

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan Street NE, Minneapolis, MN, Music Room
Monday, May 13, 2013, 6:00 PM
FINAL

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

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

Executive Director in Attendance: Mrs. Sue Berg

YACA Chair in Attendance: Christopher Brooks

Board Guests in Attendance: Mark Beltz (BKDA), Bruce Sorensen (Piper Jaffray)

Public in Attendance: Danielle Bogucki, Karen Calcaterra, Mel Chaput, Craig Franke, Becky Hoffmann, Sherry Kempf, Ana Ly, Cindy Moeller, Kerri Neitzel, Susan Peterson, Suzanne Reider, Teresa Schweitzer, Janine Trutna, Lee Williams

I. CALL TO ORDER

Ms. Shadowens called the meeting to order at 6:04 p.m.

II. APPROVALS

a. 5/13/13 Agenda

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

b. 4/15/13 Minutes

Mr. Jax made edits to IV. Facilities.

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

c. 4/20/13 Minutes

Ms. Lu made a minor edit.

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

d. Traffic Demand Management Plan for Public Works

Public Works is requiring the school to fund and complete a Traffic Demand Management Plan (TDMP) by November 2013 as a contingency of the City of Minneapolis approving the school's request for conduit bonds. The Yinghua board will uphold the terms stated in the letter from Ms. Shadowens and Mr. Brewer to Mr. Poor at Public Works dated May 9, 2013 (see Board

Packet for details). Mr. Brewer will work with the Public Works contact regarding the Public School Safety Review this spring and will work with Mrs. Berg to implement improvements to dismissal in an ongoing and planful manner. Mr. Vang of JB Realty, the school's representative, will draft a scope for the TDMP in collaboration with the Facilities Committee Chair and a representative of Public Works this spring. Mr. Vang will assist in issuing an RFP to traffic engineering firms, selecting, and engaging a firm in Fiscal Year 14. Yinghua needs to complete the TDMP by November and then consult with Public Works on implementation after that date. Ms. Shadowens called for questions

The MOTION by Ms. Bender to uphold the terms stated in the letter from Ms. Shadowens and Mr. Brewer to Mr. Poor at Public Works dated May 9, 2013 regarding the completion of a Traffic Demand Management Plan was seconded and passed.

e. Request for Leave of Absence

Mrs. Berg consulted with the Board Chair and Academic Committee Chair to approve the application which was received April 23 for an urgent family situation.

The MOTION by Mr. Grubish to formally approve the Request for Leave of Absence was seconded and passed.

f. Auditor for Fiscal Year 2014

Mr. Grubish presented the recommendation to reconfirm KDV as Yinghua Academy's Financial Auditor. Even though Yinghua and KDV have a three-year term (FY 12, 13, 14) with a thirty day notice to terminate, an annual approval is recommended. Questions and discussion followed.

The MOTION by Mr. Graff to approve KDV as Yinghua Academy's auditor for Fiscal Year 2014 was seconded and passed.

III. PUBLIC COMMENT

Ms. Ly expressed concern about security and safety at the Kinder Campus, particularly the overlap of Yinghua's use of the cafeteria and adjacent food shelf operations, and the lack of communication with Kindergarten parents regarding this.

Ms. Chaput expressed concern that the upcoming Executive Director Performance Evaluation would not include parent feedback. Ms. Chaput said that others have designated her as a point person to document concerns and present them in an anonymous manner. Ms. Chaput presented a document with feedback from about 15 individuals, and requested the information be used for the evaluation.

Ms. Hoffmann presented a proposal for fundraising parties to be held at the end of the school year or in the fall, which would be hosted by parents for parents and/or classes.

IV. FACILITIES

Mr. Jax provided an update on Facilities Committee work and noted that the GMP contract has been completed and will be signed this week. Kodet Architects is currently working on the first bid

package, and Mr. Vang and Black|Dew are working on staging the construction process. Mr. Vang conducted a walk-through on May 8 of the adjacent Parks building to be demolished with AET, the environmental testing consultant. Additional soil borings at that location were collected on May 9.

Ms. Shadowens presented an overall project update. The Yinghua bond received a rating of “BB” on May 10. The Standard and Poors Report on Yinghua Academy was published and City Council approved the bond on May 11 (see Board Packet for details). Piper Jaffray also provided revised bond pricing scenarios. Ms. Shadowens requested approval from the board of a resolution authorizing officers to execute the Preliminary Official Statement (POS). Questions and discussion followed.

Mr. Sorenson answered questions regarding the interest rate and bond structure. To address the board's concerns, Mr. Sorenson suggested a parameter type resolution. The board also discussed a 30 vs. 35-year term for the bond. Mr. Beltz indicated that a 35-year term would add approximately \$500,000 to the project. Mr. Sorenson suggested that Yinghua use the 35-year term in the POS for investors, since the term could still be changed at a later date.

The MOTION by Mr. Jax to adopt the resolution authorizing officers to execute the Preliminary Official Statement for a bond issuance of up to \$15 million, with a true interest rate no greater than 6%, a term up to 35 years, and a minimum construction cost of \$6.5 million, was seconded and passed with unanimous approval by the Board.

Ms. Bender, Mr. Graff, and Ms. Lu made edits to the Preliminary Official Statement and Appendix A.

The MOTION by Ms. Lu to approve the Preliminary Official Statement and Appendix A as amended with follow-up items delegated to the Board Chair and Treasurer was seconded and passed.

V. FINANCE

Mr. Beltz and Mr. Sorenson led ongoing finance training on the timely topic of loan agreement covenants, terms to which a borrower/school agrees to as a condition of the loan; violation of a covenant may result in a default of the loan. Questions and discussion followed. Mr. Beltz noted that BKDA uses a calendar for reporting financial items, such as the quarterly report, to trustees. Mr. Sorenson emphasized the need for definitive action in the event of a violation.

Mr. Grubish provided an update on Finance Committee work and presented the April financials (see Board Packet for details). The Finance Committee is working on the draft budget for FY 14; a meeting was held on May 6 and one is scheduled for May 28. Mrs. Berg, Ms. Vanyo, and others are currently working on review of Fund 02 Food Service, Fund 04 Community Service, Contracted Services, and benefits, including H1B visa spending.

VI. GOVERNANCE

Ms. Lu provided an update of Governance Committee work, including the upcoming board elections, and a request for FY 14 Annual Goals draft objectives from the board (see Board Packet for minutes).

VII. PERSONNEL

Mr. Grubish presented a draft Executive Director Performance Evaluation form and revised timeline. The deadline for Mrs. Berg and board members to submit the form is May 20. Questions and discussion followed. Ms. Bender suggested the format include a means of entering comments electronically.

The MOTION by Mr. Jax to approve the Executive Director Performance Evaluation form as amended was seconded and passed.

VIII. CULTURE & COMMUNITY

Mr. Werner presented the draft staff and parent surveys with proposed changes from last year's survey. Mr. Werner also requested feedback from the board with respect to student surveys. Questions and discussion followed. Mr. Werner and Ms. Bender will follow up on the necessity for informed consent on the student survey. Mrs. Berg noted that the Student Life Organization (SLO) is currently working on a survey and suggested they be contacted in order to collaborate on this effort. The board generally agreed that, in the long-term, SLO should be involved, the survey should be kid-friendly, and the survey should also accommodate year-round input.

IX. ADJOURN

The MOTION made by Mr. Grubish to adjourn at 9:08 p.m. was seconded and passed.

Minutes drafted by Karen Lu, Secretary.
Approved by vote of Board on: June 3rd, 2013.