

Special Meeting (Off-Site Retreat) of the Yinghua Academy School Board

Charter School Partners, 2800 University Avenue SE, Minneapolis, MN

Saturday, April 20, 2013, 1:00 PM

FINAL

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

Board Members not in Attendance: Joel O'Malley

Executive Director in Attendance: Mrs. Sue Berg

YACA Chair not in Attendance: Christopher Brooks

Facilitator: Morgan Brown, Charter School Partners

Public in Attendance: Cindy Moeller

I. CALL TO ORDER

Ms. Shadowens called the meeting to order at 1:10 p.m.

II. PUBLIC COMMENT

None.

III. WELCOME AND AGENDA OVERVIEW

Mr. Brown introduced himself and reviewed the agenda and major goals for the retreat.

IV. ONGOING GOVERNANCE TRAINING

a. Individual Board Member Accountability and Expectations

Mr. Brown reviewed board member job descriptions from The High Bar (see Board Packet for details). He recommended a number of action items for the Governance Committee:

1. Tailor job descriptions (Board of Directors, Individual Trustee, Chair, Treasurer, and Secretary) and Board Member Agreement to Yinghua Academy and present to board for formal approval and adoption.
2. Send out Individual Trustee Performance Expectations to board candidates.
3. Draft an attendance policy for board members that would be included in the bylaws.

b. Board and Board Member Self-Evaluation

Mr. Brown noted that board self-evaluation should be results-oriented and qualitative. Mr. Brown also introduced several methods for conducting evaluations:

1. A board survey which is conducted annually.
2. An evaluation that uses the Annual Goals as both a working document and diagnostic tool.
3. A self-evaluation based on the signed Individual Trustee Performance Expectations and Board Member Agreement.
4. An evaluation which would involve a discussion between the board member, board chair, and CEO/Executive Director to receive feedback. Mr. Brown strongly encouraged that the feedback be voluntary and two-way, not only assessing Board member performance, but also assessing Board member needs for information, communication, etc.

V. ANNUAL GOALS

a. Revisit Strategic Plan

Ms. Lu gave a brief overview of the Strategic Plan.

b. Progress "Check-in" on 2012-2013 Annual School Goals

Committee chairs (Academic, Governance, School Culture & Community, Personnel, Finance, and Facilities) reported on progress with respect to the 2012-2013 Annual School Goals (see Board Packet for details) and noted that many of the goals are ongoing. Discussion followed. Mr. Brown recommended the board check-in on Annual School Goals progress every few months.

1. Discuss Succession Planning (feedback for Governance Committee)

Mr. Brown presented best practices for succession planning to ensure a healthy board. Ideally, officer positions are two years long and there are understudies for each role identified one year prior to the officer term ending. Mr. Brown suggested the board chair and CEO/Executive Director meet to discuss and strategize officer appointments, particularly for the board chair this year. Mr. Brown also reviewed the potential role of a Vice Chair in sharing chair responsibilities. Ms. Shadowens recommended the next chair play a role in determining the necessity of a Vice Chair board position.

c. Establish 2013-2014 Annual School Goals and Board Objectives

Mr. Brown facilitated discussion of 2013-2014 Annual School Goals and Board Objectives which were transcribed onto easel sheets. Committee chairs will provide Ms. Lu with draft objectives by May 1. The goal is to have 2013-2014 Annual Goals presented for approval at the July board meeting. Ms. Bender presented the draft School Board Committees document.

VI. CEO/EXECUTIVE DIRECTOR PERFORMANCE EVALUATION DISCUSSION

Dr. Lawrence presented the draft CEO/Executive Director Performance Evaluation. Questions and discussion followed.

VII. FEEDBACK ON RETREAT ACTIVITIES

VIII. ADJOURN

The MOTION made by Mr. Jax to adjourn at 5:30 p.m. was seconded and passed.

Minutes drafted by Karen Lu, Secretary.

Approved by vote of Board on: May 13th, 2013.