

**YINGHUA ACADEMY BOARD OF DIRECTORS**

**Regular Meeting Minutes**

Monday, February 25, 2019, 6:00 p.m.

Yinghua Academy Media Center: 1616 Buchanan St NE, Minneapolis, MN 55413

**Board Members in Attendance:** Lisa Matre (Chair), David Mair (Secretary), Nathan Bode, Brooke Darrah-Hage, Paul Haller, Shu-Mei Lai, Joel Luedtke, Annie Nelson, Jane Steiner, Pamella Stommes

**Board Members Not in Attendance:** Amanda Schneider (Treasurer), Cindy Bursell, 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 6:05 p.m.

II. APPROVALS (13 minutes)

a. 2/25/19 Agenda

Ms. Matre presented the agenda. No changes were suggested.

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

b. 2/4/19 Regular Meeting Minutes

Ms. Matre presented the minutes for the January Board meeting that was rescheduled to 2/4/19 due to weather. No changes were suggested.

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

c. 2/9/19 Retreat Minutes

Ms. Matre presented the minutes for the 2/9/19 Board Retreat. No changes were suggested.

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

- d. Policies YA010, YA011, 415, 524 Form, 531, 599, 616, 806

Ms. Matre summarized the review of Policies YA010, YA011, 415, 524 Form, 531, 599, 616, and 806 at Governance Committee and Board meetings.

**The MOTION by Ms. Nelson to approve Yinghua Academy Policies YA010, YA011, 415, 524 Form, 531, 599, 616, and 806 was seconded and passed.**

- e. 2019-2020 Academic Calendar

Mrs. Berg presented the proposed Yinghua Academy 2019-2020 Academic Calendar. An important consideration while developing the calendar is the date of the Chinese New Year (CNY) Performance. Yinghua Academy has scheduled use of the Benson Great Hall at Bethel University for the next three years to avoid potential schedule conflicts in coming years.

The Academy has scheduled 171 student days. Minnesota Department of Education requires 165 days, leaving some flexibility to account for snow days.

Discussion followed regarding the proximity of CNY performance to Winter Break, duration of Winter Break, and the timing of Spring Break.

**The MOTION by Mr. Luedtke to approve the 2019-2020 Academic Calendar was seconded and passed.**

### III. PUBLIC COMMENT (4 minutes)

Mr. Fontaine notified the Board that planning for the Ying Fling fundraising event is progressing. There will be a new community member in charge of soliciting donations. YACA will likely be phasing out the Ying Fling. They are working to develop a Yinghua Academy fundraising app. Mr. Fontaine will be stepping down as YACA chair at the end of his term.

### IV. FINANCE UPDATE (4 minutes)

Ms. Matre summarized current financials, which are 58% complete for the 2018-2019 fiscal year. Expenditures are at 58%, revenues are at 58%. Days of Cash on Hand is at 117 days. Fund Balance outside of the committed fund is at 29%. Yinghua Academy is reflecting a net surplus of \$36,165 through January.

Mrs. Berg notified the Board that planning for next year's budget has started. Dr. Haller asked for clarification of what the "Federal Title" encompasses.

### V. GOVERNANCE UPDATE (3 minutes)

Dr. Haller reviewed the policy update procedure. The last Governance Committee meeting was cancelled due to weather, so there isn't much new to report.

a. Policy/Form Review – Second Reading

i. Equal Employment Opportunity Policy 401

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

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

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

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

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

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

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

v. Student Medication Policy 516

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

b. School Board Election Update

The deadline for candidates to apply is next week, March 5<sup>th</sup>. There have not been any applications so far.

VI. DEVELOPMENT UPDATE (9 minutes)

Mr. Luedtke summarized the most recent Development Committee meeting. As of today, \$42,600 has been tracked for the Red Envelope Campaign. There was discussion of how many times the Academy asks for donations and the timing of the fundraisers.

There was an alumni fundraising phone banking event. Five alumni attended, along with their families. Having alumni and their families attend made the event more enjoyable and productive.

Abigail Pribbenow is working to assemble a joint YACA/School Board fundraising task force that would include Board members, YACA members, as well as other interested parties.

VII. ACADEMIC UPDATE (1 minute)

Ms. Darrah-Hage summarized the most recent Academic Committee meeting. Dr. Lien notified the Committee that a speech contest was used to determine who would be hosts for the Chinese New Year Performance.

VIII. PERSONNEL UPDATE (4 minutes)

Ms. Matre summarized the most recent Personnel Committee meeting. The Executive Director Evaluation will be starting soon. She presented the survey which will be used in the evaluation. It is only slightly modified from the instrument used last year. The same process will take place, by soliciting feedback from the Board Committees, the administrative team, and individual Board members. The School Board evaluation instrument will be approved at the March Board meeting. The committees will complete their evaluations at their April meetings. After the April Board meeting, Board members will complete their individual evaluations of the Executive Director. The Personnel Committee will compile the results and present at the May Board meeting, when the evaluation will be completed and approved.

IX. EXECUTIVE DIRECTOR'S REPORT (21 minutes)

Mrs. Berg summarized her Executive Director's Report. She presented the results of the most recent enrollment lottery, which took place on February 23 at 10:00 AM. She proposed limiting the capacity of each individual grade. There was discussion about increasing the capacity of 2<sup>nd</sup> grade for the 2019-2020 academic year to 84 from 80 to allow 4 additional students to fill vacancies left by students that departed from Yinghua Academy. Historically, students who started later than Kindergarten have done well. Discussion followed.

**The MOTION by Ms. Darrah-Hage to approve increasing the number of 2<sup>nd</sup> grade students to 84 for the 2019-2020 Academic Year was seconded and passed.**

Mrs. Berg is working to develop a "maker space" for student enrichment. Funds will be used from the Red Envelope campaign as well as a donation from an outside donor of \$25,000.

She also notified the Board about the recent fire in the home of a Yinghua Academy student and the fundraising efforts done by the school community to help the affected family. She used the opportunity to educate students about fire safety and necessity of fire drills. She was very impressed by the response of the Yinghua Academy community.

X. ADJOURN

Ms. Matre concluded the meeting.

**The MOTION by Ms. Nelson to adjourn at 7:04 p.m. was seconded and passed.**

Minutes drafted by David Mair

Approved by vote of Board on: 3/25/2019