

San Jose Chinese School

2012-2013 Second Board Meeting

Date: November 17, 2012

Time: 10:45 am to 11:45 pm

Place: Leland High School Room J2

Attendance: 32

Absence: 12(28A Associate Board Member, 32A Board Member, 34A BM, 35A BM, 35A ABM, 39A BM, 39B BM, 39B ABM, CSL2 ABM, CSL4 BM, CSL4 ABM, CSL5 BM)

Minutes Recorded by Rujau Su (meeting held in English)

❖ Department Reports

➤ Principal Office

▪ Fundraising

- Donation: 1. Helper: Vaishali Desai 2. We have over 20 families contributing money to school
- Scrip: Since school's promoting, the purchase of Scrip doubled
- eScrip: 1. Helper: Elizabeth Velazquez 2. This is the fastest and easiest way to raise fund for the school. If you need help for eScrip registration, just come to the school's office and the office staff will do the registration for you.
- T-shirt: 1. Helper: Hua Zeng 2. Parents could come to the front office to pre-order for 10\$ each. Subscribe deadline is 12/1.
- Company Matching:

- Drawing for raffle tickets: Three 2nd price of \$5 Starbucks gift cards and 1 first price of \$25 were drawn.

▪ Community Flyer

- With the school districts and schools' approval, our parents, Ken Wesson, Vista Khosravi, Anthony Ku, will distribute a flyer to the following school districts' schools: San Jose Unified School District, Union School District, Morgan Hill Unified School District on December.

▪ Parents Gathering

- On 9/29/12, we had our first Parents Gathering with the theme of "Meet with Parents"
- On 11/3/12, a lecture of "Top ten reasons to learn Chinese and Some useful tools for Chinese Learning" was delivered by Teacher Chao.
- There would be a lecture of "Stay Healthy by Chinese Medicine" given by Dr. Nan Chao on 12/1/12.

- Parent and Student Hand Book
 - A handbook for school's parents and students was on the way.
 - Go Green on Newsletter: For the purpose of saving expense and paper, we won't distribute the printed version of newsletter to the students any more, only post it on school's website. If you still want the hard copy, then come to the office to request one.
- Discipline
 - Evacuation Drill: an successful emergency evacuation drill was conducted on 9/22.
 - Security Patrol: Patents to serve should report for duty at the front desk at 8:20AM/10:30AM. It will be fined \$30 for each absent person to class.
- Academic
 - 9/23 ANCCS Outstanding Teacher Award: Congratulate Teacher Yi-Huey Huang and Teacher Wen-Ying Liao obtained ANCCS Outstanding Teacher Award.
 - 9/23 Confucius Commemoration Day: We had 20 students participating and joining the read aloud of "di zi gui" on that day.
 - Classroom Teaching Observation: we will soon start the "Classroom Teaching Observation".
 - SAT II & AP Chinese Scholarship: Deadline for SAT II & AP Chinese Scholarship was on 12/15 every year.
 - Upper Grade Credit Transfer Parent Briefing would be held on 12/1/12.
 - Academic Contest would be held on 1/26/13.
- Operation
 - 10/27 Class Pictures: The class pictures were post in front of the office. Parents could come to the office to order.
 - Winter Food Drive was successfully completed on 10/27/12.
 - Chinese New Year & Carnival would be held on 2/9/13.
- IT
 - Parents Instant Feedback: An instant suggestion box was set up on school's website, <https://docs.google.com/spreadsheet/viewform?formkey=dC1BZiV1bTRsdExQXzdGc3pkbnRvZkE6MQ#gid=0>. Parents may use it as a communication bridge between patents and the school.
 - Blog: School's blog address is <http://blog.sanjosechineseschool.org>.
 - Facebook: School's Facebook account is <https://www.facebook.com/sanjosechineseschool>.
- Extra Curriculum

Extra Curriculum Department opened a new class, Chinese Culture and Knowledge Class.

❖ Parent Participation

- Parent participation & support are keys to student success!
- Volunteer Service Point System — Agnes Mak (Please take a look at the attached pdf page for detail)

- The goals to propose this Volunteer Service Point System were 1. To increase parents and students' participation. 2. To support current administrative work. 3. To recruit and train new administrators.
- Proposal
- To get Full Points
- 1 Point Job Examples
- Advantages
- Possible drawbacks
- Board Memberss Suggestions

Meeting adjourned at 11:45 AM