

**Regular Meeting of the Yinghua Academy School Board**  
**1616 Buchanan St. NE, Minneapolis, Cafeteria**  
Monday, August 29, 2011, 6:00 pm  
FINAL

**Board Members in Attendance**

Lou Bender, Ruth Hansen, Scott Jax, Rosemary Lawrence, Taoyuan Li, Karen Lu, Doug Parish (Treasurer), Abigail Pribbenow (Chair), Jen Shadowens (Secretary), Ursina Swanson (Executive Director, Ex-officio), Kristin Swenson

**Academic Director in Attendance**

Dr. Luyi Lien

**YACA Chair in Attendance**

Ms. Ana Ly

**Public in Attendance**

Janine Trutna, Sarah Henning, Anne Rizzo, + 1 other parent

I. CALL TO ORDER

Ms. Pribbenow called the meeting to order at 6:05 PM.

II. AGENDA APPROVAL

**The MOTION by Mr. Parish to approve the proposed agenda with changes  
was seconded and passed.**

III. PUBLIC COMMENT

None

IV. YACA REPORT

See typed report for full details

- A. BTS Picnic: \$700 profit at used uniform sale; great attendance; Successful recruiting volunteers
- B. School Tool Box: Order arrives 8/30/11; 150 ordered
- C. New email: [yaca@yinghuaacademy.org](mailto:yaca@yinghuaacademy.org) goes to everyone on the YACA board.
- D. Volunteer Coordinator requests procedure for when the school requests volunteers; too many last minute requests; advance information about tools necessary to do jobs, so they can be brought
- E. Method of communication to parents – concern about families without computers
- F. No directory this year as of yet; recommends an online directory that is password-protected; need to create a directory policy for the school because of potential legal issues

- G. Orchestra: teachers requested YACA help in purchasing orchestra start-up items (\$23,000 low end budget). fundraising budgets already approved for this year.
- H. Fundraising goal for this year is \$94,500 (\$81,000 is requested by Board to satisfy school's needs). YACA goal is \$13,500 to fund teacher appreciation gifts, volunteer appreciation gifts, First Friday coffees, Field Day, Chinese New Year, speaker expenses. YACA requests an itemized list from Board of how the \$81,000 will be used. First fundraiser this September: Chinook Books
- I. First Friday Coffee will be held at Sip coffeebar this year, owned by a parent (34 13<sup>th</sup> Ave NE)
- J. Teacher's lounge will be done by 9/6
- K. Regular school year YACA meetings: 2<sup>nd</sup> Thursday of every month at 6:30

V. EXECUTIVE DIRECTOR SEARCH

- A. Anne Rizzo, recruiter, introduced herself. Described her background as having spent her entire career in recruiting. Has completed successful searches for St. Paul Academy, Benilde St. Margret, Lundstrom Center for Performing Arts, plus many other human services and health care services. Ms. Pribbenow and Mr. Parish had a preliminary conversation about timeline today with her and will share firmer details at a later date with the board.

VI. BOARD APPROVALS

- A. Minutes from Regular Meeting of the School Board, August 8, 2011  
**The MOTION by Mr. Jax to approve the August 8, 2011 minutes with changes was seconded and passed.**
- B. Minutes from Special Meeting of the School Board, August 21, 2011  
**The MOTION by Mr. Parish to approve the August 21, 2011 minutes with no changes was seconded and passed.**

VII. REPORT FROM INTERIM EXECUTIVE DIRECTOR

See typed report for full details.

- A. Staffing of all teacher positions is completed.
- B. Student enrollment is at 461 students.
- C. Professional development sessions are running during two workshop weeks, including Responsive Classroom and Professional Learning Community training.
- D. New Special Education director assigned to Yinghua by ISES.
- E. Q-Comp Report completed.
- F. School will begin emailing out information to parents when a response is necessary. The school is aware of the families who do not have access to email/computer and handles separately.
- G. Staff lounge is very welcoming and appreciated.

