

**Yinghua Academy Board**  
**Minutes of Meeting on 7/16/07**

**BOARD MEMBERS IN ATTENDANCE**

Cindy Moeller, Sandy Doubek, Michael VanKeulen, Margaret Wong, Doug Parish, Kristina Schatz, Larry Yan, Clark Liu, Joe Yang, Luyi Lien.

**BOARD MEMBERS NOT IN ATTENDANCE**

All in attendance

**DIRECTOR IN ATTENDANCE**

Betsy Lueth

Ms. Moeller officially welcomed new board members and called the meeting to order at 6:33PM.

**AGENDA**

Mr. Parish made a motion to approve the agenda. Ms. Doubek seconded. The motion was approved unanimously.

**MINUTES OF THE 6/25/07 BOARD MEETING**

Mr. VanKeulen made a motion to approve the 6/25/07 minutes. Ms. Doubek seconded. The motion was approved unanimously.

Ms. Moeller provided Yinghua Academy Board Manuals, including history of school start-up, by-laws, etc., to the three new board members

**DIRECTOR'S REPORT**

**Enrollment Update**

K – 49  
1<sup>st</sup> – 46  
2<sup>nd</sup> – 25  
3<sup>rd</sup> – 18  
4<sup>th</sup> – 13 (with 1 outstanding enrollment packet)  
150 total

Ms. Lueth noted that she and several others have reviewed Yinghua's financial reports. Ms. Lueth recommended to the board that we split the 3<sup>rd</sup> and 4<sup>th</sup> grade classes into two separate classes, each with its own teacher. Ms. Lueth noted that this decision is still consistent with conservative management of our budget and that splitting these grades will result in improved educational experiences and will likely attract additional students to each of the classes.

Ms. Wong moved that we create separate 3<sup>rd</sup> and 4<sup>th</sup> grade classes. Mr. Yan seconded. The motion was approved unanimously.

### Staffing Updates

We have hired all but one English teacher position. We may need an Educational Assistant for the 1<sup>st</sup> grade. Other than this we are fully staffed, including a letter of intent for the 4<sup>th</sup> grade teacher.

### Character Education

Ms. Lueth reported that she and Dr. Lien are developing a character education program for Yinghua Academy. This program will be implemented this fall at the start of school. Some aspects of the program are:

- Curriculum components will be in both Chinese and English.
- The program will incorporate the teaching of conflict resolution skills and there will be a greater expectation of students resolving their own conflicts, in some cases through the use of “peace zones” in each classroom.
- The curriculum will build upon “Responsive Classroom” which has already been implemented at Yinghua Academy.
- The curriculum will incorporate library books that will be read each week during library time and that will reinforce positive character skills.

### Visit from the BBC

We are expecting a visit from Lucy Ash of the BBC World Service Thursday, July 26, 10:00 to 12:00. She will talk with people and record some activities. We have gotten a media release from all students enrolled this summer.

### Outside Audit for 2006 – 2007

All board members were asked to sign required documents stating that they have no conflicts of interest relative to their participation on the Board of Yinghua Academy. Board members were asked to complete the documents and send them directly to our accountant in envelopes that were provided.

## UPDATES/OLD BUSINESS

### FINANCIAL

Mr. Parish distributed the June Financials to all board members. Fund balance approximately a \$37,000 surplus. This is above the 3.7% goal set last year. Lunches took a \$5,000 loss from budgeted amount but this seems a product of a food program for this size school and board does not feel this is a major issue. Ms. Lueth plans some changes to try to improve upon this food expense.

### Segregation of Duties and Ameriprise Employees as Volunteer Auditor

Mr. Parish engaged several volunteers from Ameriprise to conduct an audit of financial procedures at Yinghua Academy. Last year Yinghua Academy and many other charter schools received an audit comment that there was a lack of segregation of duties. We are attempting to structure our financial procedures in such a way as to avoid getting this audit comments. Some changes to financial procedures have already been implemented; and others will be implemented in the near future. A letter will be sent to Ms. Topoluk of Friends of Ascension, describing what we have done to improve our segregation of duties, so that she might share this information with other schools that are sponsored by Friends of Ascension.

