

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, December 18, 2017 6:00 p.m.

Yinghua Academy Media Center

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

Board Members Not in Attendance: Mei Chen

Executive Director in Attendance: Sue Berg

YACA Representative in Attendance: Ivette Tejeda

Public in Attendance: Abigail Pribbenow

I. CALL TO ORDER

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

II. APPROVALS (13 minutes)

a. 12/18/17 Agenda

Ms. Matre proposed one minor formatting change.

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

b. 11/20/17 Regular Meeting Minutes

No edits were proposed.

The MOTION by Ms. Schneider to approve the minutes was seconded and passed.

c. Policies 404, 419, 420, 427, 430, 521

Mr. Grubish pulled policy 420 to see if there was a policy needed if vaccination rates become low enough to cause concern.

The MOTION by Mr. Luedtke to approve Policies 404, 419, 427, 430, and 521 was seconded and passed.

d. 2018-19 Enrollment Capacity

Ms. Berg provided the plan for enrollment for the 2018-2019 academic year. Current enrollment remains above capacity. The plan is to enroll 3 kindergarten classes of 28 students each. The school maintains a 98% retention rate.

The MOTION by Mr. Grubish to approve Enrollment Capacity was seconded and passed.

III. PUBLIC COMMENT (1 minute)

None.

IV. FINANCE/FACILITIES UPDATE (9 minutes)

Ms. Schneider summarized current financials. The 2017/2018 academic year is 42% complete. Fund balance is at 36%. Expenditures are at 38% for the year, revenues are at 41%. There were several field trips this month, so much of the money allotted for field trips has been used. The five-year facilities plan will need to be completed next year, and the Finance and Facilities Committee has initiated that process. Larry Laukka met with the Committee about a possible expansion site in Edina.

V. GOVERNANCE UPDATE (23 minutes)

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

a. Policy 515 – Protection and Privacy of Pupil Records – Second Reading

No change since first reading.

b. Policy 603 – Curriculum Development – Second Reading

Mr. Grubish reviewed the edits that were made to the Policy in Governance Committee. Mr. Ziolkowski raised concern about language regarding the membership of the Academic Committee. Dr. Lawrence raised concern that the Policy does not clearly state that a teacher must be on the Academic Committee. Discussion followed. The Policy will be reviewed again by the Governance Committee at their next meeting.

c. Policy 714 – Fund Balances – Second Reading

No change since first reading.

d. Policy 801 – Equal Access to Facilities of the School – Second Reading

No change since first reading.

e. Policy 903 – Visitors to School District Buildings and Sites – Second Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: rewording the section on parking.

f. Policy 601 – Yinghua Academy Curriculum and Instruction Goals – First Reading

Mr. Grubish presented the edits that were made to the Policy in Governance Committee: removal of the references to National Association of Education Progress, changed 'No Child Left Behind Act' to 'Every Student Succeeds Act,' grammatical changes, and added language regarding a gifted and talented program, and diversity of staff.

g. YA-XXX – Group Health Insurance Coverage Purchasing Policy – First Reading

Mr. Grubish presented this new policy. Discussion followed.

h. Board Effectiveness Survey

Mr. Grubish summarized the process of the Board Effectiveness Survey, and requested that all Board members complete the survey in order to review the results at the next meeting and plan for Board training.

VI. CREATING A COMPELLING CASE FOR FUTURE FUNDRAISING (32 minutes)

Mr. Luedtke led a fundraising discussion. Fundraising helps school funding as well as build school community. Discussion followed. Topics discussed included: volunteering time and talent may be more beneficial to the school than money, fundraising should be for specific purposes as the school is already funded by tax dollars, how to engage more families, what engagement means, connecting fundraising to the Strategic Plan.

VII. EXECUTIVE DIRECTOR REPORT (7 minutes)

Mrs. Berg presented the most recent Executive Director report. She highlighted Student Life Organization activities, five teachers who visited from a school in California, a professional development workshop for teachers, and follow-up with Nate Eklund.

VIII. UPCOMING ITEMS (2 minutes)

Ms. Matre presented ideas for future Board meetings: dedicating time to strategic planning, trainings, development discussion.

IX. ADJOURN

The MOTION by Mr. Grubish to adjourn at 7:31 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 1/30/18