

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, December 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), David Mair (Secretary), Nathan Bode, Brooke Darrah-Hage, Paul Haller, Rosemary Lawrence, Pamella Stommes

Board Members Not in Attendance: Cindy Bursell, Shu-Mei Lai, Joel Luedtke, Annie Nelson, Jane Steiner

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: Peter Fontaine

Public in Attendance: Matt Mayer of Bergan KDV

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:01 p.m.

II. APPROVALS (9 minutes)

a. 12/17/18 Agenda

No changes were suggested.

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

b. 11/19/18 Regular Meeting Minutes

Mrs. Berg recommended a minor typo change.

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

c. Policies 413, 514, 522

Ms. Matre summarized the review of Policies 413, 514, and 522 at Governance Committee and Board meetings.

The MOTION by Dr. Haller to approve the Yinghua Academy Policies 413, 514, and 522 was seconded and passed.

d. 2019-2020 Enrollment Capacity

Ms. Berg informed the Board of the current capacity and the process of how enrollment is determined.

The MOTION by Dr. Lawrence to approve the 2019-2020 Enrollment Capacity agenda was seconded and passed.

III. PUBLIC COMMENT (1 minute)

Mr. Fontaine notified the Board that the date for Ying Fling has been changed to May 4, 2019.

IV. FINANCE UPDATE (30 minutes)

Ms. Schneider summarized current financials, which are 42% complete for the 2018-2019 fiscal year. Expenditures are at 42%, revenues are at 42%. Days of Cash on Hand is at 118 days. Fund Balance outside of the committed fund is at 29%.

Payment for the new playground was completed, which is now reflected in the financial statement. Otherwise, financials are going as expected.

a. Audit Presentation

Matt Mayer of Bergan KDV summarized the audit of Yinghua Academy's finances. All three operating funds are well managed, they had no significant concerns.

Enrollment is now plateauing. The student count increased 45% from 2014 to 2018.

Revenues exceeded budgeted amounts, as did expenditures, 3.7% vs 3%. As enrollment plateaus, some years may operate at a deficit, and \$600,000 has been set aside to manage this.

Mr. Mayer suggested that the Board consider revising the school board's fund balance policy to develop a plan for minimum and maximum thresholds for the fund balance.

Currently 59% of expenditures goes directly to the classroom, which is desirable. He looks for at least 50% of expenditures to be spent in classrooms in charter schools.

Yinghua spends significantly less per student than the state on average. The school is efficiently spending tax-payer money.

V. GOVERNANCE UPDATE (14 minutes)

Ms. Matre and Dr. Haller summarized the policy update procedure. Dr. Haller notified the Board that the Governance Committee is working on a policy for record retention. Ms. Matre notified the Board that the policy for record retention will also include materials stored electronically in Dropbox and Google Drive.

a. Policy/Form Review – Second Reading

i. Family and Medical Leave Policy 410

Dr. Haller presented the Policy with the following changes: adding a definition of “spouse” and substituting “term” for “semester.”

ii. Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 414

Dr. Haller presented the Policy with minor terminology changes.

iii. Student Discipline Policy 506

Dr. Haller presented the Policy with the following changes: substituted “school” or “Yinghua Academy” for “district,” added role of the Dean of Students, clarified language about tobacco products, removed student motor vehicle section, clarified disrespectful communication.

iv. Internet Acceptable Use and Safety Policy 524

Dr. Haller presented the Policy with the following changes: substituted “school” or “Yinghua Academy” for “district,” clarified language regarding the Internet Use Agreement form.

b. Policy/Form Review – First Reading

i. Admission and Lottery Policy YA 010

Dr. Haller and Mrs. Berg presented the Policy with minor changes: substituted “school” or “Yinghua Academy” for “district,” the definition of “Children of Staff” was clarified, and no more lateral entry after 1st term.

ii. Immigration Policy YA 011

Dr. Haller presented the Policy with minor formatting changes.

iii. Mandated Reporting of Maltreatment of Vulnerable Adults Policy 415

Dr. Haller presented the Policy with no significant changes.

iv. Internet Acceptable Use and Safety Form 524

Dr. Haller presented the Form with no change.

v. The Pledge of Allegiance Policy 531

Dr. Haller presented the Policy with minor changes about when and by whom the pledge is recited.

vi. Gender Inclusion Policy 599

Dr. Haller presented the Policy with no significant changes.

vii. School District System Accountability Policy 616

Dr. Haller presented the Policy with the following changes: removal of the term “district” throughout, clarification of responsibility, clarification that Yinghua Academy is a K-8 school.

viii. Emergency Management Policy 806

Dr. Haller presented the Policy with minor changes to wording: change from “crisis” to “emergency,” substituting “school” or “Yinghua Academy” for “district.” There were no significant changes to the content of the Policy.

VI. DEVELOPMENT UPDATE (8 minutes)

Ms. Matre summarized the most recent Development Committee meeting. She reviewed the result of the Give to the Max Campaign, in which the school met both participation and dollar amount goals. The Red Envelope campaign will begin in February. The administration and committee are working on developing a specific goal for the campaign. Mr. Fontaine notified the Board of four applications for the study abroad scholarship. Mrs. Berg notified the Board that 44 students have applied to travel to China this summer.

VII. ACADEMIC UPDATE (5 minutes)

Ms. Darrah-Hage summarized the most recent Academic Committee meeting. Staff continue to work on project-based learning. Dr. Lien presented information to the Committee about the China trip. Ju Laoshi from the University of MN presented the results of his study, which showed that students have a 25% greater chance of decoding

English than Chinese. Dr. Lien is looking into how to apply the results to improve Chinese teaching methods at Yinghua.

VIII. OTHER BUSINESS (4 minutes)

a. Annual Board Retreat

Ms. Matre reminded the Board of the upcoming Board retreat. It will be on Saturday, February 9th, from 8:30 a.m. to 12:30 p.m. The topics to cover are being determined.

b. Contract Renewal Update

Ms. Matre notified the Board that Friends of Education, Yinghua Academy's authorizer, has conditionally renewed the contract for five years, the maximum allowable. The exhibits for the charter contract, including the academic and financial goals for the next contract period, still need to be finalized.

IX. EXECUTIVE DIRECTOR'S REPORT (8 minutes)

Mrs. Berg summarized her most recent Executive Director's Report. She highlighted that Yinghua Academy recently had a visiting teacher from Portland for two weeks, and teachers found it educational and informative. Report cards were recently sent out, and she highlighted efforts that have been completed to make them more consistent and instructive.

X. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Dr. Lawrence to adjourn at 7:20 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 2/4/2019