

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, August 21, 2017 6:00 p.m.

Yinghua Academy Media Center

Board Members in Attendance: Lisa Matre (Chair), David Mair (Secretary), Chris Ziolkowski, Denny Grubish, Bo Liu, Jane Steiner, Shu-Mei Lai, Amanda Schneider (Treasurer) via FaceTime from 6:08 pm to 6:40 pm

Board Members Not in Attendance: Joel Luedtke, Jason Cintorino, Mei Chen, Rosemary Lawrence

Executive Director in Attendance: Sue Berg

YACA Representative in Attendance: None

Public in Attendance: None.

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:04 pm.

II. APPROVALS (23 minutes)

a. 8/21/17 Agenda

Mr. Grubish proposed adding the agenda item of Board Seat Appointment as item e. under approvals.

The MOTION by Mr. Grubish to approve the agenda was seconded and passed.

b. 7/17/17 Regular Meeting Minutes

The MOTION by Mr. Grubish to approve the minutes was seconded and passed.

c. Minnesota Department of Education (MDE) Identified Official with Authority

Ms. Matre proposed that Executive Director Sue Berg continue to act as the MDE Identified Official with Authority.

The MOTION by Mr. Grubish to approve Executive Director Sue Berg as the MDE Identified Official with Authority was seconded and passed.

d. Policy 501 – School Weapons Policy – Third Reading

Mr. Grubish presented the most recent edit of the Policy. Discussion followed regarding minor edits to the language of the most recent draft.

The MOTION by Dr. Mair to approve the Policy with a minor edit was seconded and passed.

e. Board Seat Appointment

Mr. Grubish presented a summary of the discussion from the Governance Committee about the need to replace Mr. Werner on the Board who resigned due to travel and sabbatical. The Governance Committee recommended Paul Haller, who has previously run for the Board and has volunteered with the Governance Committee.

The MOTION by Mr. Grubbish to approve Paul Haller to the Board was seconded and passed.

III. PUBLIC COMMENT

None.

IV. FINANCE/FACILITIES UPDATE (13 minutes)

Ms. Schneider summarized current financials. The 2016/2017 academic and financial year is over. Fund balance is at 37%. The 2017/2018 fiscal year is only one month in. Expenditures are at 5% for the year, revenues are at 9%.

\$143,000 remains in the Yinghua Building Corporation account that funded construction. The finance committee is still finalizing the budget for 2017/2018, based on final numbers from MDE. The administration and the Finance and Facilities Committee plan to rerun an evaluation of room capacity in October.

V. GOVERNANCE UPDATE (3 minutes)

Mr. Grubish discussed planning for a Board Retreat, likely to take place on October 28th. He requested input on topics to learn about, location, date, and time.

VI. EXECUTIVE DIRECTOR REPORT (45 minutes)

a. Green Card Process

Mrs. Berg presented the framework of the Green Card application fee policy for teachers that has developed while going through the Governance, Personnel, and

Finance Committees. It has also been reviewed by Debra Schneider, Attorney at Law at Fredrikson & Byron, P.A.. Discussion followed regarding specifics of the policy. It will be revised and presented to Governance, Personnel, and Finance Committees then presented to the Board in October.

b. Staffing Update

Mrs. Berg provided information about staff starting 8/16. Fall Workshops for all teaching staff started today. Yinghua is fully staffed.

c. Strategic Plan Update

Mrs. Berg, Dr. Lien, and Board Chair Lisa Matre met with Anne Sturdivant to get feedback following the strategic plan process. She was very impressed with the effort and results of the process at Yinghua Academy. The Strategic Plan has already affected planning for the school. The Strategic Plan Short Form is the tool that the Board will use to stay focused on the Plan's goals, and the long form will be used by Administration as a Strategic Plan implementation management tool, to guide them through making sure the goals are achieved.

VII. ADJOURN

The MOTION by Mr. Grubish to adjourn at 7:28 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 9/18/17