

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, September 16, 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), Cindy Bursell, Brooke Darrah-Hage, Joel Luedtke, Cindy Moeller, Erica Rasmussen, Suzanne Reider, Charles Robinson

Board Members Not in Attendance: Paul Haller and Jane Steiner

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: Becky Wright

Public in Attendance: Dr. Kaishan Kong, Dr. Luyi Lien and Beth Topoluk

I. CALL TO ORDER

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

II. APPROVALS (22 minutes)

a. 9/16/19 Agenda

Ms. Matre presented the agenda.

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

b. 8/19/19 Regular Meeting Minutes

Ms. Matre presented the minutes for the August Board meeting. A minor edit was suggested by Mr. Bode.

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

c. Development of Parent and Family Engagement Policies for Title I Programs Policy 612.1

Ms. Matre presented a new policy required for MDE Title 1 program. The policy as presented was based off the MSBA template policy with minor updates for Yinghua Academy.

The MOTION by Ms. Schneider to adopt Yinghua Academy Policy 612.1 was seconded and passed.

d. Fund Balances Policy 714

Ms. Matre presented policy with no revisions since the last reading.

The MOTION by Mr. Luedtke to adopt Yinghua Academy Policy 714 was seconded and passed.

f. Student Leaves of Absence

Ms. Berg presented student leaves of absence for three families:

Mrs. Berg presented the first leave of absence request for a family with a 4th grader and a 6th grader for one year. The students' family has a work opportunity which would require the family to move for 1 year.

The MOTION by Mr. Luedtke to approve the leave of absence was seconded and passed.

The second request was from a family with a kindergartener requesting 23 days leave of absence.

The MOTION by Ms. Darrah-Hage to approve the leave of absence was seconded and passed.

The third request was from a family requesting to extend the leave absence for a 6th grader for a second year.

The MOTION by Ms. Darrah-Hage to approve the leave of absence was seconded and passed. Mr. Robinson abstained.

III. PUBLIC COMMENT (2 minutes)

Ms. Becky Wright commented on the leave of absence discussion.

IV. OVERVIEW OF NEW FRIENDS OF EDUCATION CHARTER CONTRACT (31 minutes)

Ms. Topoluk from Friends of Education presented highlights from Yinghua Academy's new charter school contract. The contract is for a five-year term between Friends of Education and Yinghua Academy. She first reminded the Board that the purpose of charter schools is to improve all pupil learning and all student achievement as defined

by Minnesota Statute 124E. She discussed the contract renewal's primary consideration is based on student success. She went on to highlight the academic goals in the new contract which are weighted 85% to measuring student success. Ms. Topoluk concluded by going over several key academic measures that Yinghua's students have achieved and how they compare favorably to both other schools and expectations as an immersion school.

V. ACADEMIC UPDATE (45 minutes)

Dr. Lien presented the Annual Academic Status report. She highlighted recent Yinghua rankings on sites like niche.com and schooldigger.com. She went on to review the background for standardized testing done at Yinghua Academy. Testing performances by grade levels were presented across multiple school years for the standardized tests. The presentations included scores for Minnesota Comprehensive Assessment (MCA), Student Oral Proficiency Assessment (SOPA) and Oral Proficiency Interview (OPI). Dr. Lien discussed actions items in place to continue to improve student performances.

VI. FINANCE / FACILITIES UPDATE (13 minutes)

Ms. Schneider summarized current financials, which are 17% complete for the 2019-2020 fiscal year. Expenditures are at 13%, revenues are at 17%. Days of Cash on Hand is at 84 days. Fund Balance outside of the committed fund is at 24% with committed it's 29%.

A revised 2019-2020 Budget was presented that removed \$60,000 in donation from YACA. The recommendation from the finance committee was to remove the donation.

The MOTION by Ms. Darrah-Hage to approve the revised budget was seconded and passed.

Yinghua Academy is currently projecting a \$103,000 net loss for the 2018-2019 fiscal year. The finance committee has decided to request Yinghua Building Corporation (YBC) reimburse the school for \$45,000. This will reduce the net loss to about \$58,000 for the 2018-2019 fiscal year.

VII. GOVERNANCE UPDATE (16 minutes)

a. Policy/Form Review – Second Reading

i. Unpaid Meal Charges Policy 534

Ms. Matre presented the policy with no changes since the last Board meeting.

ii. Uniform Grant Guidance Policy 721

Ms. Matre presented the policy with no changes since the last Board meeting.

iii. Public Data Requests Policy and Form 722

Ms. Matre presented the policy with no changes since the last Board meeting.

b. Policy/Form Review – First Reading

i. Gym Use by Third Party Policy YA-004

Ms. Matre presented the policy with additional language that the gym is reserved for school sponsored activities and events only since the school is fully enrolled. The recommendation by the board is for the governance committee to review the policy again before the next board meeting for clarity.

c. Open Board Seat Appointment

Ms. Matre presented the Governance Committee's recommendation that Dr. Kaishan Kong be appointed to serve the remainder of Dr. Rosemary Lawrence's term through June 30, 2020. Dr. Kong is a professor of Chinese at the University of Wisconsin-Eau Claire.

The MOTION by Ms. Moeller to approve the appointment of Dr. Kaishan Kong to the Board was seconded and passed.

VIII. PERSONNEL UPDATE (5 minutes)

Ms. Matre presented on the Executive Director's action items and goals for the 2019-20 academic year. She also presented the Academic Director's goals for the 2019-20 academic year.

IX. EXECUTIVE DIRECTOR REPORT (13 minutes)

Mrs. Berg summarized her most recent Executive Director's Report. She explained how she and the staff are reviewing all comments from last spring's school wide survey. She gave an overview of the recent curriculum nights for both middle and lower schools. Feedback on homework from the spring 2019 surveys caused administration to evaluation homework policy and procedure and turned the focus on value and quality –

and not just amount. Two independent studies were added at the middle school level to give students more time to complete homework at school. The school has also hired a full-time counselor. The school has adjusted schedules based on feedback regarding free time for physical activity. There will be a taskforce regarding uniforms based on a parent suggestion. The last three staff members have been approved by the MDE and are in the process of working on their visas.

X. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Ms. Rasmussen to adjourn at 8:28 p.m. was seconded and passed.

Minutes drafted by Nathan Bode

Approved by vote of Board on: 10/21/2019