

Yinghua Academy

Minutes of May 22, 2006 Board Meeting

St. Anthony Park Library

Cindy Moeller called the meeting to order at 6:30.

Board Members in Attendance

Zhining Chin, Cindy Moeller, Kristina Schatz, Margaret Wong, Jennifer Yan, Larry Yan

Director (in Attendance)

Besty Lueth

Board Members Not in Attendance

Laura Offerdahl Harris, Doug Parish, Michael VanKeulen

Approval of the 5/8/06 Minutes and the Agenda for 5/22/06

After the incorporation of several corrections Ms. Schatz moved for the approval of the minutes. Ms. Chin seconded. The motion passed unanimously.

Ms. Schatz suggested adding Student Exchange on today's agenda under Miscellaneous topics. Ms. Wong moved the approval of the agenda for today with Ms. Schatz's addition. Ms. Yan seconded. The motion passed unanimously.

AFS (American Field Service) Teacher

Board members discussed the possibility of finding host families for the two Chinese teachers from AFS. It was decided that Yinghua Academy is committed to having one AFS teacher during the 2006-2007 school year and will try to identify a host family for her.

Nomination of Secretary of the Board

Ms. Moeller proposed the official nomination of Ms. Yan as the secretary of the board after her interim term expired at the end of May. Ms. Schatz seconded. The nomination was approved unanimously.

Director Report

Interviews for Office Manager and Curriculum Coordinator will be held on June 3. First interviews for Classroom Teachers will be held on Saturday, June 10. Ms. Chin suggested that candidates submit their transcripts as well as other required qualification materials.

Mrs. Lueth also shared time schedules with the board members about all the activities that would happen during July and Aug. e.g. Core Knowledge training and CARLA training on language immersion.

Considering the fact that some board members will be leaving for China, next two board meetings will be scheduled on June 12 and June 19 respectively. There will not be a board meeting on June 26.

Marketing Update

The process of contacting parents and reconfirming their commitment to enrolling their child(ren) at Yinghua Academy has begun. So far 72 students are enrolled.

Facilities Update

Carpet for the school has been chosen. The interior of the building will be repainted and the carpeting will be installed at the end of June and beginning of July.

Financial Update

Though enrollment of students at Yinghua Academy is going very well, the board had a brief discussion of how expenses could be managed if the enrollment is less than planned.

At the meeting, Ms. Chin moved for the reimbursement of expenditures for copying and printing. Mrs. Wong second. The motion was passed unanimously.

501(c)3 Status Approved

At the meeting, Ms. Moeller informed the board that Yinghua Academy was granted the status of 501(c)3 status by the IRS. One benefit of this is that donations to Yinghua Academy are tax-deductible. Board members spent some time discussing the further explorations of donation like computers or software from some relevant organizations and foundations.

Human Resource Update

Ms. Moeller is working on the Benefit package for Yinghua staff.

At 8:40 Ms. Moeller moved for adjournment. Kristina seconded. The board unanimously passed the motion.