

**Regular Meeting of the Yinghua Academy School Board**  
1616 Buchanan Street, NE, Minneapolis, MN, Media Center  
Monday, November 16, 2015  
FINAL

**Board Members in Attendance:** Kimberly Gill, Denny Grubish (Treasurer) (Arrived at 6:03), Emily Hanson, Rosemary Lawrence, Karen Lu (Chair), Joel Luedtke (Arrived at 6:03), Lisa Matre, Suzanne Reider (Arrived at 6:06), Amanda Schneider, Jen Shadowens, Seth Werner (Secretary), Sarah Whiting, Christopher Ziolkowski

**Board Members not in Attendance:** None

**Executive Director in Attendance:** Sue Berg

**YACA Chair in Attendance:** Dina Nash arrived at 6:16pm

**Public in Attendance:** Craig Kepler, Kou Vang (arrived at 6:06pm) ShihYu Kuo (left at 7:22pm)

I. CALL TO ORDER

Ms. Lu called the meeting to order at 6:02pm.

II. APPROVALS (7 min)

a. 11/16/15 Agenda

Two items were added to the agenda: World's Best Work Force and Bus Contract Update.

**The MOTION by Ms. Whiting to approve the agenda as amended was seconded and passed.**

b. 10/19/15 Regular Meeting Minutes

Minor edits to the minutes were recommended and made.

**The MOTION by Ms. Shadowens to approve the minutes as amended was seconded and passed.**

III. PUBLIC COMMENT

None.

IV. FINANCE UPDATE (90 min)

a. Review and Comment Application

Ms. Lu introduced Mr. Vang and Mr. Kepler who were retained by Yinghua to prepare a Review and Comment application that will be submitted to the Minnesota Department of Education. The purpose of this document is to facilitate the purchase and assumption of the financing of Yinghua's building from Educational Properties Yinghua, LLC. (EPY) to YBC, Inc. – an affiliated nonprofit building corporation.

Mr. Kepler shared the mechanics of how the bond will be transferred from EPY to YBC.

Board members made specific recommendations for minor amendments to the document.

The MDE approval process is expected to take one to three months to complete. Once MDE approval is received it will take approximately one month to complete the needed work with the bond trustees. It is expected that the final transfer will occur before April 2016.

Mr. Kepler noted that the YBC board and the YA board should periodically attend each other's meetings to ensure that they stay informed of each other's operations. Mr. Kepler offered an explanation of the link between the level of lease aid payments and the ADM estimate thresholds.

Mr. Vang will make the edits as noted by the Board with Ms. Lu, Mr. Grubish and Ms. Shadowens to review the final draft before it is sent to MDE.

**The MOTION by Mr. Luedtke to approve the Review and Comment as amended was seconded and passed.**

b. New Accounts

Mr. Grubish explained that the account balance of the school's account at Drake Bank exceeds the FDIC Insurance limit (\$250,000), however Drake Bank has collateral against the account to insure the account in case of the Bank's default to a maximum of \$750,000, so the school's funds are safe. However, the school's other deposit account at US Bank is nearing the FDIC Insurance limit of \$250,000. The finance committee recommended that the school open a new account at Northeast Bank which will allow for an additional \$250,000 of FDIC insurance coverage.

**The MOTION by Ms. Shadowens to open a third deposit account at Northeast Bank as recommended by the Finance Committee and the Executive Director was seconded and passed.**

Ms. Lu explained that the school was approached by a potential donor that would like to make a donation to the school in the form of stocks. In order to receive this gift, the school would need to open a brokerage account. The school cannot hold equities, but they can be received and immediately liquidated. The Finance Committee recommended that the school open a brokerage account to facilitate this and future gifts of stock.

**The MOTION by Mr. Luedtke to open a suitable brokerage account at Stifel Financial Corporation as recommended by the Finance Committee was seconded and passed.**

c. Revised FY 2016 Budget

Mr. Grubish introduced the original and revised budgets and explained why we revisit the budget at this point in the year. Ms. Berg introduced her proposed changes to the budget explaining the need for additional staff in the areas of administration and music. One bus and one van were added to service the needs of the growing bussing community. The school transitioned software providers from Power School to Infinite Campus. Additional functionality with the new software provider, Infinite Campus, such as custom report cards is needed at an extra cost.

**The MOTION by Ms. Hanson to approve the budget as amended was seconded and passed.**

d. Fund 04 Discussion

The school has a budget surplus in Fund 04. These funds are generated by the schools Aftercare and Enrichment programs. Since the funds use is restricted by state statute, representatives from the school's accounting firm, Clifton Larson Allen (CLA), facilitated a discussion during the October board meeting to offer guidance on what an appropriate fund balance should be as well as appropriate uses of the surplus funds.

It was recommended by CLA that Fund 04 should maintain a 20 – 25% fund balance to expense ratio, which would be in line with the General Fund balance requirements. Imposing this balance requirement would indicate a surplus of approximately \$145,000.

Mrs. Berg presented several ideas to the board as to how the surplus funds could be used.

V. DEVELOPMENT UPDATE (13 min)

Ms. Lu noted that we had achieved less than 100% of board participation on Give to the Max Day. Many board members offered feedback about not getting notifications early enough to facilitate their participation.

Ms. Whiting reported that Give to the Max Day generated \$34,000 in donations, the highest level ever for the Give to the Max campaign. She expressed appreciation for all of the donations and those that helped with the campaign. Ms. Whiting also reported that the Read-a-thon generated over \$35,000 in pledges.

VI. EXECUTIVE DIRECTOR UPDATE (22 min)

a. Crisis Management Plan

The Crisis Management Plan was reviewed. Dr. Lawrence asked about the ability to lock doors from the inside. Ms. Gill expressed that her classroom door did not lock from the inside. Mrs. Berg noted that all doors should and she will follow up on the issue.

**The MOTION by Ms. Hanson to approve the Crisis Management Plan as presented was seconded and passed.**

b. World's Best Workforce

Mrs. Berg reported on the school's World's Best Workforce (WBWF) plan, noting that it is not about the school's HR functions, but rather the School's part in creating the World's Best Workforce of the future. Mrs. Berg submitted the plan to MDE as required. She noted that the rubric for this year's plan was more specific in contrast to last year's very open-ended format. Mrs. Berg proposed that the Academic Committee continues to serve as the WBWF Advisory Committee.

c. Bus Driver Certification

Mrs. Berg certified assurance per Policy 709, the Student Transportation Policy that Metropolitan Transportation Network, Inc. (MTN), the school's bussing company, is in compliance with the policy.

d. National Blue Ribbon Ceremony

Mrs. Berg shared some stories from her and Dr. Lien's trip to Washington, D.C. to receive the National Blue Ribbon honor. She was disappointed that the award winning schools were not received by the White House as many athletic teams are. Highlights of the trip included discussions with Teachers of the Year and other school Principals about how they earned and leverage their Blue Ribbon awards. Mrs. Berg and Dr. Lien also visited a K-5 Chinese Immersion school while in D.C.

VII. ADJOURN (2 min)

Ms. Matre confirmed that she will attend the December 17, YACA meeting.

**The MOTION by Mr. Grubish to adjourn at 8:14pm was seconded and passed.**

Minutes drafted by Seth Werner, Secretary

Approved by vote of Board on: December 14, 2015