

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, June 17, 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), Cindy Bursell, Paul Haller, Joel Luedtke, Suzanne Reider

Board Members Not in Attendance: Brooke Darrah-Hage, Shu-Mei Lai, Rosemary Lawrence, Cindy Moeller, Jane Steiner

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 6:03 p.m.

II. APPROVALS (22 minutes)

a. 6/17/19 Agenda

Ms. Matre presented the agenda. She suggested changing election to appointment of Board Secretary.

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

b. 5/20/19 Regular Meeting Minutes

Ms. Matre presented the minutes for the May Board meeting. Minor edits were suggested by Dr. Mair, Mrs. Berg, and Dr. Haller.

The MOTION by Ms. Schneider to approve the minutes as amended was seconded and passed. Ms. Reider abstained.

c. Friends of Education Charter Contract

Ms. Matre presented the new 5-year contract with Yinghua Academy's authorizer, Friends of Education. Mrs. Berg summarized the most significant changes since the

last contract. The most notable changes are located under the Academic & Non-Academic Outcomes and Goals (Exhibit F), regarding our Chinese acquisition goals. Other changes included an increase in the minimum required fund balance, and an update to the admission and lottery policy regarding siblings and foster siblings.

The MOTION by Ms. Schneider to approve the Friends of Education Charter Contract was seconded and passed.

III. PUBLIC COMMENT (0 minutes)

None.

IV. Q-COMP ANNUAL REPORT (12 minutes)

Mrs. Berg presented a summary of the annual Q-Comp report. The report is completed by the Q-Comp leaders, and so neither Dr. Lien nor Mrs. Berg are involved with drafting the report. Several opportunities were added for career advancement, professional development, and instructional coaching. Forming a team to address cultural equity and inclusion was postponed until next year. There is a peer review process that is separate from the professional evaluation process and is not shared with administrative staff. There is monetary compensation for teachers who participate in mentoring and leading. There was overall positive feedback from teachers. Mr. Luedtke requested that this report be given to the Board by teachers while school is in session in future years. There was brief discussion.

V. FINANCE / FACILITIES UPDATE (18 minutes)

Ms. Schneider summarized the most recent committee meeting and current financial statement. The 2018-2019 fiscal year is 92% complete. Expenditures are at 94%, revenues are at 92%. Days of Cash on Hand is at 99 days. Fund Balance outside of the committed fund is at 29%. Yinghua Academy is reflecting a net loss of \$41,900 through May. The net loss for the year was due to known expenses. It is the first time the Academy has shown a net loss. The "Due from Other Funds" item has been set to zero after exchanging owed funds with YBC. Fund 04 balance has a negative balance of about \$40,000, which was anticipated.

VI. DEVELOPMENT UPDATE (24 minutes)

Mr. Luedtke updated the Board about the 5/19 Joint YACA / Board Development Task Force meeting. There was discussion about the goals of fundraising, YACA member's understanding of what funds are used for, if there is 'fatigue' for donations. There will be future Task Force discussions.

Ms. Matre summarized the most recent development committee meeting. Discussion followed.

VII. PERSONNEL UPDATE (2 minutes)

Ms. Matre summarized the results of the closed meeting at the last Board meeting regarding the annual performance evaluation of Mrs. Berg.

VIII. OTHER ITEMS (17 minutes)

a. Board Secretary Appointment

Ms. Matre notified the Board that since Dr. Mair's term will be completed at the end of June, the Board is in need of a new Secretary. Nathan Bode has agreed to fill the role of Board Secretary.

The MOTION by Dr. Mair to appoint Nathan Bode as Board Secretary was seconded and passed.

b. Executive Director's Report

Mrs. Berg summarized her most recent Executive Director Report. She highlighted that the school year has come to a close, and things are quiet around the school. All performance evaluations have been completed apart from Dr. Lien's. Seven teachers have resigned for varying reasons, and she is in the process of filling those vacancies. She has begun focusing on equity. The school climate survey has been completed, and results are being tabulated.

c. Thank You to Outgoing Board Members

Ms. Matre and Mrs. Berg thanked outgoing Board members for the service.

X. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Ms. Schneider to adjourn at 7:38 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: July 22, 2019