

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, November 19, 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, Brooke Darrah-Hage, Paul Haller, Shu-Mei Lai, Joel Luedtke, Annie Nelson, Jane Steiner, Pamella Stommes

Board Members Not in Attendance: Nathan Bode, Rosemary Lawrence

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: Peter Fontaine

Public in Attendance: None

I. CALL TO ORDER

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

II. APPROVALS (5 minutes)

a. 11/19/18 Agenda

No changes were suggested.

The MOTION by Ms. Schneider to approve the agenda was seconded and passed.

b. 10/15/18 Regular Meeting Minutes

Ms. Schneider recommended a minor change to the language of the finance update.

The MOTION by Ms. Darrah-Hage to approve the minutes as amended was seconded and passed.

c. Bylaws

Ms. Matre summarized the review of the Bylaws that have taken place over the previous Governance Committee and Board meetings.

The MOTION by Dr. Haller to approve the Yinghua Academy Bylaws was seconded and passed.

III. PUBLIC COMMENT (1 minute)

Mr. Fontaine reported that he was pleased with the result of Give to the Max Campaign. Mrs. Berg extended thanks on behalf of the staff for a Thanksgiving dinner that was provided to Yinghua Academy staff last week by YACA.

IV. FINANCE UPDATE (10 minutes)

Ms. Schneider summarized current financials, which are 33% complete for the 2018-2019 fiscal year. Expenditures are at 31%, revenues are at 33%. Days of Cash on Hand is at 124 days. Fund Balance outside of the committed fund is at 29%.

Ms. Schneider also updated the Board on the state of the Five-Year Capital Management Plan. The Finance and Facilities Committee requested estimates to update the bathrooms, the boiler, or to install an automated remote terminal unit. The Committee reviewed the financials of the Yinghua Building Corporation. There is cash in the YBC Capital Improvement Fund that could be used for capital improvements in addition to money from the Yinghua Academy general fund.

V. GOVERNANCE UPDATE (13 minutes)

Ms. Matre and Dr. Haller summarized the policy update procedure.

a. Harassment and Violence Policy 413 (Second Reading)

Dr. Haller presented the Policy with a minor change: using and defining the terms 'gender identity or expression.'

b. Bullying Prohibition Policy 514 (Second Reading)

Dr. Haller presented the Policy with minor changes: replacing district with school, removed collective bargaining agreement language, and updating a statute number.

c. Student Sex Nondiscrimination Policy 522 (Second Reading)

Dr. Haller presented the Policy with minor wording changes and updated contact information for the Executive Director.

d. Immigration Policy YA011 (First Reading)

Dr. Haller presented the Policy with minor wording changes.

e. Family and Medical Leave Policy 410 (First Reading)

Dr. Haller presented the Policy with minor changes: added definition of spouse, substituted 'term' for 'semester.' Ms. Darrah-Hage recommended one typo change.

- f. Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414 (First Reading)

Dr. Haller presented the Policy with minor changes: added definition of 'report,' replaced 'school personnel handbook' with 'Employee Handbook,' HR manager to develop method of discussing the policy.

- g. Student Discipline Policy 506 (First Reading)

Dr. Haller presented the Policy with minor changes: replaced 'district' with 'school,' role of Dean of Students updated, minor wording changes, updated tobacco product list, updated references to other policies, and removed section about student motor vehicle parking.

- h. Internet Acceptable Use and Safety Policy 524 (First Reading)

Dr. Haller presented the Policy, with no significant changes.

VI. DEVELOPMENT UPDATE (6 minutes)

Mr. Luedtke summarized the most recent Development Committee meeting and the results of the recent Give to the Max campaign. Both participation and dollar amount goals were met. New committee members helped design the campaign.

VII. ACADEMIC UPDATE (2 minutes)

Ms. Darrah-Hage summarized the most recent Academic Committee meeting. The Committee discussed integration of project-based learning. The High School Panel is coming up on November 29.

VIII. Other Business (17 minutes)

- a. Board Member Skills Matrix

Ms. Matre presented a matrix of skills that she requested each Board member complete to identify skills of each Board member.

- b. Annual Board Retreat

Ms. Matre reminded the Board of the upcoming Board retreat and requested ideas of topics to present. Discussion followed.

IX. EXECUTIVE DIRECTOR'S REPORT (15 minutes)

Mrs. Berg summarized her most recent Executive Director's Report. She highlighted that the number of special education students has increased, so the school is conducting a workload analysis to see if additional staff would be necessary.

Teachers from the German Immersion School visited and were impressed that students spoke only Chinese while in class.

A delegation from Peking University visited. A visiting professor stressed the importance of critical thinking. They were interested in recruiting Yinghua Academy students.

Mrs. Berg has begun meeting with students to share results and elicit further feedback on the school climate surveys of middle schoolers that were conducted last spring. She also described the Discovery Class schedule and the upcoming High School Night.

X. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Mr. Luedtke to adjourn at 7:15 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 12/17/18