

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan Street, NE, Minneapolis, MN, Media Center
Monday, October 19, 2015
FINAL

Board Members in Attendance: Denny Grubish (Treasurer) (arrived at 7:02), Rosemary Lawrence, Karen Lu (Chair), Joel Luedtke, Lisa Matre, Suzanne Reider, Amanda Schneider, Jen Shadowens, Seth Werner (Secretary), Sarah Whiting, Christopher Ziolkowski

Board Members not in Attendance: Emily Hanson, Kimberly Gill

Executive Director not in Attendance: Sue Berg

YACA Chair in Attendance: Dina Nash

Public in Attendance: Dennis Hoogeveen and Matt Wylie from Clifton Larson Allen (CLA) and Jennifer Olsen

I. CALL TO ORDER (1 min)

Ms. Lu called the meeting to order at 6:04pm.

II. APPROVALS (33 min)

a. 10/19/15 Agenda

Three items were added to the agenda;
Under Approvals: Open Enrollment, Annual report
Under Finance Update: Fund 04 Discussion with CLA
Under Executive Director Update: Bus driver certification

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

b. 9/21/15 Regular Meeting Minutes

It was noted that Policy 806 was passed at the last meeting. The change was made to the minutes.

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

c. Policies YA-010, 410, 413, 427, 514

As per consultation with YHA's lawyer, the timing requirements for reporting an incident as stated in Policy 514 was changed.

The MOTION by Ms. Reider to approve Policies YA-010, 410, 413, 427 as presented and Policy 514 as amended was seconded and passed.

d. Leave of Absence Request

A request for a 15 day leave of absence by a YHA family was presented to the board by Mrs. Berg. The school administration's recommendation to the board was to grant the leave of absence.

The MOTION by Ms. Lawrence to approve the leave of absence was seconded and passed.

Ms. Schneider abstained from the vote do to a conflict of interest.

e. Open enrollment

Dates for the Open Enrollment Period and Lottery were presented by Mrs. Berg. The Open Enrollment period will be: January 4, 2016 through January 29, 2016 at 5:00pm and the Lottery will be held on February 2, 2016 at 6:00pm.

The MOTION by Mr. Luedtke to approve Open Enrollment Period and Lottery dates as presented was seconded and passed.

f. Annual Report

The MOTION by Ms. Shadowens to approve the annual report was seconded and passed.

III. PUBLIC COMMENT

None.

IV. PERSONNEL UPDATE (17 min)

Ms. Lu explained that due to YHA's strong past performance, the school now qualifies for a waiver from filing several reports to the authorizer. While the school is exempt from filing the reports the board will still require them to be completed.

a. CEO/Executive Director Q1 Review

There was general discussion about the CEO/Executive Director Q1 Review.

b. Professional Development Plan - CEO/Executive Director

Ms. Shadowens asked that specific amounts for the expenses listed in the Plan be stated as opposed to noting that they will be included by the general budget. There was also discussion as to what constituted a goal versus content that should be shifted to a work plan.

The MOTION by Mr. Luedtke to approve the Professional Development Plan which is to include specific cost data was seconded and passed.

c. Professional Development Plan – Academic Director

Ms. Shadowens noted that historically the authorizer recommended that the Board review the Academic Director’s Professional Development Plan, however, now that it is no longer a required reporting item, the review of the Plan should be delegated to the Executive Director.

The MOTION by Ms. Shadowens to delegate the review of the Academic Director’s Professional Development Plan to the Executive Director so long as the reporting waiver is in place was seconded and passed.

V. FINANCE UPDATE (76 min)

a. Facilities Committee Work

Ms. Lu suggested that since the bulk of the Facilities Committee work as it relates to the building expansion is complete, the on-going work of the Facilities Committee could be incorporated into the Finance Committee. It was also recommended that members of the Facilities Committee should be invited to serve on the Finance Committee.

The MOTION by Ms. Whiting to merge the Facilities Committee into the Finance Committee was seconded and passed.

b. Fund 04 Discussion with CLA

Mr. Grubish introduced Mr. Hoogeveen and Mr. Wylie from Clifton Larson Allen who were invited by the Board to discuss the school’s fund balances and the types of expenses that can be incurred by each fund. Mr. Hoogeveen noted that he has worked with other charter schools in the state to ensure fund expense compliance. It was noted that best practices include working with the School’s auditor and documenting and being clear about what the expenses are and why

they are allocated to a specific fund. Advice about the impact on lease aid payments was also offered regarding the renting of school space to outside parties (for example: renting the gym to a volleyball club that is not affiliated with the school).

c. Review and Comment Application

Ms. Lu introduced the Review and Comment Application that is being prepared by Mr. Vang, an outside consultant that has been retained to manage this process. Mr. Vang has been successful in having these types of applications approved for other charter schools in the past. The purpose of the process is to transfer ownership of the YHA building from Education Partners, the current owner, to Yinghua Building Corporation (YBC). It is estimated that this transfer would result in a savings of approximately \$7,000 per month in lease expenses. YBC is in need of additional board members. There was general discussion about the application such as using YHA data for enrollment figures instead of the current estimates included by Mr. Vang. There were also questions about the section describing the geographic area served by the school. The board asked that a successful application be provided as a basis of comparison.

VI. EXECUTIVE DIRECTOR UPDATE (15min)

a. Student and Family Handbook

Ms. Lu noted that she had made some edits to the section discussing board eligibility.

b. Crisis management Plan

Ms. Shadowens asked for confirmation from Ms. Berg that the elements listed in the Plan are in fact in place in each room of the school. Ms. Berg will confirm compliance and the Plan will be brought to the board for approval at the next meeting.

c. Bus Driver Certification

Ms. Berg introduced the certification explaining that YHA now employs MTN for bussing needs. MTN has stringent practices and follows all required statutory policies including things like random drug testing, exceeding the statutory monthly driver training requirements, provide English language instruction and family leave. Ms. Lu asked for confirmation that the relevant YHA policies are

included in the contract with MTN and asked that documentation of MTN's certifications be in writing. Ms. Reider expressed concerns that she had experienced with MTN unrelated to YHA. Ms. Matre, who has work experience in the transportation industry, confirmed the importance of staying vigilant when dealing with transportation providers.

VII. ADJOURN

The MOTION by Ms. Whiting to adjourn at 8:26pm was seconded and passed.

Minutes drafted by Seth Werner, Secretary
Approved by vote of Board on: November 16, 2015