

**Yinghua Academy School Board Meeting Minutes**  
Yinghua Academy Library, 1616 Buchanan St. NE, Minneapolis  
Wednesday, July 14, 2010, 6 p.m.  
*final*

**Board Members in Attendance**

Maryann Choy, Scott Jax, Taoyuan Li, Luyi Lien, Cindy Moeller (Chair), Keri Norell, Doug Parish (Treasurer), Abigail Pribbenow (Secretary), Jen Shadowens and Kristin Swenson

**Board Members Not in Attendance**

None

**Director in Attendance**

Betsy Lueth

**YACA Representative in Attendance** (*ex officio*, non-voting)

None

**Pubic in Attendance**

There were several members of the public attending.

I. WELCOME AND CALL TO ORDER

Ms. Moeller called the meeting to order at 6:05 p.m.

II. APPROVALS

A. Agenda: Ms. Moeller distributed and reviewed with the group a revised agenda.

**The MOTION by Abigail Pribbenow to approve the revised agenda was seconded and passed.**

B. 06/17/2010 Board Meeting Minutes

**The MOTION by MaryAnn Choy to approve with corrections the minutes of the June 17, 2010 meeting of the board was seconded and passed.**

III. PUBLIC COMMENTS

There were no public comments during the designated comment period.

#### IV. UPDATES/OLD BUSINESS

##### A. Financial

Mr. Parish reviewed the bank statements from Yinghua's accounts at Drake Bank and US Bank for June 2010.

##### 1. Report of Electronic Funds Transfer (EFT) Activity

As required by our EFT policy, board members receive statements detailing EFT activity initiated by Yinghua Academy. At this meeting the board is reviewing June 2010 activity. All EFT activity initiated was for normal business purposes, including paying payroll, rent, payroll taxes, and monthly credit card charges. In addition, there are EFT transactions initiated by Yinghua to move money between accounts maintained at US Bank and Drake Bank as well as EFT transactions initiated by Yinghua to collect Yinghua Care fees. Finally, there are EFT transactions at Drake Bank that advance funds from Yinghua's line of credit in order to meet cash flow needs created as a result of the State's 27% funding holdback.

##### 2. Report of Deposit Activity

The school's 2009 audit included a recommendation to modify operating procedures to ensure bank deposits are timely. In the school's corrective action plan, the school agreed to make deposits on a timely basis, with the general goal being weekly deposits made on Fridays or the last day of the week that the school is open. Yinghua also committed to have the Treasurer periodically report to the Board on compliance with new procedures. Mr. Parish's memo to the Board prior to the July 14, 2010 board meeting serves as a periodic report. The US Bank Checking account statements show that the school made timely deposits during the month of June 2010.

##### 3. Proposed Contract with Beltz, Kes, Darling and Associates (BKDA)

Following up from the prior board meeting, Mr. Parish had continued discussions with BKDA regarding the school's contract with them for accounting and business services for FY 2011 and beyond.

**The MOTION by Doug Parish to authorize the Treasurer to enter into a three-year contract with BKDA for accounting and business services beginning July 1, 2010 and ending June 30, 2013, with annual fees in the amount of \$62,000 for 2010-2011, \$72,000 for 2011-2012; and \$78,000 for 2012-2013, and with the ability to cancel the contract with 90 days notice was seconded and unanimously passed.**

##### 4. Line of Credit/Term Loan

The school entered into a 60-day term loan with Drake Bank for \$125,000, effective July 7, 2010 and maturing on September 7, 2010. The loan is needed to meet the school's cash flow needs in consideration of the State's 27% holdback for fiscal year

2010. This term loan is in addition to the \$125,000 credit line the school has with Drake Bank. Following completion of the audit of the school's FY 2010 financial statements, Drake Bank will consider establishing a \$350,000 line of credit for use during the 2011 fiscal year.

5. Year-end financial statement close/audit

Mr. Parish provided the board with a copy of the draft June 2010 financial statements for Yinghua and informed the board that there were certain expenses for fiscal year 2010 that still needed to be recorded, and certain items needed to be reclassified between the general fund and grants. Mr. Parish also informed the board, however, that it was unlikely that the school would exceed its budgeted surplus of \$15,070 for FY 2010, and it is possible that the school will run a small deficit during the 2010 fiscal year. Mr. Parish will provide the board with further information at future meetings, noting that Yinghua's financial performance for FY 2010 would not be finalized until the audit was completed, scheduled for October 2010.

V. NEW BUSINESS

None

VI. DIRECTOR'S REPORT

A. Approval of Q-Comp Annual Report

The draft of the report was presented for board review.

**The MOTION by Abigail Pribbenow to approve with changes the 2010 Q-Comp report was seconded and passed.**

B. Parent Survey

Quantifiable results were shared in a separate document.

C. Assessment Data

1. MCA and NWEA Results

The MDE's report on MCA results and the NWEA "District by Grade" report were reviewed. The school's authorizer, Friends of Education, appoints a comparison school for all of its charter schools. The school used for Yinghua comparison will change to Park Spanish Immersion. Ms. Topoluk commented that NWEAs often show a decline in growth at 6<sup>th</sup> grade. She does not feel this is a concern for Yinghua.

2. SOPA (Student Oral Proficiency Assessment) scores show that Yinghua's immersion students are doing well.

3. The StarTalk review shows that outstanding work was done in the Yinghua summer camps.

## VII. DIRECTOR'S PERFORMANCE EVALUATION

Ms. Lueth requested that her performance evaluation be conducted in an open meeting format. The director, board and public remained present. Ms. Lueth read a written statement which she also submitted for the record and a discussion ensued. [The statement is available via the board meeting binder in the school office.]

Though there were no public comments in the designated comment period. Some members of the public expressed interest in commenting at this point, and Ms. Moeller recognized them. The discussion centered on several topics:

- Issues surrounding the executive director's comportment.
- The Employee Survey, its timing, how it was developed, how the results should be interpreted and what Employee Surveys had been done in the past.
- Past reviews of the executive director.
- Moving the organization from an entrepreneurial style of management to a method more focused on long term growth, stability and systems-building.
- The purpose of the LPI 360 survey and its use as a self-assessment tool.
- Employee satisfaction.
- The timing of the executive director's review.

Board members compared calendars to set a date for a Special Meeting of the School Board: The board will meet Monday, July 19, at 6 p.m., for the purpose of offering feedback on the director's development plan and voting on the director's employment agreement. Two board members who could not be present on July 19 were each invited to share a written statement with the rest of the board. Ms. Lueth will have a development plan to share with the board before the July 19 meeting, and board members will come to the meeting prepared to discuss the plan and vote on the director's employment agreement.

## VIII. ADJOURN

**The MOTION by Kristin Swenson to adjourn the meeting at 8:20 p.m. was seconded and passed.**

*Minutes drafted by Secretary, Abigail Pribbenow*

*Approved by vote of board on: August 3, 2010*