

Minutes of the ACLS Board of Directors

Subject: Regular ACLS board meeting
Present: Dick Calandrella, Fugen Li, Hanlan Liu, Yuming Liu, Donghai Ma, Jianguo Wang, Ming Wang, Joanne Wu, Li Yuan, and Jianying Shi (invited, ACLS Vice Principle)
Notes taker: Donghai Ma
Date/Time: October 10, 2009 (Saturday)/7:20 – 10:00 p.m.
Place: Yuming Liu's house, 22 Longmeadow Way, MA 01720

Meeting minutes:

1. Welcoming Dick Calandrella to join the board

Dick was welcomed as a new ACLS Board member. He was briefed on the consensus from the last Board meeting that Robert's Rules of Order would only be used when making major decisions. Dick noted all the boards Dick served in Acton run by the Robert's Rules of Order, but agreed to go with the decision of the majority. Dick chose to join three sub-committees: Communication, Culture exchange, and Public relation and community reach out.

2 School operations by Jianguo/Jianying

In this semester, there are 32 language classes with 562 students, 31 culture classes with 406 students, 6 clubs with 120 members, and 50 youth volunteers. The Admin team receives strong support from both the Board and Parent Council. The school has been operating smoothly in the first month except for one incident occurred in the first school day in which a smart board was damaged and ACLS would be responsible for the cost of ~\$1400 for replacement. To improve school operation, the Admin imposed a number of new administrative measures including that all Admin members are assigned to patrol the school and sit at Q/A desks in the admin office (room 409) during school hours and to check classrooms after school. Several new initiatives have been implemented or under planning/investigation including: opened two Ma LiPing pilot classes, started a senior club, supporting AB High School Chinese language teaching, planning inter-school teacher exchange project, and investigating the feasibility of organizing 2010 summer camp in China.

Action items suggested by the Board:

- a) To increase contact and communication between the Board and parents, a Q&A desk would be added in the lobby for on-duty board member(s).
- b) To ensure smooth and safe operation, Jianguo would bring the smart-board damage incident to the attention of all parents and emphasize the necessity of following the school rules.
- c) The Admin would work with Parent Council to set up emergency contacts and work out a plan for fire drill training.
- d) The Admin would work out a plan to improve first-day school operation.

3. 2009 fall semester budget proposal by Jianguo/Jianying

I. Equipment purchase (from ACLS long-term fund)

Jianguo proposed a budget of \$1500 for: a copier (\$400), camera lens (\$600), and a PingPong table (\$500). Yuming motioned and Joanne seconded to pass the equipment purchase budget and setup a capital spending account (with contributions from long-term fund and donations from individuals and corporations). The motion was passed unanimously.

The Board suggested the Admin to set guidelines for copier usage and investigate the possibility of purchasing extended warranty. In addition, the Admin was asked to maintain a quality of bookkeeping of ACLS equipments and update the equipment list at the end of each school year.

II. ACLS 2009 fall semester budget

The board examined the proposed budget line by line with the understanding that major spending is similar to last year's budget. The Board suggested fine adjustments in the budget for teaching activities, teacher appreciation party, and Chinese spring festival celebration. The revised budget is almost balanced with \$204 in surplus. The Board unanimously approved the revised budget.

4. ***Board sub-committee activities and planning***

- A. Chinese/English teaching committee (Hanlan Liu): A working group (WG) of 15 members consisting of teachers, parents, and members from the Admin, Board, and Parent Council was formed to develop improvements and research advanced approaches in Chinese teaching at ACLS. WG had two meetings to collect issues/ideas and develop survey questionnaires on Chinese learning for students and parents. In particular, WG reached 41 families (out of 48) with kids (in six and higher grades) dropped out from ACLS this semester, in order to better understand the dropout reasons.
- B. Communication committee (Li Yuan): To improve the communication between the school and the parents, Communication committee planned to: (i) update parents regularly on ongoing/planned activities by the Board, Admin, and Parent Council; (ii) set up more communication channels including email, Q/A desk during school hours, and special all-hands meeting (once per semester); (iii) set up online surveys (or votes) periodically for parents to assist decision making; and (iv) update ACLS website information.
- C. CSL committee (Joanne Wu): CSL families would like ACLS to develop more Chinese culture programs directed at CSL students and to generate more publicity for ACLS directed at non-Acton, non-Chinese community. In particular, a CSL parent submitted a proposal on inviting guest speakers to CSL-4, 5 classes to lecture on "the physical and cultural geography of modern-day China".
- D. Culture exchange committee (Ming Wang): Since late July 2009, a working group of over 20 volunteers has been working actively and diligently on the preparation for 2009 Acton Chinese Music Night.
- E. Financial committee (Yuming Liu): A saving bank account associated with the ACLS operation account would be opened to maximize the interest income. Internal child accounts for special uses (such as capital spending, long-term education development, etc) would be set up for accepting donations from individuals and corporations. Both internal and external fund raising would be strengthened.
- F. Public relation and community reach out committee (Fugen Li): Jianguo (ACLS Principal) planned to invite the AB superintendent and the director of AB Community Education to tour ACLS operation and meet with ACLS parents. Various public relation and community reach out activities have been planned and underway associated with the upcoming 2009 Acton Chinese Music Night event.