

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, August 20, 2018, 6:00 p.m.

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

Board Members in Attendance: Amanda Schneider (Treasurer), David Mair (Secretary), Nathan Bode, Paul Haller, Cindy Bursell, Brooke Darrah-Hage, Shu-Mei Lai, Joel Luedtke, Annie Nelson, Jane Steiner, Pamella Stommes

Board Members Not in Attendance: Lisa Matre (Chair), Rosemary Lawrence

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: Peter Fontaine

Public in Attendance: None

I. CALL TO ORDER

Ms. Schneider called the meeting to order at 6:02 p.m.

II. APPROVALS (3 minutes)

a. 08/20/18 Agenda

Ms. Berg requested adding a request for leave of absence.

The MOTION by Ms. Nelson to approve the agenda as amended was seconded and passed.

b. 07/23/18 Regular Meeting Minutes

No changes were suggested.

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

c. Leave of Absence Request

The family of a Yinghua Academy family will be traveling to South Korea during the months of October and November. They have students in 7th and 4th grade.

The MOTION by Ms. Nelson to approve the Leave of Absence was seconded and passed.

III. PUBLIC COMMENT (1 minute)

Mr. Fontaine notified the Board that YACA is prepared for the Meet Your Teacher nights and the beginning of school.

IV. FINANCE UPDATE (9 minutes)

Ms. Schneider summarized current financials, which are 8% complete for the 2018-2019 fiscal year. Expenditures are at 6%, revenues are at 8%. Days of Cash on Hand is at 85 days, which is a large drop from last month, due to high up-front expenses for the 2018-2019 fiscal year. This is similar to past years at the beginning of the year. Fund Balance is at 30%. Dr. Haller asked for clarification regarding how the number of students is calculated.

V. GOVERNANCE UPDATE (9 minutes)

Dr. Haller updated the Board about topics that the Governance Committee has been exploring. The definition of 'staff' as related to student enrollment may require clarification. Similar clarification was previously discussed regarding the definition of 'sibling.' A policy of how to remove archival content from Dropbox is being explored. Mrs. Berg notified the Board that five out of six H1B visa applications were approved through the lottery. Yinghua Academy's student teaching partnership with Hamline University and the University of Minnesota will facilitate the visa process moving forward, as Yinghua Academy will be considered a cap exempt employer.

VI. DEVELOPMENT UPDATE (3 minutes)

Mr. Luedtke updated the Board about the most recent Development Committee meeting. The Committee has set goals for fundraising for the year. They are planning a more robust Red Envelope campaign. The Committee is also asking the Board to recruit additional Committee members.

VII. HOUSEKEEPING (3 minutes)

a. YACA Board Meeting Attendance

Ms. Schneider reminded the Board to sign up to attend YACA Board meetings.

b. Annual Report Preparation

Ms. Schneider reminded the Board that Abigail Pribbenow will be collecting information from the Committees in preparation for the Annual Report.

c. Board Summer Gathering on Saturday, August 25th

Ms. Schneider reminded the Board of a gathering she will be hosting next weekend.

VIII. EXECUTIVE DIRECTOR'S REPORT (17 minutes)

Mrs. Berg summarized her most recent Executive Director's Report. She highlighted that new teachers, assistants, and paraprofessionals started this week. One teacher resigned last week, and one special-education paraprofessionals, who is fully licensed, was offered a teaching position. The school is fully staffed. Mrs. Berg shared her goals for the year, based on the most recent Performance Evaluation. Based on feedback from the MN Department of Public Safety, the school has implemented new procedures for arrival and dismissal. She provided a summary of sessions that teachers may attend during August workshops. The artist and photographer Wing Young Huie, who is scheduled to do a workshop on implicit bias awareness, has won the McKnight Distinguished Artist Award. Ms. Schneider inquired about some specific budget items. Some of the new playground has been installed. More equipment will be coming from Germany and will be installed in mid-September.

X. ADJOURN

The MOTION by Mr. Luedtke to adjourn at 6:47 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 9/17/2018