

**Regular Meeting of the Yinghua Academy School Board**

1616 Buchanan Street NE, Minneapolis, MN, Cafeteria

Monday, January 9, 2012, 6:00 PM

FINAL

**Board Members in Attendance:** Lou Bender, Scott Jax (arrived 6:30pm), Ruth Hansen, Rosemary Lawrence, Karen Lu (Secretary), Joel O'Malley, Doug Parish (Treasurer), Jen Shadowens (Chair)

**Executive Director/Academic Director in Attendance:** Mrs. Sue Berg, Dr. Luyi Lien

**YACA Chair in Attendance:** Ana Ly

**Public in Attendance:** Denise Peterson (Friends of Education representative), Taoyuan Li, Danielle Bogucki, Becky Hoffmann, Maura Trout, Jennifer Bleakmore, Maren Leafblad, Susan Peterson, Kirt Schaper, and others

I. CALL TO ORDER

Ms. Shadowens called the meeting to order at 6:06 PM.

II. PUBLIC COMMENT

Danielle Bogucki, parent of current and incoming Kindergartners, requested the board to consider the various impacts of the temporary expansion plan to locate 2012-2013 Kindergartners at a second site, citing concern for moving our youngest students off-site. She asked for more communication about details surrounding site decision and planning (see VII. PRIORITIES b. Expansion iii. Contingency below for further discussion). *Note: Ms. Bogucki contacted Ms. Berg after the meeting to express her satisfaction with the thought that went into the expansion plan.*

III. LETTER OF RESIGNATION – DR. TAOYUAN LI

Dr. Li resigned from the board effective January 1, 2012 for personal reasons (see Board Packet for letter). Ms. Shadowens thanked Dr. Li for her work on the board and on the Executive Director Search Committee.

IV. 2012 OFFICER ELECTIONS – CHAIR, TREASURER, SECRETARY

Ms. Shadowens indicated that no board members had communicated interest in any of the officer positions prior to the meeting, and called for those present to express their interest.

**The MOTION by Dr. Lawrence to approve the current board officers to serve until January 2013 elections was seconded and approved.**

V. APPROVALS

a. 1/9 Agenda

Mr. Parish added V. Approvals e. Annual Approval of Depository Institutions and VI. Reports d. Treasurer's Report.

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

b. 12/19 Minutes

**The MOTION by Ms. Bender to approve the minutes was seconded and passed.**

c. TSES Manual

Dr. Li presented the Total Special Education System (TSES) Manual and requested the board approve the proposed TSES Manual format with a contingency plan that allows continued revision and review (see Board Packet for details). Dr. Li also noted that Yinghua's continuous Professional Development policy would be included under Chapter 9: Personnel Development Standards. Mr. Parish requested more information regarding those areas in the manual that might be revised. Dr. Li indicated that certain portions of the manual may not be applicable to Yinghua. She proposed that the board approve content areas only and that SEAC form a task force to do a more thorough review. Discussion followed.

**The MOTION by Mr. Parish to approve the TSES Manual format as recommended above was seconded and passed.**

d. Policy Review – Batch 1B Approvals

Mr. O'Malley called for questions from the board.

1. #004 Third Party Use of the School Gym

Ms. Shadowens asked the board if approval of the policy should wait pending further discussion with Parks. Discussion followed.

**The MOTION by Mr. Parish to approve Yinghua Policy #004 was seconded and passed.**

2. #005 Student Leave of Absence

**The MOTION by Ms. Bender to approve Yinghua Policy #005 was seconded and passed.**

3. #502 Search of Student Lockers, Desks, Personal Possessions and Student's Person

**The MOTION by Mr. Jax to approve Yinghua Policy #502 was seconded and passed.**

4. #532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs

**The MOTION by Mr. Parish to approve Yinghua Policy #532 was seconded and passed.**

5. #806 Crisis Management Policy

**The MOTION by Dr. Lawrence to approve Yinghua Policy #806 was seconded and passed.**

e. Annual Approval of Depository Institutions

Mr. Parish explained that as a non-profit organization, Yinghua must have annual approval of depository institutions and that the current depository institutions are U.S. Bank and Drake Bank. Mr. O'Malley raised the issue of potential conflicts of interest. All board members indicated that they have no conflict of interest.

