**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**: November 24, 2019, 11:00AM-1:00 PM

**Location:** Paramus Catholic High School,

425 Paramus Road, Paramus, NJ 07652

**Attendance Roster:**

**Present:**  
张元 (Yuan Zhang), Chair

刘一帆 (Yifan Liu), Secretary

杜红梅 (Hongmei Du), Treasurer

王朝芳 (Zhaofang Wang), Principal/Board Member

王盛节 (Jessie Wang), Board Member

周翔 (Sean Xiang Zhou), Board Member (call in)

李丽 (Li Li), Board Member

陈国栋 (Guodong Chen), Board Member

王志红 (Zhihong Wang), Board Member

**Absent:**

**None**

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| --- | --- | --- | --- |
| Topic | Discussion/Action/Decision | Responsible Person(s) | Status |
| School year 2018-2019（10/29/2018-6/30/2019）sick leave calculation | 1. Total sick leave time back pay for teachers, 1 hour sick pay for every 30 hours worked, based on total worked hours from 10/29/18-6/30/19. 2. Total sick leave time back pay for administrative staff, 1 hour sick pay for every 30 hours worked, based on total worked hours from 10/29/18-6/30/19. 3. Total sick leave time back pay for a person with dual positions (teacher and admin staff) is the same as administrative staff, teacher’s pay rate is applied for sick day pay rate. | All | Unanimously approved |
| School year 2019-2020（7/1/2019-6/30/2020 sick leave calculation | 1. For teacher, the maximum total worked hours from 9/1/19 to 6/30/20 is 128 hours. The leave time pay is 1 hour sick pay for every 30 hours worked. 2. For administrative staff, the maximum total worked hours for school year 7/1/2019-6/30/2020 is 150 hours, 128 hours from 32 school weeks, 7 hours in Jul’19, 7 hours in Aug’19, 8 hours in Jun’20 additionally. The leave time pay is 1 hour sick pay for every 30 hours worked. 3. Total combined maximum working hours for a person with dual positions (teacher and admin staff) is 150 hours for school year 7/1/2019-6/30/2020. The teacher’s pay rate is applied for sick day pay rate. | All | Unanimously approved |
| Offer letter | * Offer letter template includes:   + school header,   + candidate contact info,   + job details,   + compensation,   + at-will status,   + the electronic signature of principal or the electronic signature of board chair,   + candidate signature and date. * The templates for teacher, admin staff, and principal/vice principals were presented, reviewed and agreed by all presenting board members.   Post-meeting follow-up:   * 45 teacher’s offer letters were prepared by curricular director using the teacher template with principal’s electronic signature as agreed by the board. The principal instructed curricular director to send out the offer letter as prepared without change on November 27th. * 7 admins team offer letters prepared by principal with principal’s signature were sent out before December 1st. * The three principal/vice principal offer letters prepared by board secretory with board chair electronic signature were sent out on November 27th. | All | Unanimously approved |
| Pay frequency change | Plan to change pay frequency from monthly to semi-monthly has been approved. | All | Unanimously approved |
| Cost to school budget | The estimated sick leave back pay for 2018-2019 school year, the projected sick leave pay for 2019-2020 school year, and the projected pay frequency change expenses were reviewed and approved. | All | Unanimously approved |
| Job title change | 1. The job title for Guodong Chen is changed to Administrative Director. Both Guodong Chen and Liqun Jiang are Administrative Director. 2. The job title for Shuyuan Feng is changed to Accountant. (Post meeting follow up, per request of principal, the title was asked to upgrade to Senior Accountant). | All | Endorsed |
| Speeches and debate trainings | 1. The current going Speeches training time will be kept at the same time, from 1:20PM to 2:50PM. The training session will be wrapped up on Jan 12, 2019. 2. Debate training will be held between first and fourth period, from 9:30AM to 1:00PM starting from January 26, spring semester 2019. | All | Approved with majority |
| Miscellaneous items | 1. Information from <https://nj.gov/labor/wagehour/lawregs/nj_state_wage_and_hour_laws_and_regulations.html#11D1> and other information will be posted publicly, and viewable by all school employees. 2. Teacher’s and staff’s new signing sheets have reviewed and approved. 3. Per 2019-2020 lease with PCHS, the school operation hour is 9:30am-1:00pm. All HXBG personals are required to leave PCHS premises by 1:00pm. 4. For Teacher position, the working hours are a maximum of **Four (4)** hours per school week and a maximum of **one hundred twenty-eight (128)** hours per school year. 5. For administrative position, the total working hours (including teaching hours if applicable) in a school year could not exceed **one hundred-fifty (150)** hours. | All | Endorsed |