

Yinghua Academy Board Meeting Minutes  
April 27<sup>th</sup>, 2009

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS NOT IN ATTENDANCE

Sandy Doubek

DIRECTOR IN ATTENDANCE

Betsy Lueth

Ms. Moeller called the meeting to order at 6:30 pm.

AGENDA

Mr. Parish made a motion to approve the agenda with one added New Business item, with Mr. Yang seconding the motion. Board voted to approve the agenda; and the motion carried.

04/13/09 BOARD MEETING MINUTES

Mr. Yang made a motion to approve the minutes with no corrections; and Ms. Mueller seconded the motion. Board voted to approve the minutes; and the motion carried.

DIRECTOR'S REPORT

ENROLLMENT

- Enrollment is 238 students.
- 75 new K's have sent in their enrollment packets, with 45+ on the K wait list. All other grades, 1<sup>st</sup> – 5<sup>th</sup>, have waitlists of between 1-13 students.
- MDE will not provide a timeline for a decision on our request to expand to being a K-8 school.

CURRICULUM

- NWEA and YCT standardized tests will be conducted during May.

FACILITIES

- Current facility is fine. No issues to report.
- We need to get a quote from Hamline Construction for maintenance work that CPE requires as tenants.

FINANCIAL/GRANT

- We received a \$90K StarTalk grant for our summer math program.
- FLAP grant application for the next two years is due by May 27<sup>th</sup>. Ms. Lueth is working intensely on this. We are the sole applicant on this grant, i.e., are not partnering with any other organizations, which we had done in a previous year.

STAFFING

- Two immersion classroom teachers have been hired with three openings still.
- Ms. Norell will be teaching sixth grade next year.

STUDENTS/FAMILIES

- The parent satisfaction survey is done.

- We continue to review busing needs for the new location. Some busing companies are currently serving schools with “hubs”. Different scenarios are being assessed.
- Ms. Choy and Ms. Rebecca Kreitzer are taking the lead on the move plan. They will organize the parents to help with the move, along with many other move-related activities.

## UPDATES/OLD BUSINESS

### BETSY’S PERFORMANCE APPRAISAL

- Because a handful of evaluations have not yet been received, Betsy’s performance appraisal will be rescheduled to the next Board meeting, May 18<sup>th</sup>.

### EVENT COORDINATOR

- Yinghua has been asked to host a table at the May 2<sup>nd</sup> 3-5pm, NE Park block party / ice cream social. Ms. Kreitzer, Ms. Moeller, Ms. Doubek and Ms. Van have graciously volunteered to help at this event. Ms. Choy offered to assist. Ms. Kreitzer has arranged to have Yinghua balloons and other information available to the public.

### FACILITIES

- CSDC’s (Charter School Development Corporation, which is purchasing the Putnam School building) due diligence period expires this Thursday, April 30<sup>th</sup>; and it is expected that they will allow it to expire. An early June closing date is possible.
- The Park Rec lease will remain as extended.
- The Chinese daycare would like one room in the school to assist the Yinghua families of siblings. Mr. Yang will follow up on possible options.
- Ms. Lu, our architect consultant, is on the YBC board. Mr. Yang questioned if there would be a conflict of interest if we used her firm for expansion plans. The Board did not see a conflict of interest at this time; but, if one would arise, we would need to look for another YBC member.
- The move plan will be added as part of future Facilities updates.

### FINANCIALS

- The Board reviewed the schools EFT activity report with no issues.
- Mr. Parish presented the March 2009 financial statement. Revenues continue to exceed expenditures. YACA donations to date are \$22,085.
- Mr. Parish presented a long-range budget for 2009-2010 based on conservative enrollment. Ms. Schatz motioned to approve the 2009-10 budget. Mr. Yang seconded the motion. Board voted to approve the motion; and the motion carried.
- Ms. Schatz motioned to approve the amended 2008-09 budget. Mr. Yang seconded the motion. Board voted to approve the motion; and the motion carried.
- Mr. Yang motioned to approve the 2009-10 budget. Ms. Schatz seconded the motion. Board voted to approve the motion; and the motion carried.

### FUNDRAISING

- Mr. Parish reported that the committee met and is ready to launch Capital Fundraising in May. Phase I includes meeting with selected individuals. Phase II will be a mass mailing to current parents, new K families and friends of Yinghua.
- 100% of the Board is encouraged to contribute at whatever amount they choose, since 100% participation of board members communicates great support of the campaign.
- The capital fundraising packet includes a letter from Ms. Lueth, FAQ, Case Statement, Yinghua brochure and what the money will be used for.

## MARKETING

- Will be meeting with Ms. Lueth to discuss ways to increase 6<sup>th</sup> grade enrollment and to increase presence in the community.
- A press release for Yinghua's role in the National Chinese Language Conference, StarTalk, Times magazine interview, new building and summer camps will be created.
- Ms. Schatz will be leaving the Board after her term ends in June. A board member needs to be appointed as the chair or co-chair of the Marketing Committee. This will be done after the new board members join the board in July.

## TEACHER MAJORITY WAIVER

- We have had no word on the status of our teacher majority waiver request. In mid-March MDE projected that there would be a decision in approximately 60 days. Ms. Moeller will follow up with MDE prior to the May 18 board meeting.

## TECHNOLOGY COMMITTEE

- Mr. Liu reported on a meeting of the Technology Committee. A new member, who brings website design and graphics to the group, has joined the committee. Some work will be done to tweak the current website. Major website redesigned is planned later, after our move.
- 10 new PCs can be purchased this year.
- Phone system and Internet service is being assessed for the new facility.

## YACA

- YACA General Membership meeting is May 7<sup>th</sup>. This meeting will include the election of several new board members and a new vice chair. YACA currently has 5 candidates for 4 positions. The meeting will also feature a speaker, Nyssa Brown, from the Perpich Center for Arts Education.

## YINGHUA BOARD CANDIDATES

- There are several interested candidates, though only one has committed to-date.
- Ms. Moeller asked the Board to reach out to potential candidates.

## NEW BUSINESS

### WELCOMING COMMITTEE

- Ms. Choy proposed creating a formal team that welcomes new teachers and any interested staff that needs support in transitioning to the States. Volunteer parents could help new teachers transition to the Twin Cities by providing transportation, temporary housing, sight seeing, family BBQs, etc. The Board welcomed this idea. Ms. Choy and Dr. Lien will work together to create a strong transition plan for our new teachers.

## ADJOURNMENT

Ms. Schatz made a motion to adjourn the meeting, with Mr. Yang seconding. Board voted in favor of the motion to adjourn the meeting; and the motion carried.

Meeting was adjourned at 8:28 pm.