

Yinghua Academy Board Meeting Minutes
January 5th, 2009

BOARD MEMBERS IN ATTENDANCE

Naomi Mueller, Sandy Doubek, Joe Yang, Cindy Moeller, Clark Liu, Luyi Lien, Doug Parish, Keri Norell, Maryann Choy, Kristina Schatz

BOARD MEMBERS NOT IN ATTENDANCE

DIRECTOR IN ATTENDANCE

Betsy Lueth

Ms. Moeller called the meeting to order at 6:32 pm.

AGENDA

Mr. Yang made a motion to approve the agenda with a few changes with Mr. Parish seconding the motion. Board voted to approve the agenda and the motion carried.

12/08/08 BOARD MEETING MINUTES

Mr. Yang made a motion to approve the minutes with one change with Ms. Mueller seconding the motion. Board voted to approve the minutes from the 12/08/08 board meeting minutes and the motion carried.

DIRECTOR'S REPORT

ENROLLMENT

- Enrollment is currently at 239 students. 75-K, 50-1st, 50-2nd, 24-3rd, 24-4th, and 15-5th.

CURRICULUM

- Ms. Lueth and Dr. Lien have been developing the first draft of a middle school model for Yinghua Academy. They have already discussed the draft and gotten some input from Ms. Moeller. They will present a more detailed description of the model at the January 26 board meeting and will seek additional feedback from the Yinghua Academy Board. The Yinghua Academy Middle School Plan is designed to be integrated, comprehensive, and academically rigorous. The first draft includes a technology-based research project, email relationships with a sister-school in China, a 7th grade trip to Washington, D.C., and an 8th grade trip to China. Electives may include Spanish, Orchestra, Art and Physical Ed/Health.

FACILITIES

- The current facility is fine with no concerns or changes at this time.

FINANCIAL/GRANT

- The application for the School Finance Award was submitted on 12/9/08.
- The application for the Friends of Ascension Award was submitted on 12/31/08.
- The World Language grant report was submitted 12/19/08.
- Ms. Lueth is reviewing long-term budget projections to be submitted to Piper Jaffray.
- Based on planning for the middle school, Ms. Lueth and Ms. Lien have also completed an educational staffing model for next year, which will help with more accurate budgeting.

REPORTING

- ADM and MARSS have been reported properly.

- Middle School Model is due to Friends of Ascension by February 15th, 2009 in order for Friends of Ascension to consider Yinghua's plan to expand to eighth grade.

STAFFING

- The school will begin processing the H1B and PERM applications for the 2009 – 2010 school year.
- The school will begin recruiting staff for the next year during the month of January.

STUDENTS/FAMILIES

- The school is beginning preparations for the Chinese New Year and will be holding three performances; one afternoon performance on Thursday, one morning performance and one afternoon performance on Friday.
- The school will be sending a letter out to parents Friday January 19th with more details and the option to sign up for performances in order to manage the number of people at each performance.

UPDATES/OLD BUSINESS

FINANCIAL

- Mr. Parish handed to the board the December 2008 YTD financial statements. The board reviewed the financial YTD statement. The school is on track with the budget numbers for the fiscal year with no concerns.
- Mr. Parish presented to the board the Electronic Fund Transfer activity document for December 2008. The board reviewed the document with no concerns.

FACILITIES

- Mr. Yang updated the board on the current status of the Putnam facility and the back up option for staying at 1355 Pierce Butler Route. The committee is reviewing the current inspections reports and will be reviewing with the board at a future meeting.
- The board discussed the recent incident that occurred during the after-hours program in the gym that is part of the Putnam School Building. The gym is currently leased to the Minneapolis Parks and Recreation District by the Minneapolis Public School District. The Parks District provides a number of classes and activities in the gym and in the small adjoining Parks District building in afternoon/evening programs and on the week-ends. Though this neighborhood rec center has never experienced such a serious incident as this one, this incident is a significant concern since the safety of Yinghua students, parents, staff, and visitors has always been the first priority of the Yinghua board and staff. Two members of the board, Ms. Lueth, and the board's real estate attorney have scheduled a meeting with officials from the Minneapolis Public Schools and from the Parks District on January 15. The board discussed when would be the best time to provide parents with information about this incident. Since it is expected that additional information will be available at the January 15 meeting with the Minneapolis Public Schools and the Minneapolis Parks District, the board decided to wait to send a letter to parents until after this meeting. The board has not made a decision regarding how best to proceed; but the board did discuss a number of options including terminating the shared-use arrangement with the Parks District, installing additional security doors between the gym and the school building, and developing a plan for ensuring the safety of people walking between the school building and the parking lot. Ms. Moeller will continue to send out periodic facility updates to parents and staff. Also in February the board plans to send to all Yinghua parents a survey about busing options for the 2009-2010 school year.

YACA

- YACA is getting ready to send out the Red Envelope campaign and will be kicking that off this month. YACA has a general membership meeting in January as well.

FUNDRAISING

- Ms. Moeller updated the board on the current initiatives with the fundraising committee. The committee has filled out forms to solicit funds from the Carlson Family Foundation and is reviewing other opportunities.

MARKETING COMMITTEE

- Ms. Schatz gave a quick update on marketing. Ads were placed in newspaper in the Northeast and in Roseville for the upcoming open houses, which the school has received some calls about.

ELECTION OF YINGHUA ACADEMY BOARD OFFICERS FOR 2009

- Ms. Moeller opened-up the floor for any board members to run for the three officer positions. Nominees are Cindy Moeller for Chair, Doug Parish for Treasurer and Sandy Doubek for Secretary. Ms Schatz made a motion to elect Cindy Moeller as Chair, Doug Parish as Treasurer, and Sandy Doubek as Secretary with Ms. Choy seconding. Board voted and the motion carried.

NEW BUSINESS

BEREAVEMENT POLICY

- Ms. Lueth presented the Bereavement Policy to the board for review. After discussion and a couple of modifications, Mr. Parish made a motion to approve with Ms. Lien seconding. Board voted and motion approved.

ADJOURNMENT

Mr. Mueller made a motion to adjourn the meeting with Ms. Choy seconding. Board voted in favor of the motion to adjourn the meeting and the motion carried.

Meeting was adjourned at 7:52 pm.