

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, April 23, 2018, 6:00 p.m.

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

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

Board Members Not in Attendance: None

Executive Director in Attendance: Sue Berg

YACA Representative in Attendance: None

Public in Attendance: Nathan Bode, Brooke Darrah-Hage, Pamella Stommes

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:06 pm.

II. APPROVALS (1 minute)

a. 04/23/18 Agenda

There were no additions or changes.

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

b. 03/26/18 Regular Meeting Minutes

There were no additions or changes.

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

III. PUBLIC COMMENT (1 minute)

Board candidates Nathan Bode and Pamella Stommes were in attendance.

IV. FINANCE/FACILITIES UPDATE (47 minutes)

Ms. Schneider summarized current financials. The 2017/2018 academic year is 75% complete. Expenditures are at 72% for the year, revenues are at 76%. Fund balance is at

36%. Overall, actual expenditures and revenues have been tracking very close to the budget.

a. Fiscal Year 2019 Draft Budget

Ms. Schneider and Mrs. Berg summarized the proposed 2019 budget, which has been reviewed by the Finance Committee. Net income is anticipated to be \$175,000. The largest expenditure increase is in wages and salary due to a 4% increase in salary and two additional teaching positions to accommodate an additional 50 middle school students. Additional money was allocated for contracted services, due to anticipated increased legal and accounting fees. Busing fees may increase, though is not yet reflected in the draft budget. Field trip fees were broken out as a separate revenue source for easier tracking.

b. Committed Fund Balance

Ms. Schneider reminded the Board that the school's fund balance is significantly above the 20% minimum fund balance set by the Board. Options on how to deal with the excess as suggested at the audit review in October 2017 are to leave it as is, or to change some of it to an assigned fund (for a specific item) or committed fund for an anticipated budget shortfall. According to current projections, the school will have a net loss starting in 2024. Additional money from Fund 04 can be spent on a proposed purchase. Based on the latest budget, the committee is recommending allocating \$600,000 to a committed fund and spending \$250,000 of the Fund 04 balance.

c. Proposed Fund 04 Purchases

Mrs. Berg proposed spending \$150,000 on a new playground on the northeast part of the Yinghua Academy campus. The equipment would be primarily for Kindergarten and 1st grade students, though would also have equipment appropriate for all students. She also proposed spending \$30-40,000 to purchase pianos. The last proposal was \$30,000 to purchase additional materials for the library, which would be in addition to a \$30,000 gift to the school by the Lu family. All of the proposals would be to the benefit to all students.

V. PERSONNEL UPDATE (33 minutes)

a. CEO / Executive Director Evaluation Tools

Mr. Ziolkowski summarized proposed changes to the Executive Director Board level evaluation tool and the Committee level evaluation tool.

The MOTION by Ms. Schneider to approve the Executive Director Board level evaluation tool was seconded and passed.

b. CEO / Executive Director Progress Towards Annual Goals

Mrs. Berg summarized her latest Executive Director report as well as progress on her performance goals for the 2017-2018 school year. She included the feedback from the Friends of Education site visit.

VI. GOVERNANCE UPDATE (5 minutes)

a. Board Election – Candidate Update

Dr. Haller and Ms. Matre presented the status of the upcoming Board elections. Currently, there are six candidates for the five open positions.

b. Board Member Appointment

Mr. Cintorino resigned from the Board after the last Board meeting. The Governance Committee is recommending the appointment of Brooke Darrah-Hage to the Board. She currently serves on the Academic Committee.

The MOTION by Dr. Lawrence to appoint Brooke Darrah-Hage to the Board was seconded and passed.

VII. ACADEMIC UPDATE (6 minutes)

Ms. Chen summarized the most recent Academic Committee meeting. Students are preparing for upcoming MCA exams. Mrs. Berg summarized activities that the school implemented to prepare for the exams.

VIII. OTHER ITEMS (21 minutes)

a. Parent and Staff Surveys

Ms. Matre, Dr. Haller, and Mr. Luedtke researched options for the school climate survey. Mr. Luedtke presented the results of their research. Three options were presented. All three would provide validated results and analysis. Mrs. Berg expressed her preference for the Alliance for the Study of School Climate survey. Discussion followed.

The MOTION by Mr. Luedtke to empower school leadership to choose from among the three vendors in order to proceed with a school climate survey was seconded and passed.

b. Announcements / Reminders

Ms. Matre reminded the Board of the Friends of Education event on May 10.

IX. ADJOURN

The MOTION by Dr. Lawrence to adjourn at 8:00 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 5/21/18