

MINUTES OF THE ACLS BOARD OF DIRECTORS MEETING

Subject: Transitional Board Meeting

Attendees: Dick Calandrella, Yanni Gou, Wei Li, Xianghai Liu, Jill Lu, Lixin Sun, Yanhua Tang, Guoying Zuo

Absentees: Derek Skawinski, Ivy(Zhongqiu) Liu, Jeff Yang, Jianying Shi

Facilitator: Yanni Gou

Note Taker: Jill Lu

Date: Wednesday, July 17, 7:30-9:00 PM

Location: 52 Woods Lane, Acton

Meeting Minutes

Opening Remarks: Yanni Gou, the outgoing Board chair welcomed newly elected board members Dick Calandrella, Xianghai Liu and Jill Lu. New board member Ivy(Zhongqiu) Liu is absent.

Election of a New Board Chairperson: Yanni Gou explained the roles and responsibilities of the Board chairperson, and stated that enough board members were present to form a quorum. A write-in ballot election was conducted. Xianghai Liu is elected to be the chairman of the Board for the school year 2013-14.

Transfer of ACLS Fund Responsibility: Currently the school has two funds deposited in two banks. The ACLS long term fund is held at Middlesex Savings Bank and the short term fund is at Bank of America. As both the ACLS Board and Administration are in transition, it is necessary to transfer the current signatories to the responsible people for the coming school year.

Yanni mentioned that in the past the transition could be done by presenting the official document of the school, i.e., board meeting minutes showing the names of the responsible people, to the bank. Incoming Board chair and school principal could get further details from Yingzi Wang, the school accountant.

Lixin Sun, the incoming principal of ACLS, stated that Lin Gao would be the next treasurer for the coming year. She would be one of the signatories for financial matters of the school.

In summary, Mr. Xianghai Liu, Board Chairman of 2013-2014 school year will replace Ms. Yanni Gou, Mr. Lixin Sun, Principal of 2013-2014 school year, will replace Ms. Rixin Li. Ms. Lin Gao, Treasurer of 2013-2014 school year, will replace Ms. Juan Wang.

Website Design: Last year the official ACLS website had gone through a major makeover, thanks to the efforts led by Harry Chen and his team. However, there are still remaining works to be done, and further funding would be needed for the task.

Resource Sharing with Chinese School Andover (CSA): Lixin mentioned that CSA has requested ACLS' help with registration software system that we developed over the years for our school use. An agreement between ACLS and CSA should be reviewed and approved by the board. In principle, ACLS and CSA agree to: 1)there would be no fee charged by ACLS to allow CSA using the system; and 2) there would be no penalty should CSA decides to back off from the offer.

School Management Book: The roles and responsibilities of ACLS management teams have been developing into a document. Yanni suggested that the school finish the document and upload it to our website. Lixin stated that the document will be available at Admin all hands meeting in early August.

By-Law Articles: Yanni points out the school's By-Law articles concerning the Parent Council would need to be completed to specify the structure and function of the organization. Guoying Zuo, the current PC chairperson, suggested that classroom head parents to be included in the PC.

School Contract with Staff Members: Lixin mentioned that the school's contracted CPA suggested the school signs contract with all the teachers and Admin members, to be in compliance with the school's by-law. The contract will be sent to the Board for review. The rules for the Admin members would include that all Admin members are required to remain on site during school hours (2-5 PM). He suggested to start a review system, a process ties the performance to bonus.

Yanni stated this is an issue with two-fold. Since we are a school mostly run by the volunteers, our goal is to encourage people to help. There is a fine line between encouragement and discipline.

Xianghai commented the contract language between school and teachers/stuff members should be reviewed by a legal professional, preferably a lawyer. Same issue exists with the software agreement with CSA. Yanni mentioned that Harry Chen may have connection with someone who could act as a legal counsel of ACLS.

Other Business Discussed: Lixin mentioned a report of unhappy parent feedback last year. It is agreed that we should better define and enforce school rules that all members of the school should abide to .

Yanni mentioned that a child development lecture will be given by Dr. Zhao, a renowned educator. A session especially offered for ACLS members is going to take place at R.J. Grey Junior High School 3-4:30 PM on July 23. A general session is planned for the evening of that day and is open to the public. We need to reach out to get more audience for the event.

Lixin discussed the possibility of cooperation with Confucius College and to set up some test to encourage student learning.

Yanni reminded everyone that the school policy needs to be revisited to complete. All the policies are on the school website. Board and Admin members should take some time to review those policies as well as the school's By-Law.

Last Lixin informed everyone that the special edition of the school journal for ACLS 10th anniversary is ready to be picked up and distributed. The price is set at \$5 each.

Closing: Yanni expressed appreciation to everyone's help in the past two years. She especially thanked Xianghai to step up to be the next chairman of the Board, and praised him as very capable and devoted. Xianghai appreciated the opportunity to serve the community and asked for team cooperation.