

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan St. NE, Minneapolis, School Library
Monday, July 18, 2011, 6:00 pm
FINAL

Board Members in Attendance

Ruth Hansen, Scott Jax, Taoyuan Li, Karen Lu, Doug Parish (Treasurer), Abigail Pribbenow (Chair), Jen Shadowens, Ursina Swanson (ex-officio, non-voting), Rosemary Lawrence (arrived at 6:30 PM)

Board Members Not in Attendance

Lou Bender, Kristin Swenson

Academic Director in Attendance

Dr. Luyi Lien

Public in Attendance

Cindy Moeller, Serena Jones-White (YACA representative), Dave Waldoch, Elise Byrne

I. CALL TO ORDER

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

II. AGENDA APPROVAL

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

III. PUBLIC COMMENT

None

IV. YACA REPORT

Serena Jones-White summarized summer events planned by YACA.

V. BOARD APPROVALS

Minutes from Regular Meeting of the School Board, June 23, 2011

The MOTION by Mr. Parish to approve the June 23, 2011 minutes with a change was seconded and passed.

VI. DISCUSSION

Dr. Lien and Mrs. Swanson, the Academic Director and Interim Executive Director, discussed two teachers who resigned this summer to take jobs at a district school. The teachers had not completed their Elementary School licensure (required by Yinghua). STARTALK teacher training program has been helpful for discovering

strong teacher candidates. Yinghua will have 13 new teachers this fall. Distributed handout detailing August/September workshop week detail.

Dr. Lien and Mrs. Swanson excused themselves at 6:45 PM.

VII. SCHOOL BOARD REPORTS

A. Chair

1. Three new board members completed required training. One will complete training later this summer.
2. Discussion around board officers and officer succession planning.

The MOTION was made by Ms. Lu and seconded to appoint Jen Shadowens as Secretary.

3. Discussions have been initiated with 3 executive search firms
4. Distributed final strategic plan. Chair has begun conversations with individuals to request they serve as category leaders for strategic planning implementation:
 - Organizational Sustainability Leader: Doug Parish
 - Professional Development Leader: Ursina Swanson
 - Academics Leader: TBD
 - School Culture and Community Leader: TBDNext step is to make sure action plans are defined and identify sub-chairs.
5. Distributed working draft of Calendar of Charter Contract Obligations with Friends of Education. Ms. Shadowens agreed to double-check dates against contract.
6. Itemized modifications in Charter Contract that have been negotiated with Friends of Education.
7. Summarized duties of a Board Member as dictated by Friends of Education – duty of care, duty of loyalty, duty of obedience. As part of duty of loyalty, all board members must state that they have no conflict of interest, regarding the specific language below:

1. An individual director is prohibited from serving as a member of the board if the individual, an immediate family member, or the individual's partner is an owner, employee or agent of, or a contractor with a for-profit or nonprofit entity with whom the school contracts, directly or indirectly, for professional services, goods or facilities.

2. The school may not enter into a contract with a director, a director-related organization, an organization of which the director is a director, officer or legal representative, employee, or with any other entity with which the employee may have a material financial interest.

3. No member of the board may participate in the selecting, awarding or administering of a contract if a conflict exists.

4. The interested director may be present at a meeting to answer questions but shall exit for discussion and vote.

5. Employees and board members of the authorizer are ineligible to serve on the board.

**Scott Jax stated no conflict of interest.
Taoyuan Li stated no conflict of interest.
Ruth Hansen stated no conflict of interest.
Karen Lu stated no conflict of interest.
Doug Parish stated no conflict of interest.
Abigail Pribbenow stated no conflict of interest.
Rosemary Wells stated no conflict of interest.
Jen Shadowens stated no conflict of interest.**

Missing board members (Lou, Kristin, Ursina) will be asked to affirm no conflicts of interest at the next board meeting.

8. New board members must complete financial and criminal background checks, arranged through the office.
9. Expansion application is being prepared for submission to the State of Minnesota (see June 23 minutes)– goal is to submit by Friday, August 12. Ms. Moeller, Mr. Jax, Ms. Pribbenow, Ms. Lu, Mr. Parish, and Dr. Lien are working on the application.

B. Treasurer

1. Distributed June 2011 Financial Statements and May/June EFT and Deposit Report
2. Audit report for FY 2010-11 should be presented 10/17 meeting.
3. Received state payment on 7/15, at 90% (10% holdback), an unexpectedly high payment due to state shutdown. Current pending legislation would take typical holdback of 30% and increase to 40%.
4. Ended year with \$90,000 due on line of credit (out of \$350,000 total available credit).
5. Two outstanding items with MDE cannot be resolved because they are closed.
6. Received \$36,000 last week as a rebate from our former Pierce Butler site landlord as a result of exit negotiations and subsequent lease aid payments.
7. Friends of Education requires that the Board approves our designated depositories on an annual basis.

Motion was made by Mr. Parish and seconded that we approve Drake Bank and US Bank as Yinghua Academy's designated depositories.

- C. Facilities
 - 1. Agreement signed with real estate broker, with the term of contract running through June 30, 2012. Information compiled to date by Facilities Committee has been shared with the broker, as it will be used in his analysis.
 - 2. Moving into a permanent site in 2012/13 is not likely. Will likely need to sign a 3 year lease for a secondary site, which will help bridge the finances until enrollment is sufficient to afford the permanent site. Broker is preparing a needs analysis that will feed into BKDA's financial model for Yinghua to determine affordability.
 - 3. Construction on current building: Issues with communication between building owner (CSDC), architect (U+B) and tenant (Yinghua Academy). Main issue is CSDC never provided final budget to U+B or approval of the plan. Meeting to be held on July 19 between representatives from all three parties.
- D. Marketing – No report
- E. Fundraising - Mr. Parish, Ms. Ly, Ms. Pribbenow and others are meeting next week to discuss the transition of fundraising from YACA to the YA Foundation.

VIII. ADJOURN

The MOTION made by Mr. Parish to adjourn at 8:16 PM was seconded and passed.

Minutes drafted by Jen Shadowens, Acting Board Secretary

Approved by vote of Board on: 8/8/2011