

Yinghua Academy Board Meeting Minutes
November 17th, 2008

BOARD MEMBERS IN ATTENDANCE

Naomi Mueller, Maryann Choy, Keri Norell, Sandy Doubek, Joe Yang, Kristina Schatz, Doug Parish, Cindy Moeller

BOARD MEMBERS NOT IN ATTENDANCE

Clark Liu, Luyi Lien

DIRECTOR IN ATTENDANCE

Betsy Lueth

VISITING

Ruth Straub, parent
Nichole Thurmes, BKDA
Kara Gaffy, KDV Ltd.

Ms. Moeller called the meeting to order at 6:30 pm.

AGENDA

Mr. Yang made a motion to approve the agenda with a couple of modifications with Ms. Choy seconding the motion. Board voted to approve the agenda and the motion carried.

PRESENTATION BY KDV

KDV presented the audit update to the board and outlined the Management Letter and Audited Financial Statements for the fiscal year ending June 30th, 2008.

The meeting closed at 6:56 pm for a closed meeting discussion regarding a real estate negotiation.

Meeting re-opened up at 7:24 pm.

10/20/08 BOARD MEETING MINUTES and 11/03 SPECIAL BOARD RESOLUTION

Mr. Yang made a motion to approve the minutes with changes and Mr. Parish seconded the motion. Board voted to approve the minutes from the 10/20/08 board Meeting Minutes and the 11/03 Special Board Resolution and the motion carried.

DIRECTOR'S REPORT

ENROLLMENT

- Enrollment is currently 235 students (78=K/50=1st/49=2nd/24=3rd/22=4th/14=5th).

CURRICULUM

- School is gathering information to begin the process of publishing their curriculum.
- The school met with the editor and publisher from Capital Normal University in collaboration with the Confucius Institute.
- The school will be featured in a video produced for the Asia Society for the HanBan.

- The school has been asked to meet to work on a collaborative Chinese elementary education framework that will be lead by the Confucius Institute with the first meeting in December.
- The school has been asked to write an article about our school for the February edition of the ACIE newsletter.
- NWEA testing has been completed.
- Luyi Lien and Jennifer Olsen, our assessment assistant under the World Languages grant, will be trained in SOPA protocol and oral language assessment will begin in January.

FACILITIES

- Current facility is fine and the school has hired a custodial contractor to clean thoroughly every weekend.

FINANCIAL/GRANT

- Q-Comp revisions have been submitted.

REPORTING

- Assurance of Compliance Reporting has been submitted.
- Special Education has several deadlines for Federal Reporting. The school is working quickly to meet all deadlines for qualifying students who may need services this year by Dec 1st.
- STAR Reporting has opened and is due by December 4th, 2008

STAFFING

- The first of three teacher evaluation cycles has been completed.

STUDENTS/FAMILIES

- Fall conferences are done with few concerns overall.
- The school has implemented gifted and talented support in math and reading. Some students will go to a grade level above to receive math instruction as determined by scores on the NWEA this fall. Students are also being taught in leveled groups in English reading.

UPDATES/OLD BUSINESS

FACILITIES

- Mr. Yang gave an update on the purchase of the Putnam school and noted that at this time there were no other viable purchasing options should the Putnam school purchase fall through. The Facilities Committee is actively working on a “Plan B” if the purchase of the Putnam school building does not work out. At a later date the board will review Plan B, which might involve staying at 1355 Pierce Butler Route and adding some portable classrooms, and any other options that develop.

YACA

- Ms. Moeller gave a YACA update. YACA is working on Great Gatherings. The board is very pleased with the YACA newsletter created by Sarah Kirkland. YACA’s Blue Sky Guide sale was successful, but there are still 20 outstanding books, which have not been turned in yet.

FUNDRAISING/MARKETING COMMITTEE

- Ms. Schatz updated the board on the fundraising goals for the Fundraising/Marketing Committee. The committee will give a presentation at the Dodge Nature Center on December 5th. Ms. Moeller gave an update on a meeting last week with YACA’s concern

about clarifying the role of the Fundraising/Marketing Committee and YACA's partnership with the Fundraising/Marketing Committee.

NEW BUSINESS

FINANCIAL POLICIES

- Mr. Parish handed out to the board the October 2008 Financial statement. The board reviewed the approved budget and budget revisions.

Ms. Schatz made a motion to approve the amended budget and the proposed amended budget with Ms. Choy seconding the motion. Board voted to approve and the motion carried.

- Mr. Parish handed out a draft of the financial policy for transferring electronic funds.

Ms. Choy made a motion to approve the Electronic Funds Transfer Policy with Ms. Mueller seconding the motion. Board voted to approve and the motion carried.

- Mr. Parish made a motion to approve the language in the Electronic Funds Transfer Policy outlining that the Yinghua designate US Bank and The Drake Bank as the two Depository Institutions with Ms. Norell seconding the motion. Board voted to approve and the motion carried.

MEDICAL ABSENCE OF A BOARD MEMBER

- Ms. Moeller updated the board on the health of a board member who has been ill. At this time this board member would like to stay on the board, even though he has been unable to attend several meetings. The board will continue to receive updates about this board member's health.

BOARD MEETING PROPOSED DATES

- Ms. Doubek made a motion to approve the proposed Yinghua Academy board meeting dates with Ms. Mueller seconding the motion. Board voted to approve and the motion carried.

ADJOURNMENT

Ms. Doubek made a motion to adjourn the meeting with Mr. Parish seconding. Board voted in favor of the motion to adjourn the meeting and the motion carried.

Meeting was adjourned at 8:24 pm.