**The MOTION by Mr. Jax to approve U.S. Bank and Drake Bank as Yinghua Academy's depository institutions was seconded and approved.**

VI. REPORTS

a. Executive Director's Report

Mrs. Berg and Dr. Lien presented the Director's Report (see Board Packet for details). As updates to the report, Dr. Lien noted that to date, two Middle School students have placed deposits for the China trip and 83 Kindergarten applications have been received.

In addition, Mrs. Berg presented her first impressions of Yinghua as a vibrant community, with a strong work ethic, that is dedicated to immersion education. She also noted that the interface of key curriculum components is challenging at times. Mrs. Berg reported that the administration received 19 survey responses from 30 teachers. Results from the teacher survey indicated encouraging and honest feedback: the desire for consistent leadership, the feeling that expectations relative to time and responsibilities are too great, the limited amount of space for students and teachers, the opportunity to refine curriculum endeavors, and the desire for consistent curriculum pacing and resources. Mrs. Berg added that the number of Intent to Return forms collected was impressive.

Ms. Lu requested an update on the Extended Care Coordinator position. Dr. Lien reported the following new hires: Extended Care Coordinator, ESL teacher, and lunch assistant.

b. YACA Report

Ms. Ly presented the YACA Report and requested the board appoint a YACA liaison. Refer to Board Packet for remaining items summarized.

c. Committee Reports

Ms. Bender noted that there is an SCC meeting this Friday, January 13<sup>th</sup>.

d. Treasurer's Report

Mr. Parish presented December's financial statements and reported that there was nothing to indicate that the budget is not achievable. He also noted that we are currently at our budgeted enrollment. Mr. Parish presented the EFT and Deposit Report for July-December 2011.

As a follow up to Yinghua's Lease Aid application, Mr. Parish noted that, in addition to a copy of our lease, MDE requested a mathematical calculation of our rent by CSDC. Mr. Parish requested all board members fill out Part 3 of the FY 2012 Charter School Lease Aid Certification Form.

## VII. PRIORITIES

### a. Enrollment

#### i. Policy Correction

Mr. O'Malley presented a redline to 8.a. referencing paragraph 3.c. (see Board Packet for details).

**The MOTION by Mr. Parish to amend the policy as redlined was seconded and approved.**

#### ii. 2011/12 Kindergarten Over-enrollment Due to Preference and 5<sup>th</sup> and 6<sup>th</sup> Grade Enrollment

Mr. O'Malley requested the board assess the over-enrollment of two Kindergarteners, one a child of a Yinghua staff member and the other a sibling of a current Yinghua student.

**The MOTION by Ms. Lu to approve over-enrollment of two Kindergarteners was seconded and approved.**

Mr. O'Malley requested the board assess the enrollment of a 5<sup>th</sup> grader and 6<sup>th</sup> grader requesting to return to Yinghua. Discussion followed. Dr. Lawrence stated that allowing enrollment appeared to be in opposition to the Enrollment Policy. The board discussed the implications of making an exception for returning students.

#### iii. Intent to Return Summary

Covered in the Executive Director's Report (see Board Packet for details).

#### iv. 2012/13 Capacity by Grade

Mr. O'Malley explained that Capacity by Grade would be an attachment to the Enrollment Policy and needs to be approved by February 1<sup>st</sup>. Ms. Shadowens indicated that the recommended Capacity by Grade for 2012/13 is 25 students per class in Kindergarten and 15 students per class in grades 1-8, yielding Capacity by Grade as follows: K-75, 1-60, 2-45, 3-45, 4-45, 5-30, 6-30, 7-15, and 8-15. Since the Expansion Application has not yet been approved, and the back-up plan is to remain in the current site, the number of Kindergarten classes is currently set at three. If the Expansion Application is approved, an additional Kindergarten class will be added.

Currently enrolled students, siblings, and children of staff members are automatically over-enrolled relative to the stated capacity, pursuant to our enrollment policy. Ms. Shadowens stated that the current enrollment policy was designed in conjunction with legal counsel and Friends of Education to ensure academic success for students relative to Core Knowledge curriculum and Mandarin language acquisition. Ms. Shadowens also pointed out that Yinghua cannot test students for Chinese language proficiency since Yinghua does not have another school in its district to which it can send students who do not test sufficiently proficient. Discussion followed.

