

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, November 18, 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), Paul Haller, Chris Klisch, Barbara Knott, Paul Landahl, Pamella Stommes, Yinglu Zeglin, and Ying Zhang

Board Members Not in Attendance: Colleen Ebinger and Bryan Huang

Executive Director in Attendance: Dr. Luyi Lien

YACA in Attendance: Mike Wilson

Public in Attendance: Claire Little (left at 6:21 p.m.), Ting-Wen Chen, Ph.D. (Special Education Coordinator) (left at 6:55 p.m.), Hursha Patel, Jennifer Heieie (Special Education Director) (left at 6:55 p.m.)

I. CALL TO ORDER

Ms. Moeller called the meeting to order at 6:03 p.m.

II. APPROVALS (7 minutes)

a. 11/16/2024 Agenda

Ms. Moeller presented the draft agenda with an additional item for student leave of absence.

The MOTION by Ms. Knott to approve the agenda was seconded and passed.

b. 10/21/2024 Regular Meeting Minutes

Ms. Moeller presented the minutes for the October Board meeting.

The MOTION by Dr. Haller to approve the October meeting minutes was seconded and passed.

c. Leave of Absence Requests

Dr. Lien presented two student leave of absence requests.

The MOTION by Ms. Knott to approve the student leave of absence requests was seconded and passed.

III. BOARD UPDATES (3 minutes)

Ms. Moeller provided a few general board updates. Mr. Klisch has been officially seated as Board member, having completed the mandatory training for new board members. The 3 Board Officer positions are open, and the election will be at the December Board meeting. Ms. Moeller recommended renaming the Development Committee.

The MOTION by Ms. Moeller to rename the Development Committee to the Fundraising Coordinating was Committee was seconded and passed.

IV. YINGHUA ACADEMY'S 2023-2024 ANNUAL REPORT (8 minutes)

Ms. Moeller introduced the draft of the Yinghua Academy's Fiscal Year 2024 Annual Report and the Comprehensive Achievement and Civic Readiness report. Dr. Lien recommended adding one page to the report.

The MOTION by Mr. Landahl to approve both the Fiscal Year 2024 Annual Report and the Comprehensive Achievement and Civic Readiness report as amended, while allowing for minor edits by Ms. Little, was seconded and passed.

V. SPECIAL EDUCATION REPORT (34 minutes)

Ting-Wen Chen, Yinghua Academy Special Education Coordinator, presented on the school's Special Education (SPED) program. There are currently 82 students in the SPED program. There are 6 special education teachers at the school. Dr. Chen provided details on how a student is identified for a Special Education Evaluation. This could include medical condition, academic or behavioral concern or speech concern.

Dr. Chen went on to provide an overview of an Individual Education Program (IEP) for a SPED student. She also mentioned the Special Education Advisory Council (SEAC) was established earlier this year with first meeting on April 19, 2024. She concluded by providing an overview of the Medical Assistance (MA) billing system where Minnesota's Department of Human Services (DHS) reimburses school districts of specific health-related services provided to special education students.

VI. 2025-2026 ENROLLMENT PRESENTATION AND DISCUSSION (43 minutes)

Mr. Robinson and Dr. Lien gave a presentation of student enrollment projections. The data in the presentation was put together by Dr. Lien and her staff. It included three different scenarios that projected total student enrollment for the next several school

years depending on the number of kindergarten classrooms. The projections included current enrollment and used historical attrition rates. The three scenarios included having 3 kindergarten classrooms, alternating between 3 and 4 kindergarten classrooms, and having 4 kindergarten classrooms.

The presentation prompted several discussions by the Board including the student attrition rates used, the number of homerooms currently used and how many would be needed, overall building capacity, financial impact of the decision, the fact this discussion topic happens every year and that any decision is only for the next school year.

The Board is planning a webinar to explain this concept to parents. In addition, this will be part of an upcoming Yinghua University presentation on January 30th regarding charter school finances.

VII. FINANCE COMMITTEE UPDATE (2 minutes)

Mr. Robinson summarized the current financials, which are 33% complete for the 2024-25 fiscal year. Expenditures are at 31% and revenues are at 30% of the revised annual budget. There is currently a total net gain of \$107,989 across all funds. There are currently 853 students enrolled at the school. The school's 2023-2024 Financial Audit is almost finished and will be presented at the next Board meeting.

VIII. GOVERNANCE COMMITTEE UPDATE (4 minutes)

Dr. Haller presented the following two policies up for their first reading.

- 524 – Internet, Technology and Cell Phone Acceptable Use and Safety
- 722 – Public Data Requests

Dr. Haller went on to mention the following policy is up for its second reading.

- YA-005 – Student Leave of Absence Policy

The MOTION BY Mr. Bode to approve policy YA-005, Student Leave of Absence, was seconded and approved.

IX. FUNDRAISING COORDINATING COMMITTEE (4 minutes)

Ms. Stommes shared that Give to the Max Day is this Thursday, and the school has several things planned for the event.

X. PERSONNEL COMMITTEE (2 minutes)

Ms. Moeller provided an update that Mr. Huang and Ms. Zeglin have joined the Personnel Committee. There are discussions taking place on how the committee should focus on Human Resource strategy.

XI. EXECUTIVE DIRECTOR'S REPORT (13 minutes)

Dr. Lien summarized her Executive Director report. Student enrollment is at 853, and attendance is above 96 percent. This year the school started a Teacher of the Term program with 5 teachers being recognized for the first term on November 15th.

The school is once again participating in Battle of the Books that started on November 5th. The school's website is in the process of being updated and the new version will launch soon. The school's 9 bus routes are being reviewed and updated to ensure each is under 1 hour. Three teachers were nominated to participate in the Creative Leadership Coaching Program.

The school hosted a Yinghua University presentation on November 7th with the topic on Internet Safety presented by the Minneapolis FBI representatives. The school and YACA hosted Thanksgiving Dinner for staff on November 15th. There were recent visits from other schools: Chinese International School (Hong Kong) and Barrington Middle School Chinese Immersion Program (Chicago). Finally, the school exceeded their Grandparent's Day Fundraising goal with over \$62,000 raised.

XII. PUBLIC COMMENT (0 minutes)

None

XIII. ADJOURN (1 minute)

Ms. Moeller concluded the meeting.

The MOTION by Mr. Robinson to adjourn at 8:04 p.m. was seconded and passed.

Minutes drafted by Nathan Bode

Approved by vote of Board on: 12/16/2024