

**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  
January 10, 2016**

**Attendance**

The meeting was called into order at 2:55pm by Xufeng Sun, School Council Chair of 2015-2016.

Council members present: Xufeng SUN, Feng CHEN, Xiaoqing ZHANG, Yinghui SHAN, Ling WANG, Xiaobo REN, Jinzhe FENG, Jian XU, Xiao SU, Jiankun KUANG, Youqin HUANG, Lingyun Li, Gang DONG, Li HUANG

Jie Wang attended as public audience.

**Agenda**

Xufeng Sun announced that the meeting would follow the agenda that was distributed via email to all council members on January 7, 2016.

**Topics**

1. Vote on past meeting minutes

A motion was made by Xufeng Sun, seconded by Xiaobo Ren to approve the meeting minutes for December 13, 2015 school council meeting, which was distributed via email to all council members on January 7, 2016.

The motion was passed by a vote of 12 to 0. In the December 13, 2015 council meeting, Li Huang was absent and did not qualify to vote. One council was late for council meeting so did not participate in the vote. All the other council members present voting in affirmative.

2. Nomination committee

A few school positions will be open next school year. To have an open and transparent process for candidate identification, Xufeng suggested to form a nomination committee. Upon discussion, the committee will include Xufeng Sun, Feng Chen, Jian Xu and Li Huang to represent Council, school administration, PTA and teacher. Xufeng Sun motioned and Feng Chen seconded to approve formation of the committee and its members. The motion was passed by a vote of 14 to zero. Jian Xu was later replaced by Youqin Huang (Post meeting note -1).

3. School operation rule

Xufeng Sun updated progress on school operation rule revision. A draft of school operation rule has been distributed to school operation rule revision committee for review and will be

distributed to the council later. The school operation rule was passed in a special council meeting on Feb 28, 2016 (Post meeting note -3).

4. Curriculum revision

Feng Chen updated progress on curriculum revision. Feng has reached out to teachers for feedback. One opinion was not to change the curriculum but teachers can adjust pace of progress for student to catch up. Feng would like to encourage teacher to use shaker equipment such as projector more frequently. Feng will discuss further with teachers in upcoming teacher meeting in March. Xiaobo Ren suggest to have a training for teacher on how to use Shaker equipment. Feng will organize one training session.

5. Tuition increase proposal

Yinghui Shan updated progress on school tuition increase. Yinghui has shared a draft proposal for review. The proposal suggested to increase language class tuition from \$240 to \$280 and culture class from \$120 to \$130. The increased tuition revenue will be used for teacher salary increase, classroom increase, and school staff reimbursement increase. Upon discussion, multiple council members recommended that the tuition increase plan should be distributed to families for feedback. A revised proposal was later approved, via e-vote, to be sent to school families for review (Post meeting note -4).

6. Tuition differentiation between CCC members and non-members

Xufeng Sun updated discussion on tuition differentiation for CCC member and non-member. It looked technically feasible but more discussion is needed in membership confirmation.

7. Use of school email list

Feng Chen brought up an ad-hoc topic regarding inappropriate use of Chinese School email list. CCC CAEP director, Hua Lin, used Chinese School email list for activities not related to Chinese School and CAEP program. Due to time limitation, the topic was not fully discussed but council members generally agreed that Chinese School family email list should only be used for communication related to Chinese School and CAEP culture and education activities. An E-vote was held later on this topic (Post meeting note -2).

## Adjournment

The meeting was adjourned at 3:48pm.

## Post meeting note

1. Jian Xu was replaced by Youqin Huang in nomination committee on April 3, 2016 because Jian became candidate for vice principal 2016-2017.
2. On January 18, 2016, the following proposal was passed at 13 to 0 via email:  
Chinese School should withdraw the privilege of using the Chinese School email list from CCC CAEP program director effective immediately after the e-Vote is closed. All future CAEP program announcement or other CCC program information not related to Chinese School operation will be distributed to the Chinese School email list by Chinese School principal or other administration team members designated by the principal.

3. On February 28, 2018, a special council meeting was held at 2:50pm in room C206 in Shaker Junior High School. A motion was made by Xufeng Sun, seconded by Yinghui Shan to approve the school operational rule that was distributed via email on February 27, 2016. All council members voted in affirmative and the motion was passed by 14 to 0. The school operational rule was further approved by CCC board on April 8 in a board meeting.
4. On February 28, 2018, a special council meeting was held at 2:50pm in room C206 in Shaker Junior High School. In the meeting, the tuition increase proposal and tuition for non CCC member proposal that were distributed on February 24 via email were discussed. It was recommended that all teachers and school administration should have the same tuition incentive. The revised tuition increase plan (v8) was distributed on March 4, 2016. A motion was made by Xufeng Sun, seconded by Jian Xu to approve distributing the plan to school families for review. Eleven council members vote replied in affirmative via email and the motion was passed by 11 to 0. Three council members did not reply.