

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, November 20, 2017 6:00 p.m.

Yinghua Academy Media Center

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

Board Members Not in Attendance: Shu-Mei Lai, Rosemary Lawrence, Jane Steiner

Executive Director in Attendance: Sue Berg

YACA Representative in Attendance: Peter Fontaine

Public in Attendance: Ruth Straub, Bridget Meaman

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:01 pm.

II. APPROVALS (2 minutes)

a. 11/20/17 Agenda

No changes were proposed.

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

b. 10/16/17 Regular Meeting Minutes

Minor edits were proposed by Mrs. Berg.

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

c. 10/28/17 Board Retreat Minutes

Minor edits were proposed by Mrs. Berg.

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

III. PUBLIC COMMENT (2 minutes)

Mr. Fontaine notified the Board that he is the acting chair of YACA for November. Ms. Straub, parent, requested clarification regarding the tobacco policy if there was tobacco involved with a religious ceremony off campus. Ms. Meaman is a new Board member from another Friends of Education school, New Millenium Academy, and she was in attendance to observe another school board.

IV. FINANCE/FACILITIES UPDATE (29 minutes)

- a. Ms. Schneider summarized current financials. The 2017/2018 academic year is 33% complete. Fund balance is at 36%. Expenditures are at 29% for the year, revenues are at 32%. There are some catch-up expenses expected.
- b. Mr. Grubish and Ms. Schneider continued their presentation from the retreat regarding the finances of Yinghua Academy. Mr. Grubish covered bond covenants (cash on hand, debt service coverage ratio, capital improvement fund, capital assessment plan, reporting requirements).

V. GOVERNANCE UPDATE (22 minutes)

Mr. Grubish provided a brief update on the policy review process and summarized the changes that have been made.

a. Policy 404 – Employment Background Checks – Second Reading

Mr. Grubish reviewed the edits presented at the October Board meeting.

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

Mr. Grubish reviewed the edits presented at the October Board meeting. Ms. Straub commented on a concern of tobacco exposure during religious ceremonies when off campus

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

Mr. Grubish reviewed the edits presented at the October Board meeting. Dr. Mair recommended possible changes to specific verbiage.

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

Mr. Grubish reviewed the edits presented at the October Board meeting.

- e. Policy 430 – Reporting Unethical or Illegal Activity – Second Reading

Mr. Grubish reviewed the edits presented at the October Board meeting.

- f. Policy 521 – Student Disability Nondiscrimination – Second Reading

Mr. Grubish reviewed the edits presented at the October Board meeting.

- g. Policy 515 – Protection and Privacy of Pupil Records – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: added definition of Authorized Representative, changed 'No Child Left Behind Act' to 'Every Student Succeeds Act.'

- h. Policy 603 – Curriculum Development – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: removal of requirement that the Academic Committee must include specific members of staff, changed 'No Child Left Behind Act' to 'Every Student Succeeds Act.' Mr. Luedtke raised concern about language regarding the responsibility of the Committee to the Executive Director. The policy will be reviewed again by the Governance Committee at their next meeting.

- i. Policy 714 – Fund Balances – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: removed the word new.

- j. Policy 801 – Equal Access to Facilities of the School – First Reading

Mr. Grubish presented the Policy with no edits.

- k. Policy 903 – Visitors to School District Buildings and Sites – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: removal of lengthy section on parking. Mr. Ziolkowski raised a concern regarding the removal of vehicles left in the parking lot. The policy will be reviewed again by the Governance Committee at their next meeting.

VI. DEVELOPMENT UPDATE (10 minutes)

Mr. Luedtke provided an update about the Give to the Max fundraising campaign. The campaign reached all the goals, both in numbers and dollar amount. We raised more

money than last year but had fewer donors. Discussion followed regarding what worked, what could be done differently.

VII. PERSONNEL UPDATE (9 minutes)

Mr. Ziolkowski provided an update regarding the Q1 CEO/ED Evaluation in which the committee met with Mrs. Berg. She has goals that are applicable to the following five areas: organizational development, strategic plan, HR management, academic progress, and facilities.

VIII. EXECUTIVE DIRECTOR REPORT (10 minutes)

Mrs. Berg presented the most recent Executive Director report. She highlighted current enrollment and recent events at the school. Mrs. Berg read a letter from a teacher expressing gratitude to be able to attend a professional development event.

IX. ADJOURN

The MOTION by Dr. Mair to adjourn at 7:25 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 12/18/17