**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**: January 5, 2019, 4:30 – 5:30 p.m.

Location: Joyce Chinese Cuisine,

478 Kinderkamack Rd, River Edge, NJ 07661

Attendance Roster:

Board Member

王建锐 (Jianrui Wang), Chair

梅笑辉 (Xiaohui Mei), Secretary

杜红梅 (Hongmei Du), Treasure

李焰 (Yan Li)

何燕 (Yan He)

张元 (Yuan Zhang)

王朝芳 (Chaofang Wang)

王盛节 (Jessie Wang)

周翔 (Sean Xiang Zhou)

School Administrative Member

王朝芳 (Chaofang Wang), Principal

薛梅 (Mei Xue), Administrative Director

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| Topic | Discussion/Action/Decision | Responsible Person(s) | Due Date |
| Update of school work | Chaofang provided an update on the school work in the past semester. With the effort of all teachers and school administrative staff and the parents’ support, gratifying results have been achieved in Chinese education, cultural/sports activities and external communication, which are well recognized by different parties including the headquarter of Huaxia Chinese School. The Board of Directors highly appreciated all the accomplishments by the current School Administration and sincerely acknowledged the selfless contribution by all the teachers, parents and volunteers! | Chaofang | N/A |
| Budget for 2018-2019 school year | 1. BD reviewed school budget for year 2018-2019 presented by Chaofang and Mei. There are currently more than 500 students registered. The total net income is projected to be approx. $10K. The budget was unanimously approved by all BD members. 2. With regard to tuition for fall semester 2019, the BD in principle agreed to a 5% increase and asked Chaofang to further confirm or adjust it as needed. 3. More options to increase income were discussed. It is suggested to put together instructions and communicate to parents. | All  Chaofang  Chaofang/  Jianrui | N/A  N/A  N/A |
| BD Election | The 2019 Board of Directors election was also discussed. Following are preliminary information on the election:   1. Candidate nomination will start from now on, each BD member can nominate one candidate 2. March 3 – deadline for candidate nomination 3. March 4-9 – Board of Directors review and confirm eligibility of all nominated candidates 4. March 10 – communicate to the Membership the nominations for candidates for Directors 5. March 24 – Meeting between the candidates and the Members (self-introduction and Q&A) 6. April 7 – Final election meeting   To ensure a smooth election, the Board decided to form an election committee consisting BD members and parent volunteers to be led by President Jianrui Wang. Further details will be discussed in future BD meetings and communicated to the Membership. | All | N/A |