

**Regular Meeting of the Yinghua Academy School Board**  
1616 Buchanan Street NE, Minneapolis, MN, Media Center  
Monday, June 15, 2015  
FINAL

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

**Board Members not in Attendance:** Jen Shadowens

**Executive Director in Attendance:** Mrs. Sue Berg

**Academic Director in Attendance:** Dr. Luyi Lien

**YACA Chair in Attendance:** Dina Nash

**Public in Attendance:** Joel Luedtke

I. CALL TO ORDER

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

II. APPROVALS (3 min)

a. 6/15/15 Agenda

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

b. 5/18/15 Regular Meeting Minutes

One spelling error was corrected.

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

III. Public Comment

None.

IV. ACADEMIC UPDATE (42 min)

Dr. Lien presented an overview of how she and staff create, plan, and keep track of curriculum. She shared sample documents, from the most general overview—curriculum map—to the most detailed—lesson plan. She also outlined her current goals related to curriculum. They are: 1) to reconnect and unify character education across grade levels; 2) to make entire school curriculum more cohesive by matching and cultivating simultaneously taught, related areas of instruction; 3) to develop oral Chinese language proficiency measures; 4) to analyze and organize Chinese reading materials by level.

Discussion also took place about timing of MCA preliminary and final test results.

V. GOVERNANCE UPDATE (12 min)

Ms. Lu presented 3 policies due for routine review.

- a. Policy 506 Student Discipline – First Reading

Ms. Berg explained that her upper administrative staff has read through the current policy and that this document is their proposed updated policy.

- b. Policy 522 Student Sex Nondiscrimination – First Reading

- c. Policy 806 Crisis Management – First Reading

#### VI. PERSONNEL UPDATE (9 min)

Ms. Hanson reported that the Personnel Committee conducted its performance review with Mrs. Berg last week, and offered her a new contract and a one-time bonus. Ms. Hanson thanked Board members for their input.

**The MOTION by Mr. Jax to approve the Executive Director's contract from July 1, 2015 through June 30, 2016 with a 3% increase and a \$5,000 bonus was seconded and approved.**

The board awarded Mrs. Berg a one-time bonus of \$5,000 for her vision and leadership in support of Yinghua Academy's building expansion and for successfully transitioning the entire school community into the new facility. This bonus is recognition of Mrs. Berg's multi-year dedication and arduous efforts to bring the new building from idea to reality.

Mrs. Berg reported that a new Human Resource/Business Manager has been hired, and it is Jennifer Olsen, who will start her new position on July 1. Furthermore, she has hired a Communications and Development Manager. Abigail Pribbenow will begin her duties in that role on July 1 also. Still under development is a revised job description for Registrar, after which that open position will be advertised.

#### VII. FINANCE UPDATE (13 min)

Mr. Grubish reported about recent conversations surrounding transition from former auditor BKDA to new auditor CLA.

#### VIII. PARENT AND STAFF SURVEYS (76 min)

Mr. Jax presented summaries of survey results. Discussion followed. Ms. Lu suggested that, once new Board members are seated, Mr. Jax assist with transitioning the data, and that a further careful analysis of results take place at that time. Mr. Jax offered to add relevant notes to his Power Point slides.

#### IX. MISCELLANEOUS

Mrs. Berg announced that, due to a new bus contractor schedule, 2015-16 school hours may be necessary. She also noted that the wait list has grown by 10 students.

Ms. Lu offered genuine words of gratitude to Mr. Graff and Mr. Jax for their Board service.

#### X. ADJOURN

**The MOTION by Mr. Jax to adjourn at 8:54 pm was seconded and passed.**