

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, December 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, Paul Haller, Kaishan Kong (arrived at 6:35 p.m.), Joel Luedtke, Erica Rasmussen, Suzanne Reider (arrived at 6:08 p.m.) and Charles Robinson

Board Members Not in Attendance: Cindy Moeller and Jane Steiner

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: Becky Wright and Melody Ng

Public in Attendance: Dave Bakke (Friends of Education), Matt Mayer (left at 6:47 p.m.) and Michael McCarthy

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:05 p.m.

II. APPROVALS (5 minutes)

a. 12/16/19 Agenda

Ms. Matre presented the agenda.

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

b. 11/18/19 Regular Meeting Minutes

Ms. Matre presented the minutes for the November Board meeting. Minor edit was suggested by Ms. Schneider.

The MOTION by Ms. Schneider to approve the minutes as amended was seconded and passed. Ms. Bursell, Mr. Luedtke, Ms. Rasmussen and Mr. Robinson abstained.

c. 2020-2021 Enrollment Capacity

Supporting enrollment capacity documentation for the 2020-2021 school year was not ready for review at the meeting. This topic was tabled and will be presented for approval at the January Board meeting.

III. PUBLIC COMMENT (0 minutes)

None

IV. FINANCE / FACILITIES UPDATE (37 minutes)

Ms. Schneider deferred her summary of the current financials to allow time for the Audit presentation.

a. Audit Presentation

Matt Mayer of Bergan KDV summarized the audit of Yinghua Academy's finances. The audit issued three reports that were all unmodified opinion; Independent Auditor's Report, Report on Internal Control and Minnesota Legal Compliance.

All three operating funds are well managed, they had no significant concerns. In the General Fund, revenue and expenses were higher than budgeted with the main driver being special education. Enrollment has leveled off the past two years which limits current and future revenue growth. Program expense categories were reviewed and are in line with expectations the past two years.

Mr. Mayer suggested that the Board consider revising the school board's fund balance policy to develop a plan for minimum and maximum ranges for the fund balance.

b. YACA Funding Support

Ms. Wright presented on current goals of the YACA board with respect to helping fund Yinghua Academy. YACA would like to fund targeted donations such as study abroad scholarships and roller skating instead of providing general fund donations to the school. The four main fundraisers that are done by Yinghua Academy (Give to the Max and Red Envelope) and YACA (Readathon and Ying-Fling) are being reviewed. Ms. Schneider added background on some of the unique expenses of Yinghua Academy such as teacher visas.

V. BOARD RETREAT / ACHIEVEMENT GAP DISCUSSION CONTINUED (23 minutes)

Ms. Berg presented additional details to help further the achievement gap discussion. She presented to the Board the most recent copy of the school's "World's Best Workforce (WBWF) Summary and Achievement and Integration Progress Report". The report addresses what the school is doing to help with special student groups with regards to closing the achievement gap.

Ms. Berg explained how standardized test results taken in the fall are reviewed to help identify students that need extra help the rest of the school year. Background regarding how the school identifies special education students was presented. This led to a discussion on student interventions which does not always mean special education but includes items such as helping students that need more organizational skills. The discussion ended with information regarding how teachers work in teams to best help the students and how students are assigned to teachers who may help the student the best.

VI. GOVERNANCE UPDATE (16 minutes)

a. Policy/Form Review – First Reading

i. 205 Open Meetings and Closed Meetings

Dr. Haller presented the policy with minor updates. This policy brought up a discussion on email usage for non-board members on committees. The guidance was to have Yinghua Academy emails for non-board members on Board committees.

ii. 208 Development, Adoption, and Implementation of Policies

Dr. Haller presented the policy with minor updates. There was a recommendation about revising 'school community' to be members of Yinghua's school district.

iii. 210.1 Conflict of Interest - Charter School Board Members

Dr. Haller presented the policy with minor updates.

iv. 214 Out-of-State Travel by Board Members

Dr. Haller presented the policy with minor updates.

v. 407 Employee Right to Know - Exposure to Hazardous Substances

Dr. Haller presented the policy with minor updates.

b. Upcoming Board Officer Elections

Dr. Haller presented on the Board elections of officers. The candidates that expressed interest for the officer positions were Amanda Schneider (Chair), Suzanne Reider (Treasurer) and Nathan Bode (Secretary).

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

c. Board Member Survey

Dr. Haller presented information on the upcoming Board Member survey that will be administered after the January Board meeting. He requested input on the survey from other Board members.

VII. PERSONNEL UPDATE (3 minutes)

Ms. Matre gave an update on the latest Personnel Committee. Succession planning is in progress for key administration positions. Mrs. Berg added that her administration staff had met to talk about cross coverage of positions and who would cover a position on short notice if another staff member was out.

VII. EXECUTIVE DIRECTOR REPORT (22 minutes)

Ms. Berg summarized her most recent Executive Director's Report. She gave an update on discussions with the school's bus provider MTN. MTN approached Yinghua Academy about the current challenges of staffing bus drivers. They requested a rate increase from \$320 per day per route to \$360. The administration investigated alternative options but were not satisfied with the other options. The school agreed to a rate increase to \$340.

Ms. Berg gave an update on the honoring of the passing of Paul Strand. The family was invited to the staff Thanksgiving dinner and 1000 red bandannas were distributed to students and staff members. Cards and donations were given to the family.

IX. ADJOURN

Ms. Matre concluded the meeting.

The MOTION by Dr. Haller to adjourn at 7:51 p.m. was seconded and passed.

Minutes drafted by Nathan Bode

Approved by vote of Board on: 1/21/2020