

Yinghua Academy Board Meeting Minutes
February 26, 2007

BOARD MEMBERS IN ATTENDANCE

Cindy Moeller, Kristina Schatz, Michael VanKeulen, Margaret Wong, Larry Yan, Sandy Doubek

BOARD MEMBERS NOT IN ATTENDANCE

Doug Parish

DIRECTOR IN ATTENDANCE

Betsy Lueth

OTHERS IN ATTENDANCE

Luyi Lien (Curriculum Coordinator), Peter Avirom (teacher),

Meeting Called to Order at 6:40 P.M. by Ms. Moeller

AGENDA

A motion to approve the agenda was forwarded by Ms. Doubek. The motion was seconded by Mr. Yan and was approved unanimously.

1/29/07 BOARD MEETING MINUTES

With one change - to correct the spelling of Mr. VanKeulen's name – a motion to approve the 1/29/07 board meeting minutes was forwarded by Ms. Wong. The motion was seconded by Ms. Doubek and was approved unanimously.

DIRECTOR'S REPORT

1) Staffing

Interviews are being conducted for the following position openings:

- 2 Classroom teachers
- 1 Educational Assistant

At this time, there are at least two candidates for each position.

We are currently also staffing for the Office Manager / Assistant position since our Office Manager left last week. Ms. Lueth has hired a temporary office assistant through the end of the school year.

2) Research Opportunities

The University of MN (CARLA) proposed a research project involving Yinghua Academy. Ms. Lueth suggested to CARLA that she would discuss with the Yinghua Board and get back to them.

St. Cloud State also approached Yinghua with a grant opportunity which allows for the development and publication of Chinese instructional materials.

The board discussed the various possibilities and the pros and cons of partnering with others. Ms. Moeller suggested that we discuss the nuances of proprietary materials with an intellectual property attorney.

Ms. Lueth suggested that we prioritize our needs and then seek out appropriate partners.

The Federal Implementation Grant Amendment will be sent in on March 1st, 2007. The release of another installment of the grant will be available roughly on April 1st, 2007.

3) Summer Program

Yinghua will provide a full immersion ½ day summer program that can accommodate 60-80 students with 4 classrooms and 4 teachers. Hours will be 8:30-12:00 and there will be an afternoon Yinghua Summer Care Option. There will be two - three week sessions. The first session will be based on the Roots and Shoots Jane Goodall Institute curriculum in Shanghai and the following weeks will focus on Social Studies, Self Awareness, and Fitness. The sessions will be from June 18th – August 3rd and will cost between \$500.00-\$700.00 per session.

4) Parent Survey Results

43 out of 87 surveys were returned

Overall results were very positive. The board would like to take the time to discuss this more at the next board meeting.

5) Enrollment

Enrollment packages will go out with an April 15th deadline for return.

- 50 children were accepted to Kindergarten
- All children were accepted in first, third and fourth
- 1 second grader on the waiting list at this time

6) Evening Classes

Adult Chinese Classes have begun and are going very well. Parents enjoy the class very much and are wildly impressed with the teacher.

7) Reading Buddies Program

As proposed in the Target grant, Target is working with Yinghua on creating a reading buddy program where Target employees will come in and read with Yinghua kids.

8) Conferences and Delegations

Ms. Lueth and Ms. Lien will be attending the (CAIS) Chinese American International School conference in San Francisco. Mr. VanKeulen informed the board of the upcoming state delegation to China this summer.

UPDATES/OLD BUSINESS

FINANCIAL REPORT

Mr. Parish is out of town and will return with a financial update at the next board meeting.

YACA UPDATE

YACA will have its next meeting Wednesday February 28th. Ms. Lueth suggested that we have a spring event in May where new and old families come together with a meal to share.

BOARD MEMBER ELECTIONS

Article III, section 3 of the Yinghua Academy By-Laws was changed to reflect the new dates of the Election of Board Members. Mr. VanKeulen made a motion to approve the By-Laws as amended. This motion was seconded by Ms. Doubek and passed unanimously.

Board members will begin to reach out to potential board candidates. Ms. Moeller will send a letter to Yinghua parents and staff inviting them to run for seat on the Yinghua Academy board.

Board seats will be up for election this summer. The board discussed the optimal number of board members for the number of things that need to be done over the next several years. Given the strong desire to maintain the stability of the board and to accomplish the many tasks / projects in a growing school, the board agreed that it would be best for the school to add three additional board members. Mr. VanKeulen made the motion that the board maintain its current 7 members and elect three additional members at the annual meeting in June 2007, bringing its total number to 10 board members. This motion was seconded by Ms. Wong and passed unanimously by the board.

NEW BUSINESS

STRATEGIC PLANNING COMMITTEE

The planning committee updated the board on its last meeting. Overall the committee continues to focus on a viable plan for growth over the next four years. The committee should also include grant priorities as a focus.

A larger board discussion ensued regarding the role of the Strategic Planning Committee relative to the role of the entire board in working on the overall strategy of Yinghua Academy. After discussion Ms. Moeller suggested that the board return to meeting twice a month or perhaps once every three weeks so that there is adequate time at board meetings to discuss strategy-related issues and opportunities. She also suggested that the board add a board meeting on Monday, March 12, rather than wait until the next regularly-scheduled board meeting on March 26. Ms. Moeller offered to bring to the next board meeting a potential new board meeting schedule that will provide for more than one board meeting a month. The March Strategic Planning Committee meeting will be canceled due to several absences.

MARKETING

Ms. Schatz will propose a plan for advertising this Spring / Fall. Ms. Doubek made a motion to approve up to \$1,500.00 in marketing expenses for the 2007-2008 school year. Mr. Yan seconded the motion. The motion passed unanimously.

CHINESE HERITAGE FOUNDATION CHINESE NEW YEAR'S CELEBRATION

Saturday March 3rd Chinese New Year Celebration Banquet

CONFLICT OF INTEREST POLICY

The discussion will be tabled until the next board meeting due to time constraints.

ADJOURNMENT

Ms. Wong motioned to adjourn the meeting. Mr. VanKeulen seconded that motion and the meeting was adjourned at 9:05 PM.