

Yinghua Academy Board Meeting Minutes
July 14th, 2008

BOARD MEMBERS IN ATTENDANCE

Cindy Moeller, Naomi Mueller, Maryann Choy, Keri Norell, Sandy Doubek, Joe Yang, Kristina Schatz, Clark Liu

BOARD MEMBERS NOT IN ATTENDANCE

Doug Parish, Luyi Lien

DIRECTOR NOT IN ATTENDANCE

Betsy Lueth

Ms. Moeller called the meeting to order at 6:31 pm.

AGENDA

Mr. Yang made a motion to approve the agenda and Ms. Choy seconded. Motion was approved.

06/30/08 BOARD MEETING MINUTES

Mr. Yang made a motion to approve the minutes from the board meeting and Ms. Doubek seconded. Motion was approved.

DIRECTOR'S REPORT

Ms. Moeller gave the Director's Report on behalf of Ms. Lueth who was not able to attend the board meeting.

ENROLLMENT

Current enrollment is at 241 students.

CURRICULUM

Ms. Margaret Wong will be working with Dr. Lien as an external reviewer for the 1st grade curriculum in August.

Yinghua teachers and several parents participated in the Immersion 101 training the past couple of weeks.

Betsy Lueth and Keri Norell attended a two-day kindergarten workshop at end of June.

FACILITIES

Construction continues in the NE corner building last week. HVAC work appears to be complete.

FINANCIAL/GRANT

Financial year-end reporting will be presented at the August 4th meeting. Final entries are being made during this month to finalize the year-end.

FLAP grant awards will be released on July 30th.

Health Insurance premiums are being negotiated and new contracts are being reviewed.

Q-Comp application is in process.

REPORTING

Lease Aid application will be submitted by the end of this week.

STAFFING

Interviews continue for the 5th grade position.

School interviewed one candidate for the Special Ed paraprofessional, one candidate for long-term gym sub and one candidate for Discipline Aide.

Next week Ms. Lueth will finalize staffing needs for Special Education 08-09 based on current and projected caseload.

The board reviewed the 2008 – 2009 staffing plan.

STUDENTS/FAMILIES

The family packet with the school directory, school supply list, class destinations and new family handbook, etc., will be mailed by the end of July.

UPDATES/OLD BUSINESS

FINANCIALS

No financial report at this meeting. Yinghua Academy's fiscal year ended on June 30; and Beltz Kes, Yinghua Academy's accounting firm, is finalizing the year-end reporting.

FACILITIES

Mr. Yang gave the board an update on the Facilities Committee, which toured a prospective site a week ago and will tour a couple more buildings this week. The committee will be sending a note to the parents with a Facilities Update, asking parents to share any information on prospective facilities that the committee might be interested in reviewing.

MARKETING STRATEGY

Ms. Schatz updated the board on the marketing pieces. The Yinghua Academy brochure is being proofread; and the letterhead has been printed.

CONTRACT WITH FRIENDS OF ASCENSION

Ms. Moeller stated that the renewal contract with Friends of Ascension is complete. Copies of the contract will be handed to the board at an upcoming meeting.

BUSING WAIVERS

No update on busing at this time.

NEW BUSINESS

BOARD MEETING SCHEDULE

The board meeting schedule October 2008 through January 2009 as decided by the board,

- Monday, October 20th, 2008
- Monday, November 17th, 2008
- Monday, December 1st, 2008
- Monday, December 15th, 2008
- Monday, January 5th, 2009
- Monday, January 26th, 2009

FUNDRAISING COMMITTEE

Ms. Moeller shared with the board a letter received from a parent who offered to lead the Yinghua Academy Fundraising Committee. This parent has considerable experience in fundraising. This committee will be looking for other qualified volunteers to join this committee in the coming months.

FIELD TRIPS

Ms. Schatz highlighted some potential field trips funded by CAAM and Target. Ms. Schatz will hand-off the information to Ms. Norell for the school to further review.

DRAGON BOARD UPDATE

Mr. Yang summarized the Dragon Boat Festival. Yinghua's participation in this event was successful. There were a lot of families who stopped at the Yinghua table with questions and seeking information about the school. The success was partially due to the fact that the school shared a table with the MN Chinese Day Care.

ADJOURNMENT

Mr. Yang made a motion to adjourn the meeting and Ms. Norell seconded the motion. Motion approved.

Meeting was adjourned at 7:33 pm.