

Huaxia Edison Chinese School

05/12/2019

Board Meeting Minutes

Place: Room 102, Edison High School
Time: 3:30-5:00PM 05/12/2019
Board member attendees: Kun Qian, Tom Wang, Chao Yao , Hui Zhan, Jian Chen, Xia Chen, Qiang Wu(7 out of 9 attended, made quorum)
Absent: N/A
Excused: Hui Yan, Kangfu Chen
Present: Yuan Liu, Guoliang Cao, Dajin Wang
Chair of Meeting: Kun Qian
Recording: Kun Qian

May 12 Meeting minutes

1. Vote 7 of 7 passed motion to modify bylaw: To allow better participation of management and volunteer work, we propose to change bylaw regarding board members. One principal and one parent council chair will be elected once a year for one-year term. There will be 7 board members with two-year term. One Chairperson of board will be voted by the board once a year. The rest 6 board members are at the same time all Vice Principals. All duties of the board and previously Principal/Parent council/Vice Principal will be divided among 9 board members once a year. Each duty will have at least one backup person besides the primary assignee. School bylaw will be updated for the same vote.

2. Vote 7 of 7 passed motion to modify bylaw: To allow better participation by teacher and improve communication between teachers, admin team and board, we proposed to change bylaw to allow up to two teachers to be on the board. There board members will have same term, right and responsibility as board members from current parents.

3. Motion 1 and 2 above will be voted by current general members on Jun 2.

4. General Election will be on Jun 2 in Cafeteria.

- Retiring board members are Principal Qiang Wu, Board member Kangfu Chen, Board member Chao Yao.
- Candidates for Board member are: Yuan Liu, Mingmin Shen, Guoliang Cao.
- Candidate for Principal:: Tom Wang
- Candidate for Parent Council Chair: Jian Chen

5. Financial Audit for school year ending Jul 31

Treasury Zhan hui will organize a financial audit by independt auditor, with assistance from school accountant and Principal. Audit will be completed by mid August.

6. Next board meeting on Sept 7 2019.

Principal will prepare annual school report based on the audit and present to board on Sept 7, when we will have first meeting of new board for 2019-2020 school year. Chairman will be voted on and duty will be divided in the meeting.

7. Next school year calendar

Tom presented a draft of school calendar of 2019-20, to be approved by Edison BOE. First day of school will be Sept 8, 2019. We are marking no schools days, e. g. Sept 29 which is around jewish holiday based on Edison BOE school calendar. Nov 9 for Chinese school teacher conference.

Chinese new year will be Jan 25 2020. School's new-year celebration will be Feb 2 2020 which is also last day of Fall semester. Feb 9 2020 will be first day of Spring semester.

8. Better communication between teachers and parents.

- Proposed by Tom and agreed by the board, monthly briefing will be held between teachers and Principal to announce upcoming activities and solicit general feedback.
- Proposed by Yuan Liu and agreed by the board, Each board member will be assigned to organize 3-4 chinese class wechat group. Teachers will use the wechat group to communicate weekly assignment to parents. It is parent's duty to monitor assignment completion for their child. Parent can more conveniently pass feedback to board member since they will know the board member.