

**Xilin Northwest Chinese School
Board Meeting Minutes for January & March 2010**

By-Law Sub Committee

- discussion on number of years a person serves on the board (should it be changed to 2 years OR “NO Change”---1st year learning 2nd year working 3rd year training)
- discussion on whether a “school member”--- needs to have a child in a Chinese language class
- define member voting power
- serving more than 1 term – break between terms
- should principal be a default into the board
- does the teacher have voting power
- principal default to sit on the board
- if there is friction – what is the procedure to deal with it
- does teacher with no kids in the school have voting power
- is a teacher qualified to be a board member
- teacher contract

Education Sub-Committee

- Choosing a textbook for the Chinese classes (2 different approaches or just choose one approach)
- Follow-up on the use of books from the Chinese government
- Teaching Chinese as a Second Language

Finance/HR Sub-Committee

- Web Site
- Teacher Contract

Chinese New Year

- Students invite friends
- Program and literature for families and guests

Discussion on Marketing the School to the Community

- how
- where

Election:

need a lead person

committee – lead person from the board, school committee, teacher, parents

collect candidate names

dates to execute

introduction of candidates

collecting resumes & talking to the candidates

lead person will host the election meeting

separate committee to handle amendments (separate committee)

give proposals to the parents 2 to 3 weeks prior to the meeting

Board Candidates Meeting (Cai Lei will lead the committee)

- introduction of candidates
- info on candidates
- counting the ballots

IT Report

- interview 5 candidates
- phase 1 beginning of registration

Education Committee

- documentation on how to apply for recognition from IL education committee
- there are many requirements and will take time
- certain teacher qualifications - re-evaluate teacher criteria
- have to have legal records to show student completed the class to count for the credit hours
- have to have a legal transcript and able to produce the transcript
- also other minor issues to be implemented
- other Chinese schools are a member of the IL Board of Education

Textbooks

- stay with the same textbooks for now
- collect more information
- project for research

Follow-Up on Textbooks

- we didn't get any response from the e-mail
- pass on to the school committee to follow-up

Chinese Second Language

- if want to pursue further then need to get a group to discuss

Other Comments

- How to Evaluate the Success of the School and the board should give performance review on the principal
- Board focus more on planning and give goal to school committee to execute
- Define measures to evaluate success of the school
- attendance
- new families
- why families have left the school
- (bring measures to the April meeting)

Finance Report

- reviewed profit and loss statement
- Estimated \$23,000 in the black at the end of the school year
- Estimated \$12,000 in special charges