

Regular Meeting of the Yinghua Academy School Board

1616 Buchanan Street NE, Minneapolis, MN, Special Education Room
Teleconference location: Merritt Station Coffee & Juice Co., 614 Grand Avenue, Oakland, CA
Monday, February 17, 2014, 6:00 PM

Board Members in Attendance: Denny Grubish (Treasurer), Walt Graff, Emily Hanson (via Skype from Oakland, CA—connection lost at 7:41 pm), Scott Jax (arrived 6:15 pm), Jan Kleinman (Secretary), Rosemary Lawrence, Karen Lu (Chair), Suzanne Reider (arrived 6:11 pm), Sarah Whiting

Board Members not in Attendance: Jen Shadowens, Seth Werner

Executive Director in Attendance: Mrs. Sue Berg

YACA Chair in Attendance: Dina Nash

Public in Attendance: none

I. CALL TO ORDER

Ms. Lu called the meeting to order at 6:03 pm, then adjourned at 6:04 pm (for Ms. Berg to print proposed calendar) and reconvened at 6:10 pm.

II. APPROVALS

a. 2/17/14 AGENDA

Mr. Grubish requested additional approval item “g. Auditor” be added. Ms. Whiting requested additional item in part V: “Development Committee.” Ms. Lu requested “Announcements” be added just prior to adjournment.

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

b. 1/13/14 REGULAR MEETING MINUTES

One date was corrected.

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

c. FY 2013 TAX FORM 990

The 2013 Tax Form 990 has already been submitted. The public version is provided in the Board Packet.

The MOTION by Ms. Whiting to approve the FY 2013 Tax Form 990 was seconded and passed.

d. DEPOSIT POLICY

Governance Committee will assign a number to this document. One grammatical edit was made.

The MOTION by Ms. Whiting to approve the Deposit Policy as amended was seconded and passed.

e. NEPOTISM POLICY

The Governance Committee will assign a number to this document. One edit was suggested.

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

f. 2014-15 SCHOOL CALENDAR

Mrs. Berg highlighted the only changes to this version from previous version: October 3 is now listed as professional development day, and Fall Conferences have been shifted to October 15 and October 16—just prior to Fall Break. Discussion followed.

The MOTION by Mr. Grubish to approve this version of the 2014-15 School Calendar was seconded and passed.

g. AUDITOR

Mr. Grubish outlined KDV's proposal for a new three-year contract. KDV has been Yinghua Academy's auditor for past three years. The proposal reflects a 2.5% increase in price each year. The price has remained the same for the past three years. KDV has been available to answer questions at any time, without further billing. The Finance Committee recommended the board approve the new contract.

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

III. PUBLIC COMMENT

None.

IV. ENROLLMENT/WAITLIST UPDATE – SUE BERG

Mrs. Berg summarized the lottery, follow up work and current wait list.

Mrs. Berg added an update about number of school days missed this school year for weather extremes. Yinghua has built in its calendar enough school days and enough instructional hours to allow for missed days and still comply with state law. Should any further days be cancelled, Mrs. Berg would propose that May 9 change from Professional Development day into a regular instruction day.

V. RED ENVELOPE CAMPAIGN UPDATE AND DEVELOPMENT COMMITTEE UPDATE

Ms. Whiting summarized strategies used, results and follow up from the Red Envelope Campaign, which raised over \$32,000 to date. Ms. Whiting reported that the Development Committee would commence meeting soon, and welcomed members from both the board and community.

VI. FACILITIES COMMITTEE UPDATE.

Mr. Jax reported on the most recent Facilities Committee meeting. He added that 3 imperfections have been noticed, though none are structural issues. The contractor is pursuing some credit for these panels. Mr. Jax further reported that the project costs now exceed the Guaranteed Maximum Price contract by \$125,000. Negotiation resulted in Yinghua absorbing \$50,000 of the excess costs with project contingency funds and Black Dew absorbing \$75,000.

VII. FINANCE COMMITTEE UPDATE

Mr. Grubish reported on January 31, 2014 Financial Statement, and clarified small questions. An amended budget is under development, and will revise enrollment numbers. More funds than anticipated are needed for H-1B visas; more teachers than last year need them and administration confirmed the desire to keep those teachers. Discussion followed. Mr. Grubish further reported that Finance Committee has a new member, Lydia Carlson, a kindergarten parent and 3M project manager.

VIII. GOVERNANCE COMMITTEE UPDATE

a. REVIEW 2013 BOARD SURVEY RESULTS

Ms. Lu reported results from Board Survey, with emphasis on what members did not know and which questions received "no" answers. Ms. Lu pointed out that some issues will be addressed in board training or during a future meeting. She further commented that these results are an improvement over last year.

b. BOARD DIRECTOR AND OFFICER JOB DESCRIPTIONS – FIRST READING

Ms. Lu presented materials based on The High Bar standard documents. The Secretary job description will be modified to reflect the taking of notes without staff assistance. Discussion followed.

IX. PERSONNEL COMMITTEE UPDATE

Ms. Hanson reported that the Executive Director evaluation process will include a quarterly check-in. A draft of the evaluation process will be presented at the next board meeting and feedback will be welcomed. A final draft of the annual evaluation form will be presented at the April board meeting. Two quarterly Executive Director check-ins will take place this academic year—one in March, and one in June.

X. ANNUAL GOALS UPDATE

Ms. Reider reported that board has made good progress toward meeting its goals. Members were asked to bring ideas for new goals for 2014-15 to the Board retreat.

XI. SURVEY TASK FORCE UPDATE

Mr. Jax reported the discussions of the Task Force thus far. Discussion ensued about critical questions, length of survey, purpose and ownership of survey. The next step will be Task Force meeting with the Executive Director and board Chair to revise questions. Surveys will be distributed in second half of April.

XII. ANNOUNCEMENTS

Board members were encouraged to spread their annual giving over all campaigns, so there can be full Board participation in every giving event. Board members were encouraged to attend Lantern Festival. Discussion followed.

XIII. ADJOURN

The MOTION made by Mr. Grubish to adjourn at 8:10 p.m. was seconded and passed.

Minutes drafted by Jan Kleinman, Secretary.
Approved by vote of Board on March 17, 2014.