

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan St. NE, Minneapolis, School Library
Monday, May 16, 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 Member and Interim Executive Director Not in Attendance

Scott Jax, Ursina Swanson

Academic Director in Attendance

Dr. Luyi Lien

Public in Attendance

Karen L., Ana L., Janine T., Lou B., Becky H., Karen C., Joel O. and Kirt S. attended the meeting.

I. CALL TO ORDER

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

II. AGENDA APPROVAL

The MOTION by Mr. Parish to approve the proposed agenda with changes was seconded and passed.

III. PUBLIC COMMENT

The Public chose not to comment.

IV. BOARD APPROVALS

A. Minutes from Regular Meeting of the School Board, April 25, 2011

The MOTION by Mr. Parish to approve the April 25, 2011 minutes with changes was seconded and passed.

B. Minutes from Special Meeting of School Board/YACA Board/Teachers, May 10, 2011

The MOTION by Ms. Shadowens to approve the May 10, 2011 minutes with no changes was seconded and passed.

C. Election Ballots

Ms. Pribbenow reminded the Board that charter school boards must be fully elected after Year 3 of operation. Ballots will clearly state that one has to vote for at least one Community member or the ballot will not be valid. The four candidates with the most votes will be seated unless one of these candidates is not a community member in which case the community member with the most votes will be seated with the next top three candidates.

Ms. Pribbenow will supervise the ballot preparation of eligible voters and voting process. The logistics of the voting process were discussed. The Nominating Committee and two Board members will conduct the election tally.

The MOTION by Mr. Parish for the Nominating Committee to work with Ms. Shadowens and Ms. Pribbenow on ballot preparation, security and tally was seconded and passed.

V. INTERIM EXECUTIVE DIRECTOR REPORT

The Interim Executive report was received *in absentia* as, Ms. Swanson is in Washington DC testifying on behalf of the Amity program. Dr. Lien will share the Board's questions with Ms. Swanson.

1. The Board questioned the need for a summer construction point person. From past experience, Ms. Choy was not on-site to manage the contractors as they work from clearly defined specifications. Time was spent on-site during the planning process and from project management of tasks Yinghua took on ourselves to save money, such as the painting, carpeting and the move itself. Ms. Lu of the Facilities Committee, also agreed that if issues come up, a change order would have to be approved by administration or someone close to the Facilities project.
2. Ms. Shadowens questioned what the reason is to change the 5th grade Environmental Camp program. Dr. Lien said, as we get to the full immersion classes, the current 5th grade camp program does not provide enough Chinese instruction. More discussion is needed to include 6th and 7th grade parents who already experienced this program. Changes made will impact future classes.

VI. ACADEMIC DIRECTOR REPORT

Dr. Lien addressed questions from the Board on her Academic report.

1. Students choose a topic for the videoconferences and dialogue with HoHot students. Our students speak more Chinese than expected during these conversations, as HoHot students seem more timid as compared to our American students. Our students are more engaged in their learning and have asked their teachers for help in their Chinese to prepare them for their next conversation. Yinghua students need to earn the privilege to participate.
2. The Board discussed the ramifications of requiring teachers to attend the Responsive Classroom training, if Administration feels strongly that such

training will help with the cultural gap. Administration will come back with a proposal on how professional development activities will be supported at Yinghua with clear expectations. Ms. Swenson also asked for a basic outline of what will be included in the staff's August in-service to identify any overlap.

VII. YACA REPORT

Ms. Ly reported that the YACA General membership meeting is this Wednesday, May 18. There will be a used uniform and library books sale. The focus of meeting is General Elections, state of address, and facilities expansion presented by U+B, the architects. Other YACA activities include:

1. Planning for K RoundUp and encouraging new volunteers. The goal is to have every parent volunteer at least 4 hours.
2. School supply lists have been given to YACA. This year, the school will ask for \$15 per child for paper supplies and use School ToolBox vendor to package the supplies. Prices are comparable to buying the supplies separately. Orders will be due June 15 and made available Aug. 29-Sept 2.
3. Next YACA Board meeting is changed to June 7th.
4. YACA is working on a chart of responsibilities from YACA's Strategic Planning and will be asking for a lead person for each activity.

