

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan Street NE, Minneapolis, MN, Special Education Room
Monday, March 17, 2014, 6:00 PM

Board Members in Attendance: Denny Grubish (Treasurer), Walt Graff, Emily Hanson, Scott Jax (arrived 6:02 pm), Jan Kleinman (Secretary), Karen Lu (Chair), Suzanne Reider, Seth Werner, Sarah Whiting

Board Members not in Attendance: Rosemary Lawrence, Jen Shadowens

Executive Director in Attendance: Mrs. Sue Berg (arrived 6:02 pm)

YACA Chair in Attendance: Dina Nash (arrived 6:05 pm)

Public in Attendance: Tami Richey

I. CALL TO ORDER

Ms. Lu called the meeting to order at 6:01 pm.

II. APPROVALS

a. 3/17/14 AGENDA

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

b. 2/17/14 REGULAR MEETING MINUTES

The Facilities Committee Update will be re-worded to reflect Mr. Jax's intended meaning.

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

c. 4/26/14 BOARD RETREAT AGENDA

Mr. Werner invited board members to have lunch at his house, April 26 at 11:30 am.

The MOTION by Mr. Jax to approve the Board Retreat Agenda was seconded and passed.

d. 2013-14 REVISED BUDGET

Since expenses thus far this academic year have been lower than anticipated, the revised budget shows a slightly larger surplus. The working number for daily average attendance has been revised downward by 5.

The MOTION by Ms. Kleinman to approve the Revised Budget was seconded and passed.

III. PUBLIC COMMENT

None.

IV. LANTERN FESTIVAL GALA AND AUCTION UPDATE

Ms. Nash reported that even though attendance was lower this year than in 2013, ticket sales covered expenses. Revenue from the event is about the same as in 2013.

V. FACILITIES COMMITTEE UPDATE

Mr. Jax reported that roofing work is underway, thanks to good weather during the past week. Mr. Jax is urging the builders to revise their estimated completion date, and expects a new schedule to be presented next week.

VI. FINANCE COMMITTEE UPDATE

Mr. Grubish reported that a draft of the 2014-15 budget will be presented at the April board meeting. The dashboard of key financial information is being developed. The balance sheet page now shows a new line called "Number of Days Cash on Hand." Mr. Grubish, Ms. Reider and Mr. Werner are working on the Fund 04 future structure. Discussion followed.

VII. GOVERNANCE COMMITTEE UPDATE

a. ANNUAL MEETING AND BOARD ELECTIONS DISCUSSION

Ms. Lu reported that the 2014 Annual Board Meeting will take place on Tuesday, May 20, 2014 at 6 pm. While the format will stay the same as last year, in addition this year's meeting will include a report on the survey results. Ms. Lu further reported that a Meet and Greet event will take place at Kinder Campus on Friday, April 4, 2014. Discussion followed.

b. BOARD DIRECTOR AND OFFICER JOB DESCRIPTIONS – SECOND READING

Ms. Lu presented revised materials based on The High Bar standard documents. Discussion followed and will continue at Board Retreat.

VIII. PERSONNEL COMMITTEE UPDATE

Ms. Hanson reported that the Executive Director evaluation process review is nearly complete. The Committee will send a proposed Executive Director questionnaire to all board members in the next two weeks, and board member comments will be requested. This questionnaire has about half the number of questions as last year's version, and has a revised rating scale. Ms. Lu reminded board members about a relevant webinar, and recommended it as part of board member ongoing training.

IX. ANNUAL GOALS UPDATE

Ms. Reider encouraged each committee to evaluate goals it has reached this year.

X. Survey Task Force Update

Mr. Jax reported that the Parent Survey is nearing completion, and requested comments on the draft. Discussion followed. Board member comments will be incorporated and a final version will be shared electronically with members.

XI. ADJOURN

The MOTION made by Ms. Whiting to adjourn at 8:30 p.m. was seconded and passed.

Minutes drafted by Jan Kleinman, Secretary.
Approved by vote of Board on April 21, 2014