

# San Jose Chinese School

## 2012-2013 First Board Meeting

Date: September 8, 2012

Time: 8:45am to 10:30 am

Place: Leland High School Room J2

Attendance: 35

Absence: 9 (32A Board Member, 38A Associate Board Member, 39A BM, 39A ABM, 39B BM, 39B ABM, CSL4 BM, CSL4 ABM, CSL5 ABM)

Minutes [recorded by Rujau Su]:

(The board meeting was conducted in English.)

### **I. Principal Report – Shuilong Chen**

#### **❖ Quick Review of Budget of Year 2011-2012**

As reviewed last school year's budget versus actual revenue/expenses, we had about \$25,000 deficit in school year of 2011-2012. The reason we had such huge number of deficit was that the student enrollment number was dropping to 330.

#### **❖ Recognition and Thanks to the Staffs of 2011-2012**

Principal Chen appreciated the following individuals for their outstanding contribution to our school community: Carol Hu, Agnes Mak, Terri Syu, Tina Meng, Meichen Lai, Michael Hsieh, Sam Sananikone, Jim Horng, Joyce Yu, Guang-Ting Shih, Ya-Tzu Chen, Meei Meei Lee, Rujau Su and Maggie Huang. He also gave thanks to the advisers, Yu-nian Hsieh, Bryan Lee, Ya-Tzu Chen, Eric Yang, Agnes Mak, and to all the Board Members, Associate Board Members, the class representatives and the volunteer parents.

### **II. Election of the Superintendent of the Board — Shuilong Chen**

Jawenn Hsu was nominated, seconded, and passed by 29 votes as our 2012-2013 Superintendent of the Board

### **III. Principal Change Over**

The school seal was passed over from Shuilong Chen to Carol Hu, and Carol Hu was our academic year 2012-2013 Principal.

### **IV Board & Associate Board Job Description — Carol Hu**

1. Two parents per class, one-year term each

2. Associate Board Member becomes Board Member for the next year (another one year term)
3. Attend and represent class in school board meetings. Convey board meeting information to class
4. Assist the Class Representative/Leader in managing and coordinating class issues
5. Serve in school activity committee as assigned to the class
6. Participate in school administration and perform jobs assigned by the school administration

Principal Hu also gave the job description of class representatives and showed the school's organization chart.

## **V. New Staffs Introduction and Election — Carol Hu**

Principal: Carol Hu

Vice Principal: Agnes Mak

Assistant Principal: Lei Wang

(motioned, seconded and passed by 29 votes)

Operation Director: Guang-Ting Shih

Associate Operation Director: open

IT Director: Jim Horng

Associate IT Director: Sheng Yang

(motioned, seconded, and passed by 29 votes)

Discipline Director: Anthon Ku

(motioned, seconded and passed by 29 votes)

Associate Discipline Director: open

Academic Director: Tina Sun

Associate Academic Director: Meiclhen Lai

Extracurricular Director: Joyce Yu

Associate Extracurricular Director: open

## **VI. School's Crisis — Carol Hu**

- ❖ 4 out of the 5 departments' directors are from last year's
- ❖ 3 out of the 5 departments do not have an associate director. (Only Academic Department has an associate director.)
- ❖ Other key staff like scrip coordinator, newsletter editor, registrar, and community services assistant have all been working in the same positions for 3, 4, or even 5 years.

We need recruit more parents to train and participate in our administrative work. If you haven't signed up your job yet, this is the time and opportunity you could serve and join our team.

## **VII. Present Budget — Carol Hu**

1. The total budgeted revenue was \$142,500.00 and total budgeted expenses was \$161,300.00. Principal Hu would expect about \$18,800 deficit in year 2012-2013. She asked the Board's approval for the use of \$161,300.00 as part of the budget for year 2012-2013 and to use the school's reserve to cover the \$18,800 deficit so that the school might run smoothly. This was motioned, seconded and passed by 29 votes.
2. Since we have encountered the budget deficit years after years, the following steps were recommended: 1. Send flyer about school's information to the elementary schools around our community 2. Distribute donation sheet to our parents to raise some fund from our parents 3. Promote the corporate matching fund 3. Put advertisement on the local newspaper for more enrollment 4. Sale T shirt with school's logo on it to school's students and parents.

The meeting adjourned at 10:30 am.

Next board meeting: Nov. 17, 12 at 10:45am