

Xilin School Board Meeting Minute
Oct 2, 2011.

Attendees: Liping Zhao, Annie Cai, Xiaolin Xiao, Hong Zhao, Jiang Xin, Peter Gao

Agenda:

- 1) 2011-2012 School budget review:
- 2) Conclusion on Board chair/co-chair election
- 3) Board discussion about Ms. Xie Xinhua

Summary:

1) School budget review:

- Activity expense of \$5,000 - incremental spend due to a sponsorship of a parade in honor of a Chinese historical event. Informed by school committee that this expense has been revised to \$2,500.
- Budgeted \$4,000 for tax expenses in case of W2 change for school committee members.
- Budget of \$500 to cover School board expenses. The budget should be governed by the board.
- Confirm if teacher's pay increase should be budgeted.
- Budget for By-law revision should be increased to \$2000.

Follow ups:

Jiang Xin on behalf of board finance sub committee to follow up with School executive committee on the break-down of the expenses.

2) Conclusion on Board Chair/Co-chair election

- Co-chair election resulted a tie: Peter Gao and Zhao Hong on 9/11.
- Discussed the solutions of the election and majority of board members who presented today's meeting agreed to recognize the election result and allow two co-chairs for this school year on the condition of one-time exception. From next school year onwards, the board will resume one chair and one co-chair board structure.
- Chair's responsibility includes coordinating meetings, on behalf of the board as a spokesperson, deliver board decisions and chair parent/board meetings. The Chair will appoint a Co-chair to serve as a backup to the chair when the chair is unavailable.

3) Resolution about Ms. Xie Xinhua

First of all, Xinhua was not terminated. She served her full term with Xilin NW school. Secondly, the new principal has the authority of hiring of school committee members. Whether the new principal hire Ms. Xie or not is the principal's decision but not school board's. The matter regarding Ms. Xie is considered closed.

However, considering Ms. Xie's contribution to the school during her term serving the Xilin School, some board members recommended School Committee to recognize her service by issuing "Thank You" letter or a service certificate.

Follow up:

The Board reaches out to the principal - Ms. Shi Xiaohong to issue the said letter or certificate.

4) Others:

- Meeting minutes: board members should respond within two weeks of receiving the meeting minutes with any comments or questions.
- Board decisions/discussions with regard to decision making and personnel related, all board member should maintain confidentiality of the decision process (who said what).
- Board will deliver any decision made as a result of consensus of the board and by the Board as a body. No detail concerning who said what should be disclosed by anyone in any shape or form of communication.