

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, December 13, 2021 6:00 p.m.

Zoom Meeting <https://zoom.us/j/96120490288>, Meeting ID 964 829 16385

Board Members in Attendance: Amanda Schneider (Chair), Suzanne Reider (Treasurer) Nathan Bode (Secretary), Cindy Bursell (arrived at 6:12 p.m.), Eric Foster, Paul Haller, Esra Kucukiftci (left at 8:01 p.m.), Andrew Lawton, Cindy Moeller, Evan Owens, and Charles Robinson

Board Members Not in Attendance: Ye Cheng and Yinglu Zeglin

Executive Director in Attendance: Susan Berg

YACA Representative in Attendance: Arwin Chan

Public in Attendance: Janel Bitzan (left at 6:32 p.m.), Claire Little, and Paul Landahl

I. CALL TO ORDER

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

II. APPROVALS (13 minutes)

a. 12/13/2021 Agenda

Ms. Schneider presented the agenda. Dr. Haller requested agenda item for nominating a Board Member replacement for Ms. Reider.

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

b. 11/15/2021 Regular Meeting Minutes

Ms. Schneider presented the minutes for the November Board meeting. Minor edits were recommended by Ms. Schneider, Ms. Berg, Mr. Owens and Mr. Bode.

c. 11/22/2021 Special Meeting Minutes

Ms. Schneider presented the minutes for the November 22nd Special Board meeting. Minor edit was recommended by Ms. Schneider and Mr. Bode.

d. 11/29/2021 Special Meeting Minutes

Ms. Schneider presented the minutes for the November 29th Special Board meeting. Minor edit was recommended by Ms. Schneider and Mr. Bode.

The MOTION by Dr. Haller to approve all three November meeting minutes as amended was seconded and passed.

III. FINANCE / FACILITIES UPDATE (19 minutes)

Ms. Bitzan from Bergan KDV summarized the most recent audit of Yinghua Academy's finances. The auditor's issued three reports that were all unmodified opinion: Independent Auditor's Report, Report on Internal Control and Minnesota Legal Compliance. She commented on Yinghua's student growth this past fiscal year where most schools saw a declining enrollment.

The General Fund had a net loss larger than budgeted last fiscal year ~~due~~ primarily due to legal fees and transfers to Fund 04. The General Fund balance decreased from 29.4% to 27.6%. The other two operating funds both had a loss for the fiscal year also due to the pandemic.

Mr. Reider summarized the current financials, which are 42% complete for the 2021-22 fiscal year. Expenditures are at 39% and revenues are at 40% of the revised annual budget. There is currently a total net gain of \$40,607 across all funds.

IV. GOVERNANCE COMMITTEE UPDATE (24 minutes)

a. Policies

- a. 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
- b. 806 - Crisis Management Policy

Dr. Haller described Policy 415 that had minor changes since the last review. This policy has limited impact to Yinghua being a K-8 school. He went on to explain Policy 806 regarding Crisis Management policies at the school.

Dr. Haller went on to recommend that the Board replace open Board seat with V. John Ella. He explained that Mr. Ella has been serving on the Governance Committee.

The MOTION by Mr. Bode to approve Mr. Ella fill the open Board Seat was seconded and passed.

Ms. Schneider recapped the email from Dr. Haller regarding the Board officer positions. The email described that Dr. Haller was interested in serving as Board Chair, Mr. Robinson as Treasurer position and Mr. Bode as Secretary.

The MOTION by Ms. Moeller to approve Dr. Haller as Chair, Mr. Robinson as Treasurer, and Mr. Bode as Secretary was seconded and passed.

V. EXECUTIVE DIRECTOR UPDATE (62 minutes)

Ms. Berg introduced the background on Yinghua' Annual Report. The report is normally due September 1 and was extended to December 15. Ms. Little took over the compilation from Ms. Pribbenow for this year's Annual report. The Annual Report will be submitted to the Minnesota Department of Education and Yinghua's Authorizer, Friends of Education. Ms. Little was present to take suggestions and corrections. This year the report once again included the World's Best Workforce. The Board reviewed the annual report and gave minor edit suggestions to Ms. Little.

The MOTION by Mr. Bode to approve Fiscal Year 2021 Annual Report as amended while allowing for minor edits by Ms. Berg and Ms. Little was seconded and passed.

Ms. Berg also presented the recommendation of the Available Enrollment Capacity by Grade Level for the 2022-2023 academic school year.

The Motion by Mr. Lawton to approve the 2022-2023 Available Enrollment Capacity by Grade Level was seconded and passed.

Ms. Berg went on to give an update on the 8th grade class realignment. She explained background information on the situation and that 8th grade teachers had input into the outcome. The school wanted to make change at the start of the Term 2 without worrying students and parents over the Thanksgiving break. This was followed by Board discussion on the 8th grade class realignment.

VI. PUBLIC COMMENT (3 minutes)

Ms. Chan from YACA commented on how insightful the Board meeting was including background on the 8th grade class realignment. She went on to thank the staff and administration for their hard work.

X. ADJOURN (1 minute)

Ms. Schneider concluded the meeting.

The MOTION by Ms. Moeller to adjourn at 8:07 p.m. was seconded and passed.

Minutes drafted by Nathan Bode
Approved by vote of Board on: 01/24/2022