

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, February 4, 2019, 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 6:16), David Mair (Secretary), Nathan Bode, Paul Haller, Joel Luedtke, Annie Nelson, Jane Steiner

Board Members Not in Attendance: Cindy Bursell, Brooke Darrah-Hage, Shu-Mei Lai, Rosemary Lawrence, Pamela Stommes

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: None.

Public in Attendance: None.

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:14 p.m.

II. APPROVALS (3 minutes)

a. 2/4/19 Agenda

Ms. Matre recommended changing the date to today and striking item VII, Academic Update, as Ms. Darrah-Hage was not in attendance.

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

b. 12/17/18 Regular Meeting Minutes

Dr. Mair recommended two minor formatting changes.

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

c. Policies 410, 414, 506, 524

Ms. Matre and Dr. Haller summarized the review of Policies 410, 414, 506, and 524 at Governance Committee and Board meetings.

The MOTION by Dr. Haller to approve the Yinghua Academy Policies 410, 414, 506, and 524 was seconded and passed.

III. PUBLIC COMMENT (0 minutes)

None.

IV. FINANCE UPDATE (20 minutes)

Ms. Schneider summarized current financials, which are 50% complete for the 2018-2019 fiscal year. Expenditures are at 50%, revenues are at 50%. Days of Cash on Hand is at 118 days. Fund Balance outside of the committed fund is at 29%.

She clarified that there had been a typo on page three which the Committee clarified. The budget may need to be adjusted in the future based on ADM. There were no significant outliers in expenses. Fund 04 enrichment has a large negative input, \$91,000, which was expected due to the expense of the new playground. The \$300,000 line of credit though Drake Bank was extended. Substitute teaching expenses have been lower but are expected to increase in the coming months.

Mrs. Berg notified the Board that the Confucius Institute at the University of Minnesota will be closing at the end of the 2018-2019 academic year. The President of the University had received a letter from 40 Minnesota legislators, with concerns about the Institute. The Institute has paid for 3-4 teachers for Yinghua Academy from Hanban. The Hanban teachers have primarily been used in supportive roles this year. Yinghua Academy also received books and some funding (\$10,000) from the Confucius Institute. Administration discussed options with leaders from the Institute. Yinghua Academy could host the Confucius Institute on its own or combine with other districts. The administration elected to thank the Institute for their past support, but ultimately to end the relationship. This will require some adjustment to the budget and staffing.

V. DEVELOPMENT UPDATE (3 minutes)

Mr. Luedtke summarized the most recent Development Committee meeting. The Red Envelope Campaign has officially begun, with a goal of \$50,000. There is a planned reunion event this upcoming weekend, along with phone banking for the Campaign.

VI. GOVERNANCE UPDATE (23 minutes)

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

a. Policy/Form Review – Second Reading

i. Admission and Lottery Policy YA 010

Dr. Haller presented the Policy with no changes since the last Board meeting.

ii. Immigration Policy YA 011

Dr. Haller presented the Policy with no changes since the last Board meeting.

iii. Mandated Reporting of Maltreatment of Vulnerable Adults Policy 415

Dr. Haller presented the Policy with no changes since the last Board meeting.

iv. Internet Acceptable Use and Safety Form 524

Dr. Haller presented the Policy with no changes since the last Board meeting.

v. The Pledge of Allegiance Policy 531

Dr. Haller presented the Policy with no changes since the last Board meeting.

vi. Gender Inclusion Policy 599

Dr. Haller presented the Policy with no changes since the last Board meeting.

vii. School District System Accountability Policy 616

Dr. Haller presented the Policy with no changes since the last Board meeting.

viii. Emergency Management Policy 806

Dr. Haller presented the Policy with no changes since the last Board meeting.

b. Policy/Form Review – First Reading

i. Equal Employment Opportunity Policy 401

Dr. Haller presented the Policy with the following changes: substituted “school” or “Yinghua Academy” for “district,” added “gender identity or expression” to protected status list, added a note with language from the “Minnesota Human Rights Act,” and specified that the school’s HR/Business Manager was the contact person.

ii. Drug-Free Workplace/Drug-Free School Policy 418

Dr. Haller presented the Policy with the following changes: substituted “school” or “Yinghua Academy” for “district,” substituted “staff” for “personnel,” specified that the school’s HR/Business Manager was the person to notify if an employee has a prescription for a controlled substance that they require on campus, substituted Executive Director instead of superintendent. There was some discussion regarding medical cannabis, but the Board elected to continue the current policy.

iii. Nepotism in Employment Policy 426 (formerly Policy 440)

Dr. Haller presented the Policy with the following changes: substituted “school” or “Yinghua Academy” for “district,” substituted “Executive Director” for “chief administrator.” Mrs. Berg expressed that staff may have been hired before this policy was in place, but the same standards applied.

iv. Search of Student Lockers, Desks, Personal Possessions, and Student’s Person Policy 502

Dr. Haller presented the Policy with no significant changes.

v. Student Medication Policy 516

Dr. Haller presented the Policy with the following changes: clarified that medications are to be left in the Health Office, and removed language about what to do if there is no school nurse.

c. School Board Member Election – Call for Candidates Letter

Dr. Haller notified the Board that there will be 4 seats up for election this year. The Board could use individuals with non-profit fundraising experience, human resources experience, legal expertise, a teacher, and a community member.

d. School Board Officer Elections

Incumbent officers Lisa Matre (Chair), Amanda Schneider (Treasurer), and David Mair (Secretary) have expressed the desire to continue to serve.

The MOTION by Mr. Luedtke to elect the School Board Officers was seconded and passed.

VII. ACADEMIC UPDATE (0 minutes)

None.

VIII. PERSONNEL UPDATE (8 minutes)

Ms. Matre summarized the most recent Personnel Committee meeting and progress on Mrs. Berg's performance goals. There are multiple ways to provide feedback and effective collaboration in place such as the new ideas/suggestions form from staff, the Take a Peek parent classroom visits, FaceTime listening sessions, and the "student voices" discovery classes. Also, Q-comp leads have developed an observation feedback protocol. Shen Yin Laoshi has provided 20 days of instructional coaching on project-based teaching and will return in February.

The Executive Director evaluation will begin soon. The committee elected to continue the same evaluation process as last year. The instrument will be presented to the board for feedback in February and finalized in March. The committees will do their evaluations in April. Mrs. Berg will present on progress towards her goals to the Board in April. Following that meeting, individual Board members will complete their evaluations and the Personnel Committee will then draft the evaluation and present it at the May Board meeting for discussion and approval.

IX. OTHER BUSINESS (7 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. Additional retreat discussion topics were suggested by Mrs. Berg. The retreat will be at Mr. Luedtke's work site.

b. Kindergarten Encore Chinese New Year Performance

Ms. Matre notified the Board that there is a Kindergarten Encore Chinese New Year Performance on Friday, February 8th and Ms. Matre will not be able to attend. She requested that a Board member attend as a representative of the Board to remind attendees of the Red Envelope Campaign. Dr. Haller volunteered to attend.

X. EXECUTIVE DIRECTOR'S REPORT (8 minutes)

Mrs. Berg summarized her most recent Executive Director's Report. She highlighted that water was discovered running into the parking lot late in the afternoon on Friday 1/25. The water main was discovered to have ruptured and was repaired on Saturday and Sunday. She has not yet received the bill but anticipates it to be several thousand dollars. Mrs. Berg reviewed her decision process to cancel school 1/28-1/31.

XI. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Dr. Mair to adjourn at 7:26 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 2/25/19