- H. Cafeteria budget: new supervisor working on a plan to stay on budget
- I. Discussion about payment for visas/greencards for teachers. Next step is to invite immigration attorney to late Fall meeting.
- J. Middle School students (15) from Hohot China will arrive 10/7/11 for one week. The District Superintendent, Principal, and some teachers are also coming.
- K. Recommended moving 5<sup>th</sup> grade environmental camp from fall to spring.
- L. Commended Dr. Lien for outstanding STARTALK Summer Camp program

#### VIII. REPORT FROM ACADEMIC DIRECTOR

- A. STARTALK reports gave Yinghua exemplary feedback on our Summer Camp and Teacher Training programs. Distributed site visit reports.
- B. Sarah Henning and Luyi Lien presented the Q Comp Annual Report Form for the board's review

#### IX. DISCUSSION

- A. Lease Aid updates – other CSDC schools have same clause in lease and did not receive letters from MDE. Currently waiting to hear back from Thursday 8/25 review by MDE. Distributed copy of letters sent to MDE from Yinghua.
- B. Expansion Application – deadline is January 15, 2012 for 2012/13 academic year. Board agreed to change submission goal from 9/1/11 to 10/15/11 to allow more time to define and support the plan's required narratives. Process has identified numerous non-compliance areas with MARRS, MDE, and Friends reporting.

**The MOTION by Ms. Bender was seconded and passed for a committee (Bender, Parish, Pribbenow, Shadowens) to move ahead with designing a job description and with hiring a temporary position in support of (a) assistance with Friends/MDE reporting and (b) organizational sustainability processes, to ease the transition between executive directors. The position would run through end of 2011, extendable as needed by request of new ED and/or the board. The job description will be reviewed by Mrs. Swanson.**

#### VII. SCHOOL BOARD REPORTS

- A. Chair
  - 1. Yinghua Academy Foundation has been approved as a 501(c)3. Awaiting official copy of letter from IRS.
  - 2. Strategic Plan Category Leaders have been confirmed:
    - a) Doug Parish – Organizational Sustainability
    - b) Karen Lu – School Culture & Community, supported by Mel Chaput (parent education program) and Mary Whalen (communications audit)
    - c) Ruth Hansen – Professional Development, supported by Ursina Swanson

- d) Rosemary Lawrence – Academics, supported by Luyi Lien
- B. Treasurer – Annual financial statement audit completed over past 2 weeks. BKDA will present report at 11/3 meeting. Ended year with surplus of \$40,000. 2011/12 open issues: lease aid, enrollment confirmed, extra \$50 revenue per student.
- C. Secretary – No report
- D. Committees
  - 1. Personnel – Requested data analysis from Mary Ann Choy (parent volunteer) of Minnesota schools who offer Chinese language to curriculum (immersion & non-immersion)
  - 2. Facilities – Real estate broker, Kou Vang, began search process began on 8/17 based on iterative guidelines developed by Committee. Eighteen properties were identified within the 1-3 mile radius and 24 properties were identified within the 3 miles radius. Mr. Vang will deliver details to Chair of Facilities Committee on 9/8. Goal is to generate 3-4 properties from this set for further exploration. Mr. Vang and R+B (architect) are meeting next week to take one more look at current Buchanan location as a long run possibility. Meeting this week to apprise CSDC of facilities search status and debrief on summer building construction. Potential Minneapolis Public School options are no longer available due to expanded MPS enrollment.
  - 3. Marketing – Proposal summarized to de-centralize website administration. Board supports this method of maintaining website content, with Ms. Shadowens remaining the lead website administrator.
  - 4. Fundraising – brochure developed to summarize fundraising initiatives for the year to offer clarity and planning opportunities for families. Distributed at YACA picnic.
  - 5. Nominating – no report

**The MOTION made by Mr. Jax to adjourn at 8:43 PM was seconded and passed.**

Minutes drafted by Jen Shadowens, Board Secretary  
Approved by vote of Board on: September 26, 2011