VIII. DISCUSSION

A. Financials

1. Mr. Parish reviewed April Financial Statements with the Board.
 - a) Current holdback is \$674K. We extended our credit another \$50K for a line of credit balance of \$100,000 through April 30, 2011.
 - b) Amended Budget to Approve column was added that shows a net surplus of \$4000. Changes are summarized on a separate document and include revenues to match current enrollment and fundraising dollars that have been collected. Expenditure changes include what has been discussed at previous Board meetings of overages in copying and higher memberships fees from our authorizer.

The MOTION by Mr. Parish to approve the amended budget was seconded and passed.

2. Mr. Parish explained following assumptions used in the 2011-12 Budget.
 - a) Projected enrollment, as discussed in previous Budgets
 - b) No increase in State aid
 - c) 2% increase in costs
 - d) Based on newly defined salary structure

With these assumptions, the 2011-12 Budget would net almost \$200K giving Yinghua a ending Fund Balance of \$611K or 14%. Yinghua's goal is to have a fund balance of 15% by the end of 2013 fiscal year. This budget will keep us on track.

The MOTION by Mr. Parish to approve the 2011-12 Budget was seconded and passed.

3. Mr. Parish reminded the Board that Yinghua needs to apply for Lease Aid each year. New this year, MDE is requiring Boards to sign a conflict of interest statement with partners, such as CSDC. Mr. Parish asked each Board member to sign the statements to be included in the application due this Friday.
4. Mr. Parish shared an updated EFT report for review.
5. Recognition is given to Yinghua staff and Mr. Parish, Board Treasurer for receiving the MDE's Finance award for the fourth year. Yinghua has received this award every eligible year. A charter school is not eligible for the award during its first year of operation.

B. Strategic Planning

Ms. Pribbenow reported on the status of our Strategic Planning.

1. The first Joint meeting of the School and YACA Boards and teachers was held May 10th. A summary of responses was shared with the Board.
 - a) Ms. Shadowens noted a couple of clerical corrections.
 - b) Ms. Swenson and Ms. Pribbenow is following up with Administration on communications issues.
 - c) Employing the Interim ED part-time was of conscientious decision by the Board based on advise from other schools who experienced similar interim period. Since it is a temporary position, one does not want to establish long-term relationships. It also provides a smoother transition for the permanent director.
2. Tomorrow's first Task Force meeting will be held at the school. Off-site locations are identified where ever possible.
3. The Board discussed the need to add a Town Hall meeting after June 23 to present the approved strategic plan.
4. The Board discussed the need to loop back with the teachers. Ms. Pribbenow will follow-up with Prouty Project to see if they can lead separate teacher, administrator and staff focus groups. Again, the goal should be to present findings and move the issues forward.
5. Dr. Lien cautioned there are two separate focuses we need to keep distinct.
 - 1) strategic planning and
 - 2) end of year lessons learned.

C. Amendment to Enrollment Policy

Pending legal clarification, Ms. Swenson asked the Board to consider changing the enrollment policy to automatically enroll a teacher's child.

IX. SCHOOL BOARD REPORTS

A. Chair

1. Following up on a staff query about health insurance calendar year.
2. The IRS has received our 501 (c) 3 application.
3. The Yinghua Parents YahooGroup is not an official vehicle for school communication.

B. Committees

1. Personnel. Ms. Swenson, Committee Chair, reported she and Mrs. Swanson are currently working on job descriptions for support staff.
2. Marketing. Ms.Shadowens, Committee Chair, reported that a security measure to manually sign-off a classroom page was added. Also working with Treefort on many summer initiatives. New features of the classroom pages were reviewed with the teachers at a staff meeting.
3. Fundraising. Ms. Pribbenow will work with Mr. Parish, Mrs. Swanson and YACA on goals for next year's fundraising efforts.

I. ADJOURN

The MOTION by Ms. Swenson to adjourn at 8:09 PM was seconded and passed.

Minutes drafted by MaryAnn Choy, Board Secretary

Approved by vote of Board on: June 6, 2011