

Yinghua Academy Board Meeting Minutes
Yinghua Academy Library, 1616 Buchanan Street NE, Minneapolis
Monday, August 23, 2010, 6:00 PM
final

Board Members in Attendance

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

Board Members Not in Attendance

Scott Jax

Director in Attendance

Betsy Lueth

YACA Board Liaison in Attendance

Ruth Straub

Public in Attendance

Angelique Fredericksen (parent), Denise Peterson (Friends of Education)

I. CALL TO ORDER

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

II. AGENDA APPROVAL

Several changes to the agenda were reviewed: Items V.D. and V.E. would be covered as part of the Director's report rather than as stand-alone agenda items; Item VII.B.5. was added to the agenda – "Back to School Night; Item VII.C. – Marketing Team update would include a discussion of Yinghua's "Questionable Facebook Posts Guidelines"; Item VIII.D. was added – "Job Descriptions for Yinghua Staff"; and under item IX – New Business, a discussion topic was added – "3-5 Year Strategic Plan."

The MOTION by Maryann Choy to approve the revised agenda was seconded and passed.

III. MEETING DATES THROUGH DECEMBER 2010

Ms. Pribbenow reviewed a list of board meetings scheduled for the remainder of calendar year 2010 as well as other Yinghua events scheduled for the remainder of the 2010-2011 school year. Ms. Pribbenow asked board member to bring their calendars to the September 9, 2010 board meeting for the purpose of scheduling board meetings for the first 6 months of calendar year 2011. Ms. Pribbenow also stated that open house dates and Yinghua Academy's open enrollment period would be established at the September 9, 2010 board meeting. Ms. Lueth committed to providing a proposal at the September 9, 2010 board meeting to focus additional attention on middle school at this year's open houses.

IV. PUBLIC COMMENTS

Ms. Fredericksen spoke during the public comment period.

V. ACTION ITEMS

A. Approval of minutes from past Board Meetings

1. Minutes of the July 19, 2010 Special Board Meeting

The MOTION by Ms. Choy to approve the minutes, with minor corrections, was seconded and passed.

2. Minutes of the August 11, 2010 Board Meeting

The MOTION by Ms. Shadowens to approve the minutes, with minor corrections, was seconded and passed.

3. Minutes of the August 19, 2010 Special Board Meeting

The MOTION by Mr. Parish to approve the minutes, with minor corrections, was seconded and passed.

B. Enrollment Policy

The Board reviewed the Yinghua Academy Enrollment Policy and made certain changes to the policy to clarify the enrollment preferences allowed under Minnesota Law.

The MOTION by Ms. Choy to approve the Enrollment Policy, with the changes outlined above, was seconded and passed.

C. Professional Conduct Policy

The Board reviewed the draft Yinghua Academy Professional Conduct Policy, covering all school employees and volunteers.

The MOTION by Mr. Parish to approve the Professional Conduct Policy was seconded and passed.

VI. REPORT FROM THE EXECUTIVE DIRECTOR

Ms. Lueth reviewed her August 23, 2010 Director's Report with the Board, a copy of which was distributed to Board Members in advance of the meeting. A period of questions and discussion ensued. In particular, the Board discussed the school's preparedness for the start of the school year on August 30, 2010 as well as the preparedness for the arrival of teachers, who reported to work for the 2010-2011 school year on August 16, 2010. Ms. Lueth committed to evaluate changes that could be made in future years to ensure new teachers and staff have the basic equipment required to perform their jobs on the first day they report to school, including desks, computers and related access to passwords, printers, etc. Ms. Lueth also agreed to arrange for a presentation to be made to the Board at its September 9, 2010 meeting outlining Yinghua's procedures for scheduling and collecting advance payments for out of district busing.

The MOTION by Ms. Choy to approve the proposed sign for the front of the school building, with red characters, a black line, and black letters spelling "Yinghua Academy" was seconded and approved unanimously.

The MOTION by Ms. Choy to approve a student leave of absence request made in conformance with the Yinghua Academy Leave of Absence Policy, including the implication of increasing second grade enrollment from 75 to 76 students was seconded and approved unanimously.

VII. SCHOOL BOARD REPORTS

A. Treasurer – Electronic Funds Transfer activity for the month of July 2010.

Mr. Parish reviewed the July 2010 report of electronic funds transfer and deposit activity, a copy of which was provided to the Board members in advance of the meeting.

