

Yinghua Academy Special Board Meeting Minutes
Yinghua Academy Library, 1616 Buchanan Street NE, Minneapolis
Saturday, November 6, 12:30 PM
final

Board Members in Attendance

Maryann Choy (Secretary), Scott Jax, Taoyuan Li, Luyi Lien, Cindy Moeller, Abigail Pribbenow (Chair), Jen Shadowens, Kristin Swenson

Board Members Not in Attendance

Keri Norell, Doug Parish (Treasurer)

YACA Liaison

Ruth Straub

Public in Attendance

Some public attended the meeting.

I. CALL TO ORDER

Ms. Pribbenow called the meeting to order at 12:32 PM.

II. AGENDA APPROVAL

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

III. INTERIM EXECUTIVE DIRECTOR JOB DESCRIPTION

A few Board members, led by Ms. Swenson drafted an interim Executive Director job description. Dr. Lien offered some revisions. State law defines minimum requirements for a principal position and these requirements are included.

The MOTION by Ms. Moeller to approve the Interim Executive Director job description with noted changes, was seconded and passed.

(Dr. Lien was excused at 12:45 PM to prepare for the school's Open House.)

IV. COMPENSATION

Ms. Pribbenow reported that Mr. Parish is unable to recommend an interim executive director compensation until the school budget is re-cut at the end of November. Ms. Swenson said specifics are needed prior to this, if we plan to make an offer before the Thanksgiving holiday. Compensation should be discussed at the next Board meeting on November 11th. Ms. Swenson will discuss this timeline with Mr. Parish.

V. INTERIM EXECUTIVE DIRECTOR JOB SEARCH PROCESS

- A. Ms. Pribbenow listed potential websites to post the position. Board members offered other suggestions. Ms. Moeller added that if anyone knows of a qualified candidate, they should contact that individual directly.
- B. The process to review applications was discussed. Multiple interview steps include phone screening, small group interview, individual interviews with Dr. Lien and Mr. Schlueter and informal meetings with staff, teachers, Board members, representatives of the YACA Board

and the volunteer coordinator. The school Board will make the final decision. The Board delegated the Personnel Team to work out the logistics.

C. A feedback form to standardize the data will be used at the interviews.

D. The Board discussed the proposed timeline. Agreement was made to the following dates with acknowledgement that adjustments may be needed given conferences, holidays and Dr. Lien and staff out of town for ACTFL conference. Ideally, the goal is to make an offer by the end of the month.

TIMELINE:

1. Post job - November 6-15, 2010
2. Interview - November 15-19, 2010
3. Extend offer by November 30, 2010

VI. ADJOURN

The MOTION by Mr. Jax to adjourn, at 1:02 PM was seconded and passed.

Minutes drafted by MaryAnn Choy, Board Secretary

Approved by vote of Board on: November 11, 2010