

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, October 16, 2017 6:00 p.m.

Yinghua Academy Media Center

Board Members in Attendance: Lisa Matre (Chair), Amanda Schneider (Treasurer), David Mair (Secretary), Mei Chen, Denny Grubish, Paul Haller, Jason Cintorino, Shu-Mei Lai, Bo Liu, Joel Luedtke, Jane Steiner, Chris Ziolkowski

Board Members Not in Attendance: Rosemary Lawrence

Executive Director in Attendance: Sue Berg

YACA Representative in Attendance: Wynnee Igel

Public in Attendance: Matt Mayer (BerganKDV), Dave Bakke (Friends of Education), Ruth Straub

I. CALL TO ORDER

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

II. APPROVALS (2 minutes)

a. 10/16/17 Agenda

No changes were proposed.

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

b. 9/18/17 Regular Meeting Minutes

No edits were proposed.

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

III. PUBLIC COMMENT (1 minute)

YACA representative Wynnee Igel, currently the chair in rotation, reminded the board of the YACA chair rotation plan.

IV. FINANCE/FACILITIES UPDATE (20 minutes)

Ms. Schneider summarized current financials. The 2017/2018 academic year is 25% complete. Fund balance is at 36%. Expenditures are at 20% for the year, revenues are at 24%.

a. Audit Presentation

Mr. Mayer of BerganKDV presented a summary of the audit of Yinghua Academy financial statements. Some of the accounts holding Yinghua Academy's deposits are in excess of FDIC limits. BerganDKV recommends obtaining collateral on the deposits in excess of the FDIC limits or allocating deposits to stay within the FDIC limits. Fund balance has continued to grow since 2013, at 33.6% at the time of the audit, which is considerably above the 20% minimum that has been set by the Board. He suggested that the school develop a plan for use of the excess fund balance or consider changing the fund balance policy.

V. GOVERNANCE UPDATE (14 minutes)

Mr. Grubish provided a brief update on the policy review process.

a. Policy 404 – Employment Background Checks – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: adding "enrichment music" as an extracurricular activity, that the McDowell Agency will complete background checks instead of the Minnesota Bureau of Criminal Apprehension, elimination of policy regarding non-Minnesota residents, and that background check form is available on the website.

b. Policy 419 – Tobacco-Free Environment – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: stating "Yinghua Academy" instead of "school district," that Yinghua Academy will not accept contributions from tobacco companies, replacing "Indian" with "Native American," and adding that electronic smoking devices are also prohibited.

c. Policy 420 – Students and Employees With Sexually Transmitted Infections And Diseases And Certain Other Communicable Diseases And Infectious Conditions – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: stating "Yinghua Academy" instead of "school district," minor formatting changes, and that all who have been exposed to hepatitis B can receive the vaccination series at no cost.

d. Policy 427 – Workload Limits For Certain Special Education Teachers – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: stating “Yinghua Academy” instead of “school district” and removal of the section regarding unions.

e. Policy 430 – Reporting Unethical or Illegal Activity – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: minor grammatical changes and that employees can report concerns to the Board Chair or Treasurer.

f. Policy 521 – Student Disability Nondiscrimination – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: language was added regarding the form to use to file a complaint.

VI. DEVELOPMENT UPDATE (13 minutes)

Mr. Luedtke reported an update about the Give To The Max Campaign. “Rigorous real world learning” is the focus of this year’s campaign. The goals this year are \$37,000 and 350 donors, to encourage families to engage in the community and participate. Last year the Board raised \$5000 to encourage community participation.

VII. EXECUTIVE DIRECTOR REPORT (13 minutes)

Mrs. Berg presented the most recent executive director report. She highlighted professional development on October 6, which focused on effective interpersonal activities, and increasing Chinese language in the Student Life Organization.

VIII. ADJOURN

The MOTION by Mr. Grubish to adjourn at 7:08 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 11/20/17