

Regular Meeting of the Yinghua Academy School Board
1616 Buchanan St. NE, Minneapolis, 7/8th Grade Room
Monday, October 17, 2011, 6:00 pm
FINAL

Board Members in Attendance: Lou Bender, Ruth Hansen, Scott Jax, Taoyuan Li, Karen Lu, Jen Shadowens (Secretary), Joel O'Malley

Board Members Not in Attendance: Rosemary Lawrence, Doug Parish (Treasurer)

Acting Director/Academic Director in Attendance: Dr. Luyi Lien

YACA Chair in Attendance: Ana Ly

Public in Attendance: Yinghua parents including Mel Chaput, Mary Ann Choy, Deb Fiorella Franke, Becky Hoffmann, Cindy Moeller, Carl Monty, Robin Monty, Bobbi Jo Rademacher, Kirt Schaper, Toby Schifsky, Ruth Straub, Kristen Swenson, Bill Waddington, others

I. CALL TO ORDER

Ms. Shadowens called the meeting to order at 6:02pm.

II. AGENDA APPROVAL

Ms. Hansen requested additional agenda item to discuss the role of non-profit vs. non-profit public boards before the Acting Director/Academic Director Report.

Mr. O'Malley indicated that Data Practices Compliance policy from previous minutes was not on the Agenda. Ms. Shadowens determined the policy not to be time-sensitive.

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

III. PUBLIC COMMENT

Ms. Moeller described the annual Chinese Heritage Association reception which she attended on behalf of Yinghua.

Ms. Fiorella expressed concern regarding the need for clear and open communication from the School during a time of numerous organizational changes.

Ms. Swenson expressed disagreement with the Board calling an emergency meeting to appoint an Acting Director. She also disagreed with the board regarding the known date of Mrs. Swanson's resignation. Ms. Swenson requested all Executive Search Committee meetings be open to comply with Yinghua bylaws.

Ms. Rademacher emphasized the need for an Executive Director with education experience.

IV. YACA REPORT

Ms. Ly amended the Board Update to delete reference to the directory and add the Lantern Festival. Refer to update for remaining items summarized.

V. BOARD APPROVALS

a. Minutes from Regular Meeting of the School Board, 9/26/11

Minutes amended to indicate that Mr. Jax was absent. Ms. Hansen questioned the length of Mr. O'Malley's board appointment. This was tabled for further discussion. Ms. Hansen added Mrs. Swanson's disappointment that the Board did not take a stronger stance to the email sent to staff. Dr. Lien added China trip parent planning meetings to Academic Director Report. Mr. O'Malley revised text to "short term contract with organizational contract" under School Board Reports A.3. Dr. Lien revised text under School Board Reports A.4. Dr. Lien indicated that there was no Academic action plan submitted. Mr. Jax clarified text concerning Facilities Committee work. Approval of minutes was tabled until after board term discussion item under Chair report.

b. Minutes from Emergency Meeting of the School Board, 10/3/11

Cari Lee removed from Public in Attendance. Bobbi Jo Rademacher added to Public in Attendance. Under Academic Support, Mr. Jax revised text to "Additionally, Ms. Buss...would support and conduct..." Ms. Hansen requested clarification to Executive Director Search follow-up with Ms. Rizzo. Ms. Hansen questioned whether or not negotiated terms should be spelled out for consultants.

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

c. Q-Comp Report

Dr. Lien presented Q-Comp application/update. Board discussed and tabled the application for consideration at the next meeting.

d. Next set of Regular Meeting Dates

The MOTION by Ms. Bender to approve the proposed Regular Meeting Dates with changes was seconded and passed.

VI. NON-PROFIT BOARDS DISCUSSION

Ms. Hansen opened discussion regarding the role of a non-profit public board and volunteered to research the roles and responsibilities of a Charter School Board, particularly with respect to representation of the "public".

VII. ACTING DIRECTOR/ACADEMIC DIRECTOR REPORT

The Board discussed community Chinese class required by the FLAP Grant. The Board discussed the StarTalk Grant application. The Board supports Dr. Lien's decision not to apply for the StarTalk Grant this year based on the reasons provided. Based on Dr. Lien's comments, the Board arranged for a weekly status follow-up by Ms. Shadowens. The Board discussed projected enrollment. Mr. O'Malley will have a proposed Enrollment Policy to discuss at the next meeting.

The MOTION by Ms. Lu to support Dr. Lien's recommendation not to apply for the STARTALK grant for summer 2012 due to space and staff constraints unique to this coming summer was seconded and passed.

