

## **Yinghua Academy Board Meeting Minutes**

October 5, 2009

### **Board Members in Attendance**

Maryann Choy, Scott Jax, Taoyuan Li, Luyi Lien, Cindy Moeller (Chair), Keri Norell, Joe Yang, Janine Trutna

### **Board Member Conference Call-In**

Doug Parish (Treasurer)

### **Board Members Not in Attendance**

Abigail Pribbenow (Secretary)

### **Director in Attendance**

Betsy Lueth

### **YACA Representative in Attendance (Ex Officio, Non-Voting)**

Ruth Straub

### **Invited Guests**

Matt Mayer, KDV, Auditor

Nichole Thurmes, BKDA, Accounting Firm

### **Public in Attendance**

None

- I. WELCOME AND CALL TO ORDER  
Ms. Moeller called the meeting to order at 6:03 p.m.
- II. APPROVALS
  - A. Agenda was approved with no changes.
  - B. 09/21/09 Board Meeting Minutes were approved with no changes.
- III. PUBLIC COMMENTS  
There were no public comments.
- IV. REVIEW OF 2008-09 FINANCIALS
  - A. Mr. Mayer said there was one significant deficiency on the Management Report. During 2008-2009 Yinghua Academy did not deposit collections in a timely manner. Ms. Lueth stated that they have since implemented procedures to deposit collections on a weekly basis, at a minimum, and sometimes 2-3 times each week.
  - B. It should be noted that, although our fund balance has increased to over \$308K, our cashflow remains constant and will decrease as the State increase our holdback to 27%. Mr. Parish mentioned that at some point Yinghua may need to take out a loan. He is currently updating our line of credit with our bank.

- C. Our funding is based on a weighted average daily membership (WADM) and with the added kindergarten class in 2009, we increased our WADM by 81.55 or 55% from the prior year.
- D. Yinghua has done a great job in keeping expenditures in line with the State's recommendation of 60% towards instructional expenses. Other districts with larger budgets are more challenged to meet this 60% goal because of high transportation and administrative support expenses.
- E. Yinghua continues to be an efficiently run school. In 2008, Yinghua's expenditures per ADM served were \$2,041 below the State's average or \$7,756 per ADM. In 2009, with the advantages of economy of scale, Yinghua spent \$7,284 per ADM.

The financial audit report was provided at this board meeting. The September 2009 financial report is not yet complete and therefore will be reviewed at the next meeting. Mr. Parish discontinued participating by conference call at 6:38pm.

## V. DIRECTOR'S REPORT

- A. Enrollment/Students: Enrollment is up to 301 from 298 of last month.

- K -- 75 (15 on the waiting list)

- 1<sup>st</sup> -- 75 (9 waiting)

- 2<sup>nd</sup> -- 50 (1 waiting)

- 3<sup>rd</sup> -- 45 (5 openings)

- 4<sup>th</sup> -- 23 (2 openings)

- 5<sup>th</sup> -- 22 (3 openings)

- 6<sup>th</sup> -- 11 (14 openings)

- B. Curriculum

- 1. Ms. Lueth reported that she and the academic staff are preparing for the October 8 Curriculum Night (6-8:30 p.m.) 400-500 attendees are anticipated. Teachers will be presenting an overview of their class in two sessions in their classrooms.
  - 2. Gifted and Talented students have been identified and instructional plans written (and funded by the federal stimulus package.)
  - 3. Yinghua staff is reviewing the specialist schedules and may make changes after the first reporting period.

- C. Facilities

- 1. Ms. Lueth reported that heat is fully functional with a few minor repairs, within budget.
  - 2. Ms. Lueth is gathering bids for snow removal, which are higher than expected because of sidewalks around the facility.
  - 3. Daily student dismissal is working better.

#### D. Reporting

1. Annual Report is complete and was submitted to MDE on October 1, 2009. The Board discussed referencing the Annual Report in our Marketing materials, as it includes a wealth of data.
2. Q-COMP reporting will be deferred to another Board meeting.

#### E. Staffing

1. All educational staff is in place including the awaited 4<sup>th</sup> and K teachers due to VISA procedures.
2. HR requirements for the new staff have been extensive this year. A significant amount of time is spent explaining benefits, such as Medical and Dental plans, to staff who are new to the United States and unfamiliar with the way benefits work here. As Yinghua continues to grow, we may need to consider outside services to provide qualified support.

#### F. Students/Families

1. Classroom Coordinator positions have been well received and are going well.
2. Ms. Lueth reported a tremendous amount of time being spent on individual parent and student communications. Given this, Ms. Lueth has been working with Ms. Moeller in defining a Director, Students, Family, and Community Relationships who would work closely with the Executive Director and the Academic Director.
3. Posting of this position will go out this week; Ms. Lueth will keep the Board apprised of the response.

### VI. UPDATES/OLD BUSINESS

A. Facilities and Minneapolis Parks and Recreation. Mr. Yang reported that he, Ms. Lueth and legal counsel, Craig Kepler, met with the Parks Board. Parks is reviewing our draft of the shared use agreement. They asked to take out the termination right and replace it with a right of suspension. Parks did not offer any use of a field but would like gym use free of charge. Negotiations continue.

1. Mr. Yang motioned, and the motion was seconded, that the Board allow intramural basketball for 9-14 year olds, boys and girls, an instructional league run by coaches as long as acceptable adult ratios are present, are held within specified time schedules where Yinghua has first right of use and any other parameter Yinghua may define. Majority of the Board voted for the motion. There was one nay vote.
2. Mr. Yang will verify that any Yinghua student can sign up for these Parks classes regardless of resident location.

- B. Fundraising. No report.
- C. HR Committee. First meeting is scheduled for October 29, 2009.
- D. Marketing. Ms. Trutna proudly announced she now has five members on Marketing Committee; and they are meeting on Friday, October 9.
  - 1. TIME Magazine is working on a story about Chinese immersion learning and will be on-site this week. Another visit is scheduled later this month.
  - 2. Ms. Trutna is working on revising Yinghua's website. An email with outstanding questions was sent to Ms. Lueth. Ms. Lueth will respond promptly before Friday's scheduled meeting.
- E. Policy Review Committee. Mr. Jax reported that the Policy Review Committee is just getting started. Ms. Moeller has suggested asking Kent Pekel, Yinghua parent with extensive administrative experience in the St. Paul Public Schools, to be on the Committee. The Committee will review the policies in detail and will provide a summary for the Board to review and approve.
- F. Teacher Welcoming Strategy. No report.
- G. Technology Committee. No report.
- H. YACA. Ms. Straub reported that YACA sent out the Blue Sky Guides. Volunteers have completed MIA Art Adventure training. The First Friday coffee hour is popular with different attendees each week. Kite Festival is scheduled for October 26<sup>th</sup> and a General Membership meeting on October 22.

## VII. NEW BUSINESS

- A. Board members should plan to attend one of the scheduled Open Houses. Ms. Moeller and Ms. Lueth, along with some teachers always attend. Discussion of whether to include a 6<sup>th</sup> grade Open House ensued. The Board decided it was too early to hold a 6<sup>th</sup> Open House during these scheduled events. Ms. Lueth said we would have a better idea of the program in January when the FLAP Grant is in place and a decision can be made than to hold separate 6<sup>th</sup> Grade Open House.

## VIII. ADJOURNMENT

A motion was made, seconded and carried to adjourn the meeting at 8:06 p.m.