

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

Monday, April 15, 2024, 6:00 p.m.

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

**Board Members in Attendance:** Cindy Moeller (Chair), Charles Robinson (Treasurer), Nathan Bode (Secretary), Colleen Ebinger (arrived at 6:07 p.m.), Paul Haller, Barbara Knott, Andrew Lawton, Amanda Schneider, and Pamella Stommes

**Board Members Not in Attendance:** Yinglu Zeglin

**Executive Director in Attendance:** Dr. Luyi Lien

**YACA Co-Chair in Attendance:** Anaya Mitra

**Public in Attendance:** Sherry Edwards (left at 6:51 p.m.)

I. CALL TO ORDER

Ms. Moeller called the meeting to order at 6:01 p.m.

II. APPROVALS (3 minutes)

a. 04/15/2024 Agenda

Ms. Moeller presented the draft agenda. Ms. Moeller requested an additional item to discuss the Yinghua Academy's Bylaws.

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

b. 03/18/2024 Regular Meeting Minutes

Ms. Moeller presented the minutes for the March Board meeting. A few edits were requested by Board members.

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

III. UPDATE FROM STUDENT AND BEHAVIOR LIAISON (47 minutes)

Ms. Edwards introduced herself and provided a summary of her work experience in educational settings. She provided a presentation to the Board regarding Yinghua's

student behavior expectations, the current environment at the school, actions the administration is taking and future plans. She started by explaining the school's student behavior expectations. She went on to explain the process to address student behavioral issues for teachers and administrators. Ms. Edwards discussed the current behavior challenges the school staff is encountering this academic school year. She concluded by presenting future plans she would like implemented at the school.

IV. FINANCE COMMITTEE UPDATE (28 minutes)

Mr. Robinson summarized the current financials, which are 75% complete for the 2023-24 fiscal year. The current student enrollment is 837 students. Expenditures are at 72% and revenues are at 75% of the revised annual budget. There is currently a total net gain of \$268,562 across all funds.

Mr. Robinson presented three Budget options for the 2024-2025 fiscal year. The finance committee is recommending option 1 with a 5% increase for salaries and 1% for recognition bonuses. There was discussion by the Board about the current budget and long-term budget scenarios.

**The MOTION by Ms. Knott to approve the Yinghua Academy Fiscal Year 2024-2025 Budget was seconded and passed.**

V. DEVELOPMENT COMMITTEE (3 minutes)

Ms. Stommes provided an update on the Red Envelope fundraising campaign. Currently the campaign has raised \$54,489 from 206 donors.

VI. PERSONNEL COMMITTEE (3 minutes)

Ms. Moeller gave an update from the Personnel Committee. The Executive Director year-end review is currently in progress. In addition, the school climate survey is in progress.

VII. GOVERNANCE COMMITTEE UPDATE (15 minutes)

Dr. Haller mentioned the upcoming School Board elections. There are 6 candidates for 4 open spots. The election starts next Thursday at the Annual Board Meeting.

Dr. Haller went on to provide background on the policies up for review. Policy 514, Bullying Prohibition, is currently up for its third reading with no changes since the last board Meeting.

**The MOTION by Mr. Lawton to approve the revisions to Policy 514, Bullying Prohibition, was seconded and passed.**

Dr. Haller provided brief updates on the following policies that are up for either their first or second reading.

Policies on their 2<sup>nd</sup> reading:

- Policy 102 – Equal Employment Opportunity
- Policy 205 – Open Meetings and Closed Meetings
- Policy 208 – Development, Adaption, and Implementation of Policies

Policies on their 1<sup>st</sup> reading:

- Policy 410 – Family and Medical Leave
- Policy 413 – Harassment and Violence

VIII. BOARD TRAINING (3 minutes)

Ms. Moeller mentioned that employment matters training for the Board will take place in September. It will be presented by the school's attorney Amy Mace. She also said that Beth Topoluk from the school's authorizer, Friends of Education, will give an overview of the school's new contract at a future board meeting.

IX. YINGHUA ACADEMY'S BYLAWS (12 minutes)

Ms. Moeller provided an update that the wording in Section 3.b of Yinghua Academy's Bylaws does not comply with current MN State Statutes for charter school boards. The wording needs to be changed before the school's contract with our authorizer, Friends of Education, is renewed. There was discussion on the process required to update the Bylaws. The topic was tabled until the upcoming Annual Board meeting.

X. UPDATE ON THE SEARCH FOR CLARITY ON VARIOUS ISSUES (14 minutes)

Ms. Moeller provided updates on a several topics. The Board committees need to comply with Minnesota Open Meeting laws based on our contract with our authorizer. There is an option to ask for a waiver which is currently being pursued. She went on to mention that currently there is no Board approval for committee members, but the Board should be made aware of the members.

There are questions regarding how sibling preference needs to be granted based on MN Statutes. Currently Yinghua Academy grants sibling preference regardless of current grade capacity. This practice is different than what other charter schools do. There will be follow-ups on what can be changed regarding this policy.

A question was raised about what updates the Board should receive from the Executive Director regarding staff resignations. There will be follow-up on this topic.

Ms. Moeller concluded with the topic of whether the Board needs to approve all employment contracts. At the very least the Board should be aware of the content of the employment contracts.

XI. EXECUTIVE DIRECTOR'S REPORT (11 minutes)

Dr. Lien highlighted items in her most recent Executive Director's Report. There are currently 837 students enrolled and attendance is greater than 95%. Term 3 includes several assessments including Minnesota Comprehensive Assessment (MCA) and Student Oral Proficiency Assessment (SOPA). Yinghua had 37 students from grades 3 to 8<sup>th</sup> compete in the 2023-2024 National Chinese Speech Contest.

The school transportation contract renewal is currently in progress.

The school paid for advertising on Facebook in its efforts to promote Kindergarten enrollment.

This past Friday was a staff professional development day which included a session called Bias Incidents and Appropriate Language Use in Schools

Ms. Miller has accepted a role as a Charter Authorizing Program Manager at the University of St. Thomas. There have been several new hires at the school.

The 7<sup>th</sup> and 8<sup>th</sup> Grade Taiwan trip is planned for June 13<sup>th</sup> to 28<sup>th</sup>. The 5<sup>th</sup> and 6<sup>th</sup> grade dance was held on May 21.

The Consul General of China in Chicago, Mr. Zhao, along with a delegation of seven individuals from the Chicago consulate, visited Yinghua on March 21.

XII. PUBLIC COMMENT (0 minutes)

None

XIII. ADJOURN (1 minute)

Ms. Moeller concluded the meeting.

**The MOTION by Mr. Robinson to adjourn at 8:21 p.m. was seconded and passed.**

Minutes drafted by Nathan Bode

Approved by vote of Board on: May 20, 2024 at 6:07 PM