

YINGHUA ACADEMY BOARD

MINUTES OF MEETING ON 10/29/07

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS NOT IN ATTENDANCE

None

DIRECTOR IN ATTENDANCE

Betsy Lueth

CALL TO ORDER

Ms. Moeller called the meeting to order at 6:40 PM.

10/29/07 MEETING AGENDA

With the addition of Proposed PTO (Paid Time Off) Policy to New Business, Ms. Doubek made a motion to approve the agenda. Ms. Wong seconded. The board unanimously approved the 10/29/07 meeting agenda.

10/8/07 MEETING MINUTES

The board unanimously approved the 10/8/07 meeting minutes.

REPORT FROM THE DIRECTOR

Enrollment/Students

- K = 44
 - 1st = 43
 - 2nd = 25
 - 3rd = 18
 - 4th = 16
 - Total = 146
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- One student from last year returned to first grade last week.
 - A new student in 3rd grade enrolled two weeks ago.

Curriculum

- All students in 1st through 4th grade have completed Chinese reading exam.
- Chinese oral language exams and writing exams will be completed during November.
- NWEA testing for the 3rd and 4th graders will be completed next week.
- Ms. Lueth is attending the National Gifted and Talented Conference in Minneapolis on Nov. 8-11
- Ms. Lien and Ms Lueth are attending the ACTFL conference Nov. 15 - 18 in San Antonio, TX.

Facilities

- The computer lab will be completed this week.
- Our landlord has informed us that the building is for sale. Our lease is secure and executable even with the sale of the building.

Financial/Grant

- Ms. Lueth has sent her first review of the existing budget to BKDA and is awaiting their feedback. She and Mr. Parish are hoping to meet next week with BKDA to finalize and “true” up the budget.

Reporting

- All licensing is in order for the STARS report due in November.
- We are supporting two PERM applications at this time. We will also need to support at least one and possibly two H1B applications beginning in January for April 1st submission.
- The Assurances of Compliance is due November 15th.
- The Finance Award application is due November 30th.

Staffing

- We have added a one day a week art teacher and Curriculum Assistant for Dr. Lien. The Curriculum Asst. position is covered under the World Languages grant.
- Currently the budget for all staffing is being reviewed by BKDA.

Staff / FTE Equivalent

Mandarin Classroom Teachers (full-time)

- Staff 4
- FTE Equivalent 4.0

Mandarin Classroom Teacher

- Staff 1
- FTE Equivalent 0.5

English Classroom Teachers

- Staff 2
- FTE Equivalent 2.0

Educational Assistants (each is .8 time)

- Staff 2
- FTE Equivalent 1.6

Mandarin Teacher (5 hours per week)

- Staff 1
- FTE Equivalent 1.0

Physical Education Teacher

- Staff 1
- FTE Equivalent 0.8

Curriculum Coordinator

- Staff 1
- FTE Equivalent 1.0

Office Manager

- Staff 1
- FTE Equivalent 1.0

Food Server/Janitorial/Admin Support

- Staff 1
- FTE Equivalent 0.8

Director

- Staff 1
- FTE Equivalent 1.0

Art Teacher/Curriculum Asst.

- Staff 1
- FTE Equivalent .4

TOTAL DAY PROGRAM STAFF 16

Additional

Coordinator (.8 time)

- Staff 1
- FTE Equivalent 0.8

Support Person (.5 time) 2 people for 20 hours total in wk

- Staff 2
- FTE Equivalent 0.5

TOTAL – ENRICHMENT/AFTER-SCHOOL STAFF

- Staff 3
- FTE Equivalent 1.3

- Consultant Services: Accounting services, Special Education (LD, Speech, OT, School Psych, and MCSSEP)
- School Nurse: 2-3 Fridays a month approximately \$500-\$700 per month.

IV. Updates/Old Business

Financial

- Segregation of Duties: The board reviewed the information that was developed by Ameriprise volunteers regarding how we could create appropriate segregation of duties. We have accepted the recommendations of the Ameriprise volunteers. All of their recommendations have already been implemented or will be implemented no later than November 2, 2007.
- September Financials: - There was no further review of the September financials since we had reviewed them at the previous board meeting

Facilities

- The board was updated on the potential sale of the building and agreed that now is not an appropriate time for Yinghua to pursue the acquisition of the building, given that our school is just in the second year of operation.
- Ms. Schatz offered to review the current lease to establish that we are protected in the event of a sale.

YACA

Ms Doubek provided a YACA update.

- The YACA sponsored Kite Festival was a huge success with many parents enjoying the play, kite making, and community picnic.

Marketing Strategy – Developing and Implementing

- Ms. Schatz updated the board on the marketing committee work. Current marketing materials being worked on for recruitment include:
 - Press releases
 - New brochure
 - Letter to parents regarding upcoming Open Houses
 - Day cares outreach
 - Press kit

Board Retreat – Saturday, November 3, 9:00-3:00

- Agenda
 - summarize what we have learned
 - identify various alternatives
 - determine next steps
 - determine a timeline for making the final decision about how to process

New Business

Ms. Lueth reviewed the proposed Paid Time Off Policy (PTO) with the board. With several revisions, Mr. Parish made a motion that the board approved the PTO Policy. Mr. Yan seconded. The board approved the Paid Time Off Policy unanimously.

Adjourn

The meeting was adjourned at 8:40 by Ms. Moeller.