

ACLS Board of Directors Meeting Minutes  
236 Park Street, Acton, MA 01720  
July 30, 2015  
6:30PM – 10:30PM

Members Present: Xianghai Liu (Chairman), Wei Li, Jill Lu, Tracy Ma, Derek Skawinski, Xiaomei Wang (remote), Lining Wu, Tao Zhu (Parent Council Chairman), Min Zhang (ACLS Principal 2015-16), Xiangdong Xu (ACLS Vice Principal 2015-16)

Members Absent: Lixin Sun, Yumei Yao,

Chair/Facilitator: Xianghai Liu

Note Taker: Jill Lu

Board chairman Xianghai Liu opens the meeting and welcomes everyone. He briefly outlines the agenda of today's meeting as follows:

1. Officially confirming the appointment of principal and vice principal for school year 2015-16
2. Getting a school update report from administration
3. Discussion of Acton Chinese cultural performance events at NARA in August
4. Discussion of issues raised by Parent Council regarding seminar policies

The board unanimously confirmed Min Zhang as the principal and Xiangdong Xu as the vice principal of ACLS for the school year 2015-16.

### **SCHOOL OPERATION REPORT**

Incoming principal Min Zhang presents a report on fall semester school preparation. The school admin team held a meeting on Friday, July 24 to finalize the fall registration and operation:

- School calendar is finalized. There will be sixteen (16) weeks of school in the fall, starting on September 9. By the request of RJ Grey Junior High, this year the school plans to have class on the Sunday before Columbus Day (10/11/2015) instead of the Sunday of Martin Luther King's Day holiday weekend (1/17/2016);
- The rental of thirty eight (38) classrooms is confirmed with RJ Grey Junior High School for this school year;
- There will be twenty four (24) culture classes offered this fall, two less than last year. Classes open to high school student teachers will be limited to Python computer programming and keyboard classes. There will be no tuition change this year (\$105/semester);
- There will be thirty eight (38) language classes this year. Tuition for the fall has been posted online;
- Fees for late payment are set at \$30 for language classes and \$20 for culture classes, and will be imposed after the first day of school;
- There are three hundred sixty (360) families enrolled so far this year. One hundred (100) families have paid their tuition. Among them about half have paid online using PayPal;
- Meeting room at Acton Memorial Library has been reserved for teacher's orientation, planned for the last week of August;
- The fall registration will open on August 1 and close on August 17. A period for tuition payment will follow from 8/17 to 24. After August 24 the registration system freezes while admin team prepares for textbook distribution. Textbooks are distributed to classroom teachers on the first day of school. Only the students who prepaid their tuition before August 24 will receive textbooks that day. Students who register online but paid after August 24 will have to wait for the second school day to get their

textbooks;

(Lining expresses her concerns on the school calendar, which shows there is no school break from the beginning of the school in September until Thanksgiving. Min replies that the Junior High dictates the time we can rent. At this time the JH teachers prefer a MLK break instead of a Columbus Day break.)

- Special events of the year have been tentative planned as follows: Chinese New Year celebration - 2/7/2016, End of School Year performance - 5/24/2016;
- High school student volunteer training is planned on the third Sunday of September;
- Changes on the administration team:
  - Jing Zhang is added to assist webmaster Peiyun Yang on system maintenance and help Dean of Language program XinXing Yang on general school works
  - Hong Xiao will leave the team
  - Hongyue Shi will come back to work as the Associate Dean of Language Program
  - Ling Zhang will joined the team to replace Yingzi Wang as the school's accountant
  - Lin Gao is considering leaving the team and is looking for a replacement for the school treasurer position.

#### **DISCUSSION ON SCHOOL OPERATION:**

Xianghai Liu comments that we will need to balance the school budget and pay our rent soon. Yumei Yao, the principal of 2014-15, will come back to help.

Wei Li raises a question that whether we have recruited enough teachers this year. Min Zhang replies that we have enough teachers for culture classes but are still open to hire more language teachers.

Lining Wu voices her concerns about the student classroom placement. Min Zhang responds by saying the current classroom placement is based on the school database. The only concern is the gender balance.

Xianghai Liu mentions the traffic control will be the responsibility of Hongbin Zeng this year. Yumei Yao built a good relationship with Acton Police Department last year. Police officers patrol the school campus frequently, which makes our job easier. Xiangdong Xu added that we need to pay more attention to the first day of the school. Board members agree to help during that time.

Xianghai also brings up that ACLS officials met with the new ABRSD superintendent last school year. Dr. Glenn Brand has previous experience with Chinese language teaching in the community.

Xianghai Liu concludes the discussion, praises the school admin team on doing a good job preparing the new school year.

#### **CHINESE CULTURAL PERFORMANCE**

There will be two cultural performance events to showcase Chinese culture and heritage at NARA park in August. One is the Essence of India/China on August 15 and the other is the Traditional Chinese Music and Dance Night on August 27. Xiaomei Wang, the board member who is in charged of the cultural events, reports that the preparation for both events are well under the way. The August 27 event though would likely to have some more helping hands.

Xianghai Liu explains the August 15 event is a joint India/China cultural event sponsored by ABCC. Dawn Wang of ABCC has been putting in a lot of effort in the preparation of the event. The August 27 event is organized by Chinese community. We received \$700 funding from Acton Recreation Department. The town will also provide food, stage, DJ, etc. to support the event. The event will run from 6:30 to 10:30 in the evening, and will include music, dance, martial arts performance.

Xiaomei Wang elaborates that the program for the event is almost finalized. The performers are mostly from Acton. On the event day, help will be needed for setup. We are also looking for a stage manager to run the performance, and volunteers to perform Chinese calligraphy on stage.

Xianghai Liu adds that we will need to send out press release to local news outlets as soon as possible. ACLS will also provide partial funding to the event. A \$300 contribution from the school's long term fund has been agreed by board members.

Xianghai Liu then introduces to the Board two new members: Lining Wu and Tracy Ma

### **PARENT COUNCIL SEMINAR POLICY DISCUSSION**

Tao Zhu, the chairman of Parent Council presents to the board a draft policy on seminar topics rules and seminar speakers . Board members agree that Parent Council has the authority to determine the policy on seminar topics and speakers.