

# San Jose Chinese School

## 2013-2014 Second Board Meeting

Date: November 16, 2013

Time: 10:45 am to 11:30 am

Place: Leland High School Room J2

Attendance: 38

Absence: 5(30A BM, 39A Associate Board Member, CSL1 ABM, CSL5/6 Board Member, CSL5/6 ABM)

Minutes Recorded by Rujau Su (meeting held in English)

### ❖ Departmental Reports

#### ➤ Principal Office — Agnes Mak

- **Calendar Update:** Because of Leland speech debate tournament, there is no Chinese school on 3/8/2014. We will extend our school year to 5/31/2014. The updated calendar is posted on school's website. Please visit the website to check.
- **Community Flyers:** The flyers have been sent out during the summer and in the beginning of the school year. We also put some flyers in the business places, such as ThinkTank Learning Center and Sonoma Chicken Coupe. **Coop**
- **Press Releases:** We put the school's advertisement in two newspapers, Almaden Times and World Journal News.
- **New Student Orientations:** Two times of new student orientation were already done.
- **Overfelt Garden Moon Festival:** The pictures of this event were post in our 2<sup>nd</sup> issue of newsletter. Please go on school's website to look at.
- **Donation Drive:** The school is appreciated your generosity and participation that we collected about \$2000 donation from parents.
- **Gift Cards Sale:** It was a big success event that we had about \$14,000 sales and had over \$800 profit. We will do one more time the gift card sale around March on the Spring semester.
- **Class Pictures:** Class pictures are on sale now. We are taking the order between 11/9/13 to 12/21/13. Please come to the front office to order.
- **40<sup>th</sup> Anniversary:** The 40<sup>th</sup> anniversary is on going all the projects.
  - **Advertisement:** We try to get companies advertisement on our year book or companies banner displayed in our carnival event. Please spread the words out if any company is interested in placing advertisement in our year book or banner in carnival.
  - **Videotaping:** Some of you may notice the videotaping is ongoing on the campus. Students are arranged in pair, one older kid and one younger kid. They are put together and ask each other some questions.

- **Finance Review Meetings:** About the school's finance issue, Dhez Woodworth mentioned there were two things to look at: 1. Lower cost, such as find some other location to lower the rent 2. Attract more enrollments to increase income.
- **Parents Gathering:** There are three times of Parents Gathering
  - On 9/14/2013, a lecture of "College Application Preparation" was held by Melody Mark from ThinkTank Learning center.
  - On 10/12/2013, a lecture of "Education and Retirement Funds" was held by Flora Kam from MetLife.
  - On 11/9/2013, a lecture of "How you can find a doctor best to fit your need" was held by Dr. Nan Chao
  - Upcoming on 3/15/2014 and 5/10/2014: Welcome to suggest what topics we could offer and benefit for our parents.
- **ThinkTank Classes Auction:** ThinkTank donated 8 days boot camp for the school. If any of our parents are interested, go to our school website and click on the auction form, then bid on it. The bid starts at \$800 from the date of 11/11/2013 to 11/22/2013.
- **40<sup>th</sup> Anniversary Carnival**
  - We are going have our 1<sup>st</sup> committee meeting on 12/14/2014. The board and associate board members of class 30A, 32A, 33A, 36A, 39A, CSL3/4, CSL5/6 and CSL7 need to attend this meeting on that date 9:30 am at cafeteria.
  - Lei Wang mentioned that in this event we will have food, games, performances with competition and prizes. The difference from the our regular carnival is that this is a school organized event, so all the proceed goes back to school.
  - The carnival will be held on 4/5/2014.
- **40<sup>th</sup> anniversary Banquet:** The banquet would be held on 4/27/2014, Sunday.

➤ **Discipline Department**

- **Evacuation Drill:** a successful emergency evacuation drill was conducted on 9/21/2013.
- **Security Patrol:** Patents to serve should report for duty at the front desk at 8:20AM for the 1<sup>st</sup> session and 10:30AM for the 2<sup>nd</sup> session.
- **Back Road Safety:** Be very careful about your car if you park your car at road of the back. It happened last year that someone broke the car and tried to steal something valuable in the car.
- **Classroom Maintenance:** Don't use the classroom's stuffs.

