

## **ACLC Board Meeting Minutes**

511 Newtown Street, Littleton, MA

September 29, 2014

6:30-10:00 PM

Present: Xianghai Liu (Chairman), Wei Li, Jill Lu, Lixin Sun, Xiaomei Wang, Yumei Yao (ACLS Principal), Tao Zhu (Parent Council Chairman), Ming Zhang (ACLS Vice Principal – invited)

Absent: Dick Calenderella, Derek Skawinski

Chair/Facilitator: Xianghai Liu

Note Taker: Jill Lu

### **School Operation:**

Yumei Yao, the 2014-15 school principal, reported to the board the first three weeks of school operation:

- The school has been running smoothly since it opened on September 7. We have received no complaints from the junior high school or from the Community Ed office.
- The school admin team held an open session on the third Sunday (9/21) to communicate with parents and collect feedbacks. Responses from the parents are all positive and supportive. One specific suggestion made by parents is the online payment system for tuition collection. It has been under the consideration of the board and school admin for some time now.
- For the Chinese language program, a new placement procedure is implemented this year to minimize confusion and dispute. In the procedure each student is assessed individually of his/her level and ability before being placed to the proper grade and class.
- Orientation session is offered to high school student volunteers to familiarize them with their duties and responsibilities. It is necessary to conduct a second training session to remind the high school students of their classroom duties.
- The parent security duty system works well this year.
- Admin team members are asked to walk through the school during classes to check their charges/responsibilities.

### **Discussion of School Issues**

#### **Tuition Payment**

According to Yumei, the school started a new practice this semester for the parents to pay tuition before the students get their textbooks. It caused some confusion at the beginning but eventually things have been smoothed out. And it did help with tuition payment problem that we had in the past. Min elaborated that currently there are only 17 families with outstanding balance at school. Yumei also pointed out the manual check processing in the past is prone to mistakes, and online payment can help avoid human errors. Lixin commented that online payment itself is not a big problem. The problem is how to integrate online payment system with our own school system. And for the book distribution, front portal in the database could be utilized in the process. Yumei responded that sometimes classroom teachers interfered with the book distribution process. We should provide teachers the list of students who have paid their tuition and make the teachers aware of the new “pay before you get your book” policy.

### Staff Training

Wei brought up the issue that the school should develop a procedure for student volunteers. We would need formal documentation of this procedure. Xianghai added comment that the teachers training may emphasize more on new teachers. He also mentioned that some of the new families are not on the school's mailing list. An update is needed.

### Money Issues

Yumei brought the concerns of Parker Damond Building cost. Currently we rent four rooms for ACLS club activities there, and chorus, ballroom dance and senior club are not paying a fee for their usage. The tuition collected for PD is about \$9,000, some \$3,000 short of the rental we pay for the space. Wei voiced that with the exception of senior club, all users of the facility should pay for their uses. The Board reached consent that starting in the spring, chorus and ballroom dance clubs are going to be charged the flat fee as other clubs.

### School Budget

Lixin presented to the Board last year's final report of school finance. He reported \$3,896.66 surplus from last year. New budget for the school year 2014-15 is proposed to the Board by Yumei. The budget includes expenses for Chinese New Year celebration, planned on March 1, 2015.

Wei motioned to approve the ACLS 2014-15 budgets by principal, pending minor adjustment. The Board agreed.

### Community Outreach Activities:

Xianghai summarized current community outreach activities:

Acton Summer Cultural Festival hosted by ACLS last August was a huge success. The town would like to cooperate with ACLS again for next summer's event. The event is set on August 28, 2015 at NARA.

Donation of \$500 is sent to Acton Memorial Library. Suggest a seminar at ACLS on library resource uses.

Exchanging students with China – ABRHS is not interested.

### **Election of Board Officers and Forming Subcommittees**

The Board responsibilities are formally decided as follow:

Officers:

Chair: Xianghai Liu

Treasurer: Wei Li

Secretary: Jill Lu

Finance Committee: Xianghai Liu, Wei Li, Yumei Yao, Tao Guan

Public Relation: Xianghai Liu, Dick Calenderella, Yumei Yao, Jill Lu

Communication: Tao Guan, Yumei Yao, Derek Skawinski, Lixin Sun, Min Zhang

Teacher's Liaison: Xiaomei Wang

Activities: Xiaomei Wang, Tao Guan, Lixin Sun, Min Zhang

CSL: Derek Skawinski

China Project: Xianghai Liu, Jill Lu, Yumei Yao, Xiaomei Wang, Min Zhang

Note to the committees: Activities this year will include the Chinese New Year celebration, the end of school year ceremony, and the NARA event in the summer.

Lixin asked the Board to approve the ACLS Solicitation Policy. Jill moved to approve the ACLS Solicitation Policy. All Agreed.

Meeting adjourned.