B. Board Chair

1. Ms. Pribbenow reviewed the “Yinghua Academy Exit Interview” guide, noting that she and Ms. Choy were using the guide to conduct exit interviews with staff members leaving Yinghua Academy. Ms. Pribbenow and Ms. Choy will discuss the results of exit interviews with the Board as applicable.
2. Ms. Pribbenow informed the board that Mr. Jax had agreed to stand for election as Board Secretary, with the request that a Yinghua staff member be assigned to attend all Board Meetings to serve as recording secretary to prepare a summary of meeting activities and discussions that Mr. Jax could then use to prepare draft minutes for Board review. Ms. Pribbenow stated that an election would be held at the Board’s September 9, 2010 meeting, and that Mr. Jax, if elected, would serve as Secretary until the Board’s next regularly scheduled officer elections in January 2011, in accordance with the Yinghua Academy bylaws.
3. Ms. Pribbenow reviewed plans for certain Board members to make a presentation to Yinghua employees on August 27, 2010, covering principally the role of the Board in the governance of Yinghua and the results of the Spring 2010 Employee Survey, including how the Board and Ms. Lueth plan to address the concerns raised in the survey.
4. Ms. Pribbenow asked Board Members to consider how to best construct Board Teams, giving consideration to the potential of organizing teams in a manner that aligned with the major categories in Ms. Lueth’s performance improvement plan and considering how to involve non-board member volunteers in such teams. The Board agreed to discuss Board Teams at a future Board meeting.

C. Board Teams

The Board received updates on the activities of the Marketing, Fundraising, Facilities and Technology teams. Of particular note: (1) Discussion of the “Questionable Facebook Posts Guidelines” was deferred to the Board’s September 9, 2010 meeting, with Ms. Shadowens noting that no questionable posts had been identified; (2) the Facilities Team meeting scheduled for August 25, 2010 has been cancelled and will be rescheduled at a future date when a more comprehensive facilities needs analysis is ready for review; (3) the Fundraising Team is working with a group of parent volunteers on the potential for a February 5, 2011 “gala”-type event; and (4) Ms. Shadowens and Ms. Swenson from the Marketing Team have taken responsibility for managing the redesign of the Yinghua Academy website, and are meeting with the website designer the week of August 30, 2010 with the goal of achieving an October 1, 2010 launch date for the revised website.

Ms. Straub provided the Board with an update on the activities of YACA, including major plans for the 2010-2011 school year. Ms. Pribbenow informed the board that she has agreed to serve as the Board’s liaison to YACA.

VIII. DISCUSSION ITEMS – ORGANIZATIONAL CHART, EXECUTIVE DIRECTOR’S PERFORMANCE IMPROVEMENT PLAN AND JOB DESCRIPTION, JOB DESCRIPTIONS FOR YINGHUA STAFF

The Board discussed the Yinghua Academy Organizational Chart, Executive Director’s Performance Improvement Plan and Executive Director Job Description, draft copies of which had been provided to the Board Members in advance of the meeting. In addition, the Board discussed the importance of completing job descriptions for all Yinghua Staff and holding discussions between each staff member and his/her supervisor to ensure full understanding of responsibilities and performance expectations.

After a considerable period of questions and discussion, the Board agreed to revisit these documents at its September 9, 2010 meeting, with the goals of: (1) approving Ms. Lueth's performance improvement plan; (2) approving the organizational structure of the school; and (3) approving job descriptions for Ms. Lueth's direct reports.

Finally, the Board discussed the school's curriculum map and various grant requirements and expectations. Ms. Lueth committed to review the Yinghua Level I curriculum map with the Board at its September 9, 2010 meeting in a format similar to that suitable for publication on the School's website. Ms. Lueth also agreed to periodic reporting on grant compliance to the Board, and to provide the Board with copies of periodic reports provided to the organizations that have awarded Yinghua grants.

IX. NEW BUSINESS

Discussion of Yinghua's 3-5 year strategic plan was deferred to a future meeting.

VII. ADJOURN

The MOTION by Doug Parish to adjourn, at 8:50 PM was seconded and passed.

Minutes drafted by Doug Parish, Acting Secretary for this meeting.

Approved by vote of Board on: September 9, 2010