

HCCS BOD Meeting Notes:

Time: November 29, 2006, 8-10 pm

Place: Jianping Mao's residence, Columbia, MD

Attendees:

Jinpin Yao, Jianping Mao, Xiaoli Sun, Ying Zhang, Yang Cheng, Xiaoming Gao, Daming Zhu, Jingfei Chen, Hongzhong Shang

Agenda:

(copy the original agenda here)

1. Current BOD issues:

(a). Teacher's bonus:

Some teachers raised the questions about how the bonus was determined and how much each of them received. The paycheck did not say how much was the regular pay and how much was the bonus.

Shang:

There was \$2000 allocated for bonus. There was a formula calculating the basic bonus. Other factors were also considered. The final decisions were made by the principal, the vice principal, and the provost. The results were not made public, as in the bonus distribution in a private company. It was a mistake not to list out the exact amount in the paycheck.

EC agrees that the process and the guideline should be made public though the exact bonus amount each teacher receives should be kept private. There was not a clear written guideline in the past and EC did what it believed was the best for the school.

Gao

The process and the detailed distribution should be known to all the teachers and BOD members, though the exact bonus amount each received can be kept private. The current process caused teachers to guess and can have negative effect. We cannot decide bonus by a few people in EC.

Mao, Yao:

We need to let every teacher know the process and guideline.

Zhang:

It was a collected decision by EC last year. It was also a critical time last year with many more students and the decision was therefore mostly based on the number of students in the class.

Zhu:

We can let everyone know the total amount and how many received how much but keep teacher's name private.

Yao:

Teachers should come to BOD and the principal for questions.

Shang:

EC should come up with a new guideline and let BOD to discuss and decide.

Sun:

The process must be open and accountable. It cannot be decided solely by two to three people in EC. It should have some oversight from BOD. EC can make decision but BOD should check if the process is fair

and within the established guideline.

BOD:

We recommend principal to issue a written response to all the teachers and parents to explain the past bonus decision process within a week. EC should also draft a new guideline for BOD to consider.

(b). Motion by Mao and Sun on establishing a formal channel for parent and teach to bring issue and concerns to BOD (the motion has been passed prior to the meeting).

Open discussions:

We need some one to collect and file the emails through this channel. We prefer parents use this channel but do not ignore other issues brought forth through other channels. We will give response to every issues brought to BOD unless we decided they were inappropriate.

We like to set up an open forum for any one to express opinions. However, there are some difficulties in maintaining such web based forum. There needs to be a guideline, everyone has to register with the real name and ultimately responsible for what he/her posted. There needs to be a manager to screen the content before posting but it is a big job. There is not much we can do if someone deliberately misuse the forum. We will continue to explore options and decide what to do in a later time.

(c). Reviewing HCCS financial records

Yao:

We had decided to review the record for release to HCCS parents. A three person committee was formed, one from BOD, one from EC, and one from PTA. However, no guideline and rule were set and little progresses were made. Now most people prefer to let BOD to in charge of the review. It was also BOD's duty to oversee HCCS's financial records. We should start review from the beginning and the sole purpose is to make it open to HCCS parents.

Gao:

The issues started with EC budget showing red. BOD wanted to understand the details, as some of the details was not available to then BOD members.

Chen:

The imbalance in the HCCS budget on the book was caused by the concentrated expenditures near the end of the year but before the tuition for the second half of the semester was collected. This was why we now collect tuition annually instead of semiannually.

Shang:

We actually had \$4000 surplus at the end of the school year.

Sun:

We recommend we first let the HCCS accountant to summarize the income and expenditures in the past school year which has been recorded in Quickbook. BOD will then check item by item. The goal is to examine the HCCS financial practice in the past, report the results to parents, and ensure HCCS financial well being in the future. It should not be an investigation targeting any individual for improper expenses.

BOD all:

Agreed with the suggestion. We will contact Ms. Xiaoping Wang on details of how to proceed.

(d). About the reimbursement of Zhang Ying's expense accompanying the HCC vice-president in China.

BOD members all agree we need to spend a certain amount of HCCS fund for public relations, especially on HCC vice-president who has been very helpful in hosting HCCS at HCC during weekends. However, BOD members have different opinions about this particular expense in China. Some think it was not justifiable and some believe it was.

This particular activity and the associated expense in China were not pre-approved by BOD. Ms. Zhang Ying had prior verbal approval from the HCCS principal who latter authorized the reimbursement. Although it was believed the principal had a spending authority of no more than \$300.00 for things of this nature, but no written record of such spending limit was found in HCCS files. BOD, EC, and PTA always participated in local activities for public relations. Some believes it was a good opportunity to accompany the HCC vice-president in China, but some believed the event was mostly personal and not close related to HCCS affairs.

There were two letters, one English and one Chinese, distributed at the general election last month that disclosed the issue to HCCS parents. The English version was agreed by BOD and signed by the then chairman, but the Chinese version was not a direct translation and not approved by all BOD members at the time.

BOD decided to postponed the decision on this matter until a later time.

(e). Rending more classroom.

All agreed and Yao will do the necessary paper works and bring them to HCC.

2. Parents concerns on the last election.

BOD has reached a conclusion and details are given in the BOD decision from this meeting (already posted on HCCS website). BOD will issue a written statement to address parents' concerns.

3. HCCS budget:

Will be discussed at the next BOD meeting

4. Questions and closing:

(1). Next BOD meeting:

It is preferred to be held on Sunday before HCCS classes start.

(2). CSAUS National Conference on Dec. 26-28, 2006 in San Francisco.

We budgeted \$2000 and usually sent four people. However, we started late this year and may only be able to send three people.

BOD decided that we will keep the budget and send fewer people (No discussion was held on who should attend)

(3). BOD meeting minutes:

We will keep similar style like last time, with details, and make them available to parents via website.