

Special Meeting of the Yinghua Academy School Board
1616 Buchanan St. NE, Minneapolis, School Library
Wednesday, December 15, 2010, 6:00 pm
final

Board Members in Attendance

Maryann Choy (Secretary), Scott Jax, Cindy Moeller, Keri Norell, Abigail Pribbenow (Chair), Jen Shadowens, Kristin Swenson

Board Members Not in Attendance

Taoyuan Li, Doug Parish (Treasurer)

Acting Executive Director in Attendance

Dr. Luyi Lien (non-voting)

YACA Liaison

Ruth Straub

Public in Attendance

One person attended the meeting (Carl S.)

I. CALL TO ORDER

Ms. Pribbenow called the meeting to order at 6:00 PM.

II. AGENDA APPROVAL

The MOTION by Mr. Jax to approve the proposed agenda, was seconded and passed.

III. SEARCH COMMITTEE'S RECOMMENDATION FOR INTERIM EXECUTIVE DIRECTOR

A. The Search Committee included:

1. **Immersion Teachers:** Fangwen Yeh (1st grade teacher), Hueling Chen (1st grade teacher), Shu Mei Lai (3rd grade teacher)
2. **Non-Immersion Teachers:** Keri Norell (6th Grade Homeroom/MS English teacher, School Board Member, Ruth Hansen (3rd Grade English teacher, parent)
3. **School Board Members:** Abigail Pribbenow (Chair of the School Board, parent), Kristin Swenson (Personnel Committee Chair, parent), Scott Jax (Board Member, Personnel Committee Member, parent)
4. **YACA Board Members:** Coley Murphy (VP of the YACA Board, parent), Serena Jones-White (YACA Board Member, parent), Tess DeGeest (Chair of the YACA Board, parent)

- B. 12 applications were received. The Committee interviewed 5 qualified candidates. 3 candidates completed second interviews with Carl Schlueter and Dr. Luyi Lien.

One candidate (Ms. Swanson) asked to spend a full day meeting teachers and staff, observing classrooms and had lunch with a few Board members.

- C. The Committee recommends Ursina Swanson to be the Interim Executive Director. Ursina Swanson is a retired principal from Park Spanish immersion school. She is highly professional, establishes high standards in education and customer service. A copy of her biography was shared with the Board.
- D. Ms. Norell stated that the teachers who have met Ms. Swanson or have heard about her, are excited about the expertise Ms. Swanson could bring to Yinghua as she has both principal and teacher credentials. Ms. Moeller commented that she toured the Park Spanish immersion school when the founding Board was deciding the direction of Yinghua. Ms. Moeller said Park Spanish was so impressive and that this visit was pivotal in Yinghua's decision to become an immersion school. While Dr. Lien is Acting Executive Director, Dr. Lien abstains from voting. Dr. Lien stated upmost support for Ursina Swanson, recognizing she is very professional, is extremely organized, sets high standards and understands immersion teachers and immersion parents. Dr. Lien says Ms. Swanson will be a great addition to our school.

IV. BOARD APPROVALS

The MOTION by Ms. Moeller to hire Ms. Ursina Swanson as the Interim Executive Director with the negotiated employment agreement that includes 30 hours per week by working 3 days per week, a daily per diem of \$510, additional hours at a \$60/hour rate, no medical or dental benefits, TRA benefits as required by law, up to 5 days of PTO, and as with all Yinghua employees, an at will letter of employment, was seconded and unanimously passed.

Ms. Swanson understands Yinghua is looking for a permanent position and agreed to stay on until June 30, 2011, if needed. The Board stated that this employment agreement does not preclude Ms. Swanson option for applying for the permanent position.

Ms. Shadowens asked if Ms. Swanson's work would be limited to the three focus areas that the Board defined and if there were any other areas that Ms. Swanson felt needed attention. Ms. Swenson and Dr. Lien had this discussion with Ms. Swanson and thought it would be best to wait until Ms. Swanson is on board and has time to assess our operations to recommend adjustments to her focus.

I. ADJOURN

The MOTION by Ms. Swenson to adjourn at 6:21PM was, seconded and passed.

Minutes drafted by MaryAnn Choy, Board Secretary

Approved by vote of Board on: January 10, 2011