**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**: September 29, 2019, 4:00-6:00 PM

**Location:** International Buffet at Foster Village

505 South Washington Ave Bergenfield, NJ 07621

Attendance Roster:

Board Member

张元 (Yuan Zhang), Chair

刘一帆 (Yifan Liu), Secretary

杜红梅 (Hongmei Du), Treasure

王朝芳 (Zhaofang Wang)

王盛节 (Jessie Wang)

周翔 (Sean Xiang Zhou)

李丽 (Li Li)

陈国栋 (Guodong Chen)

王志红 (Zhihong Wang)

School Administrative Member

王朝芳 (Zhaofang Wang), Principal

冯淑媛 (Shuyuan Feng), Acting Financial Director

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| Topic | Discussion/Action/Decision | Responsible Person(s) | Status |
| Financial regulation update and audit report review. | Hongmei presented the finalized Financial Regulation update (2019 September Version) , along with Financial Reports (included audit report) for 2017-2018 academic year. 2019 Financial Regulation update was unanimously approved by all BD members after review and discussion. The Financial Regulation update and financial reports will be published onto the school web site.  School’s Reserve Fund is funded by surplus from previous periods’ Current Funds. BD recommended some of surplus from prior year shall be allocated to school reserve fund. | All | Approved |
| Review and approve budget for academic year 2019-2020 | BD reviewed school budget for academic year 2019-2020 presented by Zhaofang and Shuyuan. Based on the current registration, the estimated total income is$399K that is about $11K more than the previous academic year. The budget projects $3.5K deficit for the academic year primarily due to increase of teacher’s salaries and wages, school activities, ... The budget was unanimously approved by all BD members. BD thanked Zhaofang and Shuyuan for the effort to prepare the school budget. | All | Approved |
| Inform and confirm school admin team | Based on the needs of school, Zhaofang presented a proposal to enhance school administrative staff. The proposal was unanimously approved by all BD members.  Changhui Sun was promoted to Vice Principal. Changhui will keep her role as Curricular Director as well. Liqun Jiang was promoted to Administrative Director. Mei Xue was appointed as Financial Director. Shuyuan Feng was appointed as Acting Financial Director during the period of Mei Xue’s leaving. Zhi Li who had been helping with school administrative task was appointed as Principal Assistant.  The following are the school administrative staff for 2019-2020 academic year:  Zhaofang Wang, Principal, Lu Ma, Vice Principal, Changhui Sun, Vice Principal and Curricular Director,  Guodong Chen, Academic Director, Liqun Jiang, Administrative Director, Mei Xue, Financial Director, Shuyuan Feng, Acting Financial Director during the period of Mei Xue’s leaving,  Hongyan Mao, Accountant, Jing Hang, Registration Manager, Yonghe Zhang, Web Manager,  Zhi Li, Principal Assistant.  The announcement will be posted on school notice. The school website will be updated accordingly. | All | Endorsed |