**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 29, 2017, 12:00 p.m.

Location: Paramus Catholic High School,

 425 Paramus Road, Paramus, NJ 07652

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)

School Administrative Member

廖世平 (Shiping Liao), Principal

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| Topic | Discussion | Action/Decision | Responsible Person(s) | Due Date |
| Process | Appointment of new Principal and School Administration Committee | 1. Shiping Liao is appointed as new Principal. The following new School Administration Committee is approved by BD:
* Principal: Shiping Liao
* Vice Principal: Lu Ma
* Administrative Director: Mei Xue
* Curricular Director: Changhui Sun
* Accountant: Hong Shen
* Registration Manager: Jing Hang
* Web Manager: Yonghe Zhang
* Administrative Assistant Director: Liqun Jiang
* Principal Assistant: Guodong Chen
 | All | N/A |
| Process | Excellent service awards | 1. Hong Wang is awarded as “Founder and Senior Consultant” for her outstanding contribution in the past years since Huaxia Bergen Chinese School was initially founded. *(Note: As this is not a formal position of School Administration Committee, Hong will not participate in routine school administrative activities. However, the School Administration Committee is encouraged to consult with Hong at any time as needed to take advantage of her expertise and wide contacts.)*
2. Teachers who have served at the Chinese school for 20 years should be awarded with “Excellent Service Award”.
3. Yan He will also be rewarded with a special service award for her hard work as the past Principal and her effort in maintaining the school integrity during the recent reorganization of School Administration Committee.
4. The above awards will be announced at the upcoming Spring Festival Party.
 | All | N/A |
| Activity | 2018 Spring Festival Party | 1. The Spring Festival Party will be held on February 10, 2018 (Saturday) at the same place as last year (Marriott Teaneck).
2. Tickets will be sold for $40 (adults) and $20 (children).
3. We should use this opportunity to seek for as much sponsorship as possible.
 | All | N/A |
| Process | WeChat Group  | 1. A WeChat Group with current school parents should be established. Only curriculum related information will be disseminated in this group (e.g., registration, change of classes, school announcements, etc.). Jing Hang is recommended to lead this WeChat Group. It should be noted that this WeChat Group will not replace the current School Notice System; it is considered a supplementary communication channel.
2. Alternately a WeChat Pubic Platform for the Chinse school may be employed in lieu of the WeChat Group, but it is viewed as more challenging from operational standpoint.
 | Shiping Liao | N/A |
| Process | Financial record | 1. Many gift cards were given away at the end of last school year. A clear record of receipt (with signatures) for these gift cards should be available for future reference. Chaofang Wang, Yan Li and Lu Ma are charged to follow up on this matter.
 | Chaofang Wang / Yan Li / Lu Ma | N/A |