

Yinghua Academy Board Meeting Minutes  
September 29th, 2008

BOARD MEMBERS IN ATTENDANCE

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

BOARD MEMBERS NOT IN ATTENDANCE

Clark Liu

DIRECTOR IN ATTENDANCE

Betsy Lueth

VISITING

Janine Trutna

Ms. Moeller called the meeting to order at 6:42 pm.

AGENDA

Ms. Doubek made a motion to approve the agenda; Ms. Mueller seconded. Board members voted to approve, and the motion carried.

08/18/08 BOARD MEETING MINUTES

The meeting minutes of 08/18/08 will be reviewed at the next board meeting.

09/08/08 BOARD MEETING MINUTES

Ms. Choy made a motion to approve the minutes and Ms. Lien seconded. Board members voted to approve and the motion carried.

DIRECTOR'S REPORT

ENROLLMENT

- 231 students to date. (73 =K, 51 = 1<sup>st</sup>, 49 = 2<sup>nd</sup>, 3<sup>rd</sup> = 22<sup>nd</sup>, 23<sup>rd</sup> = 4<sup>th</sup>, 13 = 5<sup>th</sup>)

CURRICULUM

- Curriculum Night was very successful based on feedback from surveys.
- Second through fifth graders have completed base-line testing with NWEA.
- The school is developing a process for gifted and talented education, which includes ability grouping for math, English language arts and Chinese language arts.

FACILITIES

- The school has received final approval on the lease aid and first payment.

FINANCIAL/GRANT

- Q-Comp required revisions and will not be completed to meet the October 1<sup>st</sup> deadline. The school may still be eligible for preliminary money this year under Q-Comp.
- KDV audit exit meeting went well with little or no concerns in our audit. Mr. Parish reviewed a few key items that will be reviewed by the board once a year.
- Ms. Lueth will be meeting with BKDA to review September financials and rebuild the budget based on actual information.

- The school credit card had a fraudulent charge. The fraud had been reported. The credit card has been cancelled; and a new credit card and number will be issued.

#### REPORTING

- Ms. Lueth handed to the board the Yinghua Academy annual report, which is due to MDE October 1<sup>st</sup>, 2008. The board will review and give comments back tomorrow.

#### STAFFING

- Staffing model to be full reviewed as budget projections change per above financial notes.

#### STUDENTS/FAMILIES

- The new marketing brochure was given to each family in order to promote the school.
- At this time the school only needs one bus.
- All families received a facilities update from Ms. Moeller.

#### CONFUCIUS INSTITUTE

Ms. Lueth gave an update on the Confucius Institute open house that occurred a couple of weeks ago.

### UPDATES/OLD BUSINESS

#### FINANCIALS

- Mr. Parish pointed out a couple of items to the board based on the final audit report.
- The school is looking at a possible fund balance of \$252,000 at the end of the year.

Mr. Parish brought to the board for discussion an outstanding fund balance in food service and made a motion to transfer \$7,400.00 from the general fund retro to June 30<sup>th</sup> to the food service fund; Mr. Yang seconded. The board voted in favor of the motion and the motion carried.

#### FACILITIES

- Mr. Yang updated the board on the Putnam school building; there is a possibility that the building corporation made a “short list” for possible purchase. More information will be known in the next couple of weeks.
- Mr. Yang updated the board on the financial part of the facility.
- Interviews will begin this month with the Minneapolis Public Schools and the Community to discuss possibilities of collaboration in a few areas with the school district.
- Mr. Yang handed to the board a copy of the Articles of Incorporation and the By-Laws of the Putnam Building Holding Company, Inc. for the board to review.
- The 501 c 3 with the corporation will be started and hopefully filed in a few weeks.
- Ms. Moeller updated the board on the response from the parents to the facilities update sent out a couple of weeks ago.
- There are a couple of lease options to review this week; and the committee will begin mapping out a couple of back up options to consider.

#### YACA

Ms. Doubek gave an update on YACA which included updated information on the Kite Festival, By-Laws, YACA fundraising and General Membership meeting on October 27<sup>th</sup>.

#### FUNDRAISING/MARKETING COMMITTEE

Ms. Schatz updated the board on the Fundraising/Marketing committee, which has an upcoming meeting and will be reviewing some marketing initiatives for enrollment and other fundraising opportunities.

#### NEW BUSINESS

##### FINANCIAL POLICIES

The board discussed putting in place a Financial Policy for delinquent payments for school lunches and Yinghua Care.

After a board discussion, Mr. Parish made a motion that the office manager escalate to the Chair and Treasurer of the board any outstanding payments past 60-days (\$200.00 for Yinghua Care or \$100.000 for school lunches) for determining next steps including the consideration of submitting to a collection agency. The board voted in favor of the motion; and the motion carried.

#### ADJOURNMENT

Mr. Yang made a motion to adjourn the meeting. Mr. Parish seconded. Motion carried.

Meeting was adjourned at 8:05 pm.