➤ **Academic Department**

- **Parent Opinion Survey from 10/12 to 11/23:** Right we only have 61 responses. Please spread the words out to fill out the survey form.
- **Teachers Award:** Congratulate to our Teacher Tina Shao and Teacher I-Hsin Chang, who obtained the OCAC 20 Years of Teaching Experience Award, and Teacher Grace Yeh and Teacher Terri Syu, who obtained the ANCCS Teacher of the Year Award.

- **Classroom Teaching Observation:** We have conducted the Classroom Teaching Observation. This is the 6<sup>th</sup> year that we send staff to the teachers' classrooms to get the impression of the teachers' teaching.
- **SAT II & AP Chinese Scholarship:** Deadline for SAT II & AP Chinese Scholarship was on 12/14.
- **Upper Grade Credit Transfer Parent Briefing** would be held on 12/14/13 11:00 am at cafeteria.
- **Academic Contest** would be held on 1/25/2014.
- **100 Chinese Proverbs and Idioms:** The school tries to assign several idioms for the class to learn for the whole year. For the lower grade students it only starts with a few idioms, and the higher grade students will have more.
- **Operation Department** — Sam Sananikone
  - **Home Work Center** will start on 11/16 at 10:45 am in E1.
  - **Chinese New Year Celebration:** First preparation meeting would be held on 11/23/13 8:45 am at E1. Both of the board and associate board members of class CSLk, CSL1 and CSL2 need to attend this meeting.
- **IT Department**
  - IT has already done the data entry of registration, Online opinion survey and parents instant feedback.
  - Upcoming: Data entry for Academic Contest.
- **Extra Curriculum Department** — Vivian Meng
  - We would like parents to encourage your kids to join the Chinese Culture and Knowledge Classes.
  - Adult Flower and Bird Detailed Brush Painting: We did not have enough students to enroll for the class this semester.
  - Looking for Teachers and Exploring More Classes
- ❖ **Motion I**
  - **Amendment to San Jose Chinese School Bylaws — Addition of one Associate Academic Director Position**
    - **Author:** Agnes Mak
    - **Background and Rationale:** Currently there are one Academic Director and one Associate Director to lead the Academic Department. It has been difficult for the school to fill the Academic Director and Associate Director positions, because these positions require both extensive time commitment and skills. The addition one more Associate Director will help share the workload of the department: with one in charge of the SJCS Academic Contest and one in charge of administrative work. Both Associate Director will be able to concentrate on their respective area of work. The Associate Academic Directors will be better trained to take up the Director's responsibilities.
    - **Goal:** One additional Associate Academic Director will allow: 1. One more leader to share the leadership workload in the Academic Department; and 2. All Academic Department leaders be able to concentrate on their own respective area of work.
    - **Motion:**

Proposed leadership structure in the Academic Department: 1. One Academic Director 2. One Associate Academic Director (Academic Contest) in charge of and concentrates on the running of the SJCS Academic Contest, may succeed the Academic Director position 3. One Associate Academic Director (Administration) in charge of Academic Department's administrative work, may succeed the Academic director position.

- **This proposal was seconded and passed by 28 votes.**
- **Agnes nominated Shalia Peng as our additional Associate Academic Director. This was seconded and passed by 27 votes.**
- **Schedule for Execution:** take effect immediately

❖ **Motion II**

➤ **Amendment to San Jose Chinese School Bylaws — Addition of Parent Volunteer Service Point System**

- **Author:** Agnes Mak
- **Background and Rationale:** San Jose Chinese School is a coop school. Its school board serves both as a decision-making body and a source of parent volunteers. Two parents from each class are required to serve in the school board as board member and associated board member respectively. In the present system, school work heavily relies on school board members. As student enrollment is declining, the number of classes also declines. As a result, there are fewer board members to share school work. The school needs an updated system to let families evenly share such workload. For families who have difficulties fulfilling volunteer responsibilities, the system will provide options for them to share their obligations.
- **Goals:**  
The implementation of the Parent Volunteer Service Point System will: 1. pull together parent volunteer resources more efficiently; 2. let all families share school work evenly; and 3. ensure every family have an opportunity to fulfill its obligation.
- **Motion:**  
The school will roll out a Parent Volunteer Point System for all families to participate in helping out with school work. This plan will include point requirements, procedures, recording, options, and penalty.  
**This proposal was seconded and passed by 26 votes.**
- **Schedule for Execution:** Preparation work will be done in the second semester of the 2013-2014 school year. The service point system will be implemented in 2014-2015 school year.

Meeting adjourned at 11:30 am

Next Board Meeting: 3/15/14 at 8:45 am