

Board of Directors Meeting Minutes

Huaxia South Chinese School

Meeting Date & Time: February 24, 2018, 3:30 – 4:30 pm

Meeting Venue: Marlboro High School, Room A102, Marlboro, NJ

Meeting attendees:

Yi Cheng, regular board member and Chairman

Manshan Liao, regular board member

Dayong Liu, regular board member

Haiying Tang, PTA Chairperson

Yufei Wang, regular board member

Jing Ye, Principal

Wei Zhao, vice principal

Yun Zhao, regular board member and Vice Chairman

Absentee: Jianwei Wang, regular board member

Meeting called to order by: Yi Cheng

Meeting minutes recorded by: Yufei Wang

Meeting Agenda:

1. Annual auditing plan
2. Tuition increase plan
3. Plan of Chinese zodiac stuffed animal gifts to students
4. School official WeChat communication group
5. School security plan

Proceedings:

The following assessments, plans and decisions on agenda items have been unanimously approved by all BoD members present.

1. Annual auditing

- Dayong Liu and Yufei Wang will lead the auditing effort
- Principal Jing Ye will provide Dayong Liu school's 2017 profit-loss form and balance sheet
- Dayong Liu will first take a look at the profit-loss form and balance sheet and then decide what kind of professional accounting help we will need for auditing.

2. Tuition increase

The principal presented the current state of school's finance

- Our school is currently break-even
- Our tuition is comparable to other Huaxia Chinese Schools
- Teachers need a pay raise in order for our school to stay competitive in keeping and attracting teaching talents
- Teachers need on-pay training in the form of sitting in another teacher's class
- Huaxia Edison and Huaxia East Brunswick also plan tuition increases.

Principal Jing Ye will provide a presentation on why the tuition needs to be increased, the amount of the needed increase, and the breakdown of budget allocation for the increased revenue resulted from tuition increase. BoD will review the presentation and the plan for communication with parents at the next meeting.

3. Chinese zodiac stuffed animal gifts

- The sample dog looks good
- The tag (currently as a part of stuffed animal order) looks too cheap
- Yi Cheng to talk to the supplier to discuss the possibility of ordering tags separately and pricing
- Order is on hold pending further discussion.

4. School official WeChat communication group

- Our school needs an official interactive communication channel with students, teachers and parents that the school can control

- The existing WeChat group has been used as our school's de facto interactive communication channel
- The school doesn't have control over the existing WeChat group. The most recent incident that someone made very offensive and cursing postings in the WeChat group but stayed unchecked is not acceptable to our school community.
- Some of BoD members have talked privately to the owner of the existing WeChat group about transferring the ownership of the group to school authority and have been rejected.
- Therefore our school will set up a new WeChat group as the official interactive communication channel for our community. The owner of the official WeChat group will always be the current BoD chairman.

5. School security plan

In light of the recent Florida high school shooting, our school needs to have some security measures in place. Two action items are proposed:

- Review a security measure proposal prepared by former school principal Congjin Xie
- Talk to Terry Lau to request Marlboro Township to send some security professional to conduct onsite training for us.