

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, October 17, 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), Ye Cheng, V John Ella, Andrew Lawton, Cindy Moeller, Evan Owen, Amanda Schneider, and Yinglu Zeglin

Board Members Not in Attendance:

Executive Director in Attendance: Dr. Lien

YACA Representative in Attendance: Anaya Mitra

Public in Attendance: None

I. CALL TO ORDER

Dr. Haller called the meeting to order at 6:02 p.m.

II. APPROVALS (9 minutes)

a. 10/17/2022 Agenda

Dr. Haller presented the agenda. Dr. Lien requested an approval of a student leave of absence. Mr. Bode requested additional items for public comment and approval of Board meeting minutes.

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

b. Leave of Absence Request

Dr. Lien requested a leave of absence for 5 weeks for a student.

The MOTION by Mr. Ella to approve the leave of absence was seconded and passed.

c. 9/19/2022 Regular Meeting Minutes

Dr. Haller presented the minutes for the September Board meeting. Minor edits were recommended by Ms. Moeller and Mr. Ella.

The MOTION by Mr. Robinson to approve the September meeting minutes as amended was seconded and passed.

d. Board Retreat Meeting Minutes

Dr. Haller presented the minutes for the Board Retreat meeting. Minor edits were recommended by Mr. Ella and Ms. Moeller.

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

III. DEVELOPMENT COMMITTEE UPDATE (14 minutes)

Mr. Owens gave an update on the recent Development committee meetings. He provided background on learnings gathered from benchmarking other school's educational foundations. He went to provide details on the upcoming fall fundraiser. The fundraiser letter will be finalized later this week. The letter will highlight funding priorities from Dr. Lien that include acquiring portable playground equipment, covering the cost of transportation for term two and three field trips, and proving appreciation meals for teachers and staff.

Mr. Owens also provide an update on the Playground ad hoc committee. There has been one meeting on the topic for another being planned.

IV. STRATEGIC PLANNING (28 minutes)

Ms. Moeller gave an update on the upcoming new strategic plan effort. She provided updates on a list of potential consultants and firms that could help facilitate the work. She went on to provide updates on the World Café process used by other schools and consulting firms. She recommended that the Board send out a Request for Proposal (RFP) to selected firms for help with the strategic planning. Ms. Moeller will send out a draft of the RFP to Board members and request feedback.

V. FINANCE COMMITTEE UPDATE (5 minutes)

Mr. Robinson summarized the current financials, which are 25% complete for the 2022-23 fiscal year. The current student enrollment is 829 students. Expenditures are at 20% and revenues are at 24% of the revised annual budget. There is currently a total net gain of \$475,685 across all funds.

Mr. Robinson explained that the annual financial audit is currently in process. Once the audit is complete the committee will look at potentially revising the budget based on current student enrollment. He went on to explain that the Yinghua Building Corporation (YBC) will be updating their bylaws to comply with Minnesota Statutes and

IRS rules for a supporting organization. The plan is for a lawyer to present at the next Board meeting on required changes.

VI. TEACHER VISA PROCESS (28 minutes)

Dr. Haller introduced the teacher visa process. He explained background regarding the use H1B visas by the school and sponsoring teachers for green cards. Dr. Lien is recommending pursuing green cards for eligible teachers. Historically the school has started the process during the teacher's 5th year of service. Dr. Lien is recommending the process is started a year earlier. A main goal of starting early would be to encourage staff stability. There was lengthy discussion about the topic by Board members.

VII. TEACHER / BOARD MEMBER MEETING (49 minutes)

Dr. Haller gave an update regarding recent teacher concerns on their workload and Q-Comp assignments. There was a series of meetings that included Dr. Haller, Dr. Lien, Ms. Moeller, Ms. Cheng and other teachers to discuss the two topics. Dr. Lien provided background that teachers have been asked to monitor lunch and recess that in the past the teachers have not had to do. This request was done in part due to staffing shortages as well as student behavioral issues. Dr. Lien is looking at options including using the new interns to help with coverage.

Dr. Lien went on to provide background on the Q-Comp program. She explained how the process was started earlier this year. She went on to explain her rationale for selecting current Q-Comp leaders for this year. There was discussion by the Board members regarding the topics and feedback given to Dr. Lien

VIII. GOVERNANCE UPDATE (2 minutes)

Mr. Ella introduced two revised policies based that were updated based on MSBA changes. He commented that the revisions were based on legislative changes. The policies are Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse, and Policy 504, Student Dress and Appearance.

IX. EXECUTIVE DIRECTOR UPATE (8 minutes)

Dr. Lien highlighted a few items in her most recent Executive Director's Report. She mentioned recent NWEA test scores and that students that need extra academic support have been identified. She went on to explain that October is National Book Month and various activities the school is doing to promote the topic. She went to highlight the newcomer class has 29 new students in grades first to sixth. There are parent teacher conferences this upcoming. She also addressed a question from the Board that there is currently 5 teacher positions and one school counselor position open.

X. PUBLIC COMMENT (0 minutes)

None.

XI. ADJOURN (1 minute)

Dr. Haller concluded the meeting.

The MOTION by Mr. Robinson to adjourn 8:26 p.m. was seconded and passed.

Minutes drafted by Nathan Bode

Approved by vote of Board on: 11/21/2022