

ACLS Board of Directors Meeting Minutes

511 Newtown Street, Littleton, MA

January 22, 2015, 7:00-9:30 PM

Attendants: Xianghai Liu (Chairman), Wei Li, Jill Lu, Derek Skawinski, Lixin Sun, Xiaomei Wang, Yumei Yao (ACLS Principal), Tao Zhu (Parent Council Chairman), Ming Zhang (ACLS Vice Principal – invited)

Absent: Dick Calenderella,

Chair/Facilitator: Xianghai Liu

Note Taker: Jill Lu

Opening Remark: Board chairman Xianghai Liu welcomes the members of the board and thanks for everyone's present.

School Operation:

Principal Yumei Yao presents to Board a school operation report for the last two months:

- For spring registration, the school implemented Paypal online payment system. So far there are over 90% of the families that have confirmed their registration for the spring term. 80% of the confirmed families have paid their tuition, of which about 30% used Paypal. For the 10% families not pre-registered, the school admin will send email reminders to them. If any family does not pay tuition after the registration deadline, a late fee will be assessed. The admin would like to request for help from Board member at spring registration, and to check for students attendance.
- It has brought to the admin's attention that there was nobody on duty outside to direct traffic on the previous Sunday (January 15). This should not happen and need to be avoided in the future.
- There is an admin personnel change for the spring. Ling Chen will leave her post due to health issue. Her replacement will be Mr. Wang Shu. He will start on February 1.
- There is only one complaint this school year thus far, from a R.J. Grey classroom teacher.
- The Community Education office started charging non-Chinese use of classrooms and gyms by hours (was by use before). The new rate is reflected in the fall invoice.

Discussion of School Operation:

- Xianghai and Derek offer to help on registration the first day of spring. Lixin and Jill will help to check student attendance.
- There has been no complaint about the \$10 tuition increase for the spring term.
- To discuss the response to the change in classroom charge rate, Xianghai suggests that we need to first meet with CommEd to discuss the issue. Lixin adds that we may want to schedule a meeting with the district superintendent as soon as possible. Yumei mentions that we may use the opportunity of inviting the superintendent to the ACLS Chinese New Year celebration to discuss the progress at Chinese school. Xianghai agrees, saying that we could reiterate it to the superintendent of ACLS purpose and its important contribution to the community. We could also modify the titles of our classes to reflect the class nature in Chinese culture. Lixin points out that the estimate of rental increase is about 10%. And there is an error in the PD Building charge (calculation error). Xianghai, Yumei, and Min agree to set up a meeting with the superintendent.

School Budget

Board discusses the management of school funds. All agree to keep long term fund separated from school operation. The long term fund is under the administration of Board while the operation fund is

controlled by the school admin.

Wei motions to conditional pass the school's spring budget . All agree. The updated (final version) of the school budget will be sent to Board members after the meeting. Fall expenditure will be reported at next Board meeting.

Chinese New Year Celebration:

Yumei reports to Board the progress in the preparation of the Chinese New Year celebration on March 1. She told Board that the poster for the event is ready, so is the link to the event website In addition, online ticket sale has set up and ready to go. Xiaomei gives an update on performance program. Tao provides to the Board members a detailed activities and responsibilities of each person in Charge. Further details of the preparation for New Year celebration are discussed.