**Huaxia Chinese School at Bergen, Inc**

**华夏博根中文学校**

**P.O Box #9180,**

**Paramus, NJ 07652**

[www.hxbg.org](http://www.hxbg.org)

**Board Meeting Minutes**

**Date**: December 18, 2016, 11:10 a.m.

**Location**: Paramus Catholic High School,

425 Paramus Road, Paramus, NJ 07652

**Attendance Roster**:

**Board Memeber**

王虹（Hong Wang), *Chair*

廖世平 (Shiping Liao), *Secretary*

徐智辉 (Jeff Xu), *Treasurer*

陈国栋 (Guodong Chen)

韩伟 (Wei Han）

李焰 (Yan Li)

何燕 (Yan He)

王建锐 (Jianrui Wang)

梅笑辉 (Xiaohui Mei)

**School Administrative Members**

Yan Li (李焰), Principal

Ruth Shi (施茹), Vice Principal

Lu Ma (马璐), Director of Curriculum

Jing Hang (杭静), Registration Manager

Grace Zhang (张晖晶), Accountant

Guodong Chen (陈国栋), Principal Assistant

Liqun Jiang (江丽群), Assistant of Director of Curriculum

Xin Ying (忻颖), Assistant of Director of Curriculum

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| **Topic** | **Discussion** | **Action/Decision** | **Responsible Person(s)** | **Due Date** |
| 2017 Spring Festival Party and 20 Year Anniversary Celebration | | | | |
| Venue | Party at the same place as last year:  Marriott Teaneck at Glenpointe100 Frank W. Burr Boulevard  Teaneck, NJ 07666 | 1. In addition to the main room, a small room is also available this year. Proposed to move children to the small room after dinner is over. 2. Total 40 tables, set 12 chairs per table to accommodate up to 480 people | All  Yan Li | N/A |
| People | VIP guests, board members, school administrative members, teachers, volunteers | 1. Invite VIP guests including former BD chair, principle, parents’ association head/Paramus Catholic High School key stuff (total up to 8) 2. Recruit volunteers to help on kids’ activities | Wang Hong  Yan Li  All |  |
| Dinner | Control of dinner order | 1. Instruct hotel stuff to collect tickets (for adults and kids) when take orders at the table; payment to hotel will be based on the collected tickets 2. Send reminders to attendees to bring tickets to the party (via WeChat, E-mail) | Yan Li  Hong Wang  Jing Hang |  |
| Program | Draft program provided by Hong Wang | 1. Proposed to re-arrange the program so that the kids can finish their performance first and then go to the small room | Hong Wang |  |
| Gifts | Gifts for VIP, performers, kids and all attendees |  |  |  |
| Tickets |  | 1. Total 415 tickets were sold, no more ticket sell 2. BD/SA/teachers shall not transfer their tickets to other people | Liqun Jiang  All |  |
| Activities |  |  |  |  |
| Candies |  |  |  |  |
| Supplies |  |  |  |  |
| Others |  |  |  |  |
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| Student age | Student age limit | Student age: 4.5 years old(Birthday Cut off: Septemper 30 for Fall Semester and Feb, 28/29 for Spring Semester). | All members | N/A |
| Chinese school grade | Chinese school grade set up (Recommended) | Pre-K in English School equals to 学前班； Grade 8 in English School equals to 毕业班 in Chinese school. | All members | N/A |
| New trial Chinese class | What kind of Chinese text book is better for students. | Main text book is JiNan Chinese text books. Ma Li Ping text books are second choices. One new trial Chinese Class will be added- Wang ShuanShuan Grade 7. | All members | N/A |
| Teachers’ Salary | How to increase Teachers’ salary | Teachers’ salary will be increased based on their performance, but salary for entry level will stay the same. | All members | N/A |
| Classes for Grade 7 and above | Classes for Grade 7 and above set up | Generally not to have two classes for the same level at Grade 7 and above. | All members | N/A |
| Cultural Classes | Cultural Classes set up | New cultural classes set up are encouraged. And Flute class maybe cancelled. | All members | N/A |
| Tuition Fee | Tuition Fee will be increased | Tuition Fee will be increased. Details are following:  Chinese Classes: Increase from $350 to $380;  General Cultural Classes: Increase from $140 to $160;  Violin Classes: Increase from $300 to $340  Chess Classes: Increase from $450 to $480  Oil Painting Classes: Increase from $400 to $460 | All members | N/A |
| Teachers Annual Meeting | Teachers Annual Meeting | Meeting will be hold on May 22, 2016. All members will be invited to the teachers meeting. | School administrative members | 05/02/2016 |
| Registration start day for next school year | Registration start day for next school year | Registration start day for next school year is May 20, 2016. | All members | N/A |
| Date for early registration discount | Date for early registration discount | Date for early registration discount is 7/11/2016 | All members | 7/11/2016 |