Dr. Lawrence commented that the current enrollment policy is the best that Yinghua can access at this time and that, with the increased interest in language immersion education, future legislative policies may allow testing requirements. Ms. Bender encouraged Yinghua board and community members to pursue this work. Discussion followed. Ms. Shadowens summarized the current enrollment policy as accomplishing the following: managing growth, satisfying Yinghua's authorizer, and increasing current student outcomes.

**The MOTION by Mr. O'Malley to approve the 2012/13 Capacity by Grade as described above was made. Ms. Bender requested a recorded vote. Mr. Jax, Ms. Hansen, Dr. Lawrence, Ms. Lu, Mr. O'Malley, Mr. Parish, and Ms. Shadowens voted in favor. Ms. Bender voted against the motion. The MOTION passed.**

v. Policy Interpretation Discussion – Dual Application

Mr. O'Malley sought the board's input regarding the submittal of two applications for one student. Discussion followed. The board determined that the intent of the Enrollment Policy is to allow one application per student.

vi. Open Enrollment; Lottery Preparation

Ms. Shadowens, Mr. Parish, and Ms. Lu will be present to assist at the lottery on the evening of February 8<sup>th</sup>.

b. Expansion

i. Executive Director Supplement

Ms. Shadowens presented the Executive Director Supplement to be added to Yinghua's original Expansion Application as requested by Friends. Ms. Shadowens requested input from the board with respect to potential formal mentorships for Mrs. Berg.

**The MOTION by Mr. Jax to approve the Executive Director Supplement with final edits by Ms. Shadowens was seconded and approved.**

ii. Site Negotiation

Mr. Jax reported that Mr. Vang has spoken with the owner of the first choice site and will follow up with a memo of understanding. Mr. Jax indicated that Mr. Vang thought it would be reasonable to expect an agreement in place by the beginning of February.

iii. Contingency

See Capacity by Grade discussion above. Addressing concerns regarding locating Kindergarten off-site, Mrs. Berg emphasized that Kindergarten is the foundation of Yinghua's program and that it will not be compromised, particularly with respect to safety and leadership. Dr. Lawrence added that Kindergarten Centers are common, research-based, and highly effective. Ms. Shadowens and Mr. Jax described the Kindergarten plan with respect to the first choice site. Dr. Lawrence suggested that the board communicate the thought that has gone into the Expansion Plan in a Town Hall Meeting. Ms. Lu also noted that two board members have incoming Kindergarteners next year.

iv. Parks – Special Education Classroom; Shared Use

Ms. Shadowens reported that Parks has agreed to rent out a room dedicated to Yinghua Special Education for \$15/hour from 8am to 3:30pm daily. This arrangement is temporary, approximately three months or so, until a longer-term agreement for shared use of facilities is negotiated.

c. Town Hall Meeting Preparation

Ms. Shadowens indicated that the Town Hall agenda would include an introduction by Mrs. Berg, an update on enrollment for the next school year, and a working session focused on Yinghua's values led by Ms. Bender, the School Culture and Community chair.

VIII. GOVERNANCE

a. Second Reading - Policy Batch #2

Mr. O'Malley read Yinghua policies #214, #413, #414, #415, #506, #514, #522, #524, #713, and #007 for the second time. Ms. Bender raised a question regarding Policy #413 reporting procedure. Discussion followed. Ms. Lu suggested adding age and familial status to Policy #506 VI. A. 42. in order to match the language in Policy #413. Ms. Lu questioned whether or not Policy #514 should be revised to address the bullying of administration and staff rather than just children. Discussion followed. The board generally agreed that bullying not identified in Policy #514 could be addressed by the work that the School Culture and Community Committee is pursuing with respect to setting the vision of Yinghua's shared values.

b. First Reading – Policy Batch #3

Mr. O'Malley read Yinghua policies #208, #210, #404, #412, #430, #528, #529, #533, #601, #603, #612, and #616 for the first time.

VI. ADJOURN

**The MOTION made by Mr. Parish to adjourn at 8:37 PM was seconded and passed.**

Minutes drafted by Karen Lu, Secretary.

Approved by vote of Board on: February 6<sup>th</sup>, 2012