

Minutes of the ACLS Board of Directors Meeting 05-08-2013

Subject: Board Meeting of the school year 2012-2013

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

Invited: Yumei Yao

Facilitator/Note Taker: Yanni Gou

Date: Wednesday, May 8, 2013, 7:15-9:30pm

Location: 52 Wood Lane, Acton

Meeting Minutes

1. School Operation Update

Principal Rixin Li reported to the Board that the end of school year performance will be held on June 1, Saturday, from 2:00-5:00pm in the Acton-Boxborough High School due to unavailability of the auditorium on June 15. June 16 will be the last day of the school year. Like in the past two years, Parent Council will work with Admin to order refreshment and serve in the cafeteria at the end of the performance. The Board election will be held at the same time. Parents can cast the ballots before or after the performance.

Rixin also reported to the Board that the end of year appreciation party will be held on June 22 in a New Hampshire park. Families of teachers, admin members, Board members, and Parent Council members will be invited. High School volunteers will also be invited to join the party.

Rixin talked about the retirement of admin members, they are Dean Min Liu, Director of Security Rick Jian, Treasurer Juan Wang and Rixin. It was discussed to reinstate the policy of rewarding Board members and Parent Council members who have served the ACLS for at least 4 and 7 years. This policy was initiated during ACLS 5th Anniversary celebration in the school year of 2007-2008 and it stopped in the recent school years for Board members and Parent Council members, but continued for teachers and Admin members. Jeff made a motion to reward the current Board members and Parent Council members who have survived ACLS for at least 4 and 7 years. Yanhua Tang seconded the motion. It was approved by the Board unanimously.

2. Discuss & Approval of the Vice Principal for the School Year of 2013-2014

Associate Dean of ACLS Yumei Yao was nominated to take the position as Vice Principal for next school year. Yumei has been involved in ACLS since 2011, initially as a Chinese Language teacher and then an Associate Dean She has intensive education background and is a certified teacher in public school. Yumei is currently obtaining her Principal/Assistant Principal certification by Massachusetts DESE.

The Board members asked Yumei a few questions, such as (1) what's your understanding of roles as Vice Principal? (2) what's your views of the uniqueness of the ACLS in comparison to other Chinese schools in the Greater Boston area? (3) how do you plan to work with school district and Community Education? (4) what's your personal strengths to take the role as Vice Principal? (5) what's your long term and short term visions of ACLS?

Yumei answered those questions with confidence. She is committed to assist the Principal to achieve the school goals. From her a few years experiences with ACLS as teacher and Admin member, she understands and values school's mission and vision. She indicated her understanding of public school system and education background will bring ACLS to a higher level of teachers' training and enhance the methods of teaching.

Board members discussed her candidacy and casted ballots. It was approved unanimously.

3. Board Update

Board Chair Yanni Gou announced that four Board of Directors will retire by the end of the school year, Jeff Yang, Guoying Zuo, Yanni Gou, and Jianying Shi. Jianying decided to leave the Board after one year of service due to work commitment abroad. Therefore there are three two-years positions and one one-year position open for the upcoming Board election. Parent Council Chair Guoying Zuo will send out the announcement to the ACLS community to solicit candidates.

Yanni talked that the new Website went alive on April 1 and it has been in evaluation period. A meeting was held on May 4 among the web team members Harry Chen, Jianguo Wang and a few key end users, Security Director Jianhua Jian, Editor-in-Chief Jill Lu, Seminar Committee Chair Shuang Zheng, Vice Principal Lixin Sun, Rixin Li and Yanni Gou. The general feedback has been positive. One issue raised up was the possibility of integration of volunteer program into the new web system. Since this request is out of scope of the project it will be further evaluated for its feasibility. In addition, it was discussed that practical working instructions/documentation need to be drafted to guide the Web Master for operating and maintaining the new web sites. Harry will continue working on this project.

Yanni also talked the last remaining Board initiatives for this school year. That is the school management brochure. The contents will be incorporated into the new website. Lixin Sun will work with Rixin and Jianying to complete this task.

4. Parent Council Update

Parent Council Chair Guoying reported to the Board that Parent Council will manage the Board election and also organize the snacks for the end of year performance with the help from other Board members.

Guoying also reported to the Board the draft of the Parent Council Article will be available by the end of the school year for comments.

5. Preparation of Next School Year

Rixin reported to the Board that Admin members are preparing for the school year of 2013-2014. Registration is under its way. Lixin is working on drafting the wording for the Staff Contract. A lawyer is in need to help reviewing the wording. It was suggested by the board members to contact Harry Chen and former School Committee Chair Xuan Kong, since both are experienced with this type of documentation and have connections with lawyers who helped ACLS in the past.

Rixin raised up a concern regarding the rental expenses of Parker Damon Building. There are a few classes and clubs activities have been held in this building, such as Tai Chi club, Badminton Club, Chorus Club, Senior Club, basketball classes, and fencing classes. Due to the nature of these classes and clubs, the fees collected are nominal in comparison to the cost for rental that is almost as expensive as those for the Junior High School. Since these activities are vital and no growth spaces in the Junior High School therefore renting PD Building seems to be only choice. High School is out of option of renting due to variety of activities in the High School. It was decided to continue renting the Parker Damon Building.

Lixin Sun reported to the Board that Andover Chinese School asked for help on constructing their website. There was an initial meeting and discussions between Andover school personnel and ACLS admin members. It was reached a general consensus among the Board members that a formal agreement needs to be established between the two schools. Lixin agreed to contact North Andover School personnel for a meeting with Board members in order to establish such an agreement.