

Yinghua Academy

Board Meeting Minutes

August 7, 2006

Cindy Moeller, Chair of the Board, called the meeting to order at 6:45 PM.

Board Members in Attendance:

Sandy Doubek, Cindy Moeller, Doug Parish, Michael VanKeulen, Margaret Wong

Also in Attendance:

Peter Avirom, 2nd/3rd Grade Teacher at Yinghua

Board Members not in Attendance:

Zhining Chin, Kristina Schatz, Jennifer Yan, Larry Yan

Also not in Attendance:

Betsy Lueth, director of Yinghua Academy

Minutes of the July 10 and July 24 Board Meetings

The board unanimously approved the minutes of these two meetings, with only one correction to the draft of the July 24 minutes.

Agenda for the August 7 Board Meeting

The board unanimously approved the proposed agenda, with the addition of several topics, including marketing activities, an update on mulching the playground, and an update on furniture for the school.

School Progress Update

As of 8/4/06 the parents of 63 students had submitted completed enrollment packets. In addition, there are a number of other parents who have expressed interest and who may follow up with enrolling their children.

A number of events are scheduled in the next several weeks, including three informational meeting/open houses (which will include at the suggestion of Ping Peng, a Yinghua teacher, a sample immersion class), a Yinghua family picnic, a work day during which parents will help to get the school ready, and an orientation evening on August 28 for all students and parents.

Parent Communication Strategy

The board discussed briefly how to ensure effective communication with parents, especially as the opening of the school is only a few weeks.

Ms. Wong mentioned that she had received from another board member a draft of a possible plan to attract donations to Yinghua Academy. After a brief discussion the board concluded that, as a rule, the board needs to think through carefully the most effective way to attract and receive donations. Consequently, the board decided to ask all board members and others who are considering donations to Yinghua Academy to contact the Yinghua Academy Board as soon as possible so that the board can try to ensure that all potential donations are handled in the most effective way, including a process for providing a receipt to donors.

Financial Update

Yinghua Academy currently has \$150,000+ in cash in its bank accounts.

The board unanimously approved a resolution that authorizes the Chair of the Board (Cindy Moeller) and the Board Treasurer (Doug Parish) to sign for a line of credit for \$50,000 at Drake Bank. This line of credit will be used only if needed due to cashflow issues.

Mr. Parish also reported that the financial audit for FY06 (which concluded on June 30, 2006) is underway.

Employee Benefits

Ms. Moeller shared information about the costs for employee health insurance. This information has just been provided by T.C. Field and Health Partners following their receipt of required information from all Yinghua Academy employees.

The board unanimously approved having the school pay 90% of the cost of health insurance for full-time employees only. If an employee elects family coverage, the employee will pay the entire cost of the coverage for other family members. The health insurance for employees has been in effect since August 1, 2006.

Marketing Report

The board unanimously approved the expense of \$301.88 for a special ad run in the Education Section of *The Highland Villager*.

The board also discussed whether additional marketing efforts should be initiated at this time. The board concluded that Yinghua Academy already has enough students to be viable and that additional students will probably enroll between now and the opening of school. Consequently, the decision was made not to initiate additional marketing activities at this time.

Mulch Update

Ms. Doubek provided the board with information about several resources for mulch. The board asked Ms. Doubek to continue to pursue this, so that the playground will have a new layer of mulch before the opening of school. The board unanimously authorized Ms. Doubek to spend up to \$1500 on mulch.

Board Policies

The board continued to review and revise policies, so that Yinghua Academy will have all legally-mandated policies in effect when the school opens.

The board reviewed and approved the following policies, with only a few revisions to the draft policies from the Minnesota School Boards Association: 501, 502, 514, 515, 515 (form), 516, 521, 522, and 522 (form).

Ms. Moeller adjourned the meeting at 8:30PM.