

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan Street NE, Minneapolis, MN, Special Ed Room
Monday, December 16, 2013, 6:00 PM
FINAL

Board Members in Attendance: Walt Graff (arrived at 6:24 p.m.), Denny Grubish (Treasurer), Emily Hanson, Scott Jax, Jan Kleinman, Rosemary Lawrence, Karen Lu (Secretary), Suzanne Reider, Jen Shadowens (Chair), Seth Werner, Sarah Whiting

Executive Director in Attendance: Mrs. Sue Berg

YACA Chair not in Attendance: Dina Nash

Public in Attendance: None

I. CALL TO ORDER

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

II. APPROVALS

a. 12/16/13 Agenda

Ms. Lu added VI. GOVERNANCE COMMITTEE UPDATE.

The MOTION by Ms. Kleinman to approve the agenda as amended was seconded and passed.

b. 11/18/13 Minutes

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

c. Transportation Policy No. YA-709 (Second Reading)

d. Deposit Policy (First Reading)

Ms. Kleinman made a minor edit. Questions and discussion followed. Mr. Grubish will add the definition of "receipts" and clarify language regarding receipting of cash by a "non-administrative staff member."

e. Nepotism Policy (First Reading)

Mr. Grubish noted that a Nepotism Policy is newly required by statute. Discussion followed. The Personnel Committee will edit policy language for the second reading.

f. Professional Development Plan – Executive Director, Mrs. Berg

Mr. Grubish presented the Personnel Committee's recommendation to approve Mrs. Berg's Professional Development Plan. Ms. Lu would like to see all costs, if any, associated with applicable line items, including grants or otherwise. Questions and discussion followed.

The MOTION by Mr. Jax to approve the Executive Director Professional Development Plan as amended to include all related costs, with the National Chinese Language Conference to be the only new expense paid for by the general fund, was seconded and passed.

g. Professional Development Plan – Academic Director, Dr. Lien

Mr. Grubish presented the Personnel Committee's recommendation to approve Dr. Lien's Professional Development Plan. Questions and discussion followed.

The MOTION by Mr. Jax to approve the Academic Director Professional Development Plan as amended to include minor edits and related costs, with the National Chinese Language Conference to be the only new expense paid for by the general fund, was seconded and passed.

III. PUBLIC COMMENT

None.

IV. FINANCE UPDATE

Mr. Grubish presented November financial statements and reviewed changes made to accounting procedures per MDE's updated requirements. Contracted Services expenses have decreased, and savings in Employee Benefits and an increase in After Care revenue are anticipated. Questions and discussion followed.

Mrs. Berg proposed that a representative from Yinghua counsel Fredrikson & Byron present a seminar on visa and immigration issues to Yinghua staff. Questions and discussion followed. The board suggested soliciting anonymous questions from staff to assist in preparing for the session. The board also noted that the presentation should be clear about the distinction between law and Yinghua policy.

V. FACILITIES UPDATE

Mr. Jax reported that work on the Traffic Demand Management Plan (TDMP) is ongoing. Yinghua needs to address the City's response to the initial TDMP submittal. Discussion followed.

Mr. Jax informed the board that progress on the addition is behind schedule and the gym will not be available for use until mid-April. Mrs. Berg and the gym teachers are currently working on alternate programming for the extra months outdoors. Questions and discussion followed. Mr. Jax will follow up with JB Realty regarding costs resulting from the delay in schedule, contingency plans, and finalizing renovation costs.

VI. GOVERNANCE COMMITTEE UPDATE

Ms. Lu will send out the 2013 Board Survey prior to the next board meeting. The goal of the survey is to allow for reflection and to obtain feedback to provide direction for ongoing board training.

VII. FUNDRAISING

In ongoing discussions with YACA regarding fundraising, Ms. Shadowens has agreed that the school board will take on planning of the Red Envelope campaign. Ms. Shadowens and the Give to the Max team will lead this effort. Questions and discussion followed.

Ms. Shadowens also noted that board members are invited to the Fundraising Conversation hosted by parent Joel Luedtke to be held in late January.

VIII. 2014 SCHOOL BOARD LEADERSHIP ROLES

Ms. Shadowens outlined 2014 board leadership roles, including board officers, committee chairs, and non-committee work leads. Ms. Shadowens asked board members to consider their strengths and interests with respect to these roles. Questions and discussion followed.

Board members volunteered to serve as follows: Ms. Lu as Chair, Mr. Grubish to continue as Treasurer, Ms. Kleinman as Secretary, Dr. Lawrence to continue as Academic Committee Chair, Ms. Whiting as Development Committee Chair, Mr. Jax to continue as Facilities Committee Chair, Mr. Grubish to continue as Finance Committee Chair, Ms. Shadowens as Governance Committee Chair, Ms. Hanson as Personnel Committee Chair, Mr. Jax as Survey Lead, Ms. Reider as Annual Goals Lead, and Mr. Werner as Board Communications Lead. The YACA Liason will continue with rotating attendance among all board members. The Recruitment Lead is yet to be finalized.

IX. ADJOURN

The MOTION made by Ms. Kleinman to adjourn at 8:18 p.m. was seconded and passed.

Minutes drafted by Karen Lu, Secretary.

Approved by vote of Board on: January 13, 2014.