

**Emergency Meeting of the Yinghua Academy School Board**  
**1616 Buchanan St. NE, Minneapolis, Music Room**  
Monday, October 3, 2011, 6:00 pm  
FINAL

**Board Members in Attendance**

Lou Bender, Ruth Hansen, Scott Jax, Taoyuan Li, Karen Lu, Jen Shadowens (Secretary), Rosemary Lawrence, Joel O'Malley

**Board Members Not in Attendance**

Doug Parish (Treasurer)

**Directors in Attendance**

None

**Public in Attendance**

Mel Chaput, Maryann Choy, Sherry Kempf, Bobbi Jo Rademacher, Ana Ly, Cindy Moeller, Stephanie Olsen, Ruth Straub, others

**Stated Purpose for Emergency Meeting**

Need to appoint Acting Director due to resignation of Interim Executive Director on Friday 9/30.

I. CALL TO ORDER

Meeting was called to order by Secretary Jen Shadowens at 6:05pm.

Announcement made by Jen Shadowens that Board Chair Abigail Pribbenow resigned from the Board earlier that day, effective immediately.

**Motion by Scott Jax to have Jen Shadowens, Board Secretary, act as Chair for this meeting according to order outlined in Board Bylaws was seconded and passed.**

Ms. Shadowens invited any public comments. There were none.

II. AGENDA APPROVAL

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

III. ACTING EXECUTIVE DIRECTOR

Jen Shadowens presented Ursina Swanson's Project List and described how former Board Chair Abigail Pribbenow, Academic Director Luyi Lien, and Board Member Karen Lu met on 10/1 to discuss the list and how to re-allocate the work.

As written on meeting handout, Ms. Shadowens described how it is essential to preserve Dr. Lien's time for curriculum and academics; how the work of the Curriculum Coordinator should be fully restored to supporting Dr. Lien 100% of the time; how it would work to run the school under this arrangement by hiring administrative consultant(s) as necessary to support Dr. Lien until a permanent Executive Director is in place.

**The Motion by Lou Bender that Academic Director Dr. Luyi Lien be named Acting Director/Academic Director with no change to her job description except authority on lead administrative decisions and actions such as signatory, safety, emergency, delegations of tasks to employees, and final decisions for hiring and terminations was seconded and passed.**

IV. ACADEMIC SUPPORT

Jen Shadowens described Audrey Buss as the recommended candidate to fill a part-time role to support Luyi from an academic perspective. Karen Lu read proposal from Ms. Buss, namely that she would act as mentor and coach to Dr. Lien on communication activities, management of the school schedule and daily activities, including staff activities, and be point person for staff/parent communication. Additionally, Ms. Buss would support and conduct teacher evaluations, review special education procedures, review student discipline policy, and review safety procedures.

V. NON-ACADEMIC SUPPORT

Jen Shadowens described the potential for a procedural issue from the 8/29/11 and 9/26/11 board meetings, regarding the motion from Lou Bender that empowered the short term organizational development committee to write a job description, share it with Ursina Swanson, and hire a consultant for that position. The issue was regarding whether committees can have decision-making power (as given by motion of the board on 8/29 in this instance) or not (as stated in our Bylaws). On 9/26/11, former Board Chair Abigail Pribbenow had presented the recommendation of the committee as Ms. Phyllis Saltzman, but no motion had been made to approve.

The board discussed the recommendation a second time. Ms. Shadowens explained that the committee drafted the job description using language that had been included in the Interim Executive Director's non-academic responsibilities. She further explained that three candidates were considered. One withdrew. Discussion ensued around the need for such a position.

Ms. Shadowens described the consultant's planned process, including non-academic needs assessment, workload realignment, moving forward the expansion application. Consultant would report to board. Reminded board about need to demonstrate management capacity in expansion application, about why the committee was formed in the first place (to fix immediate problems identified as part of expansion application process with reporting & compliance and to help transition office for a permanent Executive Director), how organizational

sustainability is one of four priorities on the strategic plan. Extensive discussion.

Ms. Bender concluded that this would help set up our new Executive Director for success.

