

**YINGHUA ACADEMY BOARD OF DIRECTORS**  
**Regular Meeting Minutes**

Monday, July 22, 2019, 6:00 p.m.

Yinghua Academy Art Rom: 1616 Buchanan St NE, Minneapolis, MN 55413

**Board Members in Attendance:** Lisa Matre (Chair), Amanda Schneider (Treasurer), Nathan Bode (Secretary), Cindy Bursell, Brooke Darrah-Hage, Paul Haller, Joel Luedtke, Cindy Moeller, Suzanne Reider, Charles Robinson, Jane Steiner

**Board Members Not in Attendance:** Rosemary Lawrence, Erica Rasmussen

**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 6:07 p.m.

There were introductions of new and existing board members.

II. APPROVALS (11 minutes)

a. 7/22/19 Agenda

Ms. Matre presented the agenda. Dr. Haller requested adding a discussion on records retention schedule to the governance update.

**The MOTION by Ms. Darrah-Hage to approve the agenda as amended was seconded and passed.**

b. 6/17/19 Regular Meeting Minutes

Ms. Matre presented the minutes for the June Board meeting. Minor edits were suggested by Ms. Schneider and Mr. Bode.

**The MOTION by Ms. Schneider to approve the minutes as amended was seconded and passed. Mr. Bode, Ms. Darrah-Hage, Ms. Moeller, Mr. Robinson and Ms. Steiner abstained.**

III. PUBLIC COMMENT (0 minutes)

None.

IV. FINANCE / FACILITIES UPDATE (16 minutes)

Ms. Schneider summarized the most recent committee meeting and current financial statement. The 2018-2019 fiscal year is 100% complete. Expenditures are at 103%; revenues are at 100%. Days of Cash on Hand is at 87 days. Fund Balance outside of the committed fund is at 25%. Yinghua Academy is reflecting a net loss of \$112,258 through June. The net loss for the year was due to known expenses related to special education, the playground, and repairs and maintenance that were not updated in an amended budget. It is the first time the Academy has shown a net loss at year-end. Ms. Schneider is following up with the school's accounting firm to confirm the differences between net loss and the projected net income.

V. GOVERNANCE UPDATE (17 minutes)

a. Policy/Form Review – First Reading

i. Admissions and Lottery Policy YA-010

Dr. Haller presented a change to the policy for the sibling definition to include foster children. Ms. Berg recommended defining staff to be full-time person (1 FTE).

ii. Fund Balances Policy 714

Dr. Haller presented the policy with a change to fund balance requirement from 20% to 25% as per our new contract with Friends of Education.

b. Record Retention Policy

Dr. Haller discussed records retention information. The recommendation to the school board is to adopt the 'School District General Records Retention Schedule' "as is" from the Minnesota Historical Society. The school's administration has reviewed the schedule and found no concerns with complying to it. The board decided to defer a vote until the next meeting to allow all board members time to review the schedule before voting.

VI. STAFF, PARENT AND STUDENT SURVEYS INITIAL RESULTS (11 minutes)

Ms. Matre and Ms. Berg highlighted initial results of Yinghua's annual survey of parents, staff and students. The number of participants increased overall with parents showing the greatest increase to 398 this year compared to 155 last year. As the survey results

just became available, the results will be reviewed and analyzed more in depth over the next couple months. The plan for this fall is to meet with staff, students and parents to present the results and actions to determine next steps.

VII. OTHER ITEMS (15 minutes)

Ms. Matre gave several updates and requests as described below.

a. Board Retreat

The planning of the board retreat needs to begin. The recommendation is to hold the meeting earlier in the school year. A request for topics was made.

b. Friends of Education Dinner and Boat Cruise

The Friends of Education boat cruise is on August 22 and RSVP due by August 8.

c. YACA Board Meetings

The YACA Board Meeting times have been changed to 1:00 to 3:00 PM for the upcoming school year. A call for volunteers for school board members to attend was made.

d. 2019-20 Committee Meeting Materials

It is requested that materials for committee meetings be sent out at least 24 hours and preferably 48 hours in advance of the meeting. This will allow time for committee members to review the material ahead of time. There was also a recommendation to send meeting minutes within 48 hours after the meeting.

VIII. ADJOURN

Ms. Matre concluded the meeting.

**The MOTION by Ms. Schneider to adjourn at 7:17 p.m. was seconded and passed.**

Minutes drafted by Nathan Bode

Approved by vote of Board on: August 19, 2019