

September 2013 ACLS Board of Directors' Meeting

Date: 9/4/13

Location: 511 Newtown Road, Littleton, MA

Attendee: Xianghai Liu (Chairman), Lixin Sun (ACLS Principal), Dick Calandrella, Wei Li, Zhongqiu (Ivy) Liu, Jill Lu, Yanhua Tang, Tao Zhu (Parent Council Chairman), Yumei Yao (ACLS Vice Principal, invited)

Absentee: Derek Skawinski

Chair/Facilitator: Xianghai Liu

Note Taker: Jill Lu

1. Self-introduction: since several new board members missed the transitional board meeting in August, the meeting started by a round of self-introduction to get everyone acquainted to each other.
2. School Administration Update on First Day of School Year 2013-14 Preparation: Lixin Sun, the ACLS principal for the coming year, updated the board on the preparation to open the school on Sunday, September 8.
 - a) Lixin reported that the admin team had finished classroom assignment and teachers' assignment for the new school year. Enrollment for this year is comparable to last year, with 526 students registered in language classes and 420 students signed up in 20 cultural classes. Projected enrollment will slightly increase since 50 more students are expected at the walk-in registration on the first day of the school. As of now, two new cultural classes: GO and "Model United Nations" are added while 4 other cultural classes were cancelled due to low enrollment. The admin members are all well prepared for the start of new school year.
 - b) Prior to the school starts, two teachers' orientation sessions were held on August 28 and 29 for cultural class teachers and language teachers, respectively. During the orientation, the school administration reiterated the roles and responsibilities, and explained the General Service Contract to all the teachers. The General Service Contract, of which the language had been reviewed by an attorney, is expected to be signed by each teacher by the end of September. In mid-September, the school admin will send out a note to remind the teachers to sign and turn in the contract.
 - c) There are several new members joined admin team this year:
 - Yaping Ren – Editor-in-Chief for school journal
 - Lin Chen – Director of General Services
 - Lin Gao – Accountant
 - Xiangdong Xu – Director of Security
 - Xingxing Yang – Associated Dean of Language Program
 - Hongyue Shi – Dean of Language Program

Yumei Yao – Vice Principal

In addition to the above personnel changes, Jin Yue will serve as the CSL coordinator, which is not a paid admin member but a liaison between school admin and the CSL classes.

d) School budget for the fall semester:

- Lixin reported that the current online registration has brought in an income of \$153,831, while the current budget spending for the semester is projected at \$156,734. Although there is a budget gap of \$2,903 for the fall, an expected 50 or more walk-in registrations on the first day of school would add \$5000 and easily balanced the book.
- Of the \$156,000 fall budget, approximately 60% is accounted for teachers' and staff's commission. For this semester, the school would also pay about \$20,000 for rental fee to the community education office, \$11,000 for the custodian and \$3,500 for the onsite senior administrator's fee. In addition, there is budget for school CPA, insurance, textbooks for all the students, and a teacher's activity spending of \$25 for each teacher and teaching assistant.
- There would be no spending on special event for the fall. All event spending, including the Chinese New Year celebration, the year end performance, and the \$3 red envelop to each student at Chinese New Year, are expected to occur in the spring.
- Class calendar: there are 16 weeks of classes scheduled for this semester, including one snow makeup day.
- Lixin asked the board to approve the proposed budget in order to move forward with school operation.
- The proposed school budget was discussed by the board. Wei noted that the board has approved budget with deficit before. However, Yanhua expressed reservation on approving a deficit budget, saying that we should be prepared for the unexpected expenses. Lixin stated that the school would have to pay for books, insurance, and CPA to get everything going on time. He promised to provide an update on budget by September 15. Xianghai suggested that Lixin put projected income into the budget and the board could approve the budget on the condition that the balanced budget would be provided soon. Dick motioned to conditional approve the school budget. Wei second. Motion was approved.

(note) As promised, Lixin provided the board an updated budget with projected income from walk-in registration a few days later. The updated budget was approved by all board members by email vote.

1. School website: there were some reports of inconsistency with the school website. Lixin will take action to correct the problem. A second webmaster, Peiyun Yang, is solicited by the school to work part time and on volunteer basis to back up the workload of the current webmaster, Jianguo Wang.
2. Participation of Oktoberfest on October 5 in West Acton: a committee was formed with Tao and Yumei to lead the effort for ACLS' present at this year's Oktoberfest. Dick mentioned that the deadline to file application for participation is September 20. The form must be submitted before the deadline for us to get a spot.

3. Board subcommittee: board subcommittees are formed and responsibilities are assigned as follow:

Chair – Xianghai Liu

Treasure – Wei Li

Secretary – Jill Lu

Finance Committee: Xianghai Liu, Wei Li, Tao Zhu

Public Relations: Xianghai Liu, Lixin Sun, Dick Calandrella, Jill Lu

Communication Committee: Tao Zhu, Yumei Yao, Ivy Liu, Derek Skawinski

Activities Committee: Ivy Liu, Tao Zhu

Teacher's Liaison: Language – Yanhua Tang, Cultural – Yanhua Tang, CSL – Derek Skawinski

China Project: Jill Lu, Ivy Liu

4. Closing: Xianghai challenged everyone to think how to help the school to flourish.
Meeting adjourned.