6. Staff lounge options were discussed with the staff.
7. Mrs. Swanson is working with our sister school to arrange the Middle School China trip. Margaret Wong is consulting with Yinghua about arrangements. A maximum of ten days is suggested for the trip with five days in Hohhot, Inner Mongolia, and five in Beijing. Mrs. Swanson will draft a trip plan to present at the next Board meeting.
8. Student data in PowerSchool is being corrected. Mary Norwick, a PowerSchool expert, will work with office staff on May 7. CUM (students' cumulative information) folders are being reviewed and completion is dependent on obtaining the required documents from parents.
9. Dr. Myriam Met will be here for three days to work with immersion teachers, May 11-13. They hope to schedule a parent meeting with Dr. Met.

VIII. ACADEMIC DIRECTOR REPORT, Luyi Lien

1. Four staff members will attend a StarTalk conference.
2. Two presentations were accepted by the American Council on the Teaching of Foreign Language (ACTFL).
3. Yinghua has had a teacher this year through the federal Teachers of Critical Languages Program. The school did not receive a renewal of this grant for next year.
4. The administrative team attended a kindergarten information night at Wilshire Park, a STEM school, to learn how they organize this activity.
5. Dr. Lien expressed appreciation to the teachers who helped make Yinghua's participation in *A Passage to China* at the MOA a success. Kindergarteners, 1st and 4th graders performed.

IX. SCHOOL BOARD REPORTS

A. Chair, Ms. Pribbenow

1. Ms. Pribbenow reported that the State of Minnesota does not set a maximum number of years for education funding. Several questions about this came up during the kindergarten enrollment process this year. Schools are permitted to admit kindergarteners who already have completed a year of kindergarten elsewhere.
2. Fundraising for the year is almost \$80,000.
3. The Foundation's nonprofit incorporation papers will be submitted this week.
4. Board candidate statements are due May 5.
5. Annual meeting is on June 6. The Board meeting will be in the Library from 6-7 pm, and the Annual meeting will follow in the cafeteria from 7-8.

B. Treasurer, Mr. Parish

1. March financials were reviewed.
2. Karen Calcaterra is working with the school's accounting firm, BKDA, on identifying instructional supplies to be supported by grants the school has received.
3. Charter School Development Corporation completed the accounting. This allowed Yinghua to pay catchup rent to date.

4. Food service has yet to file a Federal claim after which it will break even.
5. We began borrowing on our credit line this month, April, with \$50,000. When we receive the StarTalk grant monies, we will pay off this credit line.

C. Committees

1. Personnel. Ms. Swenson, Committee Chair, reported.
 - a) Teacher interviews are in process.
 - b) Majority of our teachers have waivers giving them three years to complete their State licensing. Ms. Swenson is working with them to obtain their licenses.
 - c) Ms. Swenson and Mrs. Swanson are working on support staff employment letters and PTO.
 - d) They will meet with the Moundsvie's HR Manager to discuss benefits and HR policies.
2. Marketing. Jen Shadowens, Committee Chair, reported.
 - a) A Marketing meeting was held on Thursday to review results of the communications survey and classroom webpages. Conclusions will be emailed to the Board. Some of the feedback includes: Newsletter should continue weekly and parents don't like attachments. Survey results will be communicated back to the parents in the newsletter. Ms. Doubek will finish the signage in the school this summer. Standard logos and business cards will be considered.
3. Fundraising.
 - a) Ms. Pribbenow said a meeting should be scheduled to set the next year's fundraising goal and identify where these monies will be spent.
4. Nominating
 - a) Ms. Pribbenow encouraged candidates running for election to attend June's annual meeting.

I. ADJOURN

The MOTION, by Ms. Swenson, to adjourn at 8:08 pm was seconded and passed.

Minutes drafted by MaryAnn Choy, Board Secretary

Approved by vote of Board on: May 16, 2011