

Yinghua Academy Board Meeting Minutes
May 21st, 2007

BOARD MEMBERS IN ATTENDANCE

Sandy Doubek, Cindy Moeller, Michael VanKeulen, Larry Yan

BOARD MEMBERS NOT IN ATTENDANCE

Kristina Schatz, Margaret Wong, Doug Parish

DIRECTOR IN ATTENDANCE

Betsy Lueth

OTHERS IN ATTENDANCE

Luyi Lien, Michele St. Martin

Meeting was called to order at 7:07 pm

AGENDA

Motion to approve the agenda forwarded by Mr. VanKeulen.

Ms. Doubek seconded the motion.

Motion passed unanimously.

5/7/07 BOARD MEETING MINUTES

Motion to approve the agenda forwarded with amendments by Ms. Doubek.

Mr. Yan seconded the motion.

Motion passed unanimously.

FUND BALANCE POLICY

Board discussed updates to the Fund Balance Policy and discussed the amendments to the policy.

DIRECTOR'S REPORT

Enrollment

Currently we have 47 in K with 5 new applications.

1st grade we have 44 enrolled

2nd grade we have 31 (25 in class and 6 on the waiting list)

3rd and 4th grade are still the same as last board meeting.

School Calendar for 2006 – 2007 year

Ms. Lueth handed out the updated 2006 - 2007 school calendar with the corrected number of snow days.

Mr. Yan forwarded a motion to approve the 2006 – 2007 school calendar.

Ms. Doubek seconded the motion.

Motion passed unanimously.

School Carnival

Ms. Lueth shared with the board her thoughts on the success of the school carnival. There was a nice blend of current families and future families.

School Events

All Chinese classroom teachers have been hired – 3-Chinese teachers, 2 English teachers, 2 EA's and possibly a Title One/Physical Ed.

Asia Society - Shuhan Wang will be touring the school the morning of June 1st.

Artistic Partnership

Ms. Lueth gave the board an update on the Artistic Partnerships that are developing for the 2007 – 2008 school year.

UPDATES/OLD BUSINESS

FACILITIES UPDATE:

Ms. Lueth gave an update on the facilities.

Carpeting will be done this week and the position of the door in the first grade room has been decided on. Ms. Lueth discussed the need for adding phone lines and computer lines in the new part of the facility. Will discuss budget with Mr. Parish.

YACA UPDATE:

Ms. Doubek updated the board on the YACA activities including May 30th General Membership meeting, Family Mentors and YACA summer activities,

MARKETING UPDATE:

The ads are running in the Roseville, Shoreview/Arden Hills/Moundsview newspapers and the China Insight.

Ms. Moeller recommended that any additional marketing dollars be used for new lawn size specific targeting 3rd and 4th grade students

Ms. Lueth also recommended we produce more static clings to include in the enrollment packets for new families.

VOLUNTEER AUDITORS:

In an effort to ensure that Yinghua Academy's financial controls provide sufficient segregation of duties, Mr. Parish offered to have several junior auditors from Ameriprise review our financial processes. Ms. Lueth gave the board an update on the volunteer Ameriprise auditors that came to the school Thursday May 17th with Mr. Parish. The auditors were here for about 2 1/2 hours discussing financial process, systems, procedures, etc. and will produce changes that will provide adequate segregation of duties. The board is looking forward to their recommendations.

JOB DESCRIPTION FOR THE DIRECTOR OF YINGHUA ACADEMY:

Ms. Moeller handed out copies of the current un-edited job description and discussed the additions to the job description. After discussion and editing of the current job description, Mr. VanKeulen forwarded a motion to approve the Director Job Description as amended. Ms. Doubek seconded the motion. Motion passed unanimously.

PROCEDURES FOR ELECTIONS OF BOARD MEMBERS TO YINGHUA ACADEMY:

Ms. Moeller reviewed the current procedures draft and the current ballot, which the board discussed. Deadline for candidates is Tuesday May 22nd. A letter with information about the candidates and the election will be provided to parents later this week; and the ballots will be sent out to the parents on Wednesday, June 6.

PLANNING FOR THE JUNE 10 ANNUAL MEETING AND BOARD ELECTION PICNIC:

Ms. Moeller discussed the picnic and annual meeting on June 10th at Newell Park from 4 pm to 7 pm. Official meeting will begin at 5:30 pm. Staff and current parents will be on the playground with the children. Ms. Moeller and Ms. Lueth will give a few remarks about the school; and Mr. Parish will give a financial overview. Ms. Erickson will give a YACA update and Ms. Moeller will give an explanation of the election process, followed by statements given by each candidate and general Q&A.

TRANSPORTATION:

Ms. Lueth discussed current busing costs at being \$300.00 a day for one bus with 10% of the current enrolled students being eligible for busing. Mr. VanKeulen asked that we analyze the impact on the school budget of providing transportation, if St. Paul parents do not sign the bus waiver. Information concerning busing needs to be sent to the parents soon. Ms. Lueth discussed creating a letter that outlines the budget and how providing busing would impact the budget. Ms. Lueth will provide a draft of the letter to Ms. Moeller to present to the board for review.

NEW BUSINESS

ADJOURNMENT

Moeller closed the meeting for a discussion of personnel issues. The meetings adjourned at 8:49 pm.