

ACLC Board Meeting Minutes

511 Newtown Street, Littleton, MA

June 27, 2014

6:30-10:00 PM

Present: Xianghai Liu (Chairman-elect), Wei Li, Jill Lu, Derek Skawinski, Lixin Sun, Yanhua Tang, Yumei Yao (Incoming ACLS Principal), Xiaomei Wang, Tao Zhu (Parent Council Chairman), Ming Zhang (Incoming ACLS Vice Principal - invited)

Special Guests: Rich Guzzardi, ABSAF President and Heather Harer, ABSAF Vice President

Chair/Facilitator: Xianghai Liu

Note Taker: Jill Lu

The Board meeting began with a welcome to our special guests of the day, Mr. Rich Guzzardi and Mrs. Heather Harer, President and Vice President of Acton-Boxborough Student Activity Fund (ABSAF), who are invited by Jill Lu to give a presentation to introduce their organization to the ACLS community. ABSAF is hoping to raise awareness among the Chinese families of its fundraising efforts to support Acton-Boxborough regional students' extracurricular activities. In their presentation, Mr. Guzzardi and Mrs Harer described briefly of ABSAF activities, including the annual phone-a-thon and the selling of ABSAF passes for regional schools sports and performance events. Xianghai Liu and other Board members expressed interests and support to ABSAF's efforts in the ACLS community.

Board update:

After the ABSAF presentation, regular board meeting assumed. As Xianghai pointed out that this would be a transnational board meeting, he welcomed new Board members Lixin Sun and Xiaomei Wang, who would replace the outgoing Board members Yanhua Tang, who is retiring from the Board, and Ivy Liu, who has resigned from the Board for personal reasons. Xianghai also proposed the agenda for the evening:

- Discussion of school advertisement policies and forms
- Election of a chairman of the Board and other Board officials
- Discussion of general school issues

School Update:

Lixin Sun, the principal of 2013-14, thanked everyone for another great year at ACLS. The school enjoyed smooth operation and good relationship with R.J. Grey Junior High School over the last year. In addition, he also made the following report to the Board:

1. The school concluded the year with a couple of successful end of year events. All admin members worked hard to prepare for the school's end of year performance and staff's year end outing.
2. After opening for three weeks, the school's online registration ended on June 8. A few small changes have taken place in registration process: students in MLP program were rolled over from spring to fall classes. There will be 7 MLP classes in the fall. Some small changes would also be seen in the CSL classes. A walk-in registration session is planned in the fall. Draft school calendar for next semester will be up on the website.
3. Adjustment have been made in MLP and CSL class curriculum. The future of MLP classes is

under discussion.

4. School received invoice from the CommEd only for the first half of the spring semester. In the invoice, room rental for non-Chinese language classes is charged by hour instead of by session. The school would need Board's help to prepare for meeting with the CommEd to discuss the issue.
5. Draft Solicitation Policy is completed and ready for review by the Board.
6. Also up for discussion is the renewal of school insurance policy. There are concerns from the teachers about our current coverage. After some consideration, it is decided that we are going to stay with current insurance company.

Discussion of Solicitation Policy:

Lixin Sun presented to the Board the draft ACLS Solicitation Policy. The Board agrees that the policy would need more review before it is finalized.

Discussion of Rental Issue:

Lixin asked board to come up with suggestions on rental fees in response to the invoice by the CommEd and for future reference. Potential measures to cover the fee increase are discussed, including raise tuitions for some non-Chinese language classes and cultural clubs.

Changes in Administration for 2014-15:

In the school year 2014-15, Yumei Yao will serve as the Principal, assisted by Ming Zhang as the vice principal. Other changes include: Xinxin Yang as the Dean of Language Program; Linna Ma as the Assistant Principal; Xiaohong Liu as the Associate Dean of Language Program. Hongyue Shi will step down from her post and be in charge of organizing documentation both online and off-line, and be responsible to train new admin personnels.

In Parent Council, Shuang Zheng will be replaced by Ying Dong, who would be in charge of weekly seminar session.

Other Issues Discussed:

Library donation:

Wei brought it up that we pledged \$500 donation to the AML this year. The library would like to have books that will go into circulation, and one problem with Chinese books is the circulation rate is low. The Library may need introductory books on Chinese culture in English, as well as journals, periodics, and multimedia materials such as DVDs. Xianghai responded that we could donate money to the Library and have them pick the books they want, or have the Library to provide us a list of books they would like for us to buy and to donate to them.

August Performance:

Xianghai reported that the preparation for the mid-summer Chinese dance performance at NARA is well under way. Yang Liu, the lead person for the event, has asked Nina Wang and Jianguo Wang for help. Two meetings have already been held between the ACLS organizers and Acton town's recreation department to discuss the logistics. For the event, the town will provide stage prep as well as food and drinks. A small budget of up to \$1,000 is available from the town.

Student Exchange Program:

Initial contact has been made with Joan Chambell, the new principal of ABRHS, for a student exchange program with high schools in China. There is no response yet. Further contact with new ABRSD superintendent is in the plan.

Vision of ACLS:

Professor Yu and his students from Bridgewater State University conducted school survey and study in the fall of last year, and provided the school their findings and recommendations early in the spring. The school's Admin and Board will evaluate and discuss the report from Prof. Yu in the coming months.

Online Tuition Payment:

Xianghai suggested the fee associate with online tuition payment could be passed onto payees. Lixin also point out that in additional to the fees, there is technical issue with the practice. In order to accommodate the need, we would have to bring the registration system up to date.

Board Officials:

Xianghai Liu is re-elected as the Chairman of the Board for school year 2014-15. In addition, Wei Li will take the position of treasure and Jill Lu will be the secretary.

Meeting adjured.