

**Regular Meeting of the Yinghua Academy School Board**  
1616 Buchanan Street NE, Minneapolis, MN, Board Room  
**Monday, December 15, 2014, 6:00 PM**  
FINAL

**Board Members in Attendance:** Walt Graff, Denny Grubish (Treasurer), Emily Hanson, Scott Jax (arrived 6:06 pm), Jan Kleinman (Secretary), Karen Lu (Chair), Suzanne Reider, Jen Shadowens, Seth Werner, Sarah Whiting

**Board Members not in Attendance:** Rosemary Lawrence

**Executive Director not in Attendance:** Sue Berg

**YACA Chair in Attendance:** Dina Nash

**Public in Attendance:** Amanda Schneider

I. CALL TO ORDER

Ms. Lu called the meeting to order at 6:05 pm.

II. APPROVALS (22 min.)

a. 12/15/14 agenda

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

b. 11/17/14 Regular Meeting Minutes

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

c. Policy 616 School District System Accountability – First Reading

Several small typos were noted.

III. PUBLIC COMMENT

None.

IV. FINANCE UPDATE (24 min.)

a. November Financials

Mr. Grubish reported that the Finance Committee had no significant updates, and that the budget was tracking as predicted. The lease aid packet was sent to MDE in November, and it has since been approved. Lease aid payments will be forthcoming.

b. Revised FY 2015 Budget

Average Daily Enrollment assumption of 645 is a conservative number because it recognizes that students withdrew throughout the 2013-14 school year. Further highlights: additional insurance, janitor service, furniture, and specific equipment—snow blower, floor scrubber, vacuum—were

purchased; additional testing costs are necessary to comply with Friends of Education Charter Contract. 14% fund balance for column 2 was based on numbers Finance Committee presumed in June, which did not match actual June numbers.

Discussion ensued about how revenue from increased enrollment and retention is being allocated.

Mr. Grubish is optimistic that we can keep to this budget. The school administration will keep careful track of utility bills as they are presented. The Finance Committee recommends approval of the Revised FY 2015 Budget.

**The MOTION by Ms. Kleinman to approve the budget was seconded and passed.**

V. GOVERNANCE UPDATE (10 min.)

Ms. Shadowens reported on a meeting hosted by Eugene Piccolo, which included representatives from Academia Cesar Chavez, ISLA, Forest Lake Academy and Yinghua Academy, to discuss enrollment policies for immersion schools.

While it is possible to join mid-year, Ms. Shadowens does not recommend membership in Minnesota Association of Charter Schools for this year due to budget.

VI. PERSONNEL UPDATE (15 min.)

a. Professional Development Plans

Ms. Hanson presented Ms. Berg's and Dr. Lien's professional development plans. Discussion followed.

b. Organizational charts

These charts were provided to the board.

VII. ANNUAL GOALS CHECK-IN (20 min.)

The Academic Committee has met once this school year so far. Dr. Lien is working to match the Academic Committee calendar to goals and has not reported back yet. This discussion was postponed until the next Academic Committee meeting.

The Governance Committee reports that Board Development plan is underway. The spring retreat date will be set soon.

The Personnel Committee is conducting quarterly reviews. At the next meeting, this committee will work on job descriptions. More staffing updates are being reported.

The Development Committee is working toward a long-term fundraising plan and database.

The Finance Committee is working on a surplus goal. This committee wants to re-examine the long term budget model because it is now outdated. So far, the committee cannot report much progress at identifying an outside consultant. The monthly financial report executive summary has been improved. The dashboard is still in progress; input from other committee chairs will be sought.

The Governance Committee is discussing a plan for recruitment. Teacher licensing has been partially addressed by legislation, and benefits charter schools and public schools. Policy review will happen in spring.

The Facilities Committee is monitoring renovation and construction. Next step: prioritize additional renovation needed. Also, the committee is assisting administration to create a long-term maintenance plan. The Committee will work with school administration to develop maintenance calendar for staff/Board; this is to be added to the Annual Goals.

VIII. SUCCESSION PLANNING (15 min.)

Each board member is expected to participate in at least one committee. Anyone interested in officer positions should inform Ms. Lu.

Ms. Lu re-introduced the idea of increasing the size of this Board. Discussion ensued. 7-year-old schools usually have 15 board members. A balance must be struck between Board members serving on committees, and including people on committees who may eventually join the Board. All board members elected last year were incumbents. At the same time, Board members are aware of individuals who did not run for Board because incumbents chose to run again. Yinghua Academy's community size has grown, therefore more families are available to serve. Native Chinese-speaking teachers not represented on the Board at all. Many current Board members serve on multiple committees. Skills Board could benefit from having in future members: (public) school administration or teaching at Yinghua or other school. Confidence was expressed in ability to recruit willing new members.

IX. ADJOURN

**The MOTION by Ms. Whiting to adjourn at 8:06 pm was seconded and passed.**

Minutes drafted by Jan Kleinman.

Approved by vote of Board on January 19, 2015.