

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, September 19, 2016, 6:00 PM

Yinghua Academy Media Center

Teleconference Location: Newark International Airport

Board Members in Attendance: Mei Chen (arrived at 6:07), Denny Grubish (Treasurer), Emily Hanson, Rosemary Lawrence (arrived at 6:07), Shu-Mei Lai, Bo Liu, Karen Lu, Joel Luedtke, Lisa Matre, Amanda Schneider (via Facetime), Seth Werner (Secretary), Chris Ziolkowski

Board Members Not in Attendance: David Mair

Executive Director in Attendance: Sue Berg

Public in Attendance: Greg Schaefer, Eric Clementson (arrived at 7:26)

YACA Representative in Attendance: Dina Nash (arrived at 6:07)

I. CALL TO ORDER

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

II. APPROVALS (12 min)

a. 9/19/16 Agenda

Ms. Lu added the following items under VI. Strategic Planning Discussion:

- a. Messaging
- b. Facilities

Ms. Lu added the following items under V. Board Succession:

- a. Treasurer
- b. Chair-elect
- c. Appointment of Mr. Werner to the position of Secretary

Ms. Matre moved Policy 410 from IV. Governance Update to II. Approvals d.

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

- b. 8/15/16 Regular Meeting Minutes
Mr. Werner noted a few minor edits

The MOTION by Ms. Hanson to approve the minutes was seconded and passed.

d. MDE Identified Official with Authority

Ms. Lu read the MDE statement and introduced the purpose of the role of an Identified Official with Authority. She recommended that the board identify Ms. Berg as the Identified Official with Authority.

The MOTION by Ms. Hanson to identify Mrs. Berg as the MDE required Identified Official with Authority was seconded and passed.

e. Policies requiring Annual Renewal
410, 414, 514, 522 Form, 524, 524 Form, 531

Ms. Matre introduced the policies and noted minor edits that were made.

Ms. Lu inquired about the connection between the language in the 522 Form and the 522 policy, asking for more clarity as to the role of parents in the documents. The issues will be revisited by the Governance Committee.

The MOTION by Mr. Grubish to approve policies 410, 414, 514, 524, 524 Form, and 531 was seconded and passed.

III. PUBLIC COMMENT

None

IV. GOVERNANCE UPDATE (25 min)

a. YA 010 Admissions and Lottery Policy – Second Reading

Ms. Matre recounted the prior meetings discussion of the definition of ‘sibling’ and the Governance Committee’s recommendations. Ms. Lu noted that the Minneapolis School District uses a more open definition than the more restrictive dictionary definition noting that the definition being proposed is more in line with the Minneapolis School District. Mrs. Berg discussed the enrollment process and when the definition would be used in that process.

b. Policy 413 Harassment and Violence – First Reading

Ms. Matre noted that in Section 4, under reporting procedures, ‘Human Resource Manager’ will replace ‘Executive Director’s designee.’

c. Policy 522 Student Sex Nondiscrimination – First Reading

Ms. Matre noted that 'Dean of Students' will replace 'Executive Director's designee'. Additionally in Section 3, Item C, a minor edit was made.

- d. Policy 616 School District System Accountability – First Reading
Ms. Matre noted that the 'No Child Left Behind Act' is being replaced with the 'Every Student Succeeds Act' but it is yet unclear how this change will impact the policy or the School. The Governance Committee will be following the transition.

In following up from an e-mail that was received by a parent, Ms. Lu noted that the school must have its current Pledge of Allegiance Policy, unless the Board approves not having one.

V. BOARD SUCCESSION (13 min)

Mr Grubish updated the Board on the proceedings at the Finance Committee which was attended by board members: Mr. Grubish, Mr. Werner, Ms. Lu and Ms. Schneider. Mr. Grubish shared that he would like to step down from the position of Board Treasurer and would like to recommend that Ms. Schneider be appointed by the Board as Board Treasurer.

The MOTION by Ms. Lawrence to appoint Ms. Schneider as Board Treasurer effective October 1, 2016 was seconded and passed.

Ms. Lu recommended that Mr. Grubish be appointed as Chair-elect in preparation for her completing her term as Board Chair.

The MOTION by Ms. Lawrence to appoint Mr. Grubish as Chair-elect effective October 1, 2016 until no later than the next officer election to be held in January 2017 was seconded and passed.

Mrs. Berg noted that the World's Best Workforce requires that its Advisory Committee, which is the School's Academic Committee, must have a community member. The Academic Committee's community member was Ms. Reider and she is no longer serving on the Academic Committee. Mr. Ziolkowski, a community member of the Board, volunteered to join the Academic Committee.

VI. STRATEGIC PLANNING (55 min)

In following up from the strategic planning session, Ms. Lu recommended that a Facilities Task Force be established to address the school's short-term capacity needs. The Task Force should collect the relevant data, perform analysis and offer recommendations to the Board no later than October 31, 2016.

Discussion about Task Force members followed.

The MOTION by Mr. Luedtke to create a Facilities Task Force, members to be determined by Ms. Lu and Mr. Grubish, that will report recommendations to the Board regarding the School's short-term capacity needs no later than October 31, 2016 was seconded and passed.

Ms. Lu shared a summary of the key learnings from the strategic planning session offered by Ms. Sturdivant. Discussion about the wording of the summary statement followed. Ms. Lu collected the feedback and will present a draft to the Board for further discussion.

VII. ADJOURN

The MOTION by Ms. Hanson to adjourn at 7:50pm was seconded and passed.

Minutes drafted by Seth Werner, Acting Secretary
Approved by vote of Board on: October 3, 2016