

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, October 16, 2023, 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), Colleen Ebinger, V John Ella, Barbara Knott, Andrew Lawton, Cindy Moeller, Amanda Schneider, and Yinglu Zeglin

Board Members Not in Attendance: None

Executive Director in Attendance: Dr. Luyi Lien

YACA Co-Chair in Attendance: Anaya Mitra

Public in Attendance: Pamella Stommes

I. CALL TO ORDER

Dr. Haller called the meeting to order at 6:04 p.m.

II. APPROVALS (8 minutes)

a. 10/16/2023 Agenda

Dr. Haller presented the draft agenda with a note that item II.E Family Leave approval be removed.

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

b. 09/18/2023 Regular Meeting Minutes

Dr. Haller presented the minutes for the September Board meeting.

The MOTION by Ms. Moeller to approve the September meeting minutes was seconded and passed.

c. Policy 524 Internet Acceptable Use and Safety

d. Policy 418 Drug Free Workplace

Dr. Haller presented Policies 524 Internet Acceptable Use and Policy 418 Drug Free Workplace for their third reading.

The MOTION by Ms. Schneider to approve Policies 524 Internet Acceptable Use and Safety and 418 Drug Free Workplace was seconded and passed.

III. OPEN BOARD SEATS (12 minutes)

Mr. Ella presented Pamella Stommes as a replacement for the Board teacher position vacated by Ye Cheng. The recommendation was to extend the term of the position until June 2025.

The MOTION by Mr. Ella to appoint Pamella Stommes to fill a Board teacher position until June 2025 was seconded and approved.

IV. YACA INTERNATIONAL FESTIVAL (3 minutes)

Ms. Mitra provided an update on the International Festival hosted by YACA. The event was a fundraiser with food, silent auction, and cultural booth events. There were over 600 individuals served. The event had about \$20k and \$25k in revenue and \$5k in expenses. It showcased the community and had over 100 volunteers help.

V. BOARD MEMBER ROLES (12 minutes)

Dr. Haller raised the question regarding the role of a Board member in supporting and responding to the community. There was discussion on the topic.

VI. GOVERNANCE COMMITTEE UPDATE (7 minutes)

Mr. Ella presented Policy 521, Student Disability Nondiscrimination, with updates based on MSBA recommendations. He mentioned there were many policies needing to be reviewed this year based on the most recent Minnesota legislative session.

VII. BOARD OFFICER ELECTIONS (9 minutes)

Dr. Haller provided background on Board officer positions and the upcoming election at the December board meeting. Mr. Ella said that, as Governance committee chair, he could oversee the election process. There was a discussion on the roles and who may be interested.

VIII. FINANCE COMMITTEE UPDATE (3 minutes)

Mr. Robinson summarized the current financials, which are 25% complete for the 2023-24 fiscal year. The final current student enrollment is 836 students. Expenditures are at 21% and revenues are at 23% of the revised annual budget. There is currently a total net gain of \$245,804 across all funds.

The current plan is to present a revised 2023-2024 budget when the audit is complete to capture bussing contract changes and retention bonuses.

IX. YBC BOARD POSITION (5 minutes)

Dr. Haller provided an update on the Yinghua Building Corporation (YBC) Board officer positions. He is recommending Justin Riddle to fill the Board position currently held by Karen Yu. Mr. Bode asked whether the YBC Board had revised their by-laws to indicate that, going forward, the Yinghua Academy Board will nominate people to serve on the YBC Board. Dr. Haller indicated that he did not think the YBC Board has done that and that he would follow up with the YBC Board.

The MOTION by Ms. Schneider to nominate Justin Riddle to the YBC Board (contingent on YBC having updated their bylaws) was seconded and passed.

X. EXECUTIVE DIRECTOR EVALUTION PROCESS (18 minutes)

Dr. Haller presented how the Personnel Committee wants to perform the Executive Director evaluation process this school year. Ms. Moeller provided additional background on “Evaluating and Continuously Improving the Performance of the Executive Director”. There was a discussion of the evaluation process. Part of the evaluation process will involve providing feedback to Dr. Lien several times during the year, rather than only at the end of the year. Dr. Lien requested feedback more than just at the end of the year. Also, it was mentioned that there will be a school climate survey done again in the spring of 2024.

XI. EXECUTIVE DIRECTOR UPDATE (32 minutes)

Dr. Lien highlighted a few items in her most recent Executive Director’s Report. There was a family that moved to Texas. Overall attendance is currently at 96%. The Lower School curriculum night was held since the last board meeting. The school is looking for a Behavioral intervention specialist. October is National Book Month, and the school is passing out ‘Get Caught Reading’ tickets. There are 16 new students in the Chinese Language Arts (CLA) Newcomer Program this year. A basketball hoop was set up outside. The administration staff is learning about the new Minnesota Earned Sick and Safe Time new law. The return retention bonuses were paid last Friday, October 13. Grandparents’ Day is planned for Monday, October 23, 2023. Lastly, Dr. Lien mentioned she is hosting “Tea and Talk” with Parents with the first two events targeted at kindergarten and at 7th & 8th grade parents.

XII. PUBLIC COMMENT (1 minutes)

Ms. Mitra thanked Mr. Lawton for the artwork done for the International Festival. She also thanked Ms. Moeller for all her help.

XIII. ADJOURN (1 minute)

Dr. Haller concluded the meeting.

The MOTION by Mr. Ella to adjourn at 7:55 p.m. was seconded and passed.

Minutes drafted by Nathan Bode

Approved by vote of Board on: 11/20/2023