

Yinghua Academy

Minutes of June 12, 2006 Board Meeting

Hamline Midway Library

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

Board Members in Attendance

Zhining Chin, Cindy Moeller, Doug Parish, Kristina Schatz, Michael VanKeulen, Margaret Wong, Jennifer Yan, Larry Yan

Director (in Attendance)

Besty Lueth

Board Members Not in Attendance

Laura Offerdahl Harris,

Approval of the 5/22/06 Minutes and the Agenda for 6/12/06

Ms. Chin moved for the approval of the minutes for 5/22/06. Mr. Yan seconded. The motion passed unanimously.

After incorporating several additions of issues to today's agenda, Mr. Parish moved the approval of the agenda. Mrs. Wong seconded. The motion passed unanimously.

Director's Report

- Mrs. Lueth informed that Penny Zheng has accepted the position of Office Manager.
- The second round of interviews for the Curriculum Coordinator is scheduled. Mrs. Lueth expects to make an offer to one of the final two candidates.
- Discussion was also held about the second interviews for the teachers. The class demonstration observations of the teachers have been scheduled on Wednesday and Friday of next week.
- It was suggested that teacher candidates who were not offered jobs, but who seem qualified to be strong substitute teachers, be asked if they would like to be part of the Yinghua Academy substitute teacher pool.
- Mrs. Lueth proposed that Yinghua Academy follow St. Paul public school district schedule with 174 school days per calendar year. Mr. Parish moved the proposal. Mr. VanKeulen seconded. The motion for 174 school days passed unanimously. At this time the anticipated start date for 1st, 2nd, and 3rd-graders is September 5 and for kindergartners is September 7. The anticipated last day of school is June 12.
- The topic of immersion training for the teachers was discussed. The training dates have been tentatively scheduled for July 19-21. Details need to be finalized; but Yinghua Academy is fortunate to have found two experienced Chinese immersion teachers to conduct this training in lieu of our teachers attending the CARLA training, which is full.

Updates/Old Business

Facilities Update

- Discussion was held about the need to submit the application for lease aid.

Finance Update

- At the meeting, Mr. Parish submitted the recent budget information including the three-year budget for the upcoming three school years as well as a "worst-case scenario" budget, based on having only 50 students in the first year of operation. Mr. VanKeulen moved for the approval of the budget. Ms. Chin seconded. The motion has been passed unanimously.

- Mr. Parish asked for approval to pay for the preparation of Yinghua Academy's IRS Form 990. Mr. VanKeulen moved the proposal. Mrs. Wong seconded. Motion has been passed unanimously.
- After discussion it was agreed that Yinghua Academy would continue to explore possible vendors for accounting services.
- Ms. Schatz proposed to the board a vendor to use for criminal background checks for Yinghua Academy. After discussion, the board reached an agreement that Yinghua Academy would choose MacDowell Agency as its criminal background check company. This motion was made by Mrs. Wong, seconded by Mr. Parish and unanimously passed by the board.
- Ms. Schatz brought up a discussion about having a security system at our building. There is currently an ADT security system installed. However, given that Yinghua Academy is leasing only 75% of the building, some changes will need to be made to the wiring. The board authorized Ms. Schatz to talk with ADT and to sign up for a year-long contract with ADT, including any rewiring that needs to be done, so long as the cost is \$1000 or less. If the cost is more than \$1000, Ms. Schatz will bring information back to the board for further discussion.

HR Update

Ms. Moeller initiated a discussion about criminal background checks and pre-employment drug testing. The school is required to do criminal background checks of potential employees, board members, and volunteers. Ms. Moeller shared that very few (if any) MN charter schools do pre-employment drug testing. The board agreed not to consider doing pre-employment drug testing with candidates to whom we are making job offers.

Marketing Update

- Ms. Schatz informed the board that, to date, \$6000 has been spent on marketing.
- Yinghua Academy will participate in this year's Dragon Boat Festival. Board members agreed to start thinking about fun activities we could provide for kids at our booth.
- A family for hosting the Chinese teacher from AFS has been identified. The next step is for this family to submit an application to AFS.

New Business

- Ms. Moeller shared some information about a press conference with Commissioner of Education Alice Seagren that is tentatively scheduled at our building on June 22. The purpose of the press conference is to "kick off" the trip that the Commissioner is leading to China. Yinghua Academy director Betsy Lueth and board member Michael VanKeulen are among the educators that are going on this trip.
- Ms. Moeller provided each board member with a binder containing information about the mandatory policies that school boards must have. The binders contain drafts of these policies from the Minnesota School Boards Association. Ms. Moeller also offered a schedule on which the board will vote on the policies and asked all board members to read the policies before the meetings at which the voting will occur so that they will be prepared to offer changes and to vote on the policies. The board agreed to the schedule that Ms. Moeller proposed.
- Uniforms. The board approved uniforms with light blue tops and black pants/skirts.
- Ms. Schatz is continuing to contact parents for their permission to be in the Yinghua Academy student directory. Ms. Schatz also indicated that student enrollment packets will be sent out soon.

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