

**YINGHUA ACADEMY BOARD OF DIRECTORS**

**Regular Meeting Minutes**

Monday, May 21, 2018, 6:00 p.m.

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

**Board Members in Attendance:** Lisa Matre (Chair), David Mair (Secretary), Cindy Bursell (arrived 6:21 p.m.), Mei Chen, Brooke Darrah-Hage, Paul Haller, Shu-Mei Lai, Rosemary Lawrence, Bo Liu, Joel Luedtke, Jane Steiner (arrived 6:06 p.m.), Chris Ziolkowski

**Board Members Not in Attendance:** Amanda Schneider (Treasurer)

**Executive Director in Attendance:** Sue Berg

**YACA Representative in Attendance:** Peter Fontaine

**Public in Attendance:** None

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:05 pm.

II. APPROVALS (1 minute)

a. 05/21/18 Agenda

One adjustment to the numbering was suggested by Dr. Mair.

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

b. 04/23/18 Regular Meeting Minutes

There were no additions or changes.

**The MOTION by Dr. Lawrence to approve the minutes was seconded and passed.**

III. PUBLIC COMMENT (1 minute)

Mr. Fontaine reported that \$35,000 was raised from the Spring fundraiser, Ying Fling.

IV. FINANCE/FACILITIES UPDATE (17 minutes)

Ms. Matre requested that Mrs. Berg summarize the budget committee meeting, in Ms. Schneider's absence. Mrs. Berg summarized current financials. The 2017/2018 fiscal

year is 83% complete. Expenditures are at 80% for the year, revenues are at 84%. Fund balance is at 36%. The contract with the bussing company was renegotiated. Standard and Poor upgraded Yinghua Academy's rating from BB to BB+.

a. Fiscal Year 2019 Final Budget

Mrs. Berg and Ms. Matre summarized the proposed 2019 budget, which was reviewed by the Finance Committee and the Board at the April Board meeting. Mr. Luedtke requested clarification on Local & Other sources of revenue.

**The MOTION by Dr. Haller to approve the budget for the fiscal year 2019 was seconded and passed.**

b. Committed Fund Balance

Ms. Matre reminded the Board that the school's fund balance is significantly above the 20% minimum fund balance set by the Board. As discussed at the April Board meeting, the Finance / Facilities Committee recommended allotting \$600,000 to a committed fund to be used for the anticipated budget shortfall and/or other unexpected expenses. This will reduce the fund balance from 36% to 28%.

**The MOTION by Ms. Steiner to approve \$600,000 to a committed fund was seconded and passed.**

V. ACADEMIC UPDATE (11 minutes)

Ms. Chen summarized the most recent Academic Committee meeting. Yinghua Academy uses the YCT and HSK tests to assess student Chinese proficiency. Both tests took place in March. The Student Oral Proficiency Assessment was administered in April, and the Oral Proficiency Interview was administered in early May. Mrs. Berg reported that two non-native Chinese speaking students scored Advanced High on the OPI.

This is the first year that project-based learning was used for assessment. Teachers have provided feedback to school leadership.

VI. GOVERNANCE UPDATE (4 minutes)

a. Board Election Results

Ms. Matre presented the results of the Board Election. Incumbent board members Paul Haller, Joel Luedtke, and Amanda Schneider were re-elected, and Annie Nelson and Pamella Stommes were elected. Voter participation was 15% of eligible voters.

VII. OTHER ITEMS (19 minutes)

a. 2018-19 School Board Calendar

Ms. Matre reviewed the proposed schedule of Board and Committee meetings for the 2018/2019 academic year.

b. Executive Director Update

Mrs. Berg summarized the most recent Executive Director Report. The school has asked the Alliance for the Study of School Climate to administer the survey. The survey is currently being conducted and will complete on 5/25. There will be a student survey as well this year. Almost all students will be returning next year. Mrs. Berg, Dr. Lien, and several teachers attended the National Chinese Language Conference in Salt Lake City, Utah, from May 17-19. Ms. Lai and Mrs. Berg described the presentations that Yinghua Staff gave at the conference. Academic performances are this week.

VIII. CEO/ED Performance Evaluation (102 minutes)

Ms. Matre requested closing the meeting as allowed by state law for personnel evaluation.

**The MOTION by Dr. Lawrence to close the meeting for the CEO/ED Performance Evaluation was seconded and passed.**

**The MOTION by Dr. Lawrence to open the meeting was seconded and passed.**

**The MOTION by Dr. Lawrence to renew the CEO/ED contract and salary was seconded and passed. Ms. Darrah-Hage abstained.**

IX. ADJOURN

**The MOTION by Ms. Steiner to adjourn at 8:47 p.m. was seconded and passed.**

Minutes drafted by David Mair

Approved by vote of Board on: 6/18/18