

**Regular Meeting of the Yinghua Academy School Board**  
1616 Buchanan Street NE, Minneapolis, MN, Music Room  
Teleconference Location: Starbucks, 8805 SW 107<sup>th</sup> Avenue, Miami, FL 33176  
Monday, March 18, 2013, 6:00 PM  
FINAL

**Board Members in Attendance:** Lou Bender, Denny Grubish (Treasurer), Ruth Hansen, Scott Jax, Rosemary Lawrence, Karen Lu (Secretary), Jen Shadowens (Chair), Seth Werner (via Skype)

**Board Members not in Attendance:** Walt Graff, Joel O'Malley

**Executive Director not in Attendance:** Mrs. Sue Berg

**Academic Director in Attendance:** Dr. Luyi Lien

**YACA Chair not in Attendance:** Christopher Brooks

**Board Guest in Attendance:** Amy Mace

I. CALL TO ORDER

Ms. Shadowens called the meeting to order at 6:03 p.m.

II. APPROVALS

a. 3/18/13 Agenda

**The MOTION by Dr. Lawrence to approve the agenda was seconded and passed.**

b. 2/11/13 Minutes

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

c. Letter of Intent with TenSquare, LLC

Ms. Shadowens informed the board that CSDC is not able to honor the original Letter of Intent (LOI) approved by the board in November. The Finance Committee has been working closely with Mr. Beltz, Mr. Kepler, and Mr. Sorenson of Piper Jaffray, to pursue alternative financing options. Karl Jentoft, Principal of TenSquare, has offered a new 501(c) 3, Educational Properties, LLC, which is able to honor the 1.1 debt service terms of the original LOI. Ms. Shadowens presented the LOI with TenSquare which has been signed pending board approval. Questions and discussion followed. Mr. Werner and Ms. Lu are leading the work on contingency plans. Ms. Shadowens noted that all of Yinghua's professional consultants are in agreement that the project is still achievable with respect to the current budget and schedule.

**The MOTION by Mr. Jax to approve the Letter of Intent with TenSquare was seconded and passed.**

III. PUBLIC COMMENT

None.

#### IV. REQUIRED TRAINING: EMPLOYMENT PRACTICES

Ms. Mace reviewed the following issues for ongoing board training in the topic of employment policies: employment contracts, the board's role in termination of employees, personnel data, open meeting law issues related to personnel matters, and criminal background checks.

#### V. ACADEMICS

Dr. Lien presented Yinghua's curriculum with respect to academic performance and noted that instruction, assessments, and curriculum development are all interrelated. Assessment goals for Term 3 will be less test-intensive, but equally rigorous and more focused on project and task-based assessments, as well as academic performance. Dr. Lawrence added that the ongoing development of assessments is an evolving process. Questions and discussion followed.

#### VI. OPERATIONS

##### a. Finances

Mr. Grubish presented the February financials (see Board Packet for details) and noted that there were no major changes. Mr. Grubish reiterated Yinghua's need to maintain tight control on spending for the remainder of the fiscal year. A Finance Committee meeting is scheduled for March 26 to review Community Service and Food Service funds with BKDA. Questions and discussion followed. Mr. Grubish will follow up with the Kinder Campus landlord regarding updated enrollment numbers and reimbursement of the one month's rent deposit. Mr. Grubish also reviewed the bond timetable provided by Piper Jaffray (see Board Packet for details).

##### b. Facilities

Mr. Jax provided an update on Facilities Committee work (see Board Packet for minutes) and noted that Mr. Vang is working diligently and making good progress with Kodet Architectural Group and RJM on numerous iterations of the construction budget. Mr. Jax also noted that the GMP contract is to be finalized on April 12.

##### c. Governance

Ms. Lu presented Policy Nos. 413, 414, 415, 506, 514, and 522 for re-approval without changes and Policy Nos. 524 and 806 for re-approval with redlined changes as updated by the Minnesota School Boards Association (see Board Packet for details).

**The MOTION by Dr. Lawrence to approve Policy Nos. 413, 414, 506, 514, and 522 without changes and Policy Nos. 524 and 806 with redlined changes was seconded and passed.**

Ms. Lu presented a draft agenda for the April 20 Board Retreat to be facilitated by Charter School Partners (CSP). Board members are expected to evaluate progress on last year's annual school goals and prepare this year's new draft school goals and board objectives in advance for discussion.

In consultation with CSP, Ms. Lu noted that, in contrast to Yinghua's current policy, charter school Nominating Committees are typically either a sub-committee of the Governance Committee or the chair of the Nominating Committee is a board member. Discussion followed. The board agreed with the direction of more board involvement in the Nominating Committee. The Governance Committee will address details at the March 20 meeting.

Ms. Shadowens led a discussion of the upcoming CEO/Executive Director performance evaluation. Questions and discussion followed. Mr. Grubish agreed to lead the process and chair the committee with Dr. Lawrence and Ms. Lu serving as members.

Ms. Lu recommended that the June 10 board meeting be moved to June 3 to coincide with the Annual Meeting of the School and board elections. Discussion followed.

d. Fundraising

Ms. Shadowens informed the board that following a meeting on March 4 to reconcile the projected YACA budget, Ms. Calcaterra wrote a check for \$50,000 to Yinghua Academy from YACA in response to a request for an early distribution of fundraised dollars. With respect to fundraising dollars in the budget, BKDA suggested limiting the amount to \$85,000.

Mr. Luedtke, a kindergarten parent, has arranged for a fundraising professional to generously donate two hours of consulting time to Yinghua. Board members interested in participating should contact Ms. Shadowens.

e. Communication

Ms. Shadowens reviewed the following topics for the Term 2 Yinghua community letter from the board: building expansion design and financing status, available board seats for the upcoming election, and a fundraising summary and thank you.

Ms. Shadowens asked the board for suggestions for participating in March Music Madness. Discussion followed. Ms. Hansen to follow up.

The board needs to begin preparation for this year's staff, parents, and student surveys. Mr. Werner and Ms. Bender will lead this work.

VII. ADJOURN

**The MOTION made by Mr. Jax to adjourn at 8:38 p.m. was seconded and passed.**

Minutes drafted by Karen Lu, Secretary.

Approved by vote of Board on: April 15<sup>th</sup>, 2013.