

Huaxia Edison Chinese School

4/17/2018 Board Meeting Minutes

Place: Video conference
Time: 9-11 PM 4/17/2018
Board member attendees: Kangfu Chen, Julie Qian, Kun Qian, Nan Song, Annie Wu, Qiang Wu, Tom Wang, Chao Yao (8 out of 9 attended, made quorum)
Absent: Jian Chen
Excused: N/A
Additional attendees: Dong Wei, Dajin Wang, Xia Chen
Chair of Meeting: Tom Wang
Recording: Kun Qian

Agenda #1 Curriculum proposal for 2018-19 academic year.

From Dajin Wang for Chinese classes:

1. For remaining 2018-2019 academic year, Continue to open Chinese class according to current curriculum, including standard Chinese and Ma Li Ping Chinese.
2. If less than desired number students (10) enroll by August, will make a determination in August whether we close the class and transfer students to other Chinese classes.
3. If less or equal than 5 students in a Chinese class, most likely we will close that class.

Proposal from Jingjun Li for culture classes:

1. We should adhere to existing rule that fiscally it makes sense to open class only for 10 or more students.
2. If there are 6-9 students, we should give parents a choice between a) increase tuition and cover cost; b) close the class.
3. 5 or fewer student in a culture class, we should close that class.
4. Next year we will have same culture classes as this year, with the exception of Web Design due to lack of enrollment.

Board approves above curriculum proposals for 2018-19 academic year. School will open online registration system on May 6 2018. School will advertise in local Chinese newspapers.

Xia Chen suggested that Ma Li Ping Chinese starts to teach Pinyin in 3rd grade. If that class is closed, students do not have Pinyin fundamentals to transfer to Standard Chinese. Board agrees to allocate resources to teach those students Pinyin free of charge, should such situation arises.

Agenda #2 Tuition increase for 2018-19 academic year

Our school has a unique burden of \$76k rent which is far higher than most other Huaxia schools. Board analyzed \$76000 annual rent for 30 weeks. Board determines that \$20 per regular class hour, and \$30 per gym class hour is a reasonable allocation of rental cost. Teacher salary and administration cost are around \$40 per class hour. Our tuitions and fees for club should cover these costs so that we can be fiscally responsible and sustainable.

2017-2018 academic year is still projected to have a loss of 10k or more. Even though we raised tuition by 10% this year, it is partially offset by 10% loss of student enrollment.

Principal Wu conveyed the news that our neighbor Huaxia Schools will increase tuition significantly. He recommends we do similar increase.

After comparing with tuition in other school, board decided to increase tuition in 2018-19 academic year as the following:

1. Standard Chinese/Ma Li Ping/CSL: \$330 -> \$395 per year. \$185 -> \$220 per semester.
2. SAT/AP: should be no lower than standard chinese. \$310 -> \$395 per year.
3. Culture classes: if it is \$180/year, then increase to \$215/year. and \$100/semester -> \$120/semester. Other culture classes not at this rate will have same proportional increase.
4. Parent duty bond: \$30 -> \$50.
5. Registration fee, delayed-registration fee, admin fee and textbook fee stay the same.

Board voted 8 out of 8 for the above.

Agenda #3. What we learnt from Teach conference at Huaxia Bergen on March 25

Feedbacks were shared by Dong Wei, Dajin Wang and Kun Qian:

1. Bergen does teacher training.
2. Bergen does extensive teacher audit. This is something we will do in the next few weeks.
3. There were a few cases that a unsatisfactory teacher is taken off teaching, sit in other teacher's class, and decide if he/she is willing to improve by taking training , or resign.
4. Bergen has better classroom discipline. They said "Good classroom discipline is a prerequisite of teaching Chinese successfully". They inform parents on second offense, and ask that parent to sit in the classroom. Particularly for low grades, class Moms have a rotation to sit in the classroom to assist.

Board discussed that we may introduce class Moms to sit in classroom too. How to improve effectiveness of TA? How to help teacher to foster better class discipline? etc.

Board agreed that we will reconvene after auditing classes in the next 4 weeks, and talking to teachers, then come up with some action items.

A 2016-2017-2018 grade-by-grade enrollment tracking analysis is shared with the board. It surprised us that we lose 30-43% of student in grade K-2 in the following year. Yes that is due to various reasons. Lower grade in Chinese teaching is key years. Getting some retention will help increase enrollment.

Agenda #4. Reviewed logistics of HX debate contest in our school on Apr 29

- Jian Chen, Chao Yao, Wei Dong, 4-6 people are needed : manage cafeteria, other school attendees will use 5 reserved tables. leads next debate team from Cafeteria to classroom 191, 197
- 2 assistant timers: Annie Wu. Kun Qian. Some parents may want this role.
- 2 assistant scorekeepers: Kangfu Chen, Nan Song. bring laptop and copy spreadsheet over.
- 2 door guards: Juan Tang. Julie Qian.
- 2 referees: Teacher Xie Qingwei, Liu Yuan.
- Tom: buy 6 tablecloths. Get extra to cover patterns on existing whiteboard.
- Wu Qiang: print all banners, 名牌, according to Task_list.doc in attachment.
- Qian Kun: buy 4x40 waters. Print signs.
- Get tables and chairs from Matt.
- CSet up begins 12:30PM
- Referees arrive by 1PM.
- All contestent arrive by 1:30PM, make drawings. 60+ students plus their parents. Parking lot will be crowded.
- 2PM debate start
- 6PM finish (hopefully), trophy time
- 7PM end (estimate).

Agenda #5. Teacher Audit

Will occur on 4/22, 5/6 and 5/13.

Dong Wei distributed assignment sheet for all participants. DaJin informed teachers that audit will happen though for a given teacher on which week will not be told.

Agenda #6 Club fee is not discussed due to lack of time

Board agreed on increase. Exact price will be discuss

Discuss again in Next meeting

1. Club fee.
2. Annual board election. May 20 or Jun 3. Jun 10 is graduation day.
3. May 20 will have mind sports game.