

**Yinghua Academy School Board Meeting Minutes**  
Yinghua Academy Library, 1616 Buchanan St. NE, Minneapolis  
June 17, 2010  
*final*

**Board Members in Attendance**

Maryann Choy, Scott Jax, Taoyuan Li, Luyi Lien, Cindy Moeller (Chair), Keri Norell, Doug Parish (Treasurer), Abigail Pribbenow (Secretary), Janine Trutna

**Board Members Not in Attendance**

None

**Director in Attendance**

Betsy Lueth

**YACA Representative in Attendance** (*ex officio*, non-voting)

Ruth Straub

**Public in Attendance**

I. WELCOME AND CALL TO ORDER

Ms. Moeller called the meeting to order at 6:05 p.m.

II. APPROVALS

A. Agenda:

**The MOTION by Ms. Trutna to approve the agenda with additions was seconded and passed.**

B. 05/24/10 Board Meeting Minutes

**The MOTION by Ms. Trutna to approve with corrections the minutes of the May 24, 2010, meeting of the board was seconded and passed.**

III. PUBLIC COMMENTS

There were no public comments.

#### IV. DIRECTOR'S REPORT

##### A. Enrollment/Students

**Current enrollment is 302.**

**2010-11 Predicted enrollment is 384.**

K 75

*Accepted*

1<sup>st</sup> 73

K 75

2<sup>nd</sup> 50

1<sup>st</sup> 75

3<sup>rd</sup> 45

2<sup>nd</sup> 75

4<sup>th</sup> 25

3<sup>rd</sup> 50

5<sup>th</sup> 23

4<sup>th</sup> 48

6<sup>th</sup> 11

5<sup>th</sup> 25

6<sup>th</sup> 25

7<sup>th</sup> 13

##### B. Academic

1. Testing is complete. Aggregate results will be prepared for school board review.
2. For two days, Dr. Carol Ann Dahlberg offered training on the use of teaching vocabulary in the immersion setting. Educational and Star Talk camp staff attended.
3. Review of curriculum and materials for next year begins this month.
4. A review team of teachers, academic and executive directors is beginning for the English language arts curriculum design.
5. Talks are continuing with Groves Academy to procure funding for a study using Orton-Gillingham curriculum at Yinghua.
6. Special Education staff is being trained this summer in Orton-Gillingham.
7. Q-Comp review is complete.

C. Facilities—The school needs to reconvene a facilities team to review the revised facility *pro forma*, existing lease, College Prep Elementary (CPE) agreement and Parks grounds lease. A facilities strategic plan needs to be drafted during FY11.

##### D. Financial/Grant

1. A request for the full Star Talk NSA grant amount, \$99,979, has been requested in advance, and granted by the federal government.
2. May financials are being reviewed in order to finalize any transactions for year end.
3. The Confucius Classroom grant report is due June 30.
4. The Perpich Center for Arts Education grant interim grant report was submitted on June 15.
5. A National Endowment of the Arts grant was submitted in June to support an orchestra program at Yinghua.

##### E. Reporting

1. The Federal Stimulus Vendor Survey report was submitted on June 15.

2. The Q-Comp final report is due June 30.
3. Preparations and data collection for the audit and annual report are beginning this month.

F. Staffing

1. The school currently has the following open positions for next year:
  - FTE 0.5 Health Aide
  - FTE 0.8 Kindergarten EA
  - FTE 0.5 Lunch Aide
  - Long-Term Sub M.S. Science (1 mo.)
  - Long-Term Sub LD Spec. Ed (2 mo.)
  - FTE Chinese Art teacher
2. The school will have one exchange teacher who needs a 1-2 month home stay in the beginning of the school year.
3. Q-Comp bonuses will be paid on June 30, and other staff are not eligible for a bonus beyond the retention bonus at this time.

G. Students, Families and Community

1. Busing will be offered to students for a fee of approximately \$52/mo (based upon current tallies of how many students we predict will participate in bussing) for students outside of the Minneapolis school district. Currently there is enough interest for hub stops in Maplewood, St. Paul, and Roseville.
2. Busing will be offered free of charge for students in the Minneapolis school district.
3. Currently about one third of families have responded to the parent survey. The results are positive in general with some areas of concern regarding homework, lunch and aftercare. Aggregate results will be shared at the July board meeting.
4. Yinghua Academy will be participating in the NE parade on June 22 in the evening down Central Ave. in NE Minneapolis.

V. UPDATES/OLD BUSINESS

- A. Board Training is ongoing.
- B. The HR Committee meets next Monday, June 21. On May 26, the group worked to improve the employee survey (in English and Chinese) which was mailed on June 1. A “360° evaluation” of Ms. Lueth is underway.
- C. Marketing Committee—Ms. Trutna updated the board on current Marketing Committee projects.

D. Policy Review Committee

1. Mr. Jax presented the bylaws for board review.

**The MOTION by Mr. Parish to approve the bylaws was seconded and passed.**

2. The Enrollment Policy, prepared by Ms. Moeller, was tabled for review at the next board meeting.
- H. Strategic Planning/Mission Measurement Committee—Ms. Moeller and Ms. Lueth will meet to discuss next steps.
- I. Facilities—Nothing to report.
- J. Financial—Mr. Parish reviewed the May 31, 2010, financial statements with the board. He noted that the school raised \$96,000, year-to-date, through the YACA appeals, capital campaign and other sources. In addition, Mr. Parish reviewed electronic fund transfer activity and deposit activity for the period from January 1 – May 31, 2010, and he updated the board on cash-flow planning in consideration of the 27% state funding holdback.
- K. Fundraising—Ms. Pribbenow reported that she is seeking a school volunteer (or several) to attend monthly meetings of the US-China Business Connections (UCBC) networking group. Ms. Pribbenow recommended that the school seek out and purchase soft ware for volunteer and donor management.
- L. SEAC—The group met on June 2 and continues to review bylaws.
- M. Technology—The group will issue a report at the July board meeting.
- N. YACA—Three summer events have been planned. YACA’s last meeting focused on its budget; they decided to designate \$21,000 in funds to Yinghua program support. The group is seeking a new liaison from the school board, and this was tabled until the next school board meeting.

VI. NEW BUSINESS

- A. Employee survey—Covered earlier in the meeting.
- B. 360° feedback—Board members will receive their evaluation forms via email in the next few days.
- C. BKDA contract—Mr. Parish proposes a 10% increase for FY2011 in the per student fee the school pays in its contract with Beltz, Kes, Darling, & Associates.

**The MOTION by Mr. Jax to renew the BKDA contract, not exceeding an annual amount of \$61,000, was seconded and passed.**

D. Designation of depositories

**The MOTION by Mr. Jax to designate Drake Bank and US Bank as the depositories of Yinghua Academy was seconded and passed.**

E. MACS membership—The fee for membership in Minnesota Association of Charter Schools (MACS) is \$4,000, up by \$1,000 from last year. The annual fee for Charter Schools Partners (CSP) is \$3,500, and Ms. Lueth recommends non-renewal for next year.

**The MOTION by Mr. Parish to renew the school's MACS membership and forego CSP membership was seconded and passed.**

*The meeting was closed at 8:10 p.m.*

VII. ADJOURNMENT

**The MOTION by Ms. Trutna to adjourn the meeting at 8:20 p.m. was seconded and passed.**

*Minutes drafted by Secretary, Abigail Pribbenow*

*Approved by vote of board on: July 14, 2010.*