

## **YINGHUA ACADEMY BOARD OF DIRECTORS**

### **Regular Meeting Minutes**

Monday, September 17, 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) (arrived 6:15 pm), David Mair (Secretary), Nathan Bode, Cindy Bursell (arrived 6:23 pm), Brooke Darrah-Hage, Paul Haller, Shu-Mei Lai, Joel Luedtke, Annie Nelson, Jane Steiner, Pamella Stommies

**Board Members Not in Attendance:** Rosemary Lawrence

**Executive Director in Attendance:** Susan Berg

**YACA Representative in Attendance:** Peter Fontaine

**Public in Attendance:** Abigail Pribbenow, Susan Reader

#### **I. CALL TO ORDER**

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

#### **II. APPROVALS (26 minutes)**

##### **a. 09/17/18 Agenda**

Ms. Matre suggested postponing the Q-Comp/PLC Presentation.

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

##### **b. 08/20/18 Regular Meeting Minutes**

Mrs. Berg suggested changes to the language of the Governance Update. Dr. Mair suggested a minor typo correction.

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

##### **c. MDE Identified Official with Authority**

The Minnesota Department of Education requires an Identified Official with Authority at the school. Mrs. Berg has previously held this designation.

**The MOTION by Mr. Luedtke to approve Mrs. Berg as the Minnesota Department of Education Identified Official with Authority was seconded and passed.**

d. FY 2018 Annual Report

The Annual Report is due to the Minnesota Department of Education and Yinghua's Authorizer, Friends of Education, by October 1. Ms. Pribbenow was present to take suggestions and corrections. Minor changes were suggested by Mr. Bode, Ms. Matre, Ms. Schneider, Dr. Mair, and Ms. Bursell.

**The MOTION by Ms. Schneider to approve the Fiscal Year 2018 Annual Report as amended was seconded and passed.**

III. PUBLIC COMMENT (1 minute)

None.

IV. FINANCE UPDATE (3 minutes)

Ms. Schneider summarized current financials, which are 17% complete for the 2018-2019 fiscal year. Expenditures are at 13%, revenues are at 16%. Budget is based on ADM (average daily membership) of 831, though 822 students are currently enrolled. Days of Cash on Hand is at 101 days. Fund Balance outside of the committed fund is at 30%. There were some additional expenses early on with new carpet, Q-Comp, etc. Summer school had a net income, whereas the China trip was a flat expense.

V. GOVERNANCE UPDATE (15 minutes)

a. Bylaw Revisions

Dr. Haller presented the recommended changes from the Governance Committee to the Yinghua Academy Bylaws. Only minor changes were suggested.

b. Facility Usage

Ms. Matre summarized the previous facility usage policy. Mrs. Berg elected to end the partnership with outside groups to use the school facilities due to staffing and security concerns, increased middle school usage, as well as excess wear and tear. The school's attorney has clarified that if the school is going to allow outside groups to use the school, then the school must be open to allowing any outside group to use the school. Mrs. Berg has notified the outside groups, and suggested other suitable locations that are available, such as the new Northeast Recreation Center. Discussion followed. It was clarified that the facilities can still be used to host groups that are sponsored by the school.

**The MOTION by Ms. Schneider that for this school year Yinghua Academy will not allow outside groups to use the school facilities was seconded and passed.**

VI. DEVELOPMENT UPDATE (5 minutes)

Mr. Luedtke summarized the most recent Development Committee meeting. The Committee is reaching out to recruit additional members. Give to the Max is coming up in November. There was discussion regarding raising funds for the student trip to China. Such funds would be raised and distributed by YACA, though with input from the Board.

VII. ACADEMIC UPDATE (3 minutes)

Ms. Steiner summarized the most recent Academic Committee meeting. Dr. Lien and the committee will be focusing on academic equity. Dr. Lien also discussed possibilities regarding sharing the school's expertise.

VIII. ASSC SCHOOL CLIMATE ASSESSMENT (26 minutes)

a. Staff Session Update

Since the last Board meeting, Mr. Luedtke, Dr. Haller, and Dr. Lawrence presented the results of the survey to the staff. They fielded questions and concerns from staff members. There was a good discussion, but the next steps were uncertain.

b. Next Steps

The results of the survey led to some changes in staff training. There was a recent workshop where eight exemplary teachers delivered demo lessons followed by debriefing. This was helpful to teachers to see different techniques and activities, and also to see how what students learn at lower grades will be applied in later grades. There has been staff discussion about homework and homework lab. Discussion followed about sharing the results of the School Climate Assessment with students and parents.

IX. EXECUTIVE DIRECTOR'S REPORT (10 minutes)

Mrs. Berg summarized her most recent Executive Director's Report. She highlighted the progress on the strategic plan. The start of the school year has gone smoothly, and the new dismissal procedure has gone well with a few exceptions. The school has made accommodations for extenuating circumstances, and Mrs. Berg requested anyone with concerns contact her. The school has submitted a school safety grant proposal. The new playground equipment should be fully installed soon, depending on weather.

X. ADJOURN

Ms. Matre reminded the Board to complete updated conflict of interest forms and get them to her by later this week. She will also be sending out the contract goals for the five-year Friends of Education contract.

**The MOTION by Mr. Luedtke to adjourn at 7:32 p.m. was seconded and passed.**

Minutes drafted by David Mair

Approved by vote of Board on: 10/15/2018