

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, January 23, 2017, 6:00 p.m.

Yinghua Academy Media Center

Board members in attendance: Mei Chen, Denny Grubish, Emily Hanson, Bo Liu, Karen Lu (Chair), Rosemary Lawrence, Joel Luedtke, David Mair, Lisa Matre, Amanda Schneider (Treasurer), Chris Ziolkowski, Shu-Mei Lai

Board Members Not in Attendance: Seth Werner (Secretary)

Executive Director in Attendance: Sue Berg

YACA Representative in Attendance: Dina Nash

Public in Attendance: Abigail Pribbenow, Paul Haller

I. CALL TO ORDER

Ms. Lu called the meeting to order at 6:01 p.m.

II. APPROVALS (25 minutes)

a. 1/23/17 Agenda

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

b. 12/19/16 Regular Meeting Minutes
Minor edits were suggested by Mrs. Berg.

The MOTION by Mr. Grubish to approve the minutes was seconded and passed. Ms. Lu abstained.

c. 2017-18 Enrollment Capacity

The proposed Enrollment Capacity for 2017-18 was presented by Mrs. Berg. Discussion followed.

The MOTION by Mr. Luedtke to approve the 2017-18 Enrollment Capacity as recommended was seconded and passed.

d. Policies 102, 205, 406, Form 406, 503, 504, 528, 533

The above policies were presented as a batch for approval. Board members discussed specifics of policies 205, 406, 504, and 533. Policy 205 was tabled for further review. Formatting edits were suggested for Policy 533.

The MOTION by Mr. Grubish to approve Policies 102, 406, Form 406, 503, 504, 528, and 533 as amended, was seconded and passed.

III. PUBLIC COMMENT

None

IV. ACADEMIC UPDATE (11 minutes)

Mrs. Berg provided an overview of the Parent-Teacher Homework Partnership Forum held on January 17. Discussion included event attendance and how to further communicate the information presented to parents who were unable to attend.

V. FINANCE/FACILITIES UPDATE (4 minutes)

Ms. Schneider updated the Board on current budget at the middle of the fiscal year. The parking lot light may cause Fund 04 to end the year in the negative, but it will not be a concern year over year. Fund balance is currently projected at 31%. Mr. Grubish provided an update on YBC and the assumption of the bond. Mrs. Berg indicated the staff is currently working to develop the budget for 2017-18.

VI. PERSONNEL UPDATE (8 minutes)

Ms. Hanson provided a high-level overview of the Personnel Committee's Q2 performance evaluation for Mrs. Berg and progress towards annual goals. Ms. Hanson provided an overview of the end-of-year performance evaluation process, which will incorporate some elements of a 360 review.

VII. DEVELOPMENT UPDATE (10 minutes)

Mr. Luedtke provided an update on the Red Envelope campaign, which is typically the school's largest fundraiser. The campaign will include a mailing, a phone bank, and potentially an event for donors. All strategies were discussed.

VIII. GOVERNANCE UPDATE (23 minutes)

a. Policy 501 – First Reading

Ms. Matre described Governance Committee's edits to the policy, which is based on a MSBA model policy. Board discussed need to specify a list of prohibited weapons vs. intent to inflict bodily harm. Mrs. Matre will bring specific questions to school's attorney and report back at second reading.

b. Policy 806 – Second Reading

Ms. Matre explained edits are non-substantive. There was no discussion.

c. Board Effectiveness Survey

Governance Committee is preparing a Board Effectiveness Survey, which will be sent out shortly. The information gathered from this survey serves as a knowledge-check of the board and will help determine potential areas for ongoing board training.

d. Officer Elections

A slate of officers was presented to the board for a vote, including Ms. Matre as incoming Chair, Ms. Schneider as Treasurer, and Mr. Mair as Secretary. Appointments are to be effective immediately.

The MOTION by Mr. Grubish to approve the new slate of officers was seconded and approved.

IX. CHINESE NEW YEAR UPDATE (9 minutes)

Mrs. Berg provided an update on the status of the upcoming Chinese New Year performances. Tickets are currently available for sale. It is anticipated that both shows will sell out. Mrs. Pribbenow clarified that despite increase to the cost of a ticket, the event costs the school more than is earned through ticket sales.

X. ADDITIONAL ANNOUNCEMENT

Ms. Matre thanked board members who attended the memorial service for Debra Lu, mother of Karen Lu, who was an important member of the school community. Memorials were directed to Yinghua Academy and school administration is in discussion about how to best use the funds to honor Dr. Lu's memory.

XI. ADJOURN

The MOTION by Mr. Grubish to adjourn at 7:32 p.m. was seconded and passed.

Minutes drafted by Emily Hanson

Approved by vote of Board on: 2/27/2017