

## 2/27/2011 Board Meeting minutes

Minutes Taken By Cai Lei

### 1. Bylaw review

- a. IT director – article IV school administrative committee #8: keep the revised description as it is
- b. Term of administrative committee member – article IV school administrative committee #10: keep the revised description as it is
- c. Bylaw revision timeline (tentative): will get a quote from the attorney and then send the bylaw to attorney for review; parent vote on 5/2
- d. Add effective date description of newly elected director: new directors elected will be effective the first day after the end of the semester in which the election occurs

### 2. New principle selection:

- a. Timeline: will use the summer as transition time; new principal should be selected by the end of this semester
- b. Will send the message (email and announcement on the school website) within the school to parent first before going for an outside candidate
- c. Communication
  - i. Board will hold a meeting with principle and current school committee
  - ii. Define principle job description
  - iii. Define appropriate annual compensation for principle; current compensation is \$3,000 annually
  - iv. Education sub-committee to focus on the selection to make sure the we stick to schedule
  - v. Selection process should be open and fair; board director votes should be anonymous.

### 3. Sub-committee action plan

- a. Draft job description and qualification and send it for the board to review by 3/7 –Cai Lei
- b. Board directors review the draft and then discuss on 3/20 to finalize the job description and qualification – all directors
- c. Publish the job description and qualification around 3/20 – Wang Baiqing
- d. Start to receive application for principle position on 3/27 – Zhao Liping,
- e. Deadline for submitting the application is 4/30