

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Tuesday, January 30, 2018 6:00 p.m.

Yinghua Academy Media Center: 1616 Buchanan St NE, Minneapolis, MN 55413

Conrad New York Lobby: 102 North End Ave, New York, NY 10282

Board Members in Attendance: Lisa Matre (Chair), Amanda Schneider (Treasurer – via FaceTime until 6:52 pm), David Mair (Secretary), Jason Cintonino, 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: None

Public in Attendance: None

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:03 pm.

II. APPROVALS (44 minutes)

a. 01/30/18 Agenda

Mr. Grubish requested that item VI. c. be moved to the next meeting. Mrs. Berg requested that approval of the 2018-2019 academic calendar be added as II. f.

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

b. 12/18/17 Regular Meeting Minutes

Mr. Luedtke requested a minor edit to the language of section VI.

The MOTION by Dr. Haller to approve the minutes as amended was seconded and passed.

c. Policies 420, 515, 603, 714, 801, 903

Mr. Ziolkowski requested clarification regarding language describing the makeup of the Academic Committee in Policy 603. Discussion followed.

The MOTION by Ms. Liu to approve Policies 420 as amended, 515, 603, 714, 801, and 903 was seconded and passed.

d. Staff Request for Unpaid Leave

Mrs. Berg presented a request by a staff member for unpaid leave until August of 2018. The position is currently filled by a substitute who can remain in the position for the duration of the request.

The MOTION by Mr. Luedtke to approve the Request for Unpaid Leave was seconded and passed.

e. Leaves of Absence Approval

Mrs. Berg presented two family leave extension requests and a new family leave request.

One family requested a one-year extension of a previously approved one-year leave. The children will continue to have Chinese immersion while absent from Yinghua Academy. The two students would return for the 2019-2020 academic year.

The MOTION by Mr. Cintorino to approve the Student Leave Extension Request was seconded and passed.

Another family requested a one-year extension of a previously approved one-year leave. The children will continue to have Chinese immersion while absent from Yinghua. The two students would return in January of 2019.

The MOTION by Mr. Luedtke to approve the Student Leave Extension Request was seconded and passed.

The third request is a new request. The two students will continue to have Chinese immersion while absent from Yinghua. They plan to return for the 2019-2020 academic year.

The MOTION by Ms. Lai to approve the Student Leave Request was seconded and passed.

f. 2018-2019 Academic Calendar

Mrs. Berg presented the proposed 2018-2019 Academic Calendar. Discussion followed.

The MOTION by Mr. Grubish to approve 2018-2019 Academic Calendar was seconded and passed.

III. PUBLIC COMMENT (0 minutes)

None.

IV. FINANCE/FACILITIES UPDATE (32 minutes)

The Finance/Facilities Committee did not meet in December due to weather cancellation. Ms. Schneider summarized current financials. The 2017/2018 academic year is 50% complete. Fund balance is at 36%. Expenditures are at 46% for the year, revenues are at 49%. The budget will be updated in February by the Committee and will be presented to the Board in March.

Mr. Luedtke inquired whether additional funding would be needed for immigration related expenses for teachers, given the current political climate. Mrs. Berg reported that teachers and their family members have been delayed when returning from abroad and one teacher was recently denied an H1B visa extension. Ms. Steiner inquired as to how such events are affecting staff and student morale, and how the Board can show support. Discussion followed. Mrs. Berg will invite the school's immigration attorney to the next Board meeting.

V. PERSONNEL UPDATE (3 minutes)

a. Q2 Executive Director Performance Update

Ms. Matre summarized highlights of the update that Mrs. Berg gave to the Personnel Committee regarding progress on her professional development and performance goals for the year. The Personnel Committee will be updating the Executive Director evaluation tool for the upcoming Executive Director year-end evaluation.

VI. GOVERNANCE UPDATE (5 minutes)

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

a. Policy 601 – Yinghua Academy Curriculum and Instruction Goals – Second Reading

No changes since the first reading.

b. YA-XXX – Group Health Insurance Coverage Purchasing Policy – Second Reading

No changes since the first reading.

c. Board Effectiveness Survey

Mr. Grubish requested that every Board member complete the survey, so it can be presented next month.

d. Officer Elections – Approval

A slate of officers was presented to the board for a vote, including Ms. Matre as Chair, Ms. Schneider as Treasurer, and Dr. Mair as Secretary. Appointments are to be effective immediately.

The MOTION by Dr. Lawrence to unanimously approve the slate of Board officers was seconded and passed.

VII. DEVELOPMENT UPDATE (5 minutes)

Mr. Luedtke summarized the most recent Development Committee meeting. Half of the Red Envelope Campaign this year will raise funds for a new playground for kindergarten and first grade students on the green space on the northeast part of the Yinghua Property, and half will be added to the school's general operating reserves.

VIII. STRATEGIC PLAN CHECK IN / BOARD GOALS (22 minutes)

Ms. Matre opened discussion to check in on the progress of the Strategic Plan. Each Board member was given paper copies of the long form of the Plan. Mrs. Berg presented examples of project-based learning being done at Yinghua. Ms. Lai described the rubric for grading of project-based presentations and products. Discussion followed. Mrs. Berg and Ms. Lai described a recent social-emotional learning presentation by two educators from the United Kingdom.

IX. EXECUTIVE DIRECTOR / CHINESE NEW YEAR REPORT (8 minutes)

Mrs. Berg presented the most recent Executive Director report. She highlighted the Student Life Organizations, Fund 04 activities, and she read an example of writing from a 3rd grade student about respect that was written during a recent social education activity.

X. ADJOURN

The MOTION by Mr. Grubish to adjourn at 8:02 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 2/26/18