

4/15 Board Meeting Minutes

Attendees:

Liping Zhao, Mary Cerutti, Annie Cai, Xiaolin Xiao, Xin Jiang, Peter Gao

Agenda items:

1. Decision on partial support to Xiaohong's visit to China
2. Budget Review Update
3. New Board Director Election Execution Plan
4. Annual Board Chair, Co-Chair Election Execution Plan

Summary:

Decision on partial funding for Xiaohao's chinese trip for conference:

The principal received invitation from Overseas Chinese Affairs Office of Shandong Province for a Chinese education conference in Shandong. The conference consists of four sessions during 12 days.

- Management of school;
- Education
- Chinese Culture
- Chinese Literature (Guo Xue)

All costs are covered by the organizer except the travel expense.

The board discussed the need of participating the conference and agreed that it's necessary for the school to participate networking / associate events for purposes of 1) broadening schools vision and 2) development of Chinese school management. The board agrees to budget such future activities in the annual budget plan going forward.

For this meeting, the board approved a one-time budget of 50/50 split on return ticket to/from China with a cap of \$1,200 (One Thousand and Two Hundred dollars).

Conditions for reimbursement of such expense: 1) the principal attends the meeting in person for all 4 sessions; 2) Debrief/report back to the school board and committee of the training or lesson learned.

From next year annual budgeting, the school will add a budget (TBD) for expenses pertaining to school management development training or conferences.

Budget review:

- The board reviewed the items on the budget report.
- Follow ups: The board needs school committee to provide break up of the tuition and textbook incomes. Board also needs school committee to provide details/back up documents for some expenses that have big unfavorable variances verse the budget.

New Board Director Election Plan:

- Election day: first Sunday of May – May 6th:
- Board vacancies (3 position)
- Annie sends email to email list by Monday EOD to solicitate candidates and referrals for new candidates.
- Mary to draft a list of interview questions for the election day Q&A
- Conduct an email survey (TBD).

*** end ***