

Yinghua Academy Board Meeting Minutes  
June 4, 2007

BOARD MEMBERS IN ATTENDANCE

Cindy Moeller, Kristina Schatz, Margaret Wong, Michael VanKeulen

BOARD MEMBERS NOT IN ATTENDANCE

Sandy Doubek, Doug Parish, Larry Yan

DIRECTOR IN ATTENDANCE

Betsy Lueth

OTHERS IN ATTENDANCE

None

Meeting Called to Order at 7:03 P.M. by Ms Moeller.

AGENDA

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

4/16/07 and 5/21/07 BOARD MEETING MINUTES

With the correction of the meeting end time to 8:35 a motion to approve the 4/16/07 minutes was forwarded by Ms. Wong, seconded by Ms. Schatz, and passed unanimously. With a few typo corrections, some clarifying language and a correction to the number of students enrolled in 2nd grade, Mr. VanKeulen forwarded a motion to approve the 5/21/07 meeting minutes. The motion was seconded by Ms. Moeller. The motion passed unanimously.

DIRECTOR'S REPORT

1) Enrollment Update

Current enrollment numbers:

We currently have a total of 148 students enrolled for 2007-2008 school year. The 2007-2008 budget is based on 140 students so we are on target for enrollment at this time.

- K- 48
- 1<sup>st</sup> - 46
- 2<sup>nd</sup> - 25
- 3<sup>rd</sup> - 18
- 4<sup>th</sup> - 11

2) Transportation

After investigating independent busing options, Ms Lueth had the following to report:

- None of the companies contacted would be able to accommodate our 8:30 start time. The earliest possible start time would be 9:30.
- The total cost for one year of contracted busing would be \$51,900 or 4% of the 2007-2008 school year budget.

- If we were to contract with a busing company we would need to eliminate at least one full time or two part time staff to accommodate the loss of 4% of our budget.

Ms. Lueth will be sending a letter to all St. Paul families asking them to waive their busing rights.

### 3) Staffing

- A Physical Education teacher has been hired
- We are currently interviewing for 3<sup>rd</sup> and 4<sup>th</sup> grade teachers and Educational Assistants.
- All other classroom positions are filled.

### 4) Licensure

Ms. Lueth is working with Hamline University on a fast track Elementary Education Licensure for our teachers.

In addition, Ms. Lueth has been writing to members of the Congress regarding licensure for our teachers.

Also, some possibilities may exist for licensure if we are in a formal partnership with a higher educational facility. All possibilities are being further investigated.

### 5) Asia Society

A visitor from the Asian Society visited Yinghua and was very impressed with the school. She offered her assistance to Yinghua.

### 6) Other

Ms. Lueth talked to the board about the 3<sup>rd</sup> and 4<sup>th</sup> grade class numbers. After some discussion, the board asked that Ms Lueth to establish some models for the multiple scenarios considering the unknown numbers of the 3<sup>rd</sup> and 4<sup>th</sup> grades for next year.

### 7) Kindergarten Round-Up

K Round-Up was a huge success. It was called “Passport to China”. It was an interactive evening for the kids and parents. After questions and answers children and parents learned the Yinghua school song.

## UPDATES/OLD BUSINESS

### FINANCIAL UPDATE

Ms. Moeller reported that, as per standard procedure, the board needs to approve an outside auditor. A motion to continue to engage Larson Allen again for this year ... at fees not to exceed \$8,250 plus out of pocket for the audit and not to exceed \$1,350 for tax return preparation, other filings and out of pocket expenses ... was forwarded by Mr. VanKeulen and seconded by Ms. Wong. The motion passed unanimously.

### FACILITY UPDATE

The additional space continues to move along as planned.

## YACA UPDATE

Update will be forthcoming at next board meeting.

## MARKETING

Ads continue to run as approved at the last board meeting. The website creative and structure will be revised over the summer months. Ms. Moeller will work with two parents who have volunteered their services, Mr. Bob Kasten and Ms. Kristin Swenson.

## DIRECTOR JOB DESCRIPTION AND ESSENTIAL RESPONSIBILITIES

Finalized at the last board meeting.

## DIRECTOR PERFORMANCE REVIEW

Ms. Moeller presented a draft of the Director's performance review form and process to the board. Ms. Moeller suggested that board fill out the form; and Ms. Moeller will try to meet individually with the staff. All feedback will then be consolidated; and Ms. Moeller will share with the Director.

## ANNUAL MEETING

Sunday, June 10<sup>th</sup>

4:00-5:30 P.M. - Picnic

5:30 – 7:00 P.M. - Annual Meeting and Board Election

## NEW BUSINESS

### INTELLECTUAL PROPERTY

Will be discussed at the next board meeting.

### CLOSED MEETING

At 8:20 the meeting was closed to discuss a personnel issue.

### ADJOURNMENT

The meeting was adjourned 8:35 PM.