

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, March 25, 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), David Mair (Secretary), Nathan Bode, Brooke Darrah-Hage, Paul Haller, Shu-Mei Lai, Joel Luedtke, Annie Nelson, Jane Steiner, Pamella Stommes, Cindy Bursell, Rosemary Lawrence

Board Members Not in Attendance: None

Executive Director in Attendance: Susan Berg

Academic Director in Attendance: Dr. Luyi Lien

YACA Representative in Attendance: Peter Fontaine

Public in Attendance: Eric Clemenson

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:02 p.m.

II. APPROVALS (8 minutes)

a. 3/25/19 Agenda

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

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

b. 2/25/19 Regular Meeting Minutes

Ms. Matre presented the minutes for the February Board meeting. No changes were suggested.

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

c. Policies 401, 418, 426, 502, 516

Ms. Matre summarized the review of Policies 401, 418, 426, 502, and 516 at Governance Committee and Board meetings.

The MOTION by Dr. Haller to approve Yinghua Academy Policies 401, 418, 426, 502, and 516 was seconded and passed.

d. Staff Leave of Absence

Mrs. Berg summarized the request by a staff member, the academic assistant, who has an opportunity to study abroad in China this summer, June 24-August 29. The leave would be unpaid. Since it would occur over the summer, other staff members would be able to cover his responsibilities.

The MOTION by Mr. Luedtke to approve the Leave of Absence was seconded and passed.

III. PUBLIC COMMENT (3 minutes)

Mr. Fontaine notified the Board that planning for the Ying Fling fundraiser continues. He has confirmed The New Standards have been booked to perform. YACA has eliminated VIP tickets but will raise overall ticket prices. He is looking into another fundraising opportunity through a phone app.

IV. FINANCE UPDATE (36 minutes)

Ms. Schneider summarized the current financial statement. There were no surprises. The 2018-2019 fiscal year is 66% complete. Expenditures are at 67%, revenues are at 66%. Days of Cash on Hand is at 116 days. Fund Balance outside of the committed fund is at 29%. Yinghua Academy is reflecting a net surplus of \$34,731 through January.

a. Form 990 Approval

This is our tax return. It requires Board Approval. Dr. Haller requested clarification regarding the pension fund.

The MOTION by Dr. Haller to approve Form 990 was seconded and passed.

b. Draft 2019-2020 Budget

Ms. Schneider summarized two versions of the draft 2019-2020 budget. The difference between the two was only a 2% vs 4% salary and wage increase. Changes from the 2018-2019 year are additional teaching staff, increased bussing expense, the pre-planned building lease increase, and standardized testing increase.

Mrs. Berg reminded the board that the school is running at capacity and will be at capacity again next year. She requested that the Board consider the 4% salary and wage increase, as the staff are the school's most important asset. A 4% increase may

cause the school to operate at a small deficit for the 2019-2020 academic year, earlier than expected by one year. Discussion followed.

The budget will be refined at the next committee and brought to the Board for approval next month.

V. ACADEMIC UPDATE (28 minutes)

Ms. Darrah-Hage summarized the most recent Academic Committee meeting. The Committee discussed how testing data is being provided to teachers.

a. Strategic Plan Discussion – Publishing Our Curriculum

Dr. Lien has published one children’s storybook with Storyworld, an online e-reading platform designed to enhance language learning. Yinghua now has access to 300+ books through the Storyworld platform.

Dr. Lien requested Board input on publishing additional work, from other storybooks to the entire curriculum. Dr. Lien and Mrs. Berg have been approached by publishers and schools for the Yinghua curriculum. It would be a way to share the school’s expertise as well as a potential source of revenue for the school. Work on this is tied to the current strategic plan, initiative three “To lead Chinese immersion education by sharing our expertise with other educators around the world.”

Discussion followed.

VI. GOVERNANCE UPDATE (12 minutes)

Dr. Haller reviewed the policy update procedure.

a. Policy/Form Review – First Reading

i. Hazing Prohibition Policy 526

Dr. Haller presented the Policy with minimal changes.

ii. Staff Notification of Violent Behavior by Students Policy 529

Dr. Haller presented the Policy with minimal changes. There was some discussion about the definition of “incident(s) of violence,” particularly regarding whether related to a disability.

iii. Religion Policy 609

Dr. Haller presented the Policy with minor changes.

b. School Board Election Update – Candidate Update

Dr. Haller updated the Board on the upcoming election. There are three parents and one teacher applying for the four open positions.

c. Annual Meeting on April 11th

The Annual Meeting will take place on April 11th 6:00-8:00 PM. School Board candidates will make statements. School Board members are encouraged to attend.

VII. DEVELOPMENT UPDATE (1 minute)

Mr. Luedtke summarized the most recent Development Committee meeting. The Red Envelope Campaign would likely end about \$2000 short of its goal. In May, some committee members and YACA members will get together to discuss fundraising strategies.

VIII. PERSONNEL UPDATE (2 minutes)

Ms. Matre summarized the most recent Personnel Committee meeting.

a. CEO/Executive Director Evaluation Tool Approval

Ms. Matre presented the tool which has been slightly modified from last year to evaluate the CEO/Executive Director.

b. **The MOTION by Ms. Nelson to approve the CEO/Executive Director Evaluation Tool was seconded and passed.**

IX. OTHER ITEMS (12 minutes)

a. 2019 Parent/Staff/Student Surveys

Mr. Luedtke reported that Yinghua Academy will be using the same survey as last year, with some minor alterations. Mr. Luedtke will solicit feedback from teachers and staff to clarify/clean up questions that were confusing to some last year. There will also be more options for narrative feedback. The survey will start shortly after conferences, to be completed by May 10th.

X. EXECUTIVE DIRECTOR'S REPORT (1 minute)

Mrs. Berg summarized her Executive Director's Report. She highlighted the budget planning, upcoming report cards, and the approaching end of the year.

XI. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Ms. Schneider to adjourn at 7:45 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 4/15/19