**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**: March 24, 2019, 11:15 am – 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

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)

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|  Topic | Discussion/Action/Decision | Responsible Person(s) | Due Date |
| Election of BD Directors | The following details were agreed by the BD:1. Election date: April 7, 2019
2. Time: 9:45 am – 12:00 pm (vote); 12:00 – 1:00 pm (counting)
3. Location: North Cafeteria at school
4. Election committee is formed by all BD Directors and 8 parent volunteers
5. School will provide a classroom for the BD candidates to meet with members (optional) during the school day on March 31st.
 | All | N/A |
| WeChat Group | There are three generally recognized WeChat groups for Huaxia Chinese School at Bergen:1. 华夏博根中文学校信息群 - This WheChat group is officially approved by the Board of Directors. The group leader is appointed by the Principal and agreed by the BD. It should be used to communicate official school information, e.g., school notice, BD announcement, etc.

Note: (a) Members are suggested not to post individual messages between Wednesday night and Sunday morning to avoid disturbance to the official messages from the school. (b) The Principal may post any general school related messages without being bias to any individual(s).1. 华夏博根中文学校义工群 - This WeChat group is managed by the School Administration. The group leader is the Principal or his/her designee who can make any changes as needed (e.g., change the name of the group). It is a tool to coordinate all the school volunteers to facilitate various school activities.
2. 华夏博根中文学校校友群 - This WeChat group is not monitored by the School Administration or the BD. The members are composed of current and past members of HXBG.
 | All | N/A |
| Establishment of Parents and Teachers Association | According to Chaofang, parents and teachers from the school volunteers group have the desire to establish a school’s parents and teachers association to enhance communication between the school administrative staff and the parents, and to better assist in various school activities.However, it was pointed out that there has been a “PTO” (Parents Teacher Organization) formed by some parents and teachers since 2017. Neither the BD nor the School Administration was involved in the establishment of the above mentioned “PTO”. Reference is made to a previous school meeting summary dated October 8, 2017 (<http://www.hxbg.org/php/pg_showweeklynotice1.php?id=494>) where it was stated that in accordance to school By-Law the “PTO” does not belong to Huaxia Chinese School in Bergen.Due to time constrain, no agreement or decision was made, the topic will be followed up in future BD meeting. | All | N/A |
| Election of Officers | Following the principle of the By-Law, the BD attempted to form detailed instruction for election process of BD Officers, e.g., how to nominate, who should elect, etc. Due to time constrain, this topic is postponed until the next BD meeting. | All | N/A |