

SCHOOL BOARD COMMITTEES – STANDING/REGULAR

Updated February 16, 2012

	ACADEMIC	PROFESSIONAL DEVELOPMENT	SCHOOL CULTURE & COMMUNITY	FACILITIES	FINANCE	PERSONNEL
Mission	Prepare students to be engaged and productive global citizens by providing a research-based, rigorous, Chinese immersion educational program	Develop an ongoing, job-embedded program for staff	Build a positive, collaborative, and respectful school culture around Yinghua Academy's mission and values	Assist the Yinghua School Board and Executive Director to provide an optimal environment for academic and co-curricular activities	Assist the Yinghua School Board and Executive Director to ensure effective allocation of financial resources and timely and accurate reporting to meet long-term financial goals.	Assist the Yinghua School Board and Executive Director in addressing all of the school's human resource needs and issues. Provide support for employees, serving as an intermediary between staff and the full board.
Membership Criteria (Guidance only – membership decisions made by committee chair; all meetings open to the public)	Teaching experience Understanding of differentiation strategies Knowledge of best practices in education Immersion or language experience	Teaching experience Understanding of differentiation strategies Knowledge of best practices in education Immersion or language experience Knowledge of teacher licensure programs	Excellent verbal and written communication skills Deep knowledge of Chinese culture Comfortable discussing and wrestling with differing opinions and viewpoints	Commercial Real Estate Project Management Architecture Charter School Space/Program Needs Facility Maintenance Financial management	Financial Management Risk Management Financial Auditing Understanding of school funding sources Contract or vendor negotiation	School Board Members only
Chair*	Rosemary Lawrence	Ruth Hansen	Lou Bender	Scott Jax	Doug Parish	Joel O'Malley
Members**	Luyi Lien Yang laoshi (Lead Kindergarten Teacher) Fu laoshi (Middle school coordinator, Teacher) English Teacher: OPEN	Luyi Lien English Teacher: Bobbi Jo R. Chinese Teacher: OPEN	K-2: Mel Chaput, Marilyn Fairchild 3-5: Ana Ly, Mary Whalen 6-8: OPEN Staff: De Hanuman Chinese Teacher: OPEN	K-2: Karen Lu 3-5: Mary Ann Choy, Doug Parish 6-8: OPEN Staff: OPEN Community: Cindy Moeller	K-2: New board member 3-5: Scott Jax 6-8: OPEN	Doug Parish
Meeting Dates	3rd Tuesday, 3:30 – 4:30	TBD	2 nd Friday, 8:15 AM	Every two weeks right now Mon or Tues, 5-7 PM	Bi-monthly Feb, April, June, Aug, Oct, Dec	As requested by Executive Director

	ACADEMIC	PROFESSIONAL DEVELOPMENT	SCHOOL CULTURE & COMMUNITY	FACILITIES	FINANCE	PERSONNEL
2012 Goal(s)	<p>Implement a sequential grade 2-8 English Language Arts curriculum</p> <p>Develop a middle school program which prepares students for rigorous high school work and maintains Chinese language skills</p> <p>Establish a process that allows student assessment data to be collected, analyzed and used to inform instruction.</p>	<p>Plan, compile resources to train staff, and facilitate training for staff of on-going, focused professional development activities</p>	<p>Identify Yinghua Academy beliefs and values and communicate to all stakeholders</p> <p>Develop and implement a formal parent education program</p> <p>Establish a formal communication plan</p>	<p>Develop and implement facilities interim and master plans</p>	<p>Ensure financial sustainability by systematically growing enrollment according to plan.</p> <p>Develop a plan to attain 20% fund balance by 7/1/14</p>	<p>Standardize all contracts</p> <p>Support Executive Director in carrying out optimal staffing model</p>
Action Items	Five items (see below)	Six items (see below)	Six items (see below)	See JB Realty timeline	TBD	TBD

*Role of the Chair is to recruit members, convene meetings, jointly set agenda with Executive Director, chair meetings, record and file minutes, report back to the board on a regular basis of the committee's progress, and ultimately be accountable for the work of the committee towards its mission and annual goals.

