

Yinghua Academy Emergency Board Meeting Minutes
Yinghua Academy Conference Room, 1616 Buchanan Street NE, Minneapolis
Tuesday, October 26, 6:00 PM
final

Board Members in Attendance

Maryann Choy (Secretary), Scott Jax, Luyi Lien, Cindy Moeller (arrived at 7pm), Keri Norell, Doug Parish (Treasurer), Abigail Pribbenow (Chair), Jen Shadowens, Kristin Swenson.

Board Members Not in Attendance

Taoyuan Li

Public in Attendance

No public attended.

I. CALL TO ORDER

Ms. Pribbenow called the meeting to order at 6:06 PM.

II. EXECUTIVE DIRECTOR'S RESIGNATION

Ms. Pribbenow acknowledged Ms. Lueth's resignation letter that was sent by email to the Board of Directors today at 11:23 AM. She requested to meet with Ms. Lueth to discuss the decision immediately following receipt of notice, but Ms. Lueth declined the meeting. Ms. Pribbenow worked with Ms. Shadowens, Dr. Lien and Mr. Schlueter on an information letter to Yinghua's parents and staff that was sent by email at the start of this meeting. Ms. Shadowens read the letter. Ms. Pribbenow was unable to reach Ms. Lueth for permission to include her reason for resignation; we are unable to disclose until permission is given.

Ms. Pribbenow confirmed with Ms. Lueth, that Ms. Lueth would like her last day of employment to be Friday, October 29, 2010. Dr. Lien said she and Mr. Schlueter discussed this preference with Ms. Lueth and they are agreeable to this accelerated transition. The Board will accommodate Ms. Lueth's wish.

III. TRANSITION PLAN

A. Outstanding Tasks: Last week on her own initiative, Ms. Lueth sent the Board officers a list of current priorities. The Board reviewed this list in detail to assess if someone knew enough details to lead the task and assigned a point person to each task. 2 of the 22 priorities require more information from Ms. Lueth. One task, the documenting of employees' reviews, would require Ms. Lueth to complete, herself. Ms. Pribbenow will follow-up with Ms. Lueth on these. Several Board members expressed appreciation for Mr. Parish's invaluable expertise and time with the school finances. He assumed the lead for the financial related activities where many have immediate deadlines.

The Board also reviewed the Executive Director's job description to assure essential responsibilities are covered.

B. Temporary Administrator in Charge: The Board agreed that one person should be designated as the person in charge, until an Interim Director is identified. This person will have signing authority for purchases and other agreements. Inquires will be directed to this individual. Ms. Pribbenow, Board Chair, agreed to be the Temporary Administrator in Charge. Other Board members will be available during normal business hours in the Main Office to help address daily issues. Internal staff will be oriented to the following point persons for specific functions.

Finance	- Doug Parish
Academic	- Dr. Luyi Lien
Press	- Jen Shadowens
Special Education	- (to be determined)

C. Identifying an Interim Administrator:

1. The Board discussed minimum qualifications for an Interim Administrator.
2. Board members volunteered to contact various sources for potential candidates.
3. The Board favored the idea of hiring a part-time Interim Director with pared-down job responsibilities. This approach worked well at another charter school. Minimum requirements are met and an investment is not made on orienting the Interim Director with special projects.

IV. CONTRACT SERVICES

The Board discussed potential services Ms. Lueth could provide as an independent contractor given her knowledge and expertise, such as the Facility Expansion Planning and/or general questions from Yinghua staff.

V. EXECUTIVE DIRECTOR SEARCH

Discussion of how best to approach identifying and selecting a permanent Executive Director ensued.

- A. Defining Yinghua's future needs and leadership is needed.
- B. Networking at the ACTFL conference in November (Boston), where Dr. Lien will be presenting, is an opportunity.
- C. Posting on several websites where school director/principal jobs are typically advertised.
- D. A Search Committee could be created to propose possible options.

VI. OTHER DISCUSSION ITEMS

Middle School Survey: The Board decided to share up-to-date middle school information with 4th and 5th grade parents in January 2011 in lieu of conducting a written survey during conferences.

VII. IMMEDIATE NEXT STEPS

- A. Subsequent communication to parents:
 1. After Ms. Pribbenow confirms with Ms. Lueth on what can be shared with the public, a parent letter explaining the reason for Ms. Lueth's resignation will be distributed.
 2. Ms. Pribbenow and Dr. Lien will address the staff at a special staff meeting scheduled for tomorrow, October 27th at 4:20pm.
- B. Ms. Pribbenow and other Board members will notify key stakeholders of Ms. Lueth's resignation immediately.

The meeting was adjourned at 8:43pm.

Minutes drafted by MaryAnn Choy, Board Secretary

Approved by vote of Board on: November 11, 2010