

Yinghua Academy Board Meeting Minutes
September 8th, 2008

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS NOT IN ATTENDANCE

Doug Parish

DIRECTOR IN ATTENDANCE

Betsy Lueth

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

AGENDA

Mr. Liu made a motion to approve the agenda with one addition and Ms. Choy seconded. Board members voted to approve and the motion carried.

8/18/08 BOARD MEETING MINUTES

The meeting minutes of 8/18/08 will be reviewed at the next board meeting.

9/03/08 SPECIAL BOARD MEETING MINUTES

Mr. Yang made a motion to approve the minutes with a couple of changes and Ms. Mueller seconded. Board members voted to approve and the motion carried.

DIRECTOR'S REPORT

ENROLLMENT

- Current Enrollment is at 228 students (K=73, 1st=49, 2nd=49, 3rd=22, 4th=20, 5th=15)

CURRICULUM

- Singapore Math pre-tests have been administered at all grades but K.
- NWEA testing will begin for all grades 1st and higher.
- Curriculum Night is scheduled for September, 18th (7 – 8:30 pm)

FACILITIES

- The school needs to rent storage space for furniture and excess materials. Approximately \$200/month.

FINANCIAL/GRANT

- Q-comp application will be reviewed by the school board and by the teachers.
- Q-Comp application will be submitted to MDE this week.
- Financial Notes for 9-8-08 were handed to the board members with discussion on future projections and the school's need to prospect additional students.
- August financials are available for review.
- KDV audit finalizes the week of September 22nd.
- Walton Grant showing approximately \$20,000 remaining. Recommendation to save this money for future lawyers fees for immigration processing.

REPORTING

- ADM report due 9/22
- Annual Report due October 1st to MDE

STAFFING

- Staffing model to be fully reviewed as budget projections change per the financial notes in November.

STUDENTS/FAMILIES

- Dismissal procedures needs to be reviewed for safety and discussed with families.
- Busing continues to be requested by new families in the City of St. Paul.
- Busing meeting planned for Tuesday September 9th, 6:30 pm for all Yinghua families who live in St. Paul.

UPDATES/OLD BUSINESS

FINANCIALS

Ms. Lueth gave the board the August 2008 financials. The lease aid application was submitted and approved with the asbestos testing report. The lease aid will be coming through in the near future.

FACILITIES

Mr. Yang reviewed with the board the final submission for the Letter of Intent document that Yinghua's landlord, Raj Saraf, submitted to the Minneapolis Public Schools to purchase an MPS building. The Facilities Committee will be touring the Twin Cities Academy and St. Stephen's building this week. The Facilities Committee has been discussing the idea of sending out a general information survey out to the parents, which includes some location information. Mr. Yang and Ms. Choy will be seeking a parent to assist with writing the parent survey.

FUNDRAISING/MARKETING COMMITTEE

Ms. Schatz gave the board an update on the new committee, which is a combination of the Fundraising and Marketing Committees with Kristina, Doug and Abigail Pribbenow as Co-Chairs. The Committee is seeking additional qualified individuals with fundraising and/or grant-writing experience to join the new committee.

YINGHUA ACADEMY LOGO USE

Ms. Schatz reviewed with the board the proposed Yinghua Academy Logo policy. The purpose of the policy is to clarify what people who want to use the Yinghua Academy logo need to do to get permission to use the logo. After a brief discussion and an update to the policy, Mr. Yang made a motion to adopt the Logo Use Policy, with Ms. Lien seconding the motion. Board voted in favor and the motion carried.

Logo Use Policy

The Yinghua Academy Board wants to ensure that the Yinghua Academy logo is used appropriately. Anyone who wants to use the Yinghua Academy logo for any purpose must contact the Fundraising/Marketing Committee and obtain approval prior to using the logo.

RENEWAL OF CONTRACT WITH FRIENDS OF ASCENSION

Ms. Moeller announced to the board that the renewal contract with Friends of Ascension is complete. She provided copies of the new contract to all board members.

PARTICIPATION AT OPEN HOUSES

Ms. Moeller reviewed with the board the attendance at the scheduled open houses for 2008 – 2009. All of the open houses will have board members in attendance.

NEW BUSINESS

Q-COMP APPLICATION SUMMARY

Ms. Lueth outlined the benefits of the Q-Comp program to the board.

The Minnesota Department of Education has until October 1st to approve Q-Comp Applications. Yinghua Academy will be submitting the Q-Comp Aid Application to MDE this week.

Mr. Yang made a motion to approve the Q-Comp Application as written, Mr. Liu seconded, board voted and motion passed.

CREATION OF FRIENDS of YINGHUA ACADEMY

Ms. Moeller gave the board an overview of the meeting held last week between members from the Yinghua Academy, YACA board members and one of the co-chairs of the Yinghua Fundraising/Marketing committee. The members will be creating a new group titled “Friends of Yinghua Academy” with the intent applying for a 501c3 to raise funds for Yinghua Academy. The board of Friends of Yinghua Academy will be made up of members from both YACA and Yinghua Academy boards and a 5th board member to be chosen by the other four board members.

ADJOURNMENT

Mr. Yang made a motion to adjourn the meeting with Ms. Doubek seconding the motion. Board vote in favor and the motion carried.

Meeting was adjourned at 8:05 pm.