

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, December 16, 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, Bryan Huang, Chris Klisch, Barbara Knott, Paul Landahl, Yinglu Zeglin, and Ying Zhang

Board Members Not in Attendance: Paul Haller and Pamela Stommes

Executive Director in Attendance: None

YACA in Attendance: Mike Wilson

Public in Attendance: Andy Greis from BerganKDV (left at 6:32 p.m.), Nate Winter from CLA (left at 6:43 p.m.)

I. CALL TO ORDER

Ms. Moeller called the meeting to order at 6:02 p.m. Board member introductions were made for the auditor and accounting staff.

II. APPROVALS (3 minutes)

a. 12/16/2024 Agenda

Ms. Moeller presented the draft agenda.

The MOTION by Mr. Klisch to approve the agenda was seconded and passed.

b. 11/18/2024 Regular Meeting Minutes

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

The MOTION by Ms. Zeglin to approve the November meeting minutes was seconded and passed. Ms. Ebinger abstained.

III. AUDIT OF 2023-2024 ACADEMIC YEAR (27 minutes)

Mr. Greis from BerganKDV summarized the most recent audit of Yinghua Academy's finances. The auditors issued three reports that were all unmodified opinions: Independent Auditor's Report, Report on Internal Control, and Minnesota Legal Compliance.

Mr. Greis went on to highlight various metrics from the audit report. The student 'Average Daily Membership' (ADM) is up slightly from the prior fiscal year to 836 from 828. Total expenditures per ADM served was \$11,670 compared to the state average \$15,730. The General Fund had a net profit of \$155,877. The General Fund balance decreased from 29.9% to 28.8%. Finally, special education costs rose to 13% of total yearly expenditures compared to 9% the prior year.

IV. FINANCE COMMITTEE UPDATE (11 minutes)

Mr. Winter summarized the current financials, which are 42% complete for the 2024-25 fiscal year. Expenditures are at 39%, and revenues are at 39% of the revised annual budget. There is currently a total net gain of \$84,194 across all funds. There are currently 851 students enrolled at the school. A revised budget is in progress.

V. BOARD OFFICER ELECTIONS (4 minutes)

Ms. Moeller presented the Board members interested in the officer positions for the calendar year of 2025. The board members are Ms. Ebinger for Chair, Mr. Klisch for Treasurer, and Ms. Zeglin for Secretary.

The MOTION by Ms. Moeller to approve Ms. Ebinger as Chair, Mr. Klisch as Treasurer, and Mr. Bode as Secretary was seconded and passed.

VI. RECRUITING NEW BOARD MEMBERS (25 minutes)

Ms. Moeller introduced the topic of recruiting board members. The Board discussed upcoming Board member departures, the need to recruit new Board members, ways recruitment has been done in the past, teacher and community Board spots, timing of the upcoming election (in the spring of 2025), and the timing of the recruitment. Ms. Knott, Ms. Ebinger, and Ms. Moeller encouraged all Board members to think about possible candidates. Ms. Knott, as a member of the Governance Committee, is working on updating the materials and information that board candidates receive prior to and subsequent to the election.

VII. HUMAN RESOURCES COMMITTEE (3 minutes)

Ms. Moeller will continue as the committee chair. Mr. Huang and Ms. Zeglin are committee members. The committee also tentatively approved an updated mission statement and plans to review it again at the committee's March meeting.

VIII. FRIENDS OF YINGHUA ACADEMY (FOYA) (8 minutes)

Ms. Moeller said she had a discussion with the Minneapolis Foundation about using them for Friends of Yinghua Academy (FOYA).

IX. GOVERNANCE COMMITTEE UPDATE (6 minutes)

Mr. Landahl presented the following two policies up for their first reading.

- Policy 102 – Equal Educational Opportunity
- Policy 415 – Mandatory Reporting of Maltreatment of Vulnerable Adults

Mr. Landahl went on to mention the following policies are up for their second readings.

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

He went on to request that the Board approve the following new policy at tonight's meeting as it is required based on changes from the last Minnesota legislative session.

- Policy 512 – School Sponsored Student Publication and Activities

The MOTION BY Mr. Bode to approve Policy 524, Internet, Technology and Cell Phone Acceptable Use and Safety, Policy 722, Public Data Requests, and Policy 512, School Sponsored Student Publication and Activities, was seconded and approved.

X. 2025-2026 ENROLLMENT AND ENROLLMENT CAPS BY GRADE (18 minutes)

Ms. Moeller recapped the November Board meeting discussion on the number of kindergarten classes next school year and overall student grade enrollment. The recommendation of Dr. Lien of the Available Enrollment Capacity by Grade Level for the 2025-2026 academic school year was presented. The Board discussed student enrollment and what the Available Enrollment Capacity by Grade Level represented.

The MOTION by Mr. Bode to approve the 2025-2026 Available Enrollment Capacity by Grade Level was seconded and passed.

XII. OTHER TOPICS (18 minutes)

Mr. Moeller recommended forming a committee to create and deliver presentations to parents on the following topics: how the 2025-2026 Student Enrollment was decided by the Board and "Charter School Finance Basics" planned for the next Yinghua University Program on 1/30/25. The Board discussed how these topics should be presented, the format, the timing, and the possibility of combining the two presentations. The board decided to create one presentation that will incorporate information on board topics. Ms. Ebinger will chair this committee, and several board members offered to help.

XII. PUBLIC COMMENT (0 minutes)

None

XIII. ADJOURN (4 minutes)

Ms. Moeller concluded the meeting.

The MOTION by Ms. Zeglin to adjourn at 8:09 p.m. was seconded and passed.

Minutes drafted by Nathan Bode

Approved by vote of Board on: January 27, 2025