

## **YINGHUA ACADEMY BOARD OF DIRECTORS**

### **Regular Meeting Minutes**

Monday, October 21, 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, Cindy Moeller, Erica Rasmussen, Suzanne Reider, Charles Robinson, Jane Steiner (arrived at 6:07 p.m.)

**Board Members Not in Attendance:** Cindy Bursell and Kaishan Kong

**Executive Director in Attendance:** Susan Berg

**YACA Representative in Attendance:** Becky Wright

**Public in Attendance:** Abigail Pribbenow and Kenny Chan, Special Education Coordinator

#### **I. CALL TO ORDER**

Ms. Matre called the meeting to order at 6:02 p.m.

#### **II. APPROVALS (49 minutes)**

##### **a. 10/21/19 Agenda**

Ms. Matre presented the agenda.

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

##### **b. 9/16/19 Regular Meeting Minutes**

Ms. Matre presented the minutes for the September Board meeting.

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

##### **c. Policy approvals Policies 534, 721, 722, and Form 722**

Ms. Matre presented the following policies with no revisions since the last reading.

- i. Unpaid Meal Charges Policy 534
- ii. Uniform Grant Guidance Policy 721
- iii. Public Data Requests Policy and Form 722

**The MOTION by Mr. Luedtke to adopt the policies was seconded and passed.**

d. Contractual Entity

Ms. Matre moved that the Yinghua Academy School Board affirm Susan M. Berg, Executive Director of Yinghua Academy, as an entity with authority to represent Yinghua Academy, enter into contractual agreements, execute contracts, and sign Memoranda (or Memorandums) of Agreement on behalf of Yinghua Academy.

**The MOTION by Mr. Luedtke to affirm Ms. Berg as authority to represent Yinghua Academy was seconded and passed.**

e. Staff Leave of Absence

Ms. Berg presented a one-year leave of absence request for a teacher.

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

f. FY 2019 Annual Report

The Annual Report is due to the Minnesota Department of Education and Yinghua's Authorizer, Friends of Education, by October 30. Ms. Pribbenow was present to take suggestions and corrections. The Board reviewed the annual report in detail and gave minor edit suggestions to Ms. Pribbenow.

**The MOTION by Mr. Luedtke to approve Fiscal Year 2019 Annual Report as amended was seconded and passed.**

III. PUBLIC COMMENT (2 minutes)

Ms. Wright clarified meeting times for YACA meetings. On General Membership Meeting dates (November 12 and May 9) there will only be the evening meeting at 6 pm.

IV. FINANCE / FACILITIES UPDATE (14 minutes)

Ms. Schneider summarized current financials, which are 25% complete for the 2019-2020 fiscal year. Expenditures are at 23%, revenues are at 25%. Days of Cash on Hand is at 97 days. Fund Balance outside of the committed fund is at 24%, with committed it's 29%. Yinghua Academy current net income is \$223,930. Fund 04 balance is currently as expected. The finance committee discussed budget amendments and recommended no changes at this time. Yinghua Academy's annual financial audit took place last week and the audit presentation to the board will occur at the December meeting.

V. GOVERNANCE UPDATE (10 minutes)

a. Policy/Form Review – Second Reading

i. Gym Use by Third Party Policy YA-004

Dr. Haller presented additional background on the policy. The governance committee reviewed the policy a second time but do not recommend further changes to the policy since the first reading.

b. Board Retreat

Dr. Haller presented on the upcoming Board retreat from 1pm to 5pm on November 3, 2019. The agenda items are being finalized.

VI. PERSONNEL UPDATE (2 minutes)

Ms. Moeller summarized the most recent Personnel Committee meeting. The committee plans to start developing succession plans for key positions at its next meeting. The committee feels everything is on track for the Executive Director in making progress on her annual goals during the first quarter thus far, which is largely getting the school year started.

VII. ACADEMIC UPDATE (18 minutes)

Ms. Darrah-Hage summarized the most recent Academic Committee meeting. The committee discussed the testing schedule during the upcoming school year. Dr. Lien was asked by the Confucius Institute at the University of North Carolina Charlotte to give a workshop last month. The committee proposed questions to the board regarding: How does the Board support the goals of the school? What can the Board do to support the Chinese immersion program? The questions were discussed by the Board.

VIII. DEVELOPMENT UPDATE (3 minutes)

Mr. Luedtke summarized the most recent Development Committee meeting. The development committee will be supporting Give to the Max on November 14<sup>th</sup>. It was strongly encouraged that each board member contribute to the school during Give to the Max.

IX. EXECUTIVE DIRECTOR REPORT (15 minutes)

Ms. Berg summarized her most recent Executive Director's Report. She gave an update on the Read-A-Thon program currently in progress. She highlighted the survey done last spring including over 400 responses from parents. She went on to mention that almost 50 parents attended a feedback session held on October 7 with Dr. Shindler. Ms. Berg followed up with some parents during conferences based on the feedback session. The administration will continue to take steps to find solutions based upon feedback from the survey.

X. ADJOURN

Ms. Matre concluded the meeting.

**The MOTION by Ms. Darrah-Hage to adjourn at 7:55 p.m. was seconded and passed.**

Minutes drafted by Nathan Bode

Approved by vote of Board on: 11/18/2019