



Board Meeting Minutes

Date/Time: Sunday, 5/16/2010 1:45-4:45pm

Location: Teacher's Lunch Room, Conant High School, Hoffman Estates, IL

Participants (12):

Board Directors: Zhou Gang, Sophie Qu., Jiang Xin, Cai Lei, Mary Cerutti, Liu Guanghui

School Committee: Li Fan, Xie Xinhua

Board Directors (Newly Elected): Qiu Hong, Xiao Xiaolin, Peter Gao, and Zhao Liping

Agenda Item I: School Financial Review and Decisions on Principal's Requests

School's financials are in much better shape as compared to the previous year due to dedicated management. School's cash assets are better guarded due to separation of accounting duties. Good P&L result justifies teacher bonus of \$8550 as a visible measure to show teacher appreciation. Increase in revenue was a result of increased student registration, discerning school management, donor's contribution, increased/added tuition/assessment fees of some classes and adult programs. Some savings was attributable to a few of class days cut. Board and School Committee agreed to offer reduced tuition to low-income families as a good will to show community support. The school committee will make the school financial balance sheet (2009-2010) available to school members on 6/30/2010 or not long after that. The board reviewed a former school member's request for related financial records. It was given access to 2009 school year audited financial reports. The former school member signed the acknowledgement form/see attachment.

Board voted on 4 specific requests as follows:

(Li Changqi cast his vote via email)

4. Vote on Proposal of Teacher's bonus of \$8,550
 - **Approved by the board.**
 - Voted "Yes": Li Changqi, Sophie Qu, Liu Guanghui, Mary Cerutti, Cai Lei, Jiang Xin
 - Voted "No": Zhou Gang (too big amount, suggest allocating funds towards staff professional development, promoting outstanding performance, and student learning programs for next year).
- 2a. Vote on proposal of teacher's retroactive pay raise of \$2500
 - **Disapproved by the board.**
 - Voted "Yes": Liu Guanghui
 - Voted "No": Li Changqi, Sophie Qu, Mary Cerrutti, Cai Lei, Zhou Gang, Jiang Xin (not preferred practice. It was done at very unusual situations in the past).
- 2b. Vote on proposal of teacher's new school year pay raise of \$4500
 - **Approved by the board.**
 - Voted "Yes": Sophie Qu, Liu Guanghui, Cai Lei, Zhou Gang, Li Changqi
 - Voted "Pass": Mary Cerutti, Jiang Xin
3. Vote on reduced Chinese class tuition fee for low income families
 - Approved by all the board directors
4. Vote on making up the approval of \$50 gift cards to board directors
 - **Approved by the board**
 - Voted "Yes": Sophie Qu, Liu Guanghui, Cai Lei, Li Changqi, Jiang Xin
 - Voted "Pass": Mary Cerutti, Zhou Gang (not board directors' decision to pay themselves)

Agenda Item II: Discussion on School Staff Performance Evaluation

The board had its first discussion on principal performance review and agreed that the principal needs to be informed in the beginning and before the evaluation kicks in. This will be a project for the future board members to carry through. The purpose of the evaluation is for recognition, encouragement and areas of improvement. The evaluation of school committee members and teacher's performance will be led by the school principal and also with the involvement of related board sub-committees.

Agenda Item III: Team Building and Preparation of Board Transition

- 1 The effective date of newly elected board directors will be 5/24/2010 after the last day of the current school year.
- 2 The upcoming school picnic date is scheduled on 6/12/2010 with an approved budget of \$2000.
- 3 New board team, chairman, sub-committee members, and treasurer will be selected on 5/23/2010 at Room 128 in Conant High School.
- 4 Cai Lei will lead advanced Chinese class certification project with ISBE (Illinois State Board of Education).
- 5 Board discussed the current school staff hiring status, which is 100% are independent contractor (1099). Employee-based setup (W-2) will incur more expense for the school. Further discussion is needed on subject.
- 6 Principal will send teacher and committee staff contract forms for review and signature. Since the school is just starting to execute such process, detailed discussions will follow.
- 7 The ongoing IT website project had an approved budget of \$4000 of which \$2000 from the current school year, and \$2000 from next school year. The project will continue until the end of 2010.
- 8 The board prepared a letter signed by current board members to conclude on issues brought up by Li Mei, a former school member.

Next Board Meeting: 5/23/2010.

Meeting was adjourned at 4:45pm

Minutes taken by Zhao Liping