

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, October 15, 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), Rosemary Lawrence, Annie Nelson, Joel Luedtke, Paul Haller, Brook Darrah-Hage, Shu-Mei Lai, Nathan Bode, Jane Steiner, Cindy Bursell

Board Members Not in Attendance: David Mair (Secretary), Pamela Stommes

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: Peter Fontaine

Public in Attendance: Andrew Scheid, Tami Richey

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:04 PM

II. APPROVALS (20 minutes)

a. 10/15/18 Agenda

Ms. Matre reviewed the nights agenda and proposed adding one additional approval relating to a student leave of absence request.

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

b. 09/17/18 Regular Meeting Minutes

The committee reviewed September board meeting minutes.

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

c. Revised 2018-2019 School Calendar

Mrs. Berg reviewed a revised 2018-2019 school calendar which was changed due to Bethel's request to change the Chinese New Year performance date. The revision would eliminate 2/11/19 as a day off and instead have 2/4/19 & 2/5/19 off. These dates align very well with Chinese New Year dates.

The MOTION by Mr. Luedtke to approve the revised school calendar was seconded and passed.

d. Charter Contract Renewal Goals

Our contract with Friend of Education is up for renewal this year and as a result we need to update our forward looking academic outcome goals. Dr. Lien reviewed past data to inform the proposed goals in six categories. The biggest change proposed is in relations to Chinese acquisition goals vs. what has actually been achieved. The proposed goals are a bit more realistic. Discussion ensued.

The MOTION by Ms. Darrah-Hage to approve the Charter Contract Renewal Goals was seconded and passed.

e. Student leave of absence

A student leave of absence request was reviewed and discussed. The student will be gone 16 days over Chinese New Year.

The MOTION by Mr. Luedtke to approve the student leave of absence was seconded and passed.

III. PUBLIC COMMENT (1 minute)

None.

IV. Q-COMP/PLC PRESENTATION (26 minutes)

Shu-Mei Lai presented an overview of the Q comp's program and the Q comp leadership team. Mrs. Berg highlighted how Q comp money received is used to incentivize teachers and compensate them. The maximum amount given is \$6,000. Q comp components were discussed. Professional learning community (PLC) was reviewed by Mr. Scheid. The 2017/2018 year was focused on project based learning. One of the items used was google classroom to encourage an online learning community for staff and students.

V. FINANCE UPDATE (14 minutes)

Ms. Schneider summarized current financials, which are 25% complete for the 2018-2019 fiscal year. Expenditures are at 21%, revenues are at 24%. Days of Cash on Hand is at 113 days. Fund Balance outside of the committed fund is at 29%.

a. Capital Assessment Plan Update

Ms. Schneider provided a high level summary of the 5 year capital assessment plan the Finance and Facilities committee asked YBC to initiate to fulfill bond requirements. Repair work and replacement work was reviewed. Bathroom renovations were still being estimated. The committee will update the Board at the next meeting with the final plan being submitted by YBC for bond requirements.

VI. GOVERNANCE UPDATE (3 minutes)

a. Bylaw Revisions (Second Reading)

Dr. Haller presented the recommended changes from the Governance Committee to the Yinghua Academy Bylaws.

b. Harassment and Violence Policy 413 (First Reading)

Dr. Haller reviewed the harassment and violence policy.

c. Bullying Prohibition Policy 514 (First Reading)

Dr. Haller reviewed the bullying prohibition policy.

d. Student Sex Nondiscrimination Policy 522 (First Reading)

Dr. Haller reviewed the student sex non-discrimination policy.

VII. DEVELOPMENT UPDATE (9 minutes)

Mr. Luedtke summarized the most recent Development Committee meeting.

a. Give to the Max Challenge

Mr. Luedtke reviewed the overall goal for Give to the Max from the Yinghua community as well as past Board challenges which promoted giving as a Board and encourage participation. Mr. Luedtke will utilize the same approach this year. The theme this year is investment in teacher development.

b. China trip scholarships

YACA is funding an initial effort of aid for students who want to participate in the China trip. It will be on a needs basis with applications being reviewed by a non-parent committee.

VIII. PERSONNEL UPDATE (10 minutes)

Ms. Matre summarized personnel committee updates.

a. 2018-19 Annual Goals

Ms. Matre reviewed the 2018/2019 goals for Mrs. Berg. Goals were categorized into: organizational development, human resource management, academics, finance, facilities and board collaboration. Ms. Matre highlighted goals in each of those categories.

b. Q1 CEO/ED Progress Towards Goals

Ms. Berg provided highlights of work she is doing to achieve 2018/2019 goals. A few initiatives are being started in response to parent feedback. Specifically, “take a peek” for parents to see the school in action as well as “Face Time” events with Ms. Berg and Dr. Lien. Additional staff feedback methods were discussed and work to update/enhance the staff handbook was reviewed.

IX. EXECUTIVE DIRECTOR’S REPORT (13 minutes)

Mrs. Berg summarized her most recent Executive Director’s Report. She highlighted that Yinghua will be featured in the next edition of “Driven by Data, A Practical Guide to Improve Instruction” written by Paul Bambrick-Santoyo.

The ribbon cutting ceremony for the new playground was held on 10/15/18. A feature article on the new playground will be in the Nor Easter paper. The playground is now being used at recess for all grades

X. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Ms. Steiner to adjourn at 7:41 p.m. was seconded and passed.

Minutes drafted by Amanda Schneider

Approved by vote of Board on: 11/19/18