## YACA

Ms. Doubek reported there has not been a meeting since our last board meeting. They are working on support roles for each volunteer in each event. Two Yinghua parents, Kristin Swenson and Ruth Hanson, have volunteered to be the Volunteer Coordinators for the 2007-2008 school year. They will work both with Ms. Lueth and with the YACA board on arranging for volunteers during the school day and for special events.

## NEW BUSINESS

### MEMBERSHIP IN THE MINNESOTA ASSOCIATION OF CHARTER SCHOOLS

The board discussed the value of becoming a member of MACS at our last meeting. Yinghua Academy is not currently a member. The cost of membership is approximately \$3000/year. The board discussed the pros and cons of membership and determined not to join at this time.

### INTELLECTUAL PROPERTY

Ms. Moeller noted that no other school is using the name "Yinghua Academy." We will continue to explore the best way to protect any intellectual property we create.

### UDATING BIOS FOR BOARD MEMBERS

Ms. Moeller reminded the board members to submit updates to their bios to her by the end of the week. She needs to submit this information to the MN Department of Education and needs to file updated records with the Secretary of State. Ms. Moeller will also distributed the updated list to all board members.

### HEALTHCARE COVERAGE FOR EMPLOYEES

Ms. Moeller shared information about options we might pursue for health care coverage for our employees. One consideration is that many of our staff are the sole workers in their families and are choosing not to cover their children, since they would need to pay 100% of the cost. Ms. Moeller and Ms. Lueth have met with our insurance broker to discuss various options and the potential impact on Yinghua Academy.

After a lengthy discussion of several specific options, Ms. Wong made a motion that the board adopt "Option 3" which includes a \$25 co-pay for each doctor's visit and which provides that Yinghua Academy pay 90% of the monthly cost for full-time employees and 50% of the monthly cost for the children and spouses (including domestic partners) of full-time employees. Ms. Moeller shared that she had estimated that, if all employees included all of their children/spouses/domestic partners, the incremental cost might be up to \$40,000/year. However, since it is unlikely that all employees would pursue coverage for all of their dependents, the more likely incremental cost to Yinghua Academy is \$10,000-\$20,000/year. Mr. Yang seconded the motion. The motion was approved unanimously..

### QCOMP

Ms. Moeller shared some information about QComp, a program that was created by the Minnesota Legislature and that is administered by the Minnesota Department of Education and that would provide performance pay for our teachers. The design of the program requires that a school design its own program, meeting certain requirements stipulated by the Legislature and by the Minnesota Department of Education. After a brief discussion the board encouraged Ms. Lueth and Ms. Moeller to pursue this.

### CALENDAR FOR BOARD MEETINGS

Ms. Moeller suggested with new board members we should review our current calendar and determine future dates and schedule. Since Mondays at 6:30 PM seem best for the board, we agreed on the following dates:

- August 6
- August 27
- September 17
- October 8
- October 29
- November 19
- December 10
- January 7

### BOARD GET-TOGETHER

Ms. Leuth has invited the board to her home on August 19<sup>th</sup>, Sunday for a potluck get together. 3:00 to 7:00. She is also inviting the YACA board and the Yinghua staff as well as everyone's spouses and children.

### LONG RANGE PLANNING/ RETREAT

There was a discussion about having a board retreat in the fall, following meetings with parents about the future development of Yinghua Academy, i.e., beyond grade 5. We want input from parents so that we are well-informed on their perspectives. We would like to have at least 3 open forums, though we have not yet established dates.

The board has scheduled its retreat for Saturday, November 3, 9:00 – 3:00.

### POTENTIAL VISIT FROM THE U.S. DEPARTMENT OF EDUCATION

Ms. Moeller noted that she had an opportunity to meet the Midwest Representative from the U.S. Department of Education, when she was in St. Paul visiting the Twin Cities German Immersion School several weeks ago. This representative expressed an interest in visiting our school. Ms. Moeller will contact her and invite her to visit this fall.

There was a brief closed meeting to discuss salary and personnel issues. Then Ms. Doubek made a motion to adjourn the meeting. Mr. Liu seconded. The motion was approved unanimously.