**Huaxia Chinese School at Bergen, Inc**

**华夏博根中文学校**

**P.O Box #9180,**

**Paramus, NJ 07652**

[www.hxbg.org](http://www.hxbg.org)

**Board Meeting Minutes**

**Date**: May 10, 2020, 3:00 PM-05:15 PM

**Location:** Zoom Meeting

**Attendance Roster:**

**Present:**
张元 (Richard Zhang), President

刘一帆 (Yifan Liu), Secretary

杜红梅 (Hongmei Du), Treasurer

王朝芳 (Zhaofang Wang), Principal/Board Member

王盛节 (Jessie Wang), Board Member

周翔 (Sean Xiang Zhou), Board Member,

李丽 (Li Li), Board Member
陈国栋 (Guodong Chen), Board Member

王志红 (Zhihong Wang), Board Member

**Absent:
None**
**Other Attendees :**

徐智辉 (Zhihui Xu), Elected Board Member

 王红 (Hong Wang), Elected Principal

马璐 (Lu Ma), Vice Principal candidate
孙长慧 (Changhui Sun), Vice Principal candidate

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|  Topic | Discussion/Action/Decision | Responsible Person(s) | Status |
| Board Officer Election | Three Officers have been elected by all BD members anonymously for School Year 2020 – 2021,Yifan Liu (刘一帆), PresidentZhihong Wang (王志红), SecretaryZhihui Xu (徐智辉), Treasurer The transition will start immediately and should complete by June 30 , 2020. | All | Voted |
| Appointment of Vice Principals and approval of administrative team | Based on elected Principal Hong Wang’s nomination, Board of Directors appointed Lu Ma (马璐)Vice Principal; Changhui Sun (孙长慧)Vice Principal and Curricular Director; Board of Directors approved other members of school administrative team,Guodong Chen (陈国栋) Administrative Director Hongyan Mao (毛鸿雁) Accountant Manager  Hongmei Du (杜红梅) Financial ManagerLiqun Jiang (江丽群) Administrative ManagerJing Hang (杭静) Registration Manager Yonghe Zhang (张永和) Web ManagerZhi Li (李植) Curricular Assistant | All | Appointed/Approved |
| Decision on School Year 2020 – 2021 tuition and salary increase | 1. Many Chinese school families are impacted financially due to COVID-19 pandemic, Board of Directors decided to keep the tuition for School Year 2020 – 2021 the same as School Year 2019 – 2020.2. Due to financial uncertainties, the decision on salary increase for teachers and staff has been put on hold. Board of Directors will discuss at a later time. | All | Approved |
| COVID-19 Donation Report | Jessie Wang sent all board of directors the donation details prepared by the School Principal Wendy Wang for review. Board of directors agreed that BD Treasurer Hongmei Du will coordinate with School Senior Accountant Shuyuan Feng to prepare a donation summary report and collect related materials for Board review and future audit.  | All | Agreed Action |