

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, April 15, 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), Brooke Darrah-Hage (arrived 6:36 p.m.), Paul Haller, Shu-Mei Lai, Joel Luedtke, Jane Steiner (arrived 6:05 p.m.), Pamella Stommes, Cindy Bursell

Board Members Not in Attendance: Nathan Bode, Rosemary Lawrence, Annie Nelson

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: Peter Fontaine

Public in Attendance: David Bakke (Friends of Education), Ruben Gonzalez

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:03 p.m.

II. APPROVALS (12 minutes)

a. 4/15/19 Agenda

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

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

b. 3/25/19 Regular Meeting Minutes

Ms. Matre presented the minutes for the March Board meeting. One minor typo fix was suggested.

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

c. 2019-2020 School Board Meetings Calendar

Ms. Matre presented the proposed 2019-2020 academic year School Board meetings calendar. The calendar followed the same pattern as previous years, with a few changes due to holidays or days off of school.

The MOTION by Ms. Schneider approve the 2019-2020 Yinghua Academy School Board meetings calendar was seconded and passed.

d. Green Card Applications

Mrs. Berg summarized green card applications for three teachers that need Board approval. The teachers have all been teaching for 6 years at Yinghua Academy. Mrs. Berg, Dr. Lien, and the Academy's immigration attorney met with teachers to go over the application process and Yinghua Academy's Policy YA011. Discussion followed to clarify the Policy.

The MOTION by Ms. Lai to approve the green card applications was seconded and passed.

III. PUBLIC COMMENT (2 minutes)

Mr. Fontaine provided an update regarding the Ying Fling. Ticket sales have been slow, and there could be more items for the silent auction.

IV. YINGHUA DIGITAL / PARENT PORTAL (26 minutes)

Mr. Gonzalez is a Yinghua parent and has professional expertise in communication and technology. He conducted interviews with staff and parents, and developed a vision for an online portal, potentially called "Yinghua Hub." He presented information on how it would function and the driving principles. He also showed some mock-ups of what the portal would look like. He is developing the portal at no cost to the school. He would benefit as a parent and he intends to use it in his professional portfolio. He fielded questions from Board members.

V. PERSONNEL UPDATE (20 minutes)

Mrs. Berg presented her progress towards her annual goals. She began the presentation with a video of an 8th grade student describing his experience at Yinghua Academy. She detailed the progress made under each of the professional goals from last year's CEO/Executive Director evaluation. She covered organizational development, human resources management, academics, finance, facilities, and Board collaboration.

Ms. Matre reminded the Board of the upcoming CEO/ Executive Director evaluations to be completed by the Committees as well as individual Board members.

VI. FOLLOW-UP FROM BOARD RETREAT (28 minutes)

Ms. Matre summarized the discussions from the Board Retreat regarding equity. There had been discussion of forming an equity task force or forum to pro-actively address issues of equity. Work was done on equity as part of the strategic planning process, and some of that work could be re-evaluated. Discussion followed regarding the make-up,

function, recruitment, role, and duration of such a group as well as how to measure progress. Mrs. Berg will collect information from some experts in the field and the Board will continue the conversation next month.

VII. FINANCE UPDATE (11 minutes)

Ms. Schneider summarized the current financial statement. There were no surprises. The 2018-2019 fiscal year is 75% complete. Expenditures are at 76%, revenues are at 75%. Days of Cash on Hand is at 114 days. Fund Balance outside of the committed fund is at 29%. Yinghua Academy is reflecting a net surplus of \$26,697 through March. Ms. Schneider and Mrs. Berg covered the areas that are tracking above and below budget.

a. FY 2020 Final Budget Approval

Ms. Schneider summarized the final 2019-2020 budget. At the last Board meeting, the Board was supportive of a 4% salary and wage increase for next year. This will result in a small negative net income for the year, which would be a first for the school. The Board requested that some purchases be made this year, if possible, on items such as text books. There were no other changes to the budget since the last Board meeting.

The MOTION by Ms. Darrah-Hage to approve the Yinghua Academy Fiscal Year 2019-2020 Budget was seconded and passed.

VIII. GOVERNANCE UPDATE (2 minutes)

Dr. Haller reviewed the Board election process. Dr. Haller reviewed the policy update procedure.

a. Policy/Form Review – Second Reading

i. Hazing Prohibition Policy 526

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

ii. Staff Notification of Violent Behavior by Students Policy 529

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

iii. Religion Policy 609

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

IX. ACADEMIC UPDATE (1 minute)

Ms. Darrah-Hage summarized the most recent Academic Committee meeting. Dr. Lien presented to the committee about the upcoming academic performances.

X. OTHER ITEMS / REMINDERS (7 minutes)

Ms. Matre reminded the Board about the possibility of publishing the school's curriculum. Mrs. Berg updated the Board on the progress. Mrs. Berg and Dr. Lien spoke with a copyright attorney, who suggested that a representative of the school also meet with a non-profit attorney. The attorney recommended that all parties be aware that Yinghua Academy owns the copyright of the material. Any contributors would be fairly compensated.

The annual meeting was cancelled due to weather. Ms. Matre will speak at the upcoming YACA general meeting.

Friends of Education is hosting a Spring Dinner May 16 at Parnassus Preparatory School in Maple Grove.

Ms. Matre reminded the Board to report any training they received.

XI. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Dr. Haller to adjourn at 7:52 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 5/20/2019