

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, August 19, 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), Nathan Bode (Secretary), Brooke Darrah-Hage, Paul Haller, Joel Luedtke (arrived 6:04pm), Cindy Moeller, Erica Rasmussen, Charles Robinson, Jane Steiner

Board Members Not in Attendance: Cindy Bursell and Suzanne Reider

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: None.

Public in Attendance: Abigail Pribbenow

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:01 p.m.

II. APPROVALS (21 minutes)

a. 8/19/19 Agenda

Ms. Matre presented the agenda. Ms. Berg requested adding a staff leave of absence to the agenda.

The MOTION by Ms. Moeller to approve the agenda as amended was seconded and passed.

b. 7/22/19 Regular Meeting Minutes

Ms. Matre presented the minutes for the July Board meeting. Minor edits were suggested by Ms. Schneider.

The MOTION by Dr. Haller to approve the minutes as amended was seconded and passed. Ms. Rasmussen abstained.

c. Records Retention Schedule

Ms. Matre presented the *School District General Record Retention Schedule* by the Records Disposition Panel of the Minnesota Historical Society.

The MOTION by Ms. Schneider to adopt schedule as presented was seconded and passed.

d. YA-010 Admissions and Lottery Policy

Ms. Matre presented changes to the policy including adding foster child, defining school staff member and clarifying how the informal interview is used to help determine placement.

The MOTION by Ms. Moeller to adopt policy as amended was seconded and passed.

e. Yinghua Academy Bylaws

Ms. Matre presented an update to the bylaws in the officer's compensation section to include 'as permitted by law'. This was a required change to comply with Minnesota statute.

The MOTION by Ms. Schneider to adopt bylaws as amended was seconded and passed.

f. MDE Identified Official with Authority

Ms. Matre presented to name Ms. Berg as the school's Identified Official with Authority for MDE.

The MOTION by Ms. Schneider to was seconded and passed.

g. Staff leave of absence request

Ms. Berg presented a one-year leave of absence request for staff member Hui-Tzu Wu.

The MOTION by Ms. Moeller to approve the leave of absence was seconded and passed.

III. PUBLIC COMMENT (0 minutes)

None.

IV. FINANCE / FACILITIES UPDATE (18 minutes)

Ms. Schneider summarized current financials, which are 9% complete for the 2019-2020 fiscal year. Expenditures are at 7%, revenues are at 9%. Days of Cash on Hand is at 76

days. Fund Balance outside of the committed fund is at 29%. Yinghua Academy is reflecting a net surplus of \$194,872 through July. The current combined fund balance is at 25%

The finance committee discussed last year's YACA donation to Yinghua Academy and recommended applying the funds to last fiscal year. The committee has been working with YBC on capital improvement options for the next 5 years. The boiler is currently being replaced and the school's main water line is scheduled to be replaced in October.

V. GOVERNANCE UPDATE (7 minutes)

a. Policy/Form Review – Second Reading

i. Fund Balances Policy 714

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

b. Policy/Form Review – First Reading

i. Unpaid Meal Charges Policy 534

Dr. Haller presented a new policy on unpaid meal charges to meet federal law requirements.

ii. Uniform Grant Guidance Policy 721

Dr. Haller presented a new policy regarding compliance with the requirements of the federal Uniform Grant Guidance regulations.

iii. Public Data Requests Policy 722 and Form 722

Dr. Haller presented a new policy and form for how the schools will process requests for public data per state and federal law.

VI. ACADEMIC UPDATE (5 minutes)

Ms. Darrah-Hage summarized the most recent Academic Committee meeting. Preliminary MCA test results were released with final results expected by September. The school is meeting its goal of 95% student attendance. There was an 8th grade reunion for the class of 2018 where school staff listened to former students' feedback on experiences about high school. The school will incorporate that feedback when preparing current 8th graders for transition to high school. Yinghua has been invited to host the 7th International Chinese Innovation Forum & the 2nd Language Education Leadership Summit in 2021.

VII. DEVELOPMENT UPDATE (7 minutes)

Mr. Luedtke summarized the most recent Development Committee meeting. The committee is currently planning what the next few years look like regarding fundraising for the school. This work includes aligning with school leadership on needs of the school. The goal is to stay connected with donors as the committee is seeing trends of donor slippage where donated funds are coming from a smaller donor population. There was also a discussion on how the latest tax law changes may be impacting donations.

VIII. PERSONNEL UPDATE (9 minutes)

Ms. Matre gave an update on the latest Personnel Committee meeting and recent personnel changes. There were 13 new teachers that started last week, and all new teachers have mentors. This included new positions in middle school for math, science and Chinese. The committee is reviewing the latest survey results including all comments. The overall survey results were up this year compared to last year. John Shindler from ASSC will meet with staff, teachers and the school board on October 7th to review the results in more detail. He will then meet with the middle school students on the morning of October 8th to review their results.

IX. OTHER ITEMS (1 minute)

a. Annual Report Preparation

Ms. Matre gave an update that the 2018-2019 annual report is being prepared and will need to be approved at the September meeting.

X. EXECUTIVE DIRECTOR REPORT (26 minutes)

Ms. Berg gave an update on recent events. She had invited the school's previous architects to tour the school and discuss options for the new Makers Space and potential updates to the media center. There are several workshops planned for new teachers including one led by an Educational Equity & Diversity Consultant. The school is planning to change from 6 periods to 7 periods that are all 45 minutes in length. The benefits to this format include better use of lab time, two additional study halls and consistent length of classes. The administration is also revisiting how clubs are setup and structured as they incorporate the recent student survey feedback.

XI. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Ms. Schneider to adjourn at 7:35 p.m. was seconded and passed.

Minutes drafted by Nathan Bode

Approved by vote of Board on: 9/16/2019