Ms. Lu added that Dr. Lien worked to help develop this plan and how she appreciated the support of two highly qualified people.

Board agreed that consultant could make immediate staffing recommendations to Acting Director for approval. Long term staffing recommendations would come before the board. Ruth Hansen asked what happens at the end of this academic year when the FLAP grant money is depleted. Jen Shadowens responded that this is part of the consultant's challenge, to work with the results of the needs assessment and BKDA to recommend a long term non-academic staffing model that does not take any FLAP money into account and potentially involves two sites.

Decision to table items IV and V temporarily.

VI. EXECUTIVE DIRECTOR SEARCH UPDATE

Taoyuan Li summarized 9/30 search committee meeting including timeline from search consultant, Anne Rizzo. Timeline expects to make initial offer to top candidate week of 12/12.

Re-stated for the minutes that Executive Director Search Committee was selected by former Board Chair Ms. Pribbenow to be comprised of Taoyuan Li, Ruth Hansen, Doug Parish, and Abigail Pribbenow. Updates are that Mr. Parish must withdraw due to work schedule conflicts, so Ms. Pribbenow had asked Scott Jax to participate and he accepted. Rosemary Lawrence volunteered to replace Ms. Pribbenow as a member of the committee. Ruth Hansen volunteered to follow-up with Anne Rizzo after this meeting.

VII. ACADEMIC SUPPORT

**Motion by Karen Lu to approve hiring Audrey Buss as consultant in support of Dr. Lien's academic responsibilities through 12/21/11 according to the terms negotiated by Dr. Lien was seconded and passed.**

VIII. NON-ACADEMIC SUPPORT

**Motion by Rosemary Lawrence to approve hiring Phyllis Saltzman as consultant according to the job description put together by the committee with amendments made at this meeting, through 12/21/11 according to the terms negotiated by Abigail Pribbenow and finalized by Jen Shadowens up to a maximum cap of \$30,000 for the contracting term was seconded and passed. Finalized terms:**

Temporary contractor position

Term approximately October 3, 2011 through December 21, 2011

Option to end earlier or extend as determined by the Board of Directors  
Not eligible for benefits or PTO

Contractor is expected to be present at school during school hours and to attend all board meetings, but it is also acceptable to hold meetings offsite and work from home periodically depending on the type of work that needs to be completed.

\$550 per 8-10 hour day up to five days per week

IX. BOARD PARTICIPATION

Jen Shadowens underscored the need for de-centralization of the board chair role. Asked for members to consider stepping up to lead and/or get more involved in large projects:

- Expansion Application. Founding Board Chair Cindy Moeller handed out 8/29 draft (as far as it could go without further support from Interim Executive Director and Board). Asked Board to review current draft prior to 10/17 meeting at which time we will review updated draft, moved forward by Phyllis Saltzman and Cindy Moeller in collaboration with other board members and office staff. Noted that application requires up to 30 day review by Authorizer and up to 30 day review by MDE. Timing is tight for facilities decisions.

- Enrollment Policy. Needs to be reviewed in collaboration with Yinghua lawyer and proposed revisions presented to the Board prior to first Open House on 12/1.

- Strategic Plan Implementation. Need to develop/finalize Action Plans.

- Committee Structure. Need to review committees to align with strategic plan and decide to maintain or eliminate inactive committees.

Discussion regarding Chair position and open seats. Ruth Hansen to follow up with Nominating Committee to discuss Board's priorities based on skill-set chart and how to solicit interested candidates. Discussed protocol for appointments to the Board. Position will be appointed with term ending June 30, 2012.

Lou Bender and Rosemary Lawrence volunteered to draft letter from the Board communicating plan to the community. Jen Shadowens to review prior to sending out.

Rosemary Lawrence to attend staff meeting as board representative to communicate changes with Dr. Lien on 10/4.

X. Board would like to thank Abigail Pribbenow for being an effective leader and praised her dedication and hard work.

**The MOTION made by Lou Bender to adjourn at 9:50 PM was seconded and passed.**

Minutes drafted by Karen Lu and Jen Shadowens, Acting Secretary and Board Secretary.

Approved by vote of Board on: October 17, 2011