

# Rainbow Chinese School 2011-2012 3rd Board Meeting Minutes

Meeting Date: Jan 14th, 2012, 12 pm to 2 pm

Meeting Place: Homestead High School, Cupertino, CA

Attendees: James Hsi (chairman), Daniel Yang(principal), Vicky Chueh, Tina Ke, Wilson Chou, Joanne Chen, Ellen Yu, Albert Tsui, Chea-Hwa Siu, Porter Wong, Jason Chen, Tet (PTA vice chairperson), Eugene Chen (meeting minutes recorder)

## Meeting Items

### 1. Review last board meeting minutes and action items:

- Chea-Hwa - updated registration form to add student photo right release. Done.
- James – updated by-law to remove "Language" from "Rainbow Chinese Language School". Done.
- James – updated 校產(school asset inventory) list soft copy. Done.
- Wilson - redesigned GA's project check-out sheet for easier use. Done.
- Eugene - made a draft letter (for newsletter) for projector fund-raising. Done.

### 2. Chairman report: For 校產(school asset inventory), board's list contains high-level only. Administration team (i.e. staff) will have the detail list.

**Action:** James will provide a list of old items which can be removed (written-off) from the list. Board can check this list and vote in the next meeting.

### 3. Principal report:

3.1. For projector fund, PTA has provided a check of \$2,000 to the school account. So far IT team has purchased 4 projectors and 2 more will be ordered by the end of January.

3.2. Current student count: total 432 students: 198 in traditional Chinese, 117 in simplified Chinese and 117 in CSL classes.

3.3. CSL team continues to promote the CSL Moodle program to all the levels, from PK to 8th grade. There is no definite schedule for this task. May take 1 to 3 years to complete. The goal of Moodle program is to enhance the student learning opportunities in the out-of-class environment.

**Action:** When it's ready, principal and CSL team will evaluate the effectiveness of Moodle program and then decide whether this program should be extended to traditional and simplified Chinese classes.

3.4. S6 class teacher will be replaced by a new teacher on 1/28.

3.5. Basketball coach informed the school that basketball class needs to rent the court space from near-by Valley Church. The total cost will be \$525 for 10 sessions. Coach requested the school for pay \$262.50 (50%) , while the parents and coach will pay for the other 50%. Principal has approved this request. Board accepted principal's decision.

3.6. The annual Chinese academic contest of northern California will be hosted by 博愛中文學校 (Berryessa Chinese School) this year. Because they started out late this year, they have not sent out the related information to the other Chinese schools yet.

3.7. Tuition and expense review: based on the current income/expense status, it looks like we can have a break-even at the end of this school year. Because the registration date for 2012-2013 is getting close, Board needs to decide whether to increase the tuition for next year.

- 1) For the tuition fee of Chinese classes: current fee table is (a) CSLPK, SPK and PK only: \$350, (b) CSLK-CSL8 classes: \$340, (c) All other classes: \$310. The Board thinks it's necessary to gradually close the gap between CSL classes and all other classes. So some Board members proposed to increase tuition fee of "all other classes":

Proposal #1: Albert proposed to increase by \$5 for next year: got 3 votes.

Proposal #2: Tina proposed to increase by \$10 for next year: got 8 votes.

**Action:** Principal will inform this decision to the registration team that "(c) All other classes" will be increased from \$310 to \$320.

- 2) For the Extra-curricular (EC) classes: current fee table is (a) General, soccer and others: \$155, (b) Basketball: \$225, (c) SAT I math: \$170. The Board thinks it's necessary to increase the EC class fee to cover the increased expenses. So some Board members proposed to increase EC class fee of "(a) General, soccer and others":

Proposal #1: Tina proposed to increase by \$10 for next year: got 3 votes.

Proposal #2: Chea-Hwa proposed to increase by \$5 for next year: got 8 votes.

**Action:** Principal will inform this decision to the registration team that "(a) General, soccer and others" will be increased from \$155 to \$160.

- 3) For the Extra-curricular (EC) classes (c) SAT I math, the current fee is \$170. Chea-Hwa suggested to lower its fee because originally \$170 includes \$10 copy fee, but it turns out it's not necessary.

Proposal #1: Chea-Hwa proposed to lower by \$10 for next year: got 9 votes.

Proposal #2: Eugene proposed no change for next year: got 1 vote.

**Action:** Principal will inform this decision to the registration team that "(c) SAT I math" will be decreased from \$170 to \$160.

- 4) Chea-Hwa proposed to add information about tuition assistance program info on the registration form for the low-income students. The Board discussed this idea but there was no definite conclusion.

4. PTA chairperson report.

4.1. Joanne reported the current status of spring festival. It will be held on 3/17/2012. Everything is on track right now.

4.2. A book fair has been scheduled on 1/28. After Board discussion, it's better to move the book fair to 1/21 or 3/17. Joanne will contact the book seller for date change. There will be some donation from the book seller to the PTA. Joanne will report the detail in the next meeting.

4.3. PTA got enough red envelopes for all the students (Chinese new year). PTA will put money in each red envelope before next school day (1/21).

4.4. Registration form to include "opt out" selection for parents who do not want to be included in Yahoo mail group automatically.

**Action:** Chea-Hwa will work with registration team to add this info to the registration form.

5. Salary increase for EC teachers

Vicky wanted to check if all the teachers (including EC teachers) got salary increase this year. Daniel believes non-EC teachers have received increase, but for EC teachers, Daniel will check with payroll to find out the best way to handle it.

**Action:** Principal will check with payroll for the teacher pay raise issue.

6. Newsletter email improvement

Ellen pointed out currently the newsletter email message contains a web link and user has to click the link two times before reading the current newsletter content, and this should be improved.

**Action:** Principal will contact newsletter email group (Grace) and IT group (Andrew) about this issue.

7. New Board member election

Albert and Wilson are planning for the new board member election. Three Board members will be retired after June: Tina, Wilson and Eugene. Wilson reported 6 candidates are required for these 3 seats. The Board is looking for candidate suggestion right now. Wilson will email the schedule plan to all the Board members later.

8. Motion discussion. (none)