

**Yinghua Academy Board Minutes**  
**Minutes of December 4th, 2006 Meeting**

Ms. Moeller called the meeting to order at 6:31 pm.

**Board Members in Attendance**

Cindy Moeller, Sandy Doubek, Doug Parish, Larry Yan, Michael VanKeulen, Margaret Wong, Zhining Chin

**Board Members Not in Attendance**

Kristina Schatz

**Director in Attendance**

Betsy Leuth

**Others in Attendance**

Peter Avirom (teacher); Cynthia Lee and Yuk Ki Lau (parents); Judith Darling (accountant)

**Introductions**

The board and meeting attendees made introductions.

**Minutes from November 2<sup>nd</sup>, 2006 board meeting**

Mr. Parish made a couple of modifications to the November 2<sup>nd</sup>, 2006 meeting minutes.

Mr. Parish made a motion to approve the November 2<sup>nd</sup>, 2006 board meeting minutes with the recommended modifications.

Mr. VanKeulen seconded the motion.

The motion passed unanimously.

**Agenda**

Mr. Yan made a motion to approve the December 4<sup>th</sup>, 2006 agenda.

Mr. VanKeulen seconded the motion.

The motion passed unanimously.

**Charter School Finance Management**

Judith Darling from Beltz, Kes, Darling and Associates gave the Yinghua Academy School Board a basic school finance overview.

The presentation covered the following points,

Charter School Revenue

Cash Flow

Reviewing the Financial Statements

Fund Raising

Budget, Actual, and Projections Columns

End of the Year

Ms. Darling used the November 2006 financial statements as a point of reference.

Ms. Darling recommended the board monitor expenditures and concentrate on a long-term budget model.

**Directors Report**

The Yinghua Academy Celebration was a huge success. Director Leuth predicts that there will be a waiting list for the 2007-2008 school year. Yinghua Academy is also getting political support.

Director Leuth is currently giving about five tours to potential families a week and is receiving early applications from families for the 2007-2008 school year. All early applications will be returned to the families who submitted them with a note for resubmission during open enrollment. Yinghua Academy is also receiving responses from American families currently living in China and moving back to the U.S.

We will have two kindergarteners, one second-grader and one-to-two third-graders starting at Yinghua Academy in January 2007.

The Yinghua Academy board discussed and reaffirmed its policy of not accepting students who will not be turning five years of age prior to September 1<sup>st</sup>.

In 2007, the after school program will be adding the following programs;

- Stepping Stone Theatre
- Chinese New Year Celebration Events
- China Center will have six visiting teachers who will volunteer for the after school care and will be working with the children on reading and other programs.
- Two-Three Week Culture Camps in the summer.
- Adult Language Classes

Mr. Yan recommended that the after school care speak the Chinese language as much as possible.

Yinghua Academy has received the \$3,000 Target Grant Check to use towards the library.

Yinghua Academy received an anonymous \$5,000 donation with matching employer funds for art and gym.

It was recommended to Yinghua Academy to begin hiring for the 2007-2008 school year in January 2007 to get visas in order. One to three teachers may be added for the 2007-2008 school year.

Computers have been ordered to support the required testing beginning in January 2007.

## **UPDATES/OLD BUSINESS**

### **Finance Update**

No accounting report at this time, given the discussion of the November financials earlier in the meeting.

### **YACA**

Ms. Doubek gave an update on the current YACA events

- Direct Drive Fundraiser will begin in January 2007. Goal is to raise \$5,000 dollars.
- YACA is currently working on each part of the By-Laws.
- YACA is working with Michelle St.Martin to add a YACA section in the Yinghua Academy Newsletter.
- Blue Sky Guide raised around \$2,000 for the school.
- Spring Cultural Fair Planning – Dates are needed from Director Leuth for the Spring Cultural Fair so YACA can begin planning. Director Leuth gave Ms. Doubek a first choice and a second choice for dates in April 2007.
  - First choice is April 28<sup>th</sup>, 2007
  - Second choice is April 21<sup>st</sup>, 2007
- To date, \$118.00 was raised from Box Tops for Education drive.
- Planning of the next YACA general membership meeting for January or February 2007. The board recommended that the YACA avoid the Yinghua Academy Open-House dates which are listed on the website.

### **Board Policies**

#### **Policy #506 and the 506 Suspension Form regarding Student Discipline**

Board discussed policy #506 and 506 suspension form regarding student discipline. There were changes and corrections recommended by various board members to Director Leuth on the current Student Discipline policy. Board recommended that Director Leuth make the updates to the current Student Discipline policy and email to the board members for review prior the January 8<sup>th</sup>, 2007 board meeting. Board adopted the 506 Suspension Form.

Mr. Parish made a motion to approve policy 506 Suspension Form.

Ms. Wong seconded the motion.

Motion passed unanimously.

#### Policy on Family/Medical Leave

Board made a couple of modifications to the proposed Family and Medical Leave Policy.

Mr. Parish made a motion to approve the Family and Medical Leave Policy with recommended modifications.

Ms. Chin seconded the motion.

Motion passed unanimously.

#### **NEW BUSINESS**

##### **Use of the Unused Portion of 1355 Pierce Butler Route**

It was communicated to the board that Mr. Yan would be using the back half of the unused portion of the building for the preschoolers at his Chinese Daycare.

There will be more than 10 preschoolers that will begin in the new space starting in January 2007. More preschoolers will be added at a later date. Of the preschoolers who will begin in January 2007 approximately 5-6 families have older siblings at Yinghua Academy. There will be two full time staff. The preschool hours will be 7:30 am until 6:00 pm. There could be opportunities for sharing lunches and other programs with Yinghua Academy and the preschoolers.

##### **Presentation by the MN Humanities Commission on Core Knowledge at a future Yinghua Academy board meeting**

Ms. Moeller discussed with the board the MN Humanities Commission giving a Core Knowledge presentation at one of the future board meetings. The presentation would be a half an hour for the presentation and a half an hour for questions and answers session. Board decided that January 29<sup>th</sup>, 2007 board meeting would begin at 6:00 pm for this presentation.

##### **Potential Election of Officers of the Interim Board**

Since both the current board chair and treasurer were elected more than a year ago, Ms. Moeller asked the board members to discuss the possibility of having an election, e.g., if other board members wanted to be an officer of the board. Discussion was held around this topic. The board decided that it is important to have stability in the leadership on the board, and that it would not be a good idea to change the current officers of the board at this time.

##### **By-Laws and Timing of Election of Board Members**

Ms. Moeller clarified to the board that the current By-Laws are not fully compliance with the charter school law. By the end of June 2009 Yinghua Academy will need a fully elected board. By-Laws will need to be modified to correct the information on the election of board members. Ms. Moeller ask the board to begin thinking about options for discussion at the January 8<sup>th</sup>, 2007 board meeting.

##### **Requirements of the Open Meeting Law**

Ms. Moeller asked the board to keep in mind to follow the Open Meeting Law.

- All board meetings are open to the public.
- All meeting notices will be provided to the general public. Currently all Yinghua Academy Board Meetings are listed on the website.
- Potentially the board may have to tape record closed session meetings.

Ms. Moeller made copies of the Open Meeting Laws and distributed to the board members.

Ms. Moeller closed the board meeting at 8:25 pm. The meeting was adjourned at 8:40 pm.