

**YINGHUA ACADEMY BOARD OF DIRECTORS**  
**Regular Meeting Minutes**

Monday, June 20, 2022, 2022 6:00 p.m.

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

**Board Members in Attendance:** Paul Haller (Chair), Charles Robinson (Treasurer), Nathan Bode (Secretary), Cindy Bursell, Ye Cheng, V John Ella, Eric Foster, Andrew Lawton, Cindy Moeller, Evan Owen, and Amanda Schneider

**Board Members Not in Attendance:** Esra Kucukciftci and Yinglu Zeglin

**Executive Director in Attendance:** Susan Berg

**YACA Representative in Attendance:** Melody Ng

**Public in Attendance:** Dr. Lien, Susan Rieder

I. CALL TO ORDER

Dr. Haller called the meeting to order at 6:00 p.m.

II. APPROVALS (13 minutes)

a. 6/20/2022 Agenda

Dr. Haller presented the agenda with an additional item for Yinghua Academy School Board 2022-2023 Calendar discussion.

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

b. 5/16/2022 Regular Meeting Minutes

Dr. Haller presented the minutes for the May Board meeting. Minor edits were recommended by Ms. Berg.

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

c. Policy 524 – Internet Acceptable Use

Dr. Haller presented Policy 524, Internet Acceptable Use, which was up for third reading.

**The MOTION by Mr. Bode to approve Policy 524, Internet Acceptable Use was seconded and passed.**

d. Yinghua Academy School Board 2022-2023 Calendar

Dr. Haller presented the Yinghua Academy School Board 2022-2021 Calendar. Updates were proved by the committee chairs.

**The MOTION by Mr. Ella to approve the Yinghua Academy School Board 2022-2023 Calendar was seconded and passed.**

III. SUE BERG RETIREMENTY (8 minutes)

Dr. Haller presented Ms. Berg with a retirement gift from the Board and thanked her for her service. Ms. Berg thanked everyone on the Board.

IV. SCHOOL VISITOR POLICY / SCHOOL SAFTETY (7 minutes)

Ms. Berg gave background information on school safety measures that have been added in the past. This included the front door policy, use of intercom communication and staff wearing yellow vests when outside to be easily recognized.

V. BOARD MEETING ATTENDANCE (19 minutes)

Dr. Haller introduced the topic of Board attendance. Ms. Moeller gave background on Board attendance policies from other Friends of Education schools. It was recommended that the Governance review the current school Bylaws for Board Director attendance policy updates.

VI. FINANCE / FACILITIES UPDATE (29 minutes)

Mr. Robinson summarized the current financials, which are 92% complete for the 2021-22 fiscal year. The current student enrollment is 833 students. Expenditures are at 90% and revenues are at 90% of the revised annual budget. There is currently a total net gain of \$58,394 across all funds.

Mr. Robinson went on to explain the background on the committed fund balance of \$600,000. The amount has effectively been absorbed into the general fund due to events over the last few years. There was recommendation to move the Committed Fund back into the General Fund.

**The MOTION by Mr. Robinson to release the Committed Fund Balance of \$600,000 to the General Fund balance was seconded and passed.**

Mr. Robinson presented a second 2022-2023 budget that would make the General Fund Balance meet the 25% target per Policy 714. There was discussion about salary and other expenses. Ms. Berg gave updates on enrollment including kindergartner situation.

**The MOTION by Dr. Haller approve the Yinghua Academy Fiscal Year 2022-2022 Budget was seconded and passed.**

VII. FUTURE FUNDRAISING DIRECTION (1 minute)

Ms. Moeller gave a brief update on the fundraising.

VIII. GOVERNANCE COMMITTEE UPDATE (7 minutes)

Mr. Ella gave an update on the recent Governance committee. He mentioned the changes to Policy 534, Unpaid Meal Charges, which was up for a second reading.

A concern of potential nepotism as Dr. Lien becomes the Executive Director on July 1<sup>st</sup> regarding her husband, Dr. Chu, was discussed. Dr. Lien proposed an organizational change where she does not directly supervise Dr. Chu. See Appendix A for a letter detailing the proposal.

**The MOTION by Dr. Haller to recognize and approve the letter from Dr. Lien was seconded and approved.**

IX. YACA MEETING ATTENDANCE (3 minutes)

Dr. Haller is requesting Board Members sign up for YACA meetings.

X. FRIENDS OF EDUCATION INVITATION (1 minute)

Dr. Haller mentioned the Friend of Education invite for a dinner cruise taking place on Thursday, August 11<sup>th</sup> at 5:30 p.m.

XI. YINGHUA STAFF MEETING (1 minute)

Dr. Haller is requesting help on August 24<sup>th</sup> to help serve breakfast to the school staff.

XII. EXECUTIVE DIRECTOR UPATE (5 minutes)

Ms. Berg highlighted a few items in her most recent Executive Director's Report. The 8<sup>th</sup> grade school graduation took place. The school hosted field day on the last day of school. There was a staff lunch where red envelopes were handed out. The staff intent to return survey is due tomorrow. Report cards are planned to go out this week.

Dr. Haller thanked Ms. Bursell for her time on the Board.

XIII. PUBLIC COMMENT (4 minutes)

Ms. Knott suggested that the school reach out parents of current students if they know families with kindergartners to fill the open spots.

Ms. Moeller thanked Ms. Ng for her YACA service.

XIV. ADJOURN (1 minute)

Dr. Haller concluded the meeting.

**The MOTION by Ms. Moeller to adjourn 7:39 p.m. was seconded and passed.**

Minutes drafted by Nathan Bode

Approved by vote of Board on: 08/15/2022

## APPENDIX A

To: John Ella, Chair of the Governance Committee  
Paul Haller, Yinghua Board Chair  
Cindy Moeller, Chair of the Personnel Committee

From: Dr. Luyi Lien, Academic Director and Incoming Executive Director

Subject: Addressing Nepotism Concerns

I am writing in regard to Policy 426 on Nepotism-in-Employment, in order to address the direct and indirect supervisory relationship between the incoming Executive Director, Dr. Luyi Lien, and her husband, Dr. Chemin Chu. Dr. Chu serves as Yinghua's IT Manager. Under the current org chart, the IT Manager's direct supervisor is the Executive Director.

In order to eliminate the possibility of a conflict of interest and the appearance of nepotism and to ensure that performance evaluations and other HR actions are conducted fairly, I suggest the adjustments detailed below.

- Starting on July 1, 2022, Dr. Chu's IT department will become part of the Business/HR Department, which will have the effect of making the Business/HR Manager Dr. Chu's direct supervisor.
- As of July 1, 2022, the Business/HR Manager will conduct the annual performance evaluation for the IT Manager and will be responsible for making decisions regarding any salary increases, bonuses, promotions, or disciplinary action. The Business/HR Manager will conduct the performance evaluation in early June, and will seek input from other staff members with whom the IT Manager works regularly, including the Directors of Chinese Instruction and English Instruction. The Business/HR Manager may also consult with Personnel Committee members and/or the Board Chair.
- Near the end of each school year the Business/HR Manager will share the annual performance evaluation of the IT Manager with the Executive Director in order to finalize the hire statement for the coming year.