

ACLS Board of Directors Meeting Minutes
511 Newtown Road, Littleton, MA
6:30PM – 10:30PM, April 6, 2015

Attendants: Xianghai Liu (Chairman), Wei Li, Jill Lu, Lixin Sun, Xiaomei Wang, Yumei Yao (ACLS Principal), Tao Zhu (Parent Council Chairman), Ming Zhang (ACLS Vice Principal – invited), Xiangdong Xu (incoming vice principal ACLS 2015-16)

Absent: Dick Calenderella, Derek Skawinski

Chair/Facilitator: Xianghai Liu

Note Taker: Jill Lu

Board chairman Xianghai Liu opens the meeting and welcomes everyone.

School Operation:

Principal Yumei Yao reports on spring school operation:

1. The school sees a 4% drop in enrollment, with 20 less students registered in the spring semester.
2. Paypal is utilized in the spring registration. About 30% families completed payment with Paypal option.
3. Chinese New Year celebration is a big success. The school was able to raising enough fund through local business to supplement school budget. The event was well planned and executed with good performance, good food, and activities, especially the CSL activities. Wei suggests we send out appreciation letters to local community.
4. School has established good connection with Acton Police Department for them to provide routine patrol service during school hours.
5. Tasks from last year:
 - ACLS has set up a library and completed book inventory. The library will open to teachers, students, and parents once the lending rules are established;
 - All service document in the past has been scanned electronically;
 - The work of storing document into a school database will be completed in the fall;
 - High school student volunteers are more organized. Attendance record has become better.
6. Fall registration:
 - PayPal backend is near completion. The school admin is anticipate at least 60% family usage of PayPal during the fall registration;
 - The graduating class of MLP will move up one level, to MLP8. The current CSL adult beginner class will be migrated into CSL intermediate or advanced classes;
 - Due to the unpredictability of Kindergarten class, the school plans to set up a screening session before registration begins;
 - School IT will fix parent duty database problem before the fall semester begins.
7. Discussion is ongoing with ABRSD superintendent and Community Education office regarding the room charges for culture classes. CommEd maintains the room charges for culture classes at ACLS has been by hours (as oppose to by use), and any request for discount will have to be approved by AB School Committee. It is suggested any decisions and agreement will be put in writing for record keeping;
8. School will continue collaboration with Confucius Institute for teachers training. Such training

- will be limited to ACLS teachers;
9. ACLS will continue offering HSK and YCT exam to its own students, as well as students from surrounding communities;
 10. Prof. Yu of Bridgewater State University and his students will come in May for a presentation to cover topics in the comparison of MLP and Jinan methods and the strategy to attract students interest in learning Chinese.
 11. Year end activities are in preparation. Aside from students performance, there will be numerous awards for teachers, staff, and students. A board election will be taking place for three openings on the board next year. School staff outing is in planning. Date and activities will be announced shortly.
 12. We have received no complaints from Jr High this semester. Thanks for everyone's great effort.
 13. Fall invoice for facility rental is not available as of yet. It may be ready to the board at next meeting.

More discussion:

End of Year Board Report:

Chairman Xianghai Liu expresses appreciation from the board to Principal Yumei Yao and vice principal Min Zhang for their hard work during the past year. He adds that the board will report to school the 2014-16 budget/expenses at the year end school event. He also comments on the teachers mentoring program. Yumei responds, points out that usually a new teacher has an old teacher as teaching assistant in a classroom. Wei Li also brought up the issue of school database security for further discussion.

Principals for School Year 2015-16:

Xianghai introduces principal and vice principal for next school year. Current vice principal Min Zhang will assume the position of principal for 2015-16 school year. The succeeding vice principal will be Xiangdong Xu.

NARA Summer Performance:

PC Seminar: Needs seminar committee for next year.

Long term fund rebalance: Wei will lead the effort to separate long term fund and school operating budget.

Board election: Dick would not continue due to health issues. Lixin and Jill's seats are up for election.

High school scholarship: \$1500 will be awarded among three ABRHS seniors this year. Xianghai will contact high school to present the award.

Establish a sister school relationship between AB and a HS in China. A committee is formed for this task, with members Xianghai Liu, Jill Lu, Wei Li, and the incoming principal Min Zhang.