

YINGHUA ACADEMY BOARD
MINUTES OF MEETING ON 8/27/07

BOARD MEMBERS IN ATTENDANCE

Cindy Moeller, Michael VanKeulen, Doug Parish, Larry Yan, Joe Yang, Luyi Lien

BOARD MEMBERS NOT IN ATTENDANCE

Sandy Doubek, Margaret Wong, Clark Liu

DIRECTOR IN ATTENDANCE

Betsy Lueth

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

AGENDA

With the deletion of the July Financials from the agenda, Mr. VanKeulen moved to approve the agenda. Mr. Parish seconded. The motion was approved unanimously.

MINUTES OF THE 8/6/07 BOARD MEETING

Mr. Yang made a motion to approve the 8/6/07 minutes with the addition of the student directory added to the list of items that went out to parents in the information packet. Mr. Yan seconded. The motion was approved unanimously.

DIRECTOR'S REPORT

Enrollment Update

K – 45
1st – 48
2nd – 25 (one on wait list)
3rd – 19
4th – 19
156 total

Staffing Updates

Ms. Lueth informed the board that we have lost a teacher due to her expired work permission. Ms. Lueth is working on a feasible scenario for her replacement. Ms Lueth also continues to look for a suitable art teacher.

Back to School Night

Back to School Night is scheduled for Aug. 30th from 5:30 to 7:30

- 5:30-6:30 Tables / Mingle
- 6:30-7:00 Classroom demonstrations
- 7:00-7:30 Q & A

MN World Languages Grant

Ms. Lueth, Ms. Lien, Muree Larson-Bright (a Yinghua parent), and Ms. Moeller completed the MN World Languages Grant. The grant would provide Yinghua with \$50,000 for each of the next two years (2007-2008 and 2008-2009). Goals included:

- Curriculum
- Assessment
- Professional Development (Chinese Teacher Mentorship Program)

We will be informed of our status by September 15th.

Q Comp

Ms. Lueth continues to work on Yinghua Academy's Q Comp application.

Annual Report

Ms. Lueth handed out a list of items that Yinghua Academy is required to submit to the State of MN. This report is due October 1st.

UPDATES/OLD BUSINESS

FINANCIAL

Segregation of Duties and Ameriprise Employees as Volunteer Auditors

As of July 1st, we began instituting our newly-developed segregation of duties procedures. Our Segregation of Duties procedures will be sent to Friends of Ascension, who may use them as a model to help other charter schools improve their segregation of duties.

In essence, we were able to create and formalize a system with appropriate checks and balances with regards to the following:

- 1) Purchasing
- 2) Accounts payable
- 3) Cash Receipts
- 4) Payroll

Beltz Contract

The Beltz contract is up for renewal. Mr. Parish and Ms. Lueth have felt very confident and comfortable with the duties that Beltz has performed; and Mr. Parish recommended that the board consider renewing the Beltz contract.

Mr. Parish motioned to approve the 07-08 contract with Beltz. Ms Lien seconded the motion. The motion passed unanimously.

School Finance Award

The School Finance Award is given out to both Charter and District schools on an annual basis for excellence in school finance. Ms. Lueth informed the board that we will be submitting an application.

YACA

In Ms. Doubek's absence, Ms. Moeller reported that the YACA-organized Back-to-School picnic was a huge success.

6th Grade and Beyond

The board discussed how best to facilitate the upcoming parent meetings regarding post fifth grade for Yinghua Academy students. It was agreed that a parent questionnaire would be very helpful and necessary to the process. The questionnaire will be sent out to parents prior to the parent meetings. Mr. Parish offered to develop a questionnaire and asked all board members to submit ideas to him no later than Monday, September 3.

Board members signed up to attend and help facilitate discussion at the meetings that were suitable to their schedules.

Board Retreat

The board discussed possible agenda items for the board retreat that included:

- Get Acquainted
- Board Self-Assessment – Best Practices
- Planning for 6th Grade and Beyond

Ms. Moeller offered to identify several options for a board self-assessment process. She will share them at the next board meeting so that the board can determine how to proceed.

NEW BUSINESS

Board Governance -- Election of Officers

Ms. Moeller noted that, per our by-laws (Article IV., Section 1), officers of the board are to be elected by the board members at the first board meeting in January for one-year terms. The officers are the Chair, Treasurer, and Secretary.

Board Attendance

Ms. Moeller reminded the board that it is very important for board members to attend all board meetings. Attendance is important in order to conduct the business of the board effectively and because board attendance is a statistic we need to report, e.g., in our Annual Report to the Minnesota Department of Education. According to Yinghua Academy by-laws, it is possible to participate in a board meeting by teleconference, e.g., if a board member is out-of-town on the evening of a board meeting.

Confidentiality

Ms. Moeller reminded the board that from time-to time there are confidential items that the board discusses in closed meetings, e.g., hiring decisions, and that it is important for the board members to keep these items confidential.

Board Member Participation in Upcoming Meetings

Ms. Moeller asked that board members to sign up for some of the upcoming meetings as their schedule permits.

Facilities

The board discussed facility issues, including Electro-Magnetic Frequency (EMF).

Chinese Heritage Foundation Grant Application

Ms. Wong brought to the attention of the board that we may want to consider applying for a grant with the Chinese Heritage Foundation. The due date is September 15th. Mr. VanKeulen offered to draft a grant application.

Marketing Strategy

Ms. Moeller and Ms. Lueth suggested that we needed to create a long-term marketing strategy. Ms. Schatz and Mr. VanKeulen offered to co-chair the marketing strategy committee.

Mr. VanKeulen made a motion to adjourn the meeting. Mr. Parish seconded. The motion was approved unanimously.