

Yinghua Academy Board Meeting Minutes

March 26, 2007

BOARD MEMBERS IN ATTENDANCE

Cindy Moeller, Sandy Doubek, Doug Parish, Kristina Schatz, Michael VanKeulen

BOARD MEMBERS NOT IN ATTENDANCE

Margaret Wong, Larry Yan

DIRECTOR IN ATTENDANCE

Betsy Lueth

OTHERS IN ATTENDANCE

None

Meeting Called to Order at 6:45 P.M. by Ms. Moeller.

AGENDA

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

3/12/07 BOARD MEETING MINUTES

A motion to approve the 3/12/07 board meeting minutes was forwarded by Ms. VanKeulen. The motion was seconded by Ms. Doubek and was approved unanimously.

DIRECTOR'S REPORT

1) Enrollment Report

- 20 Enrollment packages received
 - 15 - K
 - 3 - 1st
 - 2 - 3rd

If families do not submit their enrollment packets by April 15th, they will be notified that they are no longer in the applicant pool, and their applications are no longer valid. They must call to be added to the bottom of the waiting list if they wish to enroll. If there are open spots as of April 15th, wait list families will be offered a spot and given two weeks to submit their enrollment packets.

2) Staffing

- Looking for staff for the following for 2007-2008 school year
 - 1 Classroom teacher
 - 2 Educational Assistants

One classroom teacher has been hired and interviews are being conducted for the other teacher and the Educational Assistants. There are currently seven candidates for these positions, and we continue to look for other candidates. We have placed job postings on EdPost, MN Daily, Yinghua website, Dept. of Education, and the Mpls. Star and Tribune.

3) Reporting

- MARSS due April 11th
- CREDO (a requirement of the Walton Grant) due April 30th
- Transportation report submitted for March 15th due date
- Federal Grant Interim Expenditure Amendment was approved
- TEAE Grant update due March 30th
- Walton Grant update due March 30th
- CSP (Implementation Grant) Meeting on April 19th

4) Transportation

Ms. Lueth asked that the board begin to research busing possibilities for the 2007 – 2008 school year. The board learned last year of the considerable expense involved in busing all students. At that time the board also discussed the “fairness” of providing busing only to students whose families live in the St. Paul School District, which is about 15% of Yinghua students. The school is required to get busing waivers from families who live in the St. Paul School District, if Yinghua does not provide busing to those students.

5) Curriculum

Ms. Lueth and Ms. Lien attended the San Francisco conference on Chinese immersion education. Over 500 people were in attendance. All are working on Mandarin programs across the country. There is a K-16 scope and sequence being developed. The K-16 sequence requires traditional character introduction early on. Further discussion will take place regarding the introduction of traditional characters at Yinghua Academy. Ms Lueth asked for time on the agenda of the next board meeting to discuss curriculum.

UPDATES/OLD BUSINESS

FACILITY UPDATE

Our landlord is currently looking at the building plans through 2011. He will provide us with costs associated with the build out for 2007-2008 and 2008-2009. He will also look at the plans through 2011 for feasibility.

YACA UPDATE

General membership meeting will be held on Wednesday March 28th, 2007. The agenda items include:

- State of the School by Ms. Lueth
- YACA Financial Update
- State of YACA and YACA Elections
- Clean up Day April 14th – 10:00-12:00
- Volunteers Opportunities such as flower planting, clean up day, recess duty, and Spring Carnival activities

BOARD MEMBER ELECTIONS

The board reviewed a document that Ms. Moeller had provided, entitled "Procedures for Election of Board Members to the Yinghua Academy Board." After discussion the board agreed on the following:

- Tuesday, May 22 – Deadline by which candidates for board seats must notify Cindy Moeller of their interest in running for a board seat and must submit a statement sharing why they want to be on the board and what skills, expertise, and/or perspective they believe they could bring to the board.
- Wednesday, May 23 – Cindy Moeller will send a letter home with students and to all staff announcing the names of candidates for the Yinghua Academy board.
- Wednesday, June 6 – Ballots for the open Yinghua Academy Board Seats will be mailed to parents and hand-delivered to all current staff.
 - Ballots may be returned:
 - In person at the June 10 event
 - In person to the school
 - By U.S. mail to the school
 - Only ballots that are received by 5 PM on June 21 will be counted.
- Sunday, June 10 – Yinghua Academy Annual Meeting and Board Election Picnic
 - All current families and staff will be encouraged to attend.
 - The picnic will be "potluck." Additional details still need to be worked out.
 - This event will be held at Newell Park.
 - The agenda for the Annual Meeting will include:
 - Brief remarks by Cindy Moeller, Betsy Lueth, Doug Parish, and Christina Erickson (chair of YACA).
 - Brief remarks by each candidate for an open board seat.
- Thursday, June 21, 6:30 PM – Ballots will be counted at the school at an open meeting. All candidates will be notified that evening or on Friday, June 22.
- Monday, June 25, 6:30 PM – Regular Yinghua Academy board meeting. New board members are invited to attend. Their membership on the board begins officially on July 1, 2007.
- Ms. Moeller will bring a sample ballot to the 4/16 Board Meeting.

MARKETING

Ms. Schatz will have ad possibilities available to the board by the next board meeting.

FINANCIAL UPDATE

February 2007 YTD Financial Statements

Mr. Parish outlined for the board the February 2007 YTD Profit and Loss statement. Overall, the budget is balancing; and we project that we will have a healthy end-of-year fund balance.

Long Range Budget Projection Model – March 22, 2007. Goals for finalizing budget over the next few months:

- Finalizing student numbers
- Truing up of Expenditures

The projected budget shows a healthy fund surplus at this time. The 2007-2008 budget will be finalized and presented to the board for discussion by June 2007.

Salaries for 2007-2008 and merit raises were discussed

Mr. Parish made the motion to approve a salary increase of existing staff and starting salaries for new teachers, as recommended by Ms. Lueth. Ms. Doubek seconded the motion and the motion passed unanimously.

ADJOURNMENT

Mr. Parish motioned to adjourn; Mr. VanKeulen seconded. The meeting was adjourned 8:50 PM.