

**Chinese School
Chinese Community Center of Capital District of New York, INC.**

Meeting minutes

**Regular Meeting of Chinese School Council
Room C206, Shaker Junior High School
October 18, 2015**

Attendance	<p>The meeting was called into order at 2:55pm by Xufeng Sun, School Council Chair of 2015-2016.</p> <p>Council members present: Xufeng SUN, Feng CHEN, Xiaoqing ZHANG, Yinghui SHAN, Ling WANG, Xiaobo REN, Li HUANG, Jinzhe FENG, Jian XU, Xiao SU, Jiankun KUANG, Youqin HUANG, Gang DONG</p> <p>Council member absent: Lingyun LI</p> <p>Lee-Hua Miaw, CCC board chair, was present at the council meeting as a public audience.</p>
Agenda	<p>Xufeng Sun announced that the council meeting would follow the meeting agenda that was distributed via email to all council members on October 16, 2015.</p>
Introduction	<p>All attendees introduced their name, role and service experience in the school.</p>
Pass previous council meeting minutes	<p>A motion was made by Xufeng Sun, seconded by Gang Dong to approve the meeting minutes for May 10, 2015 school council meeting, which was distributed via email to all council members on October 16, 2016.</p> <p>In May 10, 2015 council meeting, Yinghui Shan was not a council member, Li Huang and Youqin Huang were absent. These three council members were not qualified to vote. All the remaining council members present voting in affirmative, the motion was passed by a vote of 10 to 0.</p>
School operation rule	<p>Xufeng Sun introduced CCC bylaw, which was last updated in 2013, and Chinese School Operation Rule, which was last updated in 2007. The two documents were also distributed via email to all council members on October 16, 2016. The necessity to revise the school operation rule was discussed. A revision is needed to ensure that the operation rule is consistent with CCC bylaw and facilitate transparency and continuity of school operation.</p> <p>A motion was made by Xufeng Sun, seconded by Yinghui Shan to approve formation of a revision committee for school operation rule.</p>

<p>School operation rule (continued)</p>	<p>All members present voting in affirmative, the motion was passed by a vote of 13 to 0.</p> <p>Upon discussion, the following council members were recommended to join the revision committee: Xufeng Sun, Feng Chen, Ling Wang, Xiaobo Ren, Jian Xu, Youqin Huang, and Xiao Su.</p> <p>A motion was made by Xufeng Sun, seconded by Gang Dong to approve the members of the revision committee.</p> <p>All members present voting in affirmative, the motion was passed by a vote of 13 to 0.</p>
<p>School Registration and Budget</p>	<p>The following items on school registration and budget were presented by Feng Chen, School Principal, to the School Council and discussed:</p> <ol style="list-style-type: none"> 1. Total number of students registered in 2015-2016 school year so far is 336, slightly more than the 328 registered students in the same period in 2014-2015 school year. 2. As usual, registered students decrease at higher grade levels. It was also noticed that enrollment at CSL classes was much lower than last year at 28 students, compared to 44 last year. The culture and enrichment classes have a big increase in enrollment at 253 students, compared to 222 in 2014. Some related ideas / topics were discussed by council members including advertisement for CSL classes, reduction of student to teacher ratio in lower grade classes, retention of students in higher grade classes. 3. Feng Chen and school administration team will organize a parent town hall meeting to seek feedback and ideas on school operations. 4. School treasurer, Frank Li, resigned because he assumed a new role as tax preparation contractor for CCC. Because school treasurer Ling Wang has sufficient professional experience, a refill for Frank Li's position is currently not needed. 5. Feng Chen presented 2015-2016 school budget and compared to 2014-2015 actual revenue and expense. 2015-2016 budgeted revenue is \$114,511.25 and budgeted expense is \$112,790.00. Details of the revenue and expense were discussed with council members. Two items in 2014-2015 actual spending, teachers meeting expense and professional development, had big differences to 2014-2015 budget and need some clarifications on details. <p>Post meeting notes:</p> <p>Ling Wang provided details on the spending under teachers meeting expense and professional development via email on October 18, 2015. A motion was made by Xufeng Sun, and seconded by Feng Chen to approve 2015-2016 school budget via email. E-vote was started on October 18, 2015 and ended on October 20, 2015. The motion was passed by a vote of 14 to 0.</p>

Transparency	Xufeng Sun presented the initiative on publishing agenda and meeting minutes of school council meetings to school website.
Adjournment	The meeting was adjourned at 3:42pm. Note – Xiao Su left early at 3:25pm due to a scheduling conflict.