

ACLC Board Meeting Minutes

511 Newtown Street, Littleton, MA

May 14, 2014

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

Chair/Facilitator: Xianghai Liu

Note Taker: Jill Lu

The Board meeting began with an opening remark by Xianghai Liu, the Chairman of the Board, who welcomed everyone presented at the meeting.

School Operation Report:

Lixin Sun, the principal, made a report on school operation:

- There were less walk-ins for the spring semester. This is due to the new registration procedure of rolling over fall students into spring classes.
- Teacher's appreciation party in March was a success. The school admin received good feedbacks on the event.
- Preparation for next school year is well under the way. Fall registration will begin at midnight on May 17. Plans for next year include:
 1. There will be 7 MLP classes next year
 2. Current MLP class students will be rolled up to next level of MLP class automatically, unless the student requests otherwise
 3. Online registration will be updated, policy form and parent agreement will be added.
 4. School will allocate compensation for paid teacher's assistant in classroom.
- There are a few more events planned for the rest of the school year. End of year celebration is scheduled for June 1 from 2PM to 4:30 PM at ABRHS auditorium. Refreshment will be served following the ceremony and performance. Teacher's outing is planned on June 14 at Mike's Place. It is budgeted at \$15 per person for a total of less than \$4,000.
- During the spring, the admin and Board members met with Prof. Yu of Bridgewater State College for his report on survey conducted at ACLS last fall. (Xianghai: We have received the proposal, will discuss the recommendations at our next board meeting).
- The school is planning to meet members of Confucius Institute to discuss further collaboration.
- Policies for non ACLS related advertising activities are under development. A form is created for organizations to apply for using ACLS space for non-commercial purpose.
- The admin is preparing to make a recommendation for a vice principal for school year 2014-15.
- Spring expenses are not finalized, pending on the invoice from Community Education office. School will prepare a final report by the end of the year (June 8). Due to the lower income in the spring, there may be a small deficit for the entire school year.

Discussion on School Issues:

Tuition for Next Year:

Xianghai praised school admin team for a year of smooth operation. The parking situation has improved. We have not received any bill from the police department. The question he raised is: Is there a plan to raise tuition for next year?

Lixin: We intent to keep the tuition at current level for now, since there were only 14 class sessions offered this spring. School is considering to raise fees instead of tuition. An increase of \$15 in activity fee is going to be assessed.

Xianghai: We don't know the rent for next year yet. In addition the teachers' pay will increase too. We should consider ways to balance.

Yanghua: The last time we raised tuition was 1 ½ years ago. We have to justify ourselves on tuition increases.

Yumei: Fall enrollment is always higher than spring. We may have some surplus in the fall to offset spring deficit.

Lixin: We have not discussed with Community Education on next year's rental yet. If the rental fee increase, it would be justified for us to increase the tuition next year.

Yumei: The last tuition increase was from \$165 to \$170.

Xianghai: It may make more sense to increase tuition at the beginning of the school year.

Wei: We could increase the tuition after there is a deficit.

Lixin: Newton (Chinese School) charges about same as us for language classes but charge more for cultural classes (\$145). When there is a need, admin will make a proposal for tuition increase.

Parent-duty Issues:

Tao raised a question on parent-duty responsibilities: the in class duty only lasts about an hour and forty five minutes from 2:00 – 3:45 PM while the security duty outside the classroom requires for work from 2 to 5PM for three hours. Could we have the in class duty parents perform two sessions to be equivalent with the outside duty? Also, the problem with in-class duty is that some classrooms do not have on-duty parents.

Cultural Class:

Lixin: Cultural class teacher Perry Hu proposed to run certain cultural classes in parallel with language classes, i.e., from 2:00-3:45PM.

Yumei: We now have three adult language classes that would be affected. Two of the classes are in the second session from 3:45 – 4:45 PM. This year we are offering an adult beginner Chinese class. We have adult Beginner, Intermediate, and Advanced Chinese offered. The beginner class is in the first session, while the intermediate and advanced classes are in the second session.

Multimedia Use in Classroom:

Tao asked whether we have multimedia available in the classrooms. Yanhua responded that MLP classes are all multimedia. Yumei concurred, added that we encourage teachers to use all means to stimulate student learning.

Vice Principal Candidate:

Lixin and Yumei introduced the candidate for vice principal for next year, Ms. Min Zhang, who is

currently the assistant principal of the school. In the position of assistant principal, Min has demonstrated good leadership skills and also as a good team member. A Board interview with Min has been set up for the coming Sunday, May 18 at 3PM, location TBD. Min's replacement is already decided.

Summer Event:

Xianghai reported that he had a meeting with Maura Haberman of Acton Recreation Department to discuss the format of the event and other related issues. Yang Liu was approached and had agreed to lead the event, which would take place on August 21 at NARA park. The performance will include folk dance and culture programs, start from 6PM and last for 2- 2 ½ hours. ACLS is only responsible for the show. The Recreation Department will provide everything else including food, stage, audio/visual equipment, etc. A second meeting with Maura is requested.

The title of the event will be “Chinese Language School Dancing Performance”

ACLS could provide small compensation to performers for commute, food, and other expenses. Xianghai proposed a budget of \$500 from the school to the event. He will ask Yang for a detailed estimate.

ACLS High School Scholarship:

The Board has approved the ACLS High School Scholarship of \$500 each to candidates Laurie He, Alex Hu, and Hanna Blutall. The candidate nomination was submitted by ABRHS.

Board Election:

Existing Board members Wei Li, Yanhua Tang, Xianghai Liu, and Ivy Liu are leaving the Board either because their terms are ending or for personal reason. As such, there will be four Board positions open for election. Potential candidates that are considering are: Xianghai Liu, Wei Li, and Lixin Sun. More candidates are encouraged to run for those positions. The Board election will take place during the end of year celebration on June 1.

Reach-out by ABSFA:

Jill reported that the Acton-Boxborough Student Activity Fund is interested to reach out to the Acton Chinese community. ABSFA is a grass root organization comprise of ABRSD parents and students, with a primary goal of raising fund to support extracurricular activities for the students of the regional schools. The Board agreed to have the ABSFA president to give a brief presentation about his organization at our next Board meeting.

The meeting adorned after all issues are discussed.