**Board Chair and Executive Director are ex-officio members of all committees



SCHOOL BOARD COMMITTEES – PERIODIC/NOT-REGULAR

	GOVERNANCE	NOMINATING	MARKETING
Mission	Periodically review organizational bylaws and policies to ensure compliance with state and federal laws while meeting the needs of Yinghua Academy.	Ensure organizational sustainability and good governance by leading the recruitment of excellent board members.	To support the school’s mission through marketing & communications
Membership Criteria	Excellent written communication Interest in or familiarity with education and charter school law Policy drafting, review, and auditing experience	High degree of professionalism, confidentiality, and impartiality; interest in soliciting nominees for the Board of Directors from within and beyond the Yinghua community; familiar with Yinghua Academy bylaws and election procedures and processes.	Professional experience in marketing and communications fields Excellent verbal and written communication skills Social media experience Public relations experience
Chair	Joel O’Malley	Karen Calcaterra	Jen Shadowens
Members	Scott Jax Deb Peterson, Administrative Assistant	Joan Brzezinski Up to 3 other staff members or parents: OPEN	Online, Social Media Support: Eric Johnson Writing Skills: Karen Calcaterra Website Administration Support: OPEN PR Support: OPEN
2012 Goal(s)	Lead complete policy review cycle (at least 1/3 of policies per year so that full set is reviewed at least once every three years)	Recruit diverse board candidates to fill three positions at the June election	Ensure strong enrollment applications for K
Action Items	Review and approve six batches of policies from Dec ’11 – May ’12 Draft recommended new policies for executive director and board consideration: attendance policy; extracurricular leadership; employee immigration sponsorship	Five items (see attachment)	Monitor Yinghua’s online brand and make recommendations to office as necessary Organize presence at Charter School Fair Cultivate press relationships, coverage
Meetings	Occurs at board meetings	Most active from February through June	As needed basis, as requested by Executive Director or Board

SCHOOL BOARD COMMITTEE ACTION PLANS

Academic Committee Action Plan (DRAFT)

Develop a continuous improvement process to strengthen and align existing curriculum with MN standards

- Visit metropolitan Chinese immersion schools to establish norms, build relationships, and share knowledge
- Develop curriculum guides/handbooks for staff and families

Implement Best Practices

- Review use of Best practices checklist from CARLA 101 immersion training
- Develop understanding of differentiating instruction that includes definition, training and feedback
- Research funding for the Media Center/staffing/software etc
- Review daily schedule to ensure adequate time for data analysis and feedback, PLCs, etc.

English Language Curriculum

Articulate a 2-8th grade English Language curriculum guide

Middle school programming

- Summarize middle school feedback from strategic planning survey last spring
- Survey middle school families to determine where they plan to attend high school; Talk to feeder schools about incoming expectations;
- Work with middle school teaching team to ensure our curriculum contains expected rigor



Professional Development Committee Action Plan (DRAFT)

- 1. Establish meeting schedule for the committee work**
- 2. Collect information from staff regarding professional development needs**
- 3. Create a schedule for delivery of professional development training**
- 4. Identify priorities and resources for new and on-going training**
- 5. Continue to facilitate on-going training in these areas:**
- 6. NWEA/MCA data analysis and interpretation**
 - Descartes Continuum
 - Best Practices strategies
 - PLC group training
 - Immersion teaching strategies (CARLA Institute, Dr. Met)
 - Responsive Classroom Implementation
 - Differentiated Instruction
- 7. Assess staff needs in the following areas:**
 - Technology e.g. Power School, Smart Board, shared folders
 - Peer mentor/coaching
 - Teacher licensure programs

School Culture & Community Committee Action Plan (DRAFT)

2011/12:

- Operations Consultant/Marketing and Communications subcommittee recommend placement of appropriate ongoing communication tasks among staff positions
- Marketing and Communications subcommittee examines other existing communications tasks for appropriate placement within the organization and adjusts as needed
- Committee evaluates current communication patterns within the community and sets priorities for strengthening the quality, health and frequency of communications between all stakeholders
- Chair works with search committee and personnel committee chairs to implement year-long on-boarding process for Executive Director
- Committee develops and implements community process for articulating core values
- Committee develops and implements process for communicating core values to every stakeholder group: students, parents, teachers, staff, boards and committees, neighbors
- Committee partners with and supports YACA in offering parent education on immersion methodology
- Committee develops plans, in partnership with YACA, for community-wide exploration of culture and expectations

2012/13:

- Initiates parent education/community discussion on American & Chinese cultural contrasts
- Implements formal communication plan between and among all stakeholders
- Evaluates and adjusts immersion methodology education efforts

2013/14:

- Initiates parent education/community discussion on Parent/School expectations
- Evaluates and adjusts formal communication plan
- Evaluates and adjusts parent education/community discussion plans
- With the Board, develop priorities for 2014-2017