

## HCCS BOD Meeting Minutes on 11/17/2006

BOD Meeting Time: 8-10:20 pm, Nov. 17, 2006  
At JP's home

### Attendants:

JP(Jinpin) Yao, Y(Yang) Cheng, JP(Jianping) Mao, XL(Xiaoli) Sun, Y(Ying) Zhang, XM(Xiaomin) Gao, DM(Damin) Zhu, HZ(Hongzhong) Shang, JF(Jingfei) Chen

Thanks XL Sun volunteered to take meeting notes.

### Meeting agenda:

1. Welcome and introduce new & returned BOD members at HCCS – JP & All
  2. Update the on-going BOD issues – JP
  3. Budget review of fiscal year 2006-2007 – Jeff
  4. Priority list of BOD – JP & All
  5. Questions & closing
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1. Welcome new members and introduction

Each member introduced him/herself, informal, cordial, and somewhat interesting.

2. On-going BOD issues

JP Yao:

HCCS's discussions and disputes must be limited to the business not to individual personal opinion or interest, HCCS has contracted Mr. Jonathan Isaac as legal representative for HCCS and HCCS reserves its legal right to protect the best interest of HCCS; non HCCS business related e-mail or flyers or any documents are not allowed through HCCS e-mail network or at school; the individual personal attacks with mass emails or any forms of documentation are not allowed at HCCS, if it is necessary, HCCS may take any legal action on these issues; BOD proposed to establish a few internet forums for parents to post their concerns and opinions or any business related issues; BOD needs to review current By-law and all related regulations at HCCS and will propose amendments or update it to meet or exceed the current operation standards for Chinese school in Maryland or USA; main responsibilities of BOD are to establish regulations or policies at HCCS and ensure everyone at HCCS following these rules and monitor the school business [more details can be found in HCCS By-law (English) and BOD regulation (Chinese)]; BOD meeting minutes will be published on the HCCS web for all parent; any recommendations or suggestions are welcome for BOD at HCCS. More involvement and participation of all parents at HCCS is the key for future success at HCCS.

Y Cheng:

XM Gao:

DM Zhu:

JP Mao:

We need to stop using mass email as a venue for discussions, but set up internet forums for whoever needs to post and listen in. Parents/teachers have right to give 'free speech' but with responsibility.

XL Sun:

As new BOD member, with new challenges for HCCS and myself, will work hard on studying By-law and all regulations at HCCS and do my best for our community; the bitter disputes among some parents and school officials are not allowed and the issues related to HCCS has to be resolved in a rational manner. We need to improve the bylaws, regulations, policies and procedures at HCCS. The budget and any financial records at HCCS have to be transparent.

Y Zhang:

As a new BOD member, will do the best for HCCS.

All:

Any concerns or requests from everyone at HCCS address to BOD have to be responded by BOD, any BOD individual members should avoid offering personal response except under the agreement of majority of BOD, as it may appear to be the BOD opinion or decision. BOD announcement shall have BOD as the signature instead of the BOD Chairman. BOD should collect issues, discuss them at the meeting, and then give response to HCCS under the name of BOD. BOD should first vote to decide if an issue or suggestion should become a motion to be discussed and voted.

BOD should only take issues brought forth through proper channels.

BOD shall set rules and procedures to publish the HCCS financial record.

The current bylaws are accessible through HCCS website.

All HCCS official document should be given in English and Chinese.

We, all love HCCS and work hard to ensure HCCS for success.

BOD Sub-committees: There are different opinions about forming sub committees - BOD should divide out the business among members so BOD member can be easily accessed for certain issues; BOD should act as a whole and each BOD member should have a role; the BOD sub-committee should have three members in each committee; BOD should take any issues altogether but vote to have a few to take the lead on each individual issue base. BOD decided to defer the decision until a future meeting.

#### 4. Budget Review of fiscal year 2006 - 2007

HZ Shang, HCCS Principal presented a summary sheet of the 2006-2007 budget at HCCS.

BOD deferred the discussion and requested more detailed information, such as the spreadsheet, to have a chance to review the budget before the next budget meeting.

The HCCS principal explained the status of the past financial records and its release:

He apologized for sending inappropriate emails last May that drew a lot of criticism from parents.

HCCS had an 'open-book' policy for its financial records, i.e., whoever can come and check the book if interested, but otherwise not released to all the parents periodically. Due to more and more student enrollment at HCCS, this practice will be changed to meet all parents' demands. The financial record must be accessible to anyone at HCCS.

HCCS released the financial summary of the 2005-2006 expenditure but many parents would like to see more details.

DM Zhu said that past BOD review of the HCCS financial records have met resistance and could not be effectively carried out.

HCCS has its financial records in electronic form since 2005 and paper forms prior to that. HCCS will publish the financial records of 2005-2006 as initiate step.

XL. Sun suggested that HCCS should set up the target date for publishing the financial documents of 2005-2006.

#### 5. Question & Closing

The recent election was a very good start for HCCS. More parents at HCCS now start focusing on HCCS school business and like to offer more suggestions.

New BOD members are required to review current bylaws and regulations at HCCS and will have any recommendations to make any improvements.

Per parent's request, the previous financial documents at HCCS will be reviewed and BOD will conclude any findings and make all documents available to all parents at HCCS.

XL. Sun may be slated to continue taking meeting notes/minutes. The meeting minutes will be circulated among the meeting attendees for approval before release. The BOD chairman will keep paper copies in file.