

Regular Meeting of the Yinghua Academy School Board

1616 Buchanan Street NE, Minneapolis, MN, Room 210
Teleconference location: Diamond Court, Shanghai, China
Monday, December 10, 2012, 6:00 PM

FINAL

Board Members in Attendance: Lou Bender, Denny Grubish (Treasurer) (arrived at 6:35 p.m.), De Hanuman, Scott Jax, Karen Lu (Secretary), Jen Shadowens (Chair), Seth Werner (via Skype)

Board Members not in Attendance: Ruth Hansen, Rosemary Lawrence, Joel O'Malley

Executive Director in Attendance: Mrs. Sue Berg

YACA Representative in Attendance: Sara Cannon

Public in Attendance: Denise Peterson (Friends of Education representative)

I. CALL TO ORDER

Ms. Shadowens called the meeting to order at 6:15 p.m.

II. ACKNOWLEDGEMENT OF CONTRIBUTIONS – GIVE TO THE MAX DAY

Ms. Shadowens thanked the board for their participation in Give to the Max Day which helped set the tone for a very successful fundraising event.

III. APPROVALS

a. 12/10/12 Agenda

Ms. Shadowens added XII. Recruitment for School Fair.

The MOTION by Mr. Jax to approve the agenda as amended was seconded and passed.

b. 11/3/12 Minutes

The MOTION by Ms. Bender to approve the minutes was seconded and passed.

c. 11/12/12 Minutes

Ms. Lu made an edit to VIII. Culture & Community c. YACA Liaison Discussion.

The MOTION by Mr. Jax to approve the minutes as amended was seconded and passed.

d. Board Seat Appointment

Ms. Shadowens presented the Nominating Committee's recommendation that the board appoint community member Walter Graff to the seat vacated by community member Emily Hansen due to a conflict of interest. The committee also recommends that Mr. Graff complete

Ms. Hansen's term, which was 7/1/12-6/30/15. Discussion followed regarding board terms. See Board Packet for Mr. Graff's biography.

The MOTION by Ms. Bender to approve Mr. Graff's appointment to the board with the term as recommended was seconded and passed.

IV. PUBLIC COMMENT

None.

V. POLICIES

a. Cash Investment Policy – Second Reading

Ms. Shadowens called for questions from the board regarding the Cash Investment Policy (see Board Packet for details). Ms. Bender questioned having only one person (the Treasurer) "responsible for investment decisions and activities under the direction of the Board of Directors." Discussion followed. The board generally agreed to designate both the Treasurer and Executive Director as the "investment officers" of Yinghua.

b. Collections Policy – Second Reading

Ms. Shadowens called for questions from the board regarding the Collections Policy (see Board Packet for details).

VI. EXECUTIVE DIRECTOR'S REPORT

Mrs. Berg presented the Executive Director's Report and Academic Dashboard (see Board Packet for details). Mrs. Berg explained the Academic Dashboard which represents "Term 1 DDI End-of-Term Results" and noted that Yinghua's definitions of "Exceeds proficiency," "Meets proficiency," and "Developing proficiency," are stricter than the familiar MCA rating categories. The goal for the end of the school year is for all students to meet or exceed proficiency. Mrs. Berg requested feedback from the board. Questions and discussion followed. Ms. Lu requested that the "N" or "needs improvement" numbers be added.

Mrs. Berg indicated that recent school day tours and the kindergarten open house have been well attended and recommended that future kindergarten classes enroll 112 students, based on previous discussions with Dr. Lien and Ms. Shadowens. Mrs. Berg also highlighted a \$10,000 grant received from the Confucius Institute.

VII. OPERATIONS

a. Finances

Mr. Grubish presented the November financials (see Board Packet for details). As a result of the recent reduction to state holdback, the line of credit required has been reduced from \$775,000 to \$350,000. There is currently no official update on the line of credit opportunities at Drake Bank and Nonprofits Assistance Fund. Questions and discussion followed. Mr. Grubish

recommended the board approve securing financing with Drake Bank and/or Nonprofits Assistance Fund.

The MOTION by Ms. Bender to approve the Treasurer's recommendation to secure a \$350,000 line of credit from Drake Bank and/or Nonprofits Assistance Fund for the expected cash flow deficit in June 2013 resulting from state holdback, with terms most favorable to Yinghua, to be finalized and signed in December by the Chair was seconded and passed unanimously.

b. Facilities

Mr. Jax provided an update on Facilities Committee work (see Board Packet for minutes). The Planning Commission approved Yinghua's Land Use Application by a vote of 5-1 on December 3rd. Concern was expressed about the additional traffic added to the neighborhood. As a result, Yinghua will evaluate alternative drop-off and pick-up routes and implement a Metro Pass program. CSDC engaged Piper Jaffray for financing; due diligence in preparation for bond issuance will begin right away.

c. Enrollment

See Board Packet for details.

VIII. ACADEMICS

Ms. Shadowens noted that Yinghua's MDE Multiple Measurement Rating (MMR) ranking for 2010/11 was number ten overall and that for 2011/2012, Yinghua was in the top five percent. Mr. Werner to confirm whether future MMR rankings will also incorporate data from multiple years.

IX. CULTURE & COMMUNITY

Ms. Bender to recruit a board member to attend the December YACA meeting.

X. ANNUAL GOALS STATUS DISCUSSION

Ms. Shadowens led a review of the Strategic Plan Annual Goals/Continuous Improvement Plan. Discussion followed. Governance and fundraising will be prioritized in the coming months. Other items which require attention include measuring student satisfaction, and communicating values and beliefs.

XI. BOARD COMPOSITION DISCUSSION

In order to prepare for January's officer elections, Ms. Shadowens led the board composition discussion with a review of Officer and Board Member Job Descriptions (see Board Packet for details). Questions and discussion followed. The board will continue discussion of term lengths, succession planning, and the Vice Chair role at the January meeting. Board members will also be asked to sign the Board Member Agreement. Ms. Shadowens invited board members to submit interest in officer positions prior to the next board meeting.

XII. RECRUITMENT FOR SCHOOL FAIR

Ms. Shadowens called for volunteers for the annual Minneapolis School Fair to be held on January 12th 2013. Ms. Shadowens, Mr. Grubish, Mr. Hanuman, and Mr. Werner will attend.

XIII. ADJOURN

The MOTION made by Ms. Lu to adjourn at 8:38 p.m. was seconded and passed.

Minutes drafted by Karen Lu, Secretary.

Approved by vote of Board on: January 14th, 2013