

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Tuesday, January 21, 2020 6:00 p.m.

Yinghua Academy Media Center: 1616 Buchanan St NE, Minneapolis, MN 55413

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

Board Members Not in Attendance: None

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: Becky Wright (arrived at 6:04pm)

Public in Attendance: Abigail Pribbenow (left at 7:04 pm)

I. CALL TO ORDER

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

II. APPROVALS (35 minutes)

a. 1/21/19 Agenda

Ms. Schneider presented the agenda. Ms. Moeller proposed additions to the Personnel Update agenda item.

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

b. 12/16/19 Regular Meeting Minutes

Ms. Schneider presented the minutes for the December Board meeting.

The MOTION by Dr. Haller to approve the minutes was seconded and passed. Ms. Moeller and Ms Steiner abstained.

c. 2020-2021 Enrollment Capacity

Ms. Berg presented the recommendation of the Available Enrollment Capacity by Grade Level for the 2020-2021 academy year. The main difference for the upcoming school year is there will be four kindergarten classrooms.

The Motion by Ms. Darrah-Hage to approve the 2020-2021 Available Enrollment Capacity by Grade Level was seconded and passed.

d. 2020-2021 Academic Calendar

Ms. Berg presented two versions of the Yinghua Academy 2020-2021 Academic Calendar. The first version has the school year starting on August 26, 2020 and ending on June 4, 2021. The second version has the school year starting a week later on September 2, 2020 and ending on June 11, 2021. The two versions were almost identical with regards to holiday, days off, etc. with the start and end date being the main difference. The Board discussed the two versions with a preference by many for version 1 due to the early start and end of the school year.

The Motion by Ms. Rasmussen to approve the 2020-2021 Academic Calendar version 1 was seconded and passed.

e. YA 010 – Admissions Policy

Ms. Berg presented the Admissions Policy with updating the definition of staff not to define staff as one full-time equivalent. Minnesota Department of Education doesn't allow the school to define the definition of staff. The Lateral Entry section was also updated to allow second graders to transfer after the first term.

The Motion by Ms. Bursell to approve the policy as presented was passed.

III. PUBLIC COMMENT (0 minutes)

None

IV. FINANCE / FACILITIES UPDATE (5 minutes)

Ms. Reider summarized current financials, which are 50% complete for the 2019-20 fiscal year. Expenditures are at 50%, revenues are at 52%. Fund Balance outside of the committed fund is at 24% with committed included it's at 31%. The Finance committee is currently projecting a net loss of \$112,000 instead of \$53,669 for the current school year. The committee has decided not to officially revise the budget at this time. The committee will be taking into account the additional kindergarten class when revising the long-term forecast

V. DEVELOPMENT UPDATE (16 minutes)

Mr. Luedtke requested Board members help personalize letters being sent out for the upcoming Red Envelope campaign. Time was used during the meeting to help with the request.

VI. GOVERNANCE UPDATE (13 minutes)

a. Policy/Form Review – Second Reading

Dr. Haller presented the following policies with no changes since first reading.

- i. 208 Development, Adoption, and Implementation of Policies
- ii. 205 Open Meetings and Closed Meetings
- iii. 210.1 Conflict of Interest - Charter School Board Members
- iv. 214 Out-of-State Travel by Board Members
- v. 407 Employee Right to Know - Exposure to Hazardous Substances

b. Email addresses for committee members

Dr. Haller presented the recommendation for each non-board committee member to receive a Yinghua Academy email address for use on committee activity.

c. School Board elections for 2020

Dr. Haller presented information the upcoming School Board elections that will take place this spring. A request for candidates will go out on February 20, 2020.

d. Yinghua Bylaws and The Definition of Board Type

Dr. Haller presented background on the type of board structure Yinghua Academy currently has defined in its bylaws. The bylaws state Yinghua Academy is a non-teacher majority board which does not align with current Minnesota state statute options. Additional due diligence is required to ensure the bylaws are updated correctly.

e. Vice Chair Position

Dr. Haller presented background on potentially adding a Vice-Chair officer position to the Yinghua Academy board. It has been decided at this time not to pursue this initiative and review in the future if an official position is required.

VII. PERSONNEL UPDATE (15 minutes)

Ms. Moeller gave an update on the latest Personnel Committee. The committee has been working on succession planning for 14 key positions at the school. The work includes how the roles get filled when people are out. The Executive Director and Academic Director roles are the biggest challenges in the succession planning work.

There has also been work on Equity planning with many ongoing activities and discussions happening on topic. There will be an update on the topic at the next Board meeting.

The committee also did the quarter two performance evaluation of the Executive Director. The objective highlights were many including; school climate survey, review long range planning, focus on equity topics, workshop attendance for teacher performance, student voices classes, the first Maker Space and succession planning

VIII. EXECUTIVE DIRECTOR REPORT (21 minutes)

Ms. Berg summarized her most recent Executive Director's Report. The focus for the entire school has been on the upcoming Chinese New Year performance which consumes lots of time by everyone at the school. There were a few questions about attendance and concessions in the report which Ms. Berg answered.

Ms. Berg presented congratulations and gift to outgoing chair Ms. Matre.

IX. FRIENDS OF EDUCATION DINNER (2 minutes)

Ms. Schneider requested the attendance of all Board members at the upcoming Friends of Education annual dinner. The event will be held on April 21 at Cologne Academy.

X. ADJOURN

Ms. Schneider concluded the meeting.

The MOTION by Dr. Haller to adjourn at 7:49 p.m. was seconded and passed.

Minutes drafted by Nathan Bode
Approved by vote of Board on: 2/24/2020