

Yinghua Academy

Minutes of June 19, 2006 Board Meeting

Hamline Midway Public Library

Cindy Moeller called the meeting to order at 6:35 PM.

Board Members in Attendance

Zhining Chin, Cindy Moeller, Doug Parish, Kristina Schatz, Margaret Wong (arrived at 6:45), Larry Yan

Board Members Not in Attendance

Laura Harris, Michael VanKeulen, Jennifer Yan (traveling in China)

Also in Attendance

Betsy Lueth – Director

Minutes of the June 12, 2006 Board Meeting

After several minor changes to the draft of the minutes, Ms. Chin made a motion to approve the minutes, as amended. Mr. Yan seconded the motion. The motion was approved unanimously.

Agenda for the June 19, 2006 Board Meeting

After several additions were made to the agenda, Ms. Schatz moved the approval of the amended agenda. Mr. Parish seconded the motion. The motion passed unanimously.

Director's Report

Mrs. Lueth reported that Penny Zhang has accepted our offer to be Office Manager and Luyi Lien has accepted our offer to be Curriculum Coordinator. Both are tentatively scheduled to start on July 5. Mrs. Lueth also reported that two candidates for teaching positions have completed second interviews and have been offered positions. Ping Peng has accepted the offer to be one of the kindergarten teachers. The other candidate is still considering the offer. Mrs. Lueth also has scheduled another candidate for a second interview in early July. The second interviews for teacher candidates involve teaching a sample class at the Minnesota Chinese Day Care. Mrs. Lueth is also talking with additional teacher candidates. Several board members also offered to contact people they know about possible additional candidates. Mr. Parish will provide an I-9 form for Mrs. Lueth to have completed by all employees.

There was also a discussion of the need for a special education teacher. Ms. Moeller agreed to post the special education teacher job on the MACS website and on EdPost.

There was a discussion about using the Minnesota Charter School Special Education Project (MCSSEP) as the Special Education Director for Yinghua Academy. MCSSEP was created to provide special education support to charter schools and is used by many charter schools. The cost is \$5000/year. Mr. Parish made a motion that Yinghua Academy use MCSSEP as our Special Education Director. Ms. Wong seconded the motion. The motion passed unanimously.

Finance Update

Mr. Parish informed the board the Planning Grant Budget Modification has been approved by the MN Department of Education. This will lead to the release of the final \$30,000 of the Federal Planning Grant.

There was a discussion of whether or not Yinghua Academy should continue using Beltz Kes as our financial services vendor. Given that it is the beginning of "audit season", and given that we would prefer not to sign another year-long contract, Mr. Parish is going to talk with Beltz Kes about working with them on a month-by-month basis.

Mr. Parish has been working on Yinghua Academy's Cash Flow Statement to see if we anticipate a need for a line of credit. At this point his tentative conclusion is that we will not need a line of credit. However, he is going to talk with Drake Bank, where Yinghua Academy currently does our banking, about a possible line of credit.

Mrs. Lueth, who is in the midst of a week of training at the Minnesota Department of Education, said that she needs a budget that includes UFARS codes. Mr. Parish offered to ask Beltz Kes about creating such a budget.

Mr. Parish also is going to draft a policy related to approval of expenditures, so that Mrs. Lueth and others will have a clear process to follow, since there will be a number of expenditures in the next two months as the school buys furniture, books, and other materials. Mr. Parish is also going to talk with Drake Bank about reactivating our "corporate" credit card.

Employee Benefits

Ms. Moeller shared with the board a proposal from T.C. Field for insurance for Yinghua Academy employees. Ms. Moeller shared information about various plans through various healthcare companies. After significant discussion by the board of the various options, Ms. Schatz offered a motion that Yinghua Academy offer a "Traditional Health Plan: Copay Option" – with no Deductible. Mr. Parish seconded the motion. The board unanimously approved the motion. The board was comfortable with the plans of this type offered by both Blue Cross Blue Shield of Minnesota and Health Partners. The board prefers whichever plan offers more flexibility for the employee. Mr. Parish moved that the board give Ms. Moeller the authority to choose the more flexible of the plans offered by Blue Cross Blue Shield and Health Partners, after she has had the opportunity to gather more information from T.C. Field. Ms. Wong seconded the motion. The motion passed unanimously.

The board also discussed dental insurance. Ms. Chin made a motion that the board select the Comprehensive Standard 1 Plan offered by Delta Dental. Mr. Parish seconded the motion. The motion passed unanimously.

The board also discussed offering a Group Life/Accidental Death and Dismemberment Plan. Ms. Schatz moved that Yinghua Academy offer a \$25,000 group life insurance benefit. Ms. Chin seconded the motion. The motion passed unanimously.

The board also discussed which employees would be eligible for benefits. The board decided, at least for this first year, to offer benefits only to employees who are employed full-time at Yinghua, with "full-time" meaning a true full-time employee, i.e., 1.0 FTE (full-time equivalent).

Working with the Yinghua Academy Community Association (YACA)

As noted in previous Yinghua Academy board meeting minutes, the parents of some Yinghua Academy students have come together to form an organization, composed primarily though not only of parents. In an effort to strengthen the relationship between the Yinghua Academy Board of Directors and YACA and to find ways to collaborate for the benefit of Yinghua Academy and its students, Ms. Moeller asked the board to consider inviting a YACA board member to join the Yinghua Academy board and asking if a Yinghua Academy board member could join the YACA board. Mr. Parish made to a motion asking to this effect. Mr. Yan seconded. The motion passed unanimously.

Fundraising

There was a brief discussion of fundraising. Ms. Wong again encouraged Yinghua Academy to apply for a grant through the Minnesota Chinese Heritage Foundation. Ms. Moeller offered to begin working on this grant application.

Security System for 1355 Pierce Butler

Ms. Schatz shared some new information about the potential cost of a security system for the Yinghua Academy. After some discussion Mr. Parish moved, and Ms. Chin seconded, that Ms. Schatz be authorized by the board to sign a year-long contract with ADT (a security firm) at a cost of up to \$1400. The motion passed unanimously.

Board Policies

Ms. Moeller reminded the board of the importance of the board approving a number of legally-required policies before the opening of school. Mr. Parish noted that the set of board policies he had received was incomplete. Ms. Moeller said that she would make copies of the missing policies and provide them to all board members at the next meeting, along with a revised schedule for reviewing, potentially revising, and voting upon these policies.

Ms. Moeller adjourned the meeting at 8:55PM.