

Huaxia Edison Chinese School

3/25/2018 Board Meeting Minutes

Place: Room 102B
Time: 3:30-5:30PM 3/25/2018
Board member attendees: Jian Chen, Kangfu Chen, Julie Qian, Kun Qian, Nan Song, Annie Wu, Qiang Wu, Tom Wang, Chao Yao (9 out of 9 attended, made quorum)
Absent: N/A
Excused: N/A
Additional attendees: Dong Wei, Juan Tang, Charles Cao
Chair of Meeting: Julie Qian
Recording: Kun Qian

Agenda #1 chinese teaching committee report

From committee chair Dong Wei :

If we lose more students, do not want that attribute to teaching quality and lack of actions to improve classroom effectiveness.

Had discussion with Academic Director Wang Dajin and here are the proposals:

1. For remaining 2017-2018 academic year, have a trial run of evaluation. Evaluation form needs to be approved and published to public.
2. Due to short time till end of academic year, propose teacher bonus remain constant this year. Next year should have differentiation in bonus percentage. The buckets of differentiation should be voted by new board at the beginning of school year 2018-2019 and made public then.
3. Teacher evaluation form is summarized from forms of 4 other Huaxia schools. The form covers 4 areas (Knowledge and teaching, classroom interaction with students, classroom management and discipline, Be-a-good-example-for-students) with 5 grades: very good, good, acceptable, need improvement, unable to evaluate. If evaluation says need improvement, must have comments and examples for what to improve. Form is attached to the end of this meeting minutes.
4. Juan Tang and Xia Chen joins teaching committee. Divide teaching committee into two groups, each with 3-4 member to listen to same class. Schedule will be arranged ahead of time with Academic director. Only 50 minutes of each Chinese class will be evaluated. Evaluation will take place 4/15, 4/22, 4/29 (may be fewer due to debate event at our school), 5/6 , 5/13.
5. Parent feedback form is created. Feedback will be distributed to all parents in April. Feedback will be collected and analyzed but will not be factored into official evaluation and bonus bucket.

Vote for contents of evaluation form and parent feedback form: 9 passed.

Vote for bonus not affecting this year and effective next year: 9 passed.

Agenda #2 Lack of participation in parent duty

Charles Cao presented records of missing parent duty in Spring 2017 semester and Fall 2017 semester. Each family has been given two chances to make up in the two months of next semester. So cannot find excuse for that.

Board voted 9 out of 9 for the following actions:

1. We have not enforced rules. We will start to enforce rule and deduct deposit.
2. School does not WANT to make money from forfeited deposit. School wants every parent to do their duty and collectively operate the school.
3. Charles will send out email to parents who missed duty, a) inform them of the decision; b) give those missing duty in fall 2017 one more chance to sign up by April 29.
4. Discussed how other school handles it. Board decided that it is not practical to publish schedule for a semester ahead of time. However, we are open to feedback.
5. Principal Qiang Wu will email whole emphasizing the importance of parent duty.
6. Proposal to increase amount of deposit is postponed to next meeting, given time for parents feedback. Current deposit is \$30 for whole academic year. Just a reminder of policy, If deposit is forfeited, upon registration of next school year, deposit payment will be required.

Attention Parents,

- please register more than one email addresses in registration so that both parents get notified.
- All adult and child students must perform parent duty. You paid a tuition, you have an obligation to ensure you take care of the facility. If custodians have to do extra work, everyone will have to pay much more in tuition.
- Principal Qiang Wu will email parents that going forward we will enforce policy by having no second chance. Each week Principal's email will list who have parent duty for upcoming Sunday as another reminder.

Agenda #3. 4/29 debate competition in our school

1. 2 more schools in central area will join debate this year. 90 students coming. Organizer requested that it takes place in afternoon instead of evening as usual. 1:30-6:30 is event time.
2. Selected room 191 and 197 for competition of higher and middle grades. That area is quieter than main corridor, considering event takes place while class and recess is in session. Those rooms are slighter smaller than room 107 and require us move out chairs to hallway and possibly limit the number of spectator.

3. Our school needs to provide half of officiating personnel. That includes: Two referees comes from debate teachers. 2 timers: Annie Wu. Kun Qian. Some parents may want this role. 2 score keepers: Kangfu Chen, Nan Song. 2 door guards: Juan Tang. Julie Qian.
4. We need to set up room in advance. Need many board members to arrive at 12:30 for 1:30 competition start. Bergen Teacher Liu has banner. We need to print out "2017-2018". Kun: Buy table cloths for 6 tables and water for 90 students and crew.

Agenda #4. Financial report

Principal Qiang Wu presented simple reports from Jul 2017-Feb 2018 as prepared by school accountants. We are on track to meet small deficit as projected in school budget. Donations from 20th year celebration did help to increase revenue.

Agenda #5. Club fee

As school is under deficit, the fees paid by clubs was inherited and unchanged from previous *good* years. We ran out of space and have to wall up half of cafeteria for some classes/club activities. The gym space is hot. There are requests for more culture classes that have to be turned down due to lack of space.

Board agreed to evaluate usage and determine fee by school rent in a fair way. Board asked Principal Qiang Wu to prepare more complete information on what clubs pays how much, so that we can determine a fair fee for both school class and club use. Ideas of auction is raised, so is equal-divide-by-school-rent. Historical fee may be factored in but should not be deciding factor. Idea of favor children over adults are raised also.

Agenda #6 FYI Mindsports will be held May 20 in Huaxia Bridgewater

Usually in Spring track and fields games take place in Plainsboro and in Fall mindsports take place in Bridgewater. From feedback that May is still cold, Huaxia School decided to flip them this year. We will have another mindsports game on May 20. Registration will be sent out. Board asked if anybody will volunteer to be team leader for the event.

Agenda #7 Decided agenda for next meeting on 4/22 3:30pm.

1. Review logistics of 4/29 debate competition.
2. Club fee. Qiang Wu should give proposal.
3. Bergen teacher conference took place March 25. Dong Wei, Dajin Wang and Kun Qian participated. We ran out of time to share feedback. Will do so in next meeting.
4. Hxedison grade-by-grade registration number tracking for 2016 2017, 2018. Kun Qian has data to show.
5. Any quick feedback on teacher evaluation?
6. Printing logistics

Appendix A. Teacher evaluation form

华夏爱迪生中文学校中文课评估表

任课老师: _____ 任课班级: _____ 年 _____ 班
 使用的教材: 《标准中文》 _____ 级 _____ 册; 《马立平》 _____ 册

听课人姓名: _____ 听课日期 _____

评 估	很好	较好	一般	有待改进	无法评估
汉语知识及教学法					
备课认真(对教材的熟悉程度)					
目的明确(每堂课的目标)					
进度合适					
语言表达					

评 估	很好	较好	一般	有待改进	无法评估
师生的交流					
师生交流频繁					
鼓励并认真听学生表达					
调动学生的积极性					
努力创造生动的语言环境					

评 估	很好	较好	一般	有待改进	无法评估
课堂管理					
教室气氛轻松和蔼					
正面管理学生行为(鼓励为主)					
维持正常教学次序					
建立和保持课堂常规					

评 估	很好	较好	一般	有待改进	无法评估
为人师表					
以身作则使用中文					
按时上下课					
尊重学生					
为学生主动提供帮助					

- 很好 - 4 较好 - 3 一般 - 2 有待改进 - 1

总分 -