

**YINGHUA ACADEMY BOARD OF DIRECTORS**

**Regular Meeting Minutes**

Monday, October 18, 2021 6:00 p.m.

Zoom Meeting <https://zoom.us/j/95712505713>, Meeting ID 957 125 057 13

**Board Members in Attendance:** Amanda Schneider (Chair), Suzanne Reider (Treasurer) Nathan Bode (Secretary), Cindy Bursell (arrived at 6:15 p.m.), Ye Cheng, Paul Haller, Cindy Moeller, Evan Owens, Charles Robinson, and Yinglu Zeglin

**Board Members Not in Attendance:** Eric Foster, Ersu Kucuckciftici, and Andrew Lawton

**Executive Director in Attendance:** Susan Berg

**YACA Representative in Attendance:** Arwin Chan

**Public in Attendance:** Liz Wynee

I. CALL TO ORDER

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

II. APPROVALS (4 minutes)

a. 10/18/2021 Agenda

Ms. Schneider presented the agenda.

**The MOTION by Dr. Haller to approve the agenda was seconded and passed.**

b. 9/20/2021 Regular Meeting Minutes

Ms. Schneider presented the minutes for the September Board meeting. Minor edit was recommended by Dr. Haller.

**The MOTION by Dr. Haller to approve the September minutes was seconded and passed. Ms. Reider abstained**

III. FINANCE / FACILITIES UPDATE (17 minutes)

Ms. Reider summarized the current financials, which are 25% complete for the 2021-22 fiscal year. Expenditures are at 21% and revenues are at 22% of the annual budget. There is currently a total net gain of \$123,312 across all funds. The school enrollment is currently 21 students below budget. The finance committee has been reviewing the

budget in relation to the lower enrollment. The committee will be ready by the next Board meeting to present an updated budget.

Ms. Berg gave an update on the bus company having a tough time finding drivers.

Ms. Schneider mentioned that YBC met today regarding Yinghua Academy's requests. Ms. Berg said that YBC approved the requests that include updating lighting to LED and securing our own mats.

#### IV. DEVELOPMENT COMMITTEE UPDATE (8 minutes)

Mr. Owens gave an update from the Development Committee on the fall fundraiser event. The committee finalized a fundraiser letter, and it has gone to the printer. The letter will go out in the coming days. Next week there will be calls to families regarding the fundraising. The fundraising is planned to last until the end of October. The redevelopment of the outside south corridor is the target of this fundraising event.

#### V. PERSONNEL COMMITTEE UPDATE (16 minutes)

Ms. Moeller provided an introduction regarding benefits and Executive Director's Annual Goals

Ms. Berg provided an overview of Yinghua Academy's employee benefits from Health Partners. The employee benefits options include health, dental, vision, life insurance, HSA and flexible spending plan. An employee must work 30 hours per week to qualify for the benefits. There is currently around 70 percent participation in benefit plans.

Ms. Berg presented on her 2021-2022 Executive Director goals. The goals are based on prior year's performance evaluation. The goals this year reflect the impacts from the COVID-19 pandemic. The goals coverage includes Organizational Development, Human Resource Management, Academics, Finances, Facilities and Board Collaboration.

Ms. Berg mentioned that the Academic Director goals are aligned with the Executive Director goals.

#### VI. EXECUTIVE DIRECTOR UPDATE (19 minutes)

Ms. Berg summarized her most recent Executive Director's Report. There are currently around 600 COVID-19 tests being performed each Friday. She went on to comment on a recent email sent to Middle School parents regarding student behavior. The concerns include the recent nationwide TikTok challenges and student cell phone use. The school staff is looking for parents to help with the behavior concerns. Ms. Berg also

commented on all the great things the students are doing this year including Adapt the New Yinghua Staff.

VII. PUBLIC COMMENT (2 minutes)

Ms. Chan mentioned that YACA will continue to put out request for volunteers. She also mentioned the grandparents' event.

Ms. Wynne from Friends of Education was happy listening in on the meeting.

VIII. ADJOURN (1 minute)

Ms. Schneider concluded the meeting.

**The MOTION by Mr. Owens to adjourn at 7:10 p.m. was seconded and passed.**

Minutes drafted by Nathan Bode

Approved by vote of Board on: 11/15/2021