

San Jose Chinese School 2013-2014 First Board Meeting

Date: September 7, 2013

Time: 8:45am to 10:30 am

Place: Leland High School Room J2

Attendance: 39

Absence: 1 (CSL5/6 Board Member)

Minutes [recorded by Rujau Su]:

(The board meeting was conducted in English.)

I. Confirmation of the Superintendent — Carol Hu

Jawen Hernandez, the superintendent of the Board of year 2012-2013, would extend one more year term as our superintendent of the Board of year 2013-2014.

II. 2012-2013 Acknowledgement — Carol Hu

Principal Hu appreciated the following individuals for their outstanding contribution to our school community: Agnes Mak, Lei Wang, Terri Syu, Joyce Yu, Tina Meng, Meichen Lai, Elaine Chao, Anthony Ku, Mike Wang, Jim Horng, Sheng Yang, Vivian Meng, Guang-Ting Shih, Ya-Tzu Chen, Meei Meei Lee, Rujau Su, Maggie Huang and Shu-O Yeh. She also gave thanks to the advisers, Yu-nian Hsieh, Bryan Lee, Ya-Tzu Chen, Eric Yang, Hway-Jen Chen, and Shuilong Chen and also to all the Board Members, Associate Board Members, the class representatives and the volunteer parents for all their contribution.

III. 2012-2013 Financial Report — Carol Hu

As reviewed last school year's budget versus actual revenue/expenses, we had \$14,657.98 deficit in school year of 2012-2013. It was about \$4,000 less than expected. Principal Hu thanked all the parents' hard working and contribution so that our budget would be on track.

IV Principal change over

The school seal was passed over from Carol Hu to Agnes Mak, so Agnes Mak was our principal of academic year of 2013-2014.

V. Organization Chart and Job description — Agnes Mak

The organization chart of the school was introduced and explained by Principal Mak. Principal Mak also gave job description of board member and associate board member. The chart and the duty description are posted on our school's website. Please visit our website to check

VI. Staff Confirmation

Principal: Agnes Mak

Vice Principal: Lei Wang

Assistant Principal: Elaine Chao

(motioned, seconded and passed by 34 votes)

Secretary: Rujau Su

Newsletter Editor: Sylvia Jih

Operation Director: Guang-Ting Shih

Associate Operation Director: Sam Sananikone

(motioned, seconded and passed by 34 votes)

IT Director: Sheng Yang

Associate IT Director: Mark Hsueh

(motioned, seconded, and passed by 34 votes)

Discipline Director: Anthony Ku

Associate Discipline Director: Mike Wang

(motioned, seconded and passed by 34 votes)

Academic Director: Tina Sun

Associate Academic Director: Meichhen Lai

Extracurricular Director: Vivian Meng

Associate Extracurricular Director: Ivy Yee

(motioned, seconded and passed by 34 votes)

VII. Advisory Board

Principal Mak invited Yu-nian Hsieh, Bryan Lee, Ya-Tzu Chen, Eric Yang, Hway-Jen Chen, Carol Hu and Jim Horng to be the advisors of year 2013-2014.

VIII. 2013-2014 Budget

- The total budgeted revenue was \$128,500.00 and the total budgeted expenses were \$147,050.00. Principal Mak would expect about \$18,550 deficit in year 2013-2014. She asked the Board's approval for the use of \$128,500.00 as part of the budget for year 2012-

2013 and to use the school's reserve to cover the \$18,550 deficit so that the school might run smoothly. This was seconded and passed by 34 votes.

- Dhez Woodworth motioned to establish a finance review committee to review and improve the finance situation of the school. This was seconded and passed by 34 votes. Dhez would be the committee coordinator.

XI. Upcoming Events

- 9/7: New Student Orientation II
- 9/14: Parents' Gathering (Road to College)
- Other Parents' Gatherings: 10/12, 11/9
- 9/21: Evacuation Drill
- 10/12: Online Parent Opinion Survey begins
- 10/26: Picture Day

The meeting adjourned at 10:30 am.

Next board meeting: Nov. 16, 13 at 10:45am