

**YINGHUA ACADEMY BOARD OF DIRECTORS**

**Regular Meeting Minutes**

Monday, December 21, 2020 6:00 p.m.

Zoom Meeting <https://zoom.us/j/98341343219>, Meeting ID 983 4134 3219

**Board Members in Attendance:** Amanda Schneider (Chair), Suzanne Reider (Treasurer) (joined at 6:10 p.m), Nathan Bode (Secretary), Cindy Bursell, Eric Foster, Brooke Darrah-Hage, Paul Haller, Joel Luedtke, Cindy Moeller, Erica Rasmussen, and Charles Robinson

**Board Members Not in Attendance:** Joel O'Malley and Evan Owens

**Executive Director in Attendance:** Susan Berg

**YACA Representative in Attendance:** None

**Public in Attendance:** Janel Bitzan (left at 6:47 p.m), The Vuongs and Wynee Igel

I. CALL TO ORDER

Ms. Schneider called the meeting to order at 6:03 p.m.

II. APPROVALS (17 minutes)

a. 12/21/2020 Agenda

Ms. Schneider presented the agenda.

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

b. 11/16/2020 Regular Meeting Minutes

Ms. Schneider presented the minutes for the November Board meeting. Minor Edits were recommended by Ms. Berg.

**The MOTION by Mr. Luedtke to approve the minutes as amended was seconded and passed. Ms. Rasmussen abstained.**

c. Discussion on Class Recordings

Ms. Berg provided background on protocol regarding the recording of classes through the Zoom Plus. The administration contacted Yinghua Academy's legal counsel regarding the legality of these recordings. A recording of a specific class must be requested of the teacher by a parent. This request to the teacher of the class will be forwarded by the teacher to Yinghua's IT Manager for review and

approval before sharing to assure that the recording is not specific to a student and does not involve a discipline issue. Typically, students are requested by the school to use video, to use their first names only in English and in Chinese, and to use a school portrait photo; however, a request by parents for their student to be excused from this protocol is always honored.

### III. FINANCE / FACILITIES UPDATE (27 minutes)

#### a. Annual Audit Review

Ms. Bitzan from 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.

The General Fund had net loss larger than budgeted due primarily to pandemic related items. The General Fund balance is at 29.4%. The other two operating funds both had a loss for the fiscal year also due to the pandemic.

The auditor advised that they are anticipating the state of Minnesota will delay payments during the next fiscal year. The auditor believes the school's current fund balance should be adequate to handle the cash flow timing from the state holdbacks.

#### b. November Financials

Ms. Reider summarized the current financials, which are 42% complete for the 2020-21 fiscal year. Expenditures are at 40% and revenues are at 40%. There is currently a total net loss of \$67,448 across all funds.

The committee continues to keep an eye on in Fund 02 and Fund 04 in the budget. The repairs and maintenance amount includes the purchase of plexiglass. Regarding the audit finding on balances over FDIC coverage, the committee is considering a bank sweep account with collateral pledge. The committee will continue to watch the budget with potential revisions in the new calendar year.

### IV. GOVERNANCE UPDATE (29 minutes)

Dr. Haller mentioned that the 3<sup>rd</sup> reading has had no changes since the last Board meeting. He mentioned 2<sup>nd</sup> reading also had no changes since the last reading. He went on to explain the 1<sup>st</sup> readings with minor changes.

#### a. Policies – 3<sup>rd</sup> Reading

- a. 404 – Employment Background Checks

**The MOTION by Mr. Bode to approve Policy 404 was seconded and passed.**

- b. Policies – 2<sup>nd</sup> Reading

- a. 419 – Tobacco Free Environment

- c. Policies – 1<sup>st</sup> Reading

- a. 430 – Reporting Unethical Illegal Activities
- b. 533 - Wellness

- d. Officer Elections – 2021 (Board Chair, Treasurer, Secretary)

Dr. Haller explained that we need to elect the officer positions for 2021 calendar year. The current officers have agreed to serve another year.

**The MOTION by Ms. Darrah-Hage to approve Ms. Schneider as Chair, Suzanne Reider as Treasurer, and Nathan Bode Secretary was seconded and passed.**

- e. School Board Member – 2021 Election Update & Annual Meeting

Dr. Haller explained the upcoming School Board election with five open roles this election. There were discussions around attracting candidates to fill the open roles.

V. DEVELOPMENT COMMITTEE UPDATE (5 minutes)

Mr. Luedtke provided an update on Give to Max campaign. There was a little more than \$11,000 raised. This combined with Stay Safe Dragons Fall Fundraiser contributed to over \$100,000 raised this fall. The money will stay with YACA until later in the academic year on the guidance of our accounting firm. This strategy gives the most flexibility to spending the money. The Red Envelope is still being planned for this upcoming February.

VI. EXECUTIVE DIRECTOR UPDATE (59 minutes)

Ms. Berg summarized her most recent Executive Director's Report. The administration has negotiated with the school's bus company to reduce their monthly fee by 25% for the 4 out of 9 buses currently not in use which amounts to \$12,000 to 15,000 per month. The school's authorizer, Friends of Education, normally holds a banquet each year and gives out cash rewards. As the banquet has been cancelled this year the school was notified it will receive \$11,000 from Friends of Education.

Report cards were recently sent out for term 1. Ms. Berg was impressed with the comments in the report cards as she reviewed them. The overall passing rate this term was at 98%.

In preparation for all Distance learning many adjustments were made based on feedback from parents and staff. This included adding morning meetings, study labs, support groups and English check-ins.

Ms. Berg is recommending the school continue all Distance Learning until the end of Term 2. This is based on safety concerns for students and staff, the ability to provide stable and predictable learning, and the ability of staff to deliver our program. Ms. Berg asked for input from Board members on communicating this decision to parents. There was a long discussion on options and input from Board members. Board members agreed to support all Distance Learning until the end of Term 2.

VII. PUBLIC COMMENT (5 minutes)

Ms. Igel provided clarification on how Chinese New Year will be done this year.

Ms. Vuong commented that she feels high term 1 grades may not be a true reflection of how smoothly things are going with students.

VIII. ADJOURN (1 minutes)

Ms. Schneider concluded the meeting.

**The MOTION by Ms. Rasmussen to adjourn at 8:26 p.m. was seconded and passed.**

Minutes drafted by Nathan Bode

Approved by vote of Board on: 1/25/2021