

Minutes of the ACLS Board of Directors

Subject: Regular Board Meeting of the school year of 2011-2012

Present: Dick Calandrella, Suzy Eppling, Yanni Gou, Wei Li, Jill Lu, Jianying Shi, Yanhua Tang, Jeff Yang, Guoying Zuo

Note Taker: Yanni Gou

Date/Time: Tuesday, Sept. 13, 2011, 6:30-8:50pm

Place: Acton Memorial Library, Conference Room, Acton, MA 01720

Meeting Minutes

1. Board new initiatives

The following new initiatives were discussed and approved by the board of directors unanimously.

a. By-law revision:

The Board would like to revisit the ACLS by-law which was made effective on Jan. 3, 2004 and its amendment which was made effective on April 13, 2009. It was discussed that the Article VI Parent Council has not been defined. A joint effort from the Parent Council and the Board is needed to complete this Article. A by-law committee will be formed to work on this task.

b. ACLS Management Handbook

There have been a few written job descriptions for admin members from the past Administration teams; however, the information is scattered. There was a discussion about generating an ACLS Official Management Handbook to not only include all functions of the admin team, but also to include the Parent Council and the Board.

c. ACLS website

The project of upgrading ACLS website was initiated in the school year of 2007-2008. The new registration system was established at that time. However, the “face” of the website has not been updated. The Board would like to work with Admin to have this project completed. Suggestions were made to hire professional web designers and this needs budget approval from the long term fund by the Board.

d. Public Chinese New Year celebration

In the past, Chinese New Year celebration has been a traditional school activity which opens to ACLS parents and friends only. In 2011, ACLS organized a grand celebration in conjunction with the Town of Acton and the Acton-Boxborough Cultural Council to celebrate the town’s 275th anniversary. This event was opened to the public. It was agreed to host a Chinese New Year celebration which is open to the public for the coming new year of 2012. An event committee will be formed to organize this celebration.

e. Set up a program to support students in China

The Board would like to lead a program to help Chinese students in a developing rural area in China. It was discussed that we may seek for collaborations with Newton Chinese Language School since NCLS has established a program, and it has been successfully run for many years.

2. Board Subcommittees

A few subcommittees were formed to work on different function areas:

- a. **Finance:** Yanni Gou, Jill Lu, Wei Li
- b. **Public relations:** Jianying Shi, Yanni Gou, Dick Calandrella, Jill Lu
- c. **By-law revision:** Yanni Gou, Jill Lu, Jianying Shi, Dick Calandrella
- d. **Communication:** Guoying Zuo, Wei Li, Yanhua Tang
- e. **Activity:** Jeff Yang and others as needed
- f. **China project:** Suzy Eppling, Guoying Zuo
- g. **Teachers liaison:**
 - i. Chinese Language: Yanhua Tang
 - ii. CSL: Suzy Eppling
 - iii. Culture classes: Guoying Zuo

3. Parent council report

The Parent Council Chair Jill Lu gave a brief to the Board regarding the Parent Council. The current members include Jill Lu, Rick Jian, Xiaoshen Ji, Donghai Ma, Lixin Sun and Ling Huang. Lixin is the seminar coordinator. The parent security and classroom duties are led by Rick with Xiaoshen as an assistant. The current system can effectively assign, record and track parent duties performed. Jill suggested to that the Principal include a reminder in the weekly note for parents to sign-in on the day of duty to get credit. Donghai is in charge of organizing headparents. Jill suggested to that the Principal ask Liu Ming (Dean of ACLS) to remind classroom teachers to send out survey emails to recruit the headparents. Ling will lead other PC activities, i.e., Chinese New Year party and the end of year outing, etc..

4. Administration report

Principal Jianying Shi gave a brief presentation for the school operations including admin team members, school plan/calendar, school program status and school year focus. There are 37 Chinese Language Classes (three more classes than last year) and 33 culture classes (four more classes than last year). There are 39 language teachers, 33 culture teachers and 19 TAs. As of the first week of school, 600 students registered for the language classes, and 424 students registered for the culture classes.

5. Discussion/approval of the school budget for the fall semester

Jianying presented the school budget for the fall 2011 semester. The budget was mended at the meeting and was approved unanimously. The final balance contains seven dollar surplus. Jianying mentioned that 20 more new students are expected in the second week of this semester.

Jianying also shared information from Steve Mills, Superintendent of Schools regarding the proposed charge for Senior Administrator position during school hours. The proposed charge is approximately \$9000 annually. There was communication between Jianying and Steve regarding this proposal. A meeting with Steve Mills will be set up to further discuss.