

BOARD OF TRUSTEES - REGULAR SESSION REPORT

DATE and TIME: 12:15 PM April 10, 2005

C.1. Principal's Report to the Board

- a. Enrollments – 137 students – 2 CSL and 9 CHL classes

Stable

- b. "YingHua in Beijing" 2005 Summer Program update

Co-organizer Beijing Yanjing Professional Cultural School (see handout).
Currently 29 students plus 5 counselors. Contracts to be signed on May 1.

- c. Rider joint program

Will meet with President and Vice President of Rider University in August to discuss potential cooperation with regards to CSL Tier 3 for college and adult students.

- d. Donation Drive (current \$5,120 vs. target \$8,000)

We are short by \$2,880 as of today.

- e. Teacher professional development

Teachers met on February 5 at Ms. Zhou's house to celebrate Chinese New Year and share teaching experience. Announced the "Outstanding Teacher" promotion and showed classroom video with Ms. Xu's commentary.

Fourteen teachers and parents also attended Dr. Liping Ma's seminar in Cherry Hill on March 19.

- f. New CSL Tier 1 teaching and learning materials

Worked with the author of "Chinese Made Fun" series to design a product specification document (see handout) and to manage the project. Any concerns?

- g. Curriculum Guide and Map for CSL Track

Ms. Joy Zhao is working on a set of curriculum guide and map for the CSL track. The CHL teachers will follow the teaching guide from Dr. Ma.

- h. Accreditation self-study completed

Document to send out next week. Evaluation date is April 24 (see handout).

- i. YingHua spirit (indoor rock-climbing events)

Three events held this year – 9/12/2004, 11/21/2004, and 3/13/2005. Got some ideas for improving classroom instructions.

- j. Carpool network

Database updated with 17 families.

k. Ms. Xiang Zhang, a scholar's study on heritage schools (3/12-3/21/2005)

Ms. Zhang met her objectives and helped us with the accreditation process.

C.2. PAC President's Report to the Board - Summary **On Parent Advisory Council (PAC)**

PAC members are concerned parents volunteered to be the bridge of information between parents and the school. They represent parents and students for which their children attend. The following is a list of the current year members:

[Liang Schweizer](#) (C02), [Minjie Wu](#) (C06), [Wei Zhang](#) (A00), [Liyan Cao](#) (A01), [Hua Ding](#) (A04), [May Hu](#) (A07), [Roger Yin](#) (A09, President), [Jenny Zhang](#) (A10), [Joanne He](#) (A11), [Jessica Wang](#) (A14), [Rick Liu](#) (A15)

PAC members are scheduled to meet once a month on the first Sunday of the month, while school is opened. Most meetings are routine and last no more than 15 minutes. Topics of discussion include helping classroom teachers maintain teaching order, organize gift drive, helping with periodic exams, parents issues and concerns, disseminate school information, fund raising activities for the school.

Most recently we discussed the accreditation process. Parents questioned the need to go through such lengthy process for the accreditation. We encouraged parents to get involved and browse through the web site to gain better understanding for the purpose and its benefits to the school and the students.

We also participated in the survey done by Ms. Xiang Zhang from the University of Alabama, on her research paper regarding heritage education in the United States. The focus groups sparked some lively discussion on the topic.

We had looked into possibilities of obtaining sponsorship on receiving used car donations and other forms of corporate sponsorship. So far there is no concrete leads on such. We will continue to explore other options of meaningful fund raising activities. The Mei Dong Supermarket gift certificate program is on going and members have either purchased the gift checks themselves or introduced the program to their friends. Soon, PAC will take over the administration of the program from Xu laoshi, in order to free her up to concentrate on teaching.

Also coming into focus was the preparation for the year end commencement exercise. We had some initial discussions regarding practices in the last couple of years. Some parents feel that the length of the commencement was too long, causing some younger children to be restless. We are looking for ways to improve the process and control the agenda better in order to get it completed in a reasonable time frame (maybe under 60 to 80 minutes). Initial discussions include:

- (1) Children get on stage only once. Certificates can be distributed in classroom by the teachers.
- (2) Class acts limit to one per class.
- (3) Recruit more parents to help with logistics.

Next meeting is scheduled for the first Sunday of May.