

Regular Meeting of the Yinghua Academy School
1616 Buchanan Street NE, Minneapolis, MN, Media Center
Monday, April 20, 2015, 6:00 PM
FINAL

Board Members in Attendance: Walt Graff, Denny Grubish (Treasurer), Emily Hanson, Scott Jax, Jan Kleinman (Secretary,) Rosemary Lawrence, Karen Lu (Chair), Suzanne Reider, Jen Shadowens, Seth Werner, Sarah Whiting

Executive Director in Attendance: Sue Berg

YACA Chair in Attendance: Dina Nash

Public in Attendance: Jason Cintorino, Lisa Matre (Governance Committee,) Tami Richey (Friends of Education,) Amanda Schneider (Finance Committee)

I. CALL TO ORDER

Ms. Lu called the meeting to order at 6:10 pm.

II. APPROVALS (8 min.)

a. 4/20/15 Agenda

Additional items added.

The MOTION by Ms. Hanson to approve the agenda was seconded and passed.

b. 3/23/15 Regular Meeting Minutes

Clarification was added.

The MOTION by Ms. Whiting to approve the minutes as amended was seconded and passed.

c. Policy 601 Curriculum and Instruction Goals

The MOTION by Ms. Whiting to approve the policy was seconded and passed.

d. Policy 603 Curriculum Development

The MOTION by Ms. Hanson to approve the policy was seconded and passed.

e. Policy 210.1 Conflict of Interest

The MOTION by Mr. Grubish to approve the policy, pending confirmation of numbering within document, was seconded and passed.

f. Revised Bylaws

Ms. Shadowens explained the few edits that have been made.

The MOTION by Mr. Jax to approve the bylaws was seconded and passed.

III. PUBLIC COMMENT

None.

IV. SPRING SURVEY (6 min.)

The parent survey will be open from Wednesday, April 22, through Sunday, May 3. The staff survey will be open from Monday, April 27, through Monday, May 4. Most questions will remain the same, with the addition to the parent survey of an updated question about Classroom Pages. The introductory information will also be updated. Notice will appear in the school newsletter next week and in the YACA newsletter this week.

V. FINANCE UPDATE (30 min.)

a. 2015-16 Budget – Approval

Mr. Grubish highlighted that originally, a staff salary increase of 2% was planned. The Finance Committee recommended a 4% increase in order to have flexibility to reward teachers based on performance. Commensurate benefits adjustments will need to accompany salary increases. Besides salary recommendation, the administration also requested additional travel money for two items: Blue Ribbon school award ceremony (if Yinghua should win) and guest speakers to lead intensive professional development for teaching staff. Additional funding requests also cover increase in standardized test costs as student numbers increase, supplies for replacing aging instructional materials, and materials for increasing number of students.

Mrs. Berg stated that since that budget was presented to Finance Committee, staff has realized that additional nursing hours will be needed to manage the rising number of students. She will add a cost for that service to the budget. Further, she pointed out that the budget includes stipend for management costs associated with Chinese New Year.

Mr. Grubish further reported that the administration is considering ending Yinghua's contract with Power School and instead hiring a local provider, who can maintain and troubleshoot on site if necessary. Also, school's cash on hand has been reduced by the amount paid to Educational Properties Yinghua, but the building company will pay school back.

Mr. Grubish highlighted that Yinghua will likely exceed a 20% fund balance this year. New expenses proposed in this budget total \$102,000.

Ms. Shadowens commended Mr. Grubish, Mrs. Berg and Jennifer Vanyo for their budget work.

The MOTION by Ms. Whiting to approve the budget, pending the additional nursing costs, was seconded and approved.

b. Bond Update

Abigail Pribbenow has been hired to work on the Review and Comment and it is underway.

c. Financial Management Services Contract Update

Since Yinghua's contract with BKDA ends this fiscal year end, proposals have been requested from 3 companies. One of the three did not submit a proposal. Mr. Grubish

and Doug Parish have heard proposals from the other two, and were impressed. The Finance Committee will offer a recommendation at the May Board meeting.

VI. GOVERNANCE UPDATE (15 min.)

a. Board Elections Update

Ms. Shadowens reported that 8 candidates have submitted their names for consideration for the 5 open Board seats. Ballots will go to each family, staff member, and Board member on April 28. Thanks were offered to outgoing Board members Mr. Graff and Mr. Jax.

b. Board Annual Retreat Preparation

Board members were asked to reflect and prepare specific thoughts for the retreat.

c. Board Annual Retreat Agenda

The MOTION by Ms. Kleinman to approve the agenda was seconded and passed.

VI. PERSONNEL UPDATE (10 min.)

a. CEO/Executive Director Evaluation Form

Ms. Hanson thanked Board members for their comments and suggestions. The Evaluation Form remains largely unchanged from last year, yet has an additional section about Academic Oversight.

The MOTION by Mr. Jax to approve the Evaluation Form was seconded and passed.

b. Board-sponsored Staff Event

It was proposed and agreed that the Board would invite staff to breakfast on Friday, May 22 from 8 – 9 am, and attend to thank them.

VII. UPCOMING DATES (5 min.)

a. The Yinghua Gala will be held on May 2. Yinghua and Marcy Open School reciprocate staffing at one another's gala events. Board member volunteers are invited to help Marcy on April 25. Check in and check out help is also needed at Yinghua's Gala.

b. The Annual Meeting will be held on May 4.

c. Flagship Program at University of Minnesota will present information to parents on May 11, 6:30 pm. The Asian Languages and Literatures Program director will explain the K-16 Chinese language pipeline development.

d. On May 14, Madeline Spring, professor at University of Hawaii Manoa and founder of the first Flagship program (at Oregon) will visit Yinghua.

e. On May 27, Friends of Education will hold its Board meeting at Yinghua.

f. On May 27, Board will hold a listening session with Yinghua staff. Ms. Hanson and Ms. Lawrence will facilitate.

- g. Past note: Chinese Language conference last week was attended by Mrs. Berg, Dr. Lien and 2 Yinghua Staff, Bo Liu and Lu Yang. Ms. Hanson was also in attendance. Yinghua Academy was widely recognized in positive light.

VII. ADJOURN

The MOTION by Ms. Kleinman to adjourn at 7:40 pm was seconded and passed.

Minutes drafted by Jan Kleinman.

Approved by vote of Board on May 18th, 2015