**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**: October 1, 2017, 9:30 a.m.

Location: Gen Sushi & Hibachi

14 Chestnut Ridge Rd, Montvale, NJ 07675

Attendance Roster:

Board Member

王建锐 (Jianrui Wang), Chair

梅笑辉 (Xiaohui Mei), Secretary

王朝芳 (Chaofang Wang), Treasurer

王虹 (Hong Wang)

韩伟 (Wei Han)

李焰 (Yan Li)

何燕 (Yan He)

张元 (Yuan Zhang)

王盛节 (Shengjie Wang)

School Administrative Staff

薛梅 (Mei Xue), Vice Principle *(partially)*

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| --- | --- | --- | --- | --- |
| Topic | Discussion | Action/Decision | Responsible Person(s) | Due Date |
| Budget | BD reviewed the budge for school year 2017-2018 | 1. The budge was not approved by BD because of large deficit ($65,895). *(for details see attachment – “School Budget (draft) 20171001”)* 2. Yan and Mei were asked to revise the budget and re-submit to BD for review in 1 week. 3. BD discussed various ways to increase income and reduce expense, e.g., expand admissions with additional classes, seek for donations and sponsorships, performance based bonuses, etc. | Yan He /  Mei Xue | 10/07/2017 |
| Activity | 2018 Spring Festival Party | 1. The Spring Festival Party has become a well-known activity to the Chinese community. We should continue the success of such activity in the coming year. It is suggested to look for an alternate venue with larger space while keeping Marriott Teaneck (place from last year) as backup. | All | N/A |
| Process | School Administration Committee | 1. Yan is asked to provide a list of school administrative staff together with their background information / justification to BD for formal approval. 2. The board will formulate more detailed guidelines to standardize the process for future election and transition of school administration committee for future school years. | Yan  All | 10/08/2017  N/A |
| Policy | Administrative policies for teaching staff | 1. To ensure the quality of the AP class Curricular Director will attend the class and gather feedback from parents for evaluation purpose. The AP teacher will be offered appropriate training opportunities, e.g., consultation and/or training with previous senior AP teacher(s), participation of external training class (Note: AP teacher training by Seton Hall University in October). 2. It is also agreed to develop further administrative policies on qualification and training of teaching staff. | Yan  All | N/A  N/A |
| Policy | Tuition and refund | 1. The board members shall brainstorm the relevant policy regarding tuition and registration fees, and come back with any proposed changes at future BD meetings. | All | N/A |
| Others |  | 1. Two teachers and two volunteered teaching assistants are assigned to the “Math Problem Solving” classes. To acknowledge their effort and contribution to the class, a one-time stipend (equivalent to $10/class) will be awarded to the teachers at the end of the school year. 2. A face-to-face discussion meeting between BD/school administration committee and parents/teachers shall be arranged (Post meeting notes: The meeting was held on Oct. 8th) | All  All | N/A  10/08/2017 |