**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 19, 2017, 8:00 p.m.

Location: Joy Chinese Cuisine

 478 Kinderkamack Road, River Edge, NJ 07661

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 (Jessie Wang)

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| Topic | Discussion | Action/Decision | Responsible Person(s) | Due Date |
| Process | Review and vote on school principal performance  | 1. BD members (except for Yan He) discussed performance of Principal Yan He:
* Wei Han: This year’s tuition refund is quite large (> $30,000) which will have a negative impact on the further development of Chinese school; many complains were received from parents and teachers.
* Yan Li: Principal has the authority to make decisions on school related issues and the BD will generally not be involved. However, BD has the responsibility to intervene in any significant problems such as the large tuition refund. In consideration of the current situation, it is recommended to remove the Principal.
* Chaofang Wang: If the Principal is removed, will those teachers and students who have left the school come back?
* Jessie Wang: The board of directors had recommendations for how to solve the problem on AP teacher. Those recommendations were not explained during the recent parents meeting and were not followed up either. The current Principal is responsible for not following up.
* Yuan Zhang: The tuition refund is relatively large, but is not that serious. The school just started and this is not even the final budget yet. The deficit has been reduced to less than $16,000 with the recent revised budget. In addition, there will be more admissions by the spring semester. We should look at the final balance. As for the AP class, the problem is being solved. The Principal is authorized to decide on teacher assignments. If most of the parents/teachers are complaining, it will be a big problem then.
* Hong Wang: It was not very smooth during the first month of school. On one hand, we should determine who is accountable for the problems, on the other hand we should allow some time for corrections.
* Wei Han: Even the revised budget still has problems.
* Jianrui Wang: In general I am not satisfied by the Principal’s performance. We need to find a way to solve the problem appropriately. Whatever actions we take must be valid from legal standpoint.
* Xiaohui Mei: We have received different or even totally opposite comments/information on some of the problems. It is not so easy to tell which is true or false. The issues with the Principal need to be clarified and confirmed before any final decision is made.
* Yuan Zhang: The problem should be solved fairly with consideration of everyone’s opinion.
1. Given the debatable criticisms about the Principal and the different opinions among the BD members, Xiaohui suggested to conduct a survey on the Principal’s performance with all parents/teachers so that the BD can make a final decision on an unbiased basis. The proposal was passed upon voting by all 9 BD members (5 votes for, 3 against, 1 abstention).
2. It is agreed to conduct the above proposed survey on upcoming Sunday (October 22, 2017) and the following Sunday (October 29, 2017 until 12:30 pm). The BD will vote for a final decision on the removal of Principal after 12:30 pm on October 29, 2017. Jianrui will draft an announcement for the survey and Xiaohui will prepare the survey ballot.

*(Post Meeting Note: For the best interest of Huaxia Bergen Chinese School, Yan He decided to resign from the position of Principal (see attached School Notice dated October 22, 2017). Consequently, the survey is no longer necessary.)* | AllJianrui Wang / Xiaohui Mei | N/A10/21/2017 |