

Yinghua Academy Board Meeting Minutes  
February 11, 2008

BOARD MEMBERS IN ATTENDANCE

Cindy Moeller, Luyi Lien, Kristina Schatz (through speaker phone), Michael VanKeulen, Doug Parish (through speaker phone), Larry Yan, Clark Liu

BOARD MEMBERS NOT IN ATTENDANCE

Margaret Wong, Joe Yang

DIRECTOR IN ATTENDANCE

Betsy Lueth

OTHERS IN ATTENDANCE

Denise Peterson from Friends of Ascension and Justin Straub, a Yinghua Academy parent

Ms. Moeller called the meeting to order at 6:31pm.

AGENDA

After a couple of modifications to the agenda, Mr. VanKeulen made motion to approve the agenda and Mr. Parish seconded the motion. The motion was approved unanimously.

01/28/08 BOARD MEETING MINUTES

After a couple of corrections, Mr. Liu made a motion to approve the agenda and Mr. Yan seconded the motion. The motion was approved unanimously.

DIRECTOR'S REPORT

ENROLLMENT

There are 94 total kindergarten applications for the 2008 – 2009 with 21 sibling preference spots. This will leave 73 positions applying for the 29 open spots.

Ms. Lueth handed the board a 5-year expansion plan to review. The board discussed several different scenarios for adding a 3<sup>rd</sup> kindergarten class for the 2008 – 2009 school year.

Mr. Liu forwarded a motion to approve adding a 3<sup>rd</sup> kindergarten class for the 2008 – 2009 school year and Ms. Doubek seconded the motion. The motion was approved unanimously.

LOTTERY FOR THE 2008-2009 SCHOOL YEAR

The school will have to have a lottery for kindergarten, 1<sup>st</sup>, and 3<sup>rd</sup> grades on Wednesday, February 13<sup>th</sup>, 2008, 6:30 pm – 7:30 pm. Sibling preference will apply for families who have filled out applications.

Mr. VanKeulen forwarded a motion to begin the lottery with the kindergarten class, then the first grade class, then third grade class. Mr. Liu seconded the motion. The motion was approved unanimously.

CURRICULUM

Dr. Lien and the first grade teachers will be going to Portland, OR to visit Woodstock School this month.

STAFFING

Ms. Lueth will be meeting with John Melick and Karen Balmer this week regarding licensure for Chinese immersion teachers and H1B.

## UPDATES/OLD BUSINESS

### FINANCIAL REPORT

#### Auditor RFP

- All three potential audit firms will send their RFP responses to Mr. Parish by Feb. 22<sup>nd</sup>, 2008. Interviews will be conducted at Yinghua Academy for each firm on Feb. 29<sup>th</sup>, 2008 and a report will be given to the board at the March 3<sup>rd</sup>, 2008 meeting.

#### Banking Alternatives

- Mr. Parish and Ms. Moeller are reviewing banking alternatives for the school. Discussion was held around possible alternatives to Yinghua's current bank. Mr. Parish proposed that the board review alternatives for collecting payments from parents, in addition support direct deposit for employees. Mr. Parish is reviewing direct deposit, on-line payment options.

### YACA UPDATE

Ms. Doubek shared with the board an update on YACA Direct Drive, which has currently raised around \$3,200 towards the \$10,000 goal. The Direct Drive money will be used for field trips and 2008-2009 Artistic and Scientific Partnerships.

### MARKETING COMMITTEE UPDATE

The marketing committee completed the first draft of the marketing materials and will be presenting to the board at the March 3<sup>rd</sup> meeting.

Ms. Doubek gave a report on the FCC event on Sunday, February 10<sup>th</sup>, 2008.

Ms. Moeller gave a report on the 2/2/08 St. Paul School Fair, at which the Yinghua Academy booth was "manned" by Ms. Lueth, Mr. Parish, Mr. VanKeulen, and Ms. Moeller.

### 6<sup>TH</sup> GRADE AND BEYOND

Ms. Moeller recommended that we review the expansion plan and discuss 6th grade and beyond at the March 3<sup>rd</sup> meeting

## NEW BUSINESS

### CHINESE NEW YEAR SPECTACULAR

The board discussed a letter the Falun Gong had sent to Ms. Lueth and a *New York Times* article about the Chinese New Year Spectacular, both of which Ms. Moeller distributed to the board.

## ADJOURNMENT

Mr. VanKeulen made a motion to adjourn and Mr. Yan seconded. The motion was approved unanimously.

Ms. Moeller adjourned the meeting at 7:50 pm.