

Minutes of the ACLS Board of Directors Meeting 08-13-2012

Subject: Board Meeting of the school year 2012-2013

Attendees: Yanni Gou, Rixin Li, Wei Li, Jianying Shi, Derek Skawinski, Yanhua Tang, Guoying Zuo

Invited: Lixin Sun

Absentee: Jeff Yang

Facilitator/Note Taker: Yanni Gou

Date: Monday, Aug. 13, 2012, 8:15pm-10:30pm

Location: 52 Wood Lane, Acton

Meeting Minutes

1. Welcome to the new/re-elected board members

Derek Skawinski is the new CLS parent representative on the board. Derek joined the board as the replacement for Suzy Eppling; and his term will end in June 2013. Suzy couldn't commit to the full term due to scheduling conflicts. Since the CSL representative is a non-elected board member, the Board approved his board membership in April. Derek is passionate about learning Chinese and he has been studying Chinese for over two years. His two sons are CSL students.

Jianying Shi, the immediate retiring Principal of 2011-2012 joined the board as an elected board member in June election. Jianying joined ACLS as a Chinese Language teacher in Sept. 2003, and she has served ACLS at different capacities throughout these years, such as teaching group coordinator, associate dean of language program, dean of language program, Vice Principal and Principal.

Yanhua Tang and Wei Li were re-elected in June election. This is their second term on the board. Yanhua joined ACLS in Sept. 2006. She had served the school as a teacher and a teaching group coordinator for total five years prior to serving ACLS as a board member. She has been the liaison between the board and the language teachers. She has made significant contributions to establish the teachers' website during her first term on the board. Wei joined ACLS in Sept. 2008, and has served as Editor-in-Chief for the school journal for the past four years. He has served in the ACLS Board for the past two years in the finance team and will continue his role in the second term.

All board members congratulated the new/re-elected board members.

2. Approval of ACLS Vice Principal for the school year of 2012-2013

ACLS Principal Rixin Li has recommended Lixin Sun as Vice Principal for the school year of 2012-2013. Lixin has been involved in school events back from 2009 Acton Chinese Music Night. He had done an excellent job being a liaison between the event committee and the Blanchard PTO to publicize this event. Subsequently, he was invited to join the event planning committee for 2010 Acton Chinese Culture Day and Town of Acton 275th Anniversary & 2011 Chinese

New Year celebration. He did a fantastic job as a co-coordinator for the art exhibition, riddle guessing games, etc. In the past two years he had served ACLS as the seminar coordinator. Lixin has demonstrated his leadership and dedication to the ACLS. His candidacy and qualification had been discussed at the meeting. Lixin expressed his willingness to take the challenges and live to the high expectation from the board members. A motion was made by Yanni and seconded by Guoying to approve Lixin Sun as the Vice Principal and it was approved unanimously. Lixin will participate in all board activities without voting power during the current school year.

3. Discussions of the letter from superintendent Stephen Mills

The letter from the superintendent Steve Mills dated on June 13 was written on behalf of the Acton-Boxborough Regional School District with respect to the ACLS's usage of the school facilities, particularly with respect to payment of the Senior Administrator who helps the school activities during ACLS operation hours each week. The requirement for a Senior Administrator had been put in place in the Spring of 2010 and the facility usage policy was subsequently revised and approved in Dec. 2011 by the School Committee. It was further revised in July 2012. The letter requests ACLS to pay for the Senior Administrator Fees and possible police detail if incurred during ACLS events starting from the Fall 2012. The letter and its background information were thoroughly discussed. A motion was made by Yanni and seconded by Rixin to sign this letter and it was approved unanimously.

The hourly rate and charging hours will be further discussed with the Community Education. Since the tuition had been defined for the fall term, the board members discussed and agreed to leave the Fall operation to possible deficit without increasing the tuition for both language classes and culture classes. Starting from the Spring 2013 semester, the tuition for both language and culture classes will be possibly charged five more dollars in order to balance the school operation budget. The tentative tuition charges will be \$170 and \$95, respectively. The new tuition will be further confirmed by the school admin during the Spring term planning.

4. Plan for 2012 Fall Semester

Principal Rixin Li reported there are 504 and 400 students registered on-line for the Chinese Language Classes and Culture classes, respectively. It is expected to have about 50 more students at walking registration when school starts. We will have 38 language classes for this school year. The number of culture classes will be finalized upon evaluation of the demands for the classes by the school admin. A meeting was scheduled to meet with the Community Education and the new Junior High School Principal Andrew Shen on Aug. 24 to discuss facility usage of the Junior High School for the fall term. An admin meeting will be scheduled after finalizing the facility usages with the Community Education.

The position for school security is added to the admin team as a paid admin member. This position had been a volunteer position in the Parent Council for the past years. This position demands weekly commitment and coordinating with the parents constantly. This change will allow admin team to streamline the school operations.

There will be a few big events for the school year of 2012-2013 including possible 2012 Acton Chinese Music Night; ACLS 10th Anniversary & Chinese New Year Celebration. Therefore it is crucial to get permission from the Community to reserve high school auditoriums ahead of time.

5. Parent Council Report

Board member Guoying Zuo is the new Parent Council Chair for the school year of 2012-2013. Guoying is actively recruiting new Parent Council members and will work with other members to further define the Parent Council responsibilities (Parent Council Article in the school bylaw). She will lead the Parent Council to assist smooth opening of the school on Sept. 7. Parent Council will also lead the participation of the Oktoberfest in October.

6. Board Report

Due to the change of Parent Council Chair from Jill Lu to Guoying Zuo, an elected board member, there are only eight members on the board. It was discussed to have a special election for an additional board member in the beginning of the school year.

The officers/functional groups in the Board are as following:

- a. **Board Chair** : Yanni Gou ; **Treasurer** : Wei Li ; **Secretary** : Jeff Yang
- b. **Finance**: **Yanni Gou**, Guoying Zuo, Wei Li, Derek Skawinski
- c. **Public relations**: **Rixin Li**, Jianying Shi, Yanni Gou
- d. **By-law revision**: **Yanni Gou**, Guoying Zuo, Jianying Shi, Rixin Li
- e. **Communication**: **Jianying Shi**, Wei Li, Yanhua Tang
- f. **Activity**: **Jeff Yang** and others as needed
- g. **Teachers liaison**:
 - i. Chinese Language: Yanhua Tang
 - ii. CSL: Derek Skawinski
 - iii. Culture classes: Jianying Shi