

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, March 23, 2020 6:00 p.m.

Zoom Meeting: <https://zoom.us/j/555292730>, Meeting ID: 555 292 730

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

Public in Attendance: Dr. Lien, Vanessa Beckett, Emily Dyer, Tanya Hinton, Ryan Kucera, Devon Nolen, Chris Pikus, Abigail Pribbenow, Emmett Ryan, Susan Trombley, Seth Werner, Alejandro (no last name) and Adam (no last name)

I. CALL TO ORDER

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

II. APPROVALS (12 minutes)

a. 3/23/19 Agenda

Ms. Schneider presented the agenda.

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

b. 2/24/2020 Regular Meeting Minutes

Ms. Schneider presented the minutes for the February Board meeting. A minor edit was recommended by Ms. Moeller.

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

c. Approvals

Ms. Schneider presented Yinghua Academy's most recent Form 990 tax return. A few minor edits were recommended.

The MOTION by Ms. Moeller to approve the Yinghua Academy's most recent Form 990 tax return as amended was seconded and passed.

III. PUBLIC COMMENT (2 minutes)

There was a question on the Zoom chat regarding how spring sports would be handled. Ms. Berg answered that no sports or enrichment activities are planned for the spring term based on school closure. There will be refunds to those who have already paid. The coaches will not be paid as they are not working.

IV. FINANCE / FACILITIES UPDATE (6 minutes)

a. February Financials

Ms. Reider summarized current financials, which are 66% complete for the 2019-20 fiscal year. Expenditures are at 67%, revenues are at 67%. Fund Balance outside of the committed fund is at 24% with committed included it's at 31%.

Yinghua Academy is taking guidance from Minnesota Department of Education regarding staffing during the distance learning orders. The plan is to utilize all school day staff in the distance learning plan and continue to pay them. The after-care program is not included but any after-care staff that helps with day care during the day will be paid.

V. PERSONNEL UPDATE (2 minutes)

Ms. Moeller gave an update on the Executive Director performance process. The process schedule was updated with activities being pushed out one month.

VI. GOVERNANCE UPDATE (4 minutes)

Dr. Haller gave an update on the Board Member applications for the upcoming School Board election. There are 5 candidates running for 4 open spots in the upcoming election. The election is still planned to take place. The election will start at the Annual meeting schedule which is scheduled for April 23rd. Candidates will be given time to present during the Annual meeting. The election runs until April 30th.

VII. EXECUTIVE DIRECTOR REPORT (62 minutes)

Ms. Berg provided updates on the work done for Yinghua Academy to provide distance learning. There have been daily calls with the Minnesota Department of Education

(MDE) and Minnesota Department of Health (MDH). MDE and MDH have been very responsive to the school's questions.

Ms. Berg explained the difference between distance learning and on-line learning. The state of Minnesota requires direct daily instruction between students and licensed teachers. Ms. Berg mentioned that this needs to be a partnership with parents and the school. Yinghua Academy selected the video conferencing company Zoom to provide distance learning. The school purchased an official license that allows classes to be recorded. Yinghua Academy will be providing laptops or iPads to students who need them during distance learning. The intention is to provide learning Monday to Thursday during the day.

Dr. Lien emphasized the most important thing is learning. This drove decisions about the distance learning schedule. Ms. Berg explained how teachers will need to be creative. Staff that are not teachers will be used in various roles. Mr. Luedtke recommended that a survey be done of parents to solicit feedback.

VIII. OTHER TOPIC (10 minutes)

a. Committee meetings – Zoom/remote

Each committee chair should have their own Zoom account. Ms. Schneider recommended that Board members learn how to use Zoom. There is a one-hour training offered by Zoom that Board Members can take.

b. Annual meeting – Zoom/remotely

Ms. Schneider recommended that the upcoming Annual Meeting is done remotely through Zoom.

c. Communication strategy – school community

This topic was addressed in the Executive Director update.

d. Childcare for Tier 1, Lunches for FRL

There were 42 students in childcare and 60 free and reduced lunches provided last week. Local school districts are now providing food that families can pick up locally. Yinghua Academy is not providing food now that the local districts are offering it.

IX. ADJOURN

Ms. Schneider concluded the meeting.

The MOTION by Mr. Luedtke to adjourn at 7:39 p.m. was seconded and passed.

Minutes drafted by Nathan Bode

Approved by vote of Board on: 4/20/2020