

Huaxia Edison Chinese School

2/25/2018 Board Meeting Minutes

Place: Room 102B

Time: 2:30-4:30PM 2/25/2018

Board member attendees: Jian Chen, Kangfu Chen, Julie Qian, Kun Qian, Nan Song, Annie Wu, Qiang Wu, Tom Wang (8 out of 9 attended, made quorum)

Absent: Chao Yao

Excused: N/A

Additional attendees: Dong Wei

Chair of Meeting: Julie Qian

Recording: Kun Qian

Agenda #1. How to improve chinese class teaching and studying effectiveness.

A few ideas/observations were discussed:

1. Chinese teaching is the most important job in Chinese School.
2. Should have teachers and curricular committee member to sit in class and observe.
3. Design teacher evaluation form.
4. Half of ninth grade students are originally from other schools and same for two thirds of AP class students. This is because we have star teachers for those grades. Having the best HSK score does not change the fact that school has been losing students due to various reasons.
We shall follow up with enrollment dropouts with phone calls and ask for reasons they are leaving.
5. There were reported cases that both teacher and substitute teacher are absent and TA leads class instead.

1.1 Assigned ex principal and current board members to form chinese teaching committee to assist curricular director.

4 members from the board: Dong Wei (chair), Kangfu Chen, Nan Song, Annie Wu

Next steps:

A. Dong Wei to talk to curricular director Wang Dajin by March 4.

B. Recommend to recruit 3 teachers to join the committee, along with curricular director Wang Dajin.

C. Have committee meetings and have a proposal for improving effectiveness of chinese teaching and learning and present it to board meeting no later than March 18.

D. Goal is to publish action plans to general members before March 20.

Resolution:

Differentiate teacher bonus paid in June 2018 with 3 buckets: 5%, 10%, 15%. Bonus is tied to teacher performance.

8 votes passed the resolution.

Agenda #2. Other board member assignment and clarifications

2.1 Form cultural committee to assist vice curricular director Jianjun Li. Jian Chen (chair) and Julie Qian are board members in the committee. Jianjun is also in the committee.

Next step is for the committee to form a plan to improve cultural activities by March 31.

2.2 Board Secretary is changed from Nan Song to Kun Qian for the remaining school year.

2.3 Clarified that role of treasurer is mainly for organizing financial audit in the summer and monitor regular expenses and ensure we have a vote for expenses over \$100.

Agenda #3. Special thank-you gift to all teachers on occasion of 20th year celebration

Given we have positive balance on that event, a resolution is raised to buy a \$30 carry-on luggage bag from costco.com for each teacher.

5 votes passed the resolution.

Assigned Qiang Wu to coordinate with others to buy and transport such large amount of luggages.

Agenda #4. Semi-annual financial report is due. Need a more accurate account on 20th year celebration balance sheet.

Qiang Wu shall present both reports to the board in next meeting.

One existing Google sheet has list of what we bought. Prices should be updated by us..