VIII. NON-ACADEMIC OPERATIONS

Ms. Saltzman presented the priorities that she has been working on for the eight days that she has been at Yinghua. These items include 1) observing and meeting with the front office staff and making recommendations for immediate hires, 2) refining the Expansion Application relative to staffing needs at two sites and narrative edits, and 3) meeting to work out problematic bus routes. Ms. Saltzman also visited Nova Classical Academy to assess their front office operations. Ms. Shadowens clarified that any hires would need to be approved by the Acting Director. Mr. O'Malley emphasized the need for caution with respect to defining short-term positions.

IX. EXECUTIVE DIRECTOR SEARCH

Ms. Hansen provided the Board with an update on the Executive Director Search. According to Ms. Rizzo, the volume of response activity to postings has been good. Four people have been interviewed thus far. The cost of postings is slightly over budget, but was approved by Ms. Hansen and Ms. Lawrence. The Board discussed the title of "CEO/Executive Director". Ms. Shadowens explained that Ms. Rizzo felt the title necessary to achieve the candidate pool desired. Ms. Rizzo also felt that the Board Chair should be the Chair of the Executive Director Search Committee.

X. OFFICER REPORTS

a. Acting Chair

i. Board Seat Appointment Process

Yinghua's attorney, Ms. Mace, confirmed that each board appointment's term can be defined independently.

ii. Conflict of Interest Statements.

A new statement required by Friends was tabled due to time restraints.

iii. Open Meeting Law & Email Correspondence. Tabled due to time restraints.

iv. Bylaw Open Meeting Requirements. Tabled due to time restraints.

v. Committee Discussion. Tabled until Expansion Application discussion.

vi. Fundraising and Community Liaison to YACA. Tabled due to time restraints.

b. Treasurer – No Report

c. Secretary – No Report

XI. EXPANSION

a. Facilities Committee Update

Mr. Jax reported that Minneapolis Parks contacted Yinghua to get support for putting up lights on the southwest baseball field. The Facilities Committee recently visited five sites with JB Realty. The committee met on 10/10 to review and evaluate these sites. Next steps included JB Realty sending proposals to three property owners, all of which indicated interest. The Facilities Committee also requested JB Realty pursue more move-in ready properties. Mr. Jax will forward a proposal for further assessment of current Buchanan site from U+B to CSDC. There is no Lease Aid update from the Minnesota Attorney General.

- b. Budgetary Update – Tabled due to Treasurer’s absence.
- c. Discussion on Revised Expansion Application

Ms. Shadowens encouraged discussion of the plan. Ms. Saltzman recognized that the following items required work: organization charts, reporting chart, refining and editing text in general, and the financial piece. Ms. Saltzman emphasized the need for the Board to have a deadline for completing the application. Ms. Moeller was recognized by the Chair as a member of the public with relevant expertise. Ms. Moeller added that the Executive Summary was not part of the application requirements. The Board discussed items that required further development. The Board also discussed alternatives to an approved Expansion Application. Ms. Lu, Mr. Jax, Mr. Parish, and Ms. Shadowens will meet with Ms. Saltzman to continue working on the application for review at the next meeting.

XII. CHAIR POSITION

Mr. O'Malley acknowledged Ms. Shadowens' admirable work as Acting Chair and asked if she would consider continuing as permanent Chair for continuity and consistency. Board officer positions are up for re-election in January. Ms. Bender also recognized Ms. Shadowens' hard work and desire to open up communication in the school.

The MOTION made by Mr. O'Malley to nominate Ms. Shadowens to be appointed Chair to the Board of Directors was seconded and passed. The Board voted unanimously.

Ms. Shadowens will accept requests to be considered for the Secretary appointment to be determined at the next meeting.

XIII. BOARD APPROVALS

- a. Minutes from Regular Meeting of the School Board, 9/26/11

The MOTION by Mr. O'Malley to approve the proposed Minutes with changes was seconded and passed.

XIV. OFFICER REPORTS

Ms. Shadowens returned to Committee Discussion. It was determined that the Board Chair is an ex-officio member of all board committees. Ms. Hansen expressed concern regarding the amount of work required of the chair. Ms. Shadowens outlined her plan to focus on the Executive Director Search and Expansion. She asked for board members to consider serving as point persons for topics, beyond committees, to aid in delegation of tasks.

XV. ADJOURN

The MOTION made by Ms. Shadowens to adjourn at 10:15 PM was seconded and passed.

Minutes drafted by Karen Lu, Acting Secretary.

Approved by vote of Board on: November 3, 2011