

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan Street NE, Minneapolis, MN, Room 210
Monday, April 21, 2014, 6:00 PM

Board Members in Attendance: Denny Grubish (Treasurer), Walt Graff, Emily Hanson, Scott Jax, Jan Kleinman (Secretary), Rosemary Lawrence, Karen Lu (Chair), Suzanne Reider, Sarah Whiting

Board Members not in Attendance: Jen Shadowens, Seth Werner

Executive Director in Attendance: Mrs. Sue Berg

YACA Chair in Attendance: Dina Nash

Board Guests in Attendance: Dr. Luyi Lien (Academic Director), Nichole Schmidt (BKDA)

Public in Attendance: Cindy Moeller

I. CALL TO ORDER

Ms. Lu called the meeting to order at 6:08 pm

II. APPROVALS

a. 4/21/14 AGENDA

The FY 2015 Draft Budget was removed from today's agenda.

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

b. 3/17/14 REGULAR MEETING MINUTES

The Facilities Committee Update was corrected.

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

c. BOARD DIRECTOR AND OFFICER JOB DESCRIPTIONS

Previously discussed edits by the board will be incorporated into this document.

The MOTION by Mr. Grubish to approve the Board Director and Officer Job Descriptions as amended was seconded and passed.

d. BOARD RETREAT AGENDA

Ms. Lu explained that the topic of development was removed from the agenda. Ms. Lu, Ms. Shadowens and Ms. Whiting are gathering more information before Board discussion.

The MOTION by Ms. Kleinman to approve Board Retreat Agenda was seconded and passed.

e. EXECUTIVE DIRECTOR EVALUATION FORM

Ms. Hanson introduced the Personnel Committee's work on this document. She encouraged Board members to provide concrete examples when completing this form. She further pointed out that feedback will not be quantified. In future, the Personnel Committee will review the Executive Director's work with her on a quarterly basis. Discussion ensued about including more questions related to academics, the Executive Director's most time-consuming concern. Several edits were suggested. An amended Executive Director Evaluation Form will be circulated. Soon thereafter, the Board will be asked to complete the form.

The MOTION by Dr. Lawrence to approve the Executive Director Evaluation Form as amended was seconded and passed.

f. 2014 PARENT SURVEY

Mr. Jax introduced the task force's work on this document. A few edits were suggested.

The MOTION by Ms. Kleinman to approve the 2014 Parent Survey as amended was seconded and passed.

g. 2014 STAFF SURVEY

Mr. Jax introduced the task force's work on this document. A few edits were suggested.

The MOTION by Ms. Whiting to approve the 2014 Staff Survey as amended was seconded and passed.

h. LEAVE OF ABSENCE

5th grade parent letter requesting leave of absence for her son was considered.

The MOTION by Ms. Kleinman to approve the Leave of Absence request was seconded and passed.

III. PUBLIC COMMENT

None.

IV. EXECUTIVE DIRECTOR / ACADEMIC DIRECTOR UPDATE

Dr. Lien presented an overview of 2 Chinese language assessments currently used at Yinghua Academy: the YCT (Youth Chinese Test) and the SOPA (Student Oral Proficiency Assessment). Dr. Lien also presented 2013 Yinghua Academy student performance on the YCT and 2010-2013 student performance on the SOPA.

Ms. Berg's update was postponed until next meeting (due to time constraints).

V. FINANCE COMMITTEE UPDATE

a. MARCH FINANCIALS

Mr. Grubish commented that financial situation is "on track."

b. FINANCE TRAINING – INTRODUCTION TO SCHOOL FINANCE

Ms. Schmidt introduced key school finance ideas.

c. FINANCE TRAINING – BOND COVENANTS

Mr. Grubish explained bond requirements, including Cash On Hand, Debt Service Coverage Ratio, Capital Improvement Fund, and Capital Assessment Plan.

VI. GOVERNANCE COMMITTEE UPDATE

Ms. Lu announced that four incumbent Board members are running for re-election. She further notified the Board that openings for Board or non-Board members exist on the Development, Finance and Governance committees.

VII. ADJOURN

The MOTION made by Ms. Kleinman to adjourn at 8:48 p.m. was seconded and passed.

Minutes drafted by Jan Kleinman, Secretary.
Approved by vote of Board on May 19, 2014.