**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**: February 26, 2017, 11:30 a.m.

**Location**: Paramus Catholic High School,

 425 Paramus Road, Paramus, NJ 07652

**Attendance Roster**:

**Board Memeber**

王虹 (Hong Wang), *Chair*

廖世平 (Shiping Liao), *Secretary*

徐智辉 (Jeff Xu), *Treasurer*

陈国栋 (Guodong Chen)

韩伟 (Wei Han）

李焰 (Yan Li)

何燕 (Yan He)

王建锐 (Jianrui Wang)

梅笑辉 (Xiaohui Mei)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | **Discussion** | **Action/Decision** | **Responsible Person(s)** | **Due Date** |
| 2017 Election of Members of the Board of Directors |
| Process | Three board members (Shiping Liao, Jeff Xu and Guodong Chen) will retire and we need to elect three new Directors this year.  | 1. Following election schedule is agreed:

***3/12-26*** *– collection of candidates information****4/2*** *– nomination of candidates by Board of Directors****4/9*** *– Board of Directors communicate in writing to the Membership its nominations for candidates for Directors****4/23*** *– election meeting of the Membership****4/30*** *– announcement of final election results*1. Prepare the “Election Notice” on behalf of the Board of Directors. ***(PMN****: Action completed – see* ***Attachment****)*
2. Communicate the “Election Notice” to the Members as a School Special Notice.
3. Collect candidate information.
 | AllShiping LiaoYonghe Zhang/Yan LiShiping Liao/Xiaohui Mei | N/APrior to 3/12 |
| Rules | Election related rules | 1. Follow school Bylaws for candidate nominations and elections.
2. Candidates for election are nominated by the Board of Directors.
3. Target n + 50% for the number of nominated candidates (e.g., nominate 4~5 candidates when elect for 3 Directors).
4. Diversify the candidates (i.e., mixture of experienced and non-experienced).
5. The Directors up to retirement shall serve until the school Graduation Ceremony.
 | All |  |
| Others |
| Principle | Yan Li will retire from the Principle of School. | 1. The new Principle shall be appointed by the Board of Directors in accordance to the Bylaws
 | All | N/A |
| Term of President and Principle | Yan Li proposed that after their second term the President and Principle shall not resume the same position in the future *(but may be elected/appointed for other position(s) by the Board of Directors to continue to serve for the school)*. | 1. Agreed to further discuss this topic at a future Board of Directors meeting.
 | All | N/A |
| Management | Excellence of school management | 1. It is recognized that our current regulations including the Bylaws may need to be updated/amended to cope with the changing environment. It is also suggested to learn from other school’s successful experience.
2. As the decisions made at previous meetings of Board of Directors may be applied again under the same/similar circumstances, they should be well documented for future reference to avoid going through the same process repeatedly and to ensure consistency.
3. Despite of different opinions and/or approaches, we have the same destiny – to make the Chinese school better! Thus all Directors should work together with mutual respect and understanding which is essential for a steady and united leadership team.
 | All | N/A |

**Attachment – Election Notice**

Dear Parents,

There are nine board members (Board of Directors) in our Huaxia Chinese School at Bergen, Inc. Three board members will retire and we need to elect three new board members this year.

According to our school bylaw, the eligibility for electing new board members are:

Member:
a. student over age 18 who is registered in a minimum of one class per semester.

b. parent, legal guardian or grandparent of a student under age 18
who is registered in a minimum of one class per semester.

c. administrative staff member, current teacher, program coach.

Non-member: interested in promoting Chinese education. Such individual shall be nominated for election to the Board by the incumbent Board of Directors.

We prefer someone who has experiences of teaching or working or volunteering in our school. If you wish to apply for or you know someone who is a good candidate, please send us a brief message about the nominee qualifications. The deadline for nomination is March 26, 2017. You may email to liao@nyu.edu and xiaohui.mei888@gmail.com.

Thank you for your support.

School Board of Directors