



**Date/Time: July 2<sup>nd</sup>, 2017, 1:00PM – 3:00PM**

**Attendees: School Board, Committee and PTSA**

**Action Items:**

1. **Tuition.** It is agreed to raise the tuition of language class from \$130/\$140 to \$160/\$170, and raise the tuition of elective class from \$50 to \$60.
  - a. Change registration form (Committee)
2. **Classroom and Schedule:** It is agreed to arrange 3 sections of courses, and the proposed schedule is as following:
  - a. 11:00AM – 12:00PM: First group of elective class.
  - b. 12:10PM – 2:20PM: Language class.
  - c. 2:30PM – 3:30PM: Second group of elective class
  - d. (\*\*\*) The classrooms need to be re-scheduled with TCMS (Committee)
3. **Courses:** It is agreed to open two new elective courses, and some courses need new teachers.
  - a. New elective class: Programming. Teacher candidate: Justin Tang
  - b. New elective class: Science. Teacher candidate: Suxin Hu
  - c. Painting class needs new teacher. Teacher candidate: Mrs. Fu (name ??)
  - d. Chess class needs new teacher. Teacher candidate: Selina's husband (name ??).
  - e. Martial Arts class needs new teacher. Teacher candidate: Jiandi Wang
  - f. AP class needs new teacher. Teacher candidate: Jasmine Weeks
  - g. Shan Feng, Huici Zhao, Yelin Cao may be available
  - h. Xuemin Hu may be leaving
  - i. (\*\*\*) Send the information of the teacher candidates to Jue Wang (Everyone who knows the candidate)
  - j. (\*\*\*) Confirm with all teacher about their availability (Committee)
  - k. (\*\*\*) Collect curriculum from teachers (Committee)



4. **Open House.** It is agreed to have open house at Pittsford Library, Brighton Library and Asia Market in middle or late August.
  - a. (\*\*\*) Prepare table, banner (PTSA)
  - b. (\*\*\*) Prepare flyer/brochure (Committee)
  - c. (\*\*\*) Contact libraries to get permission (PTSA)
  - d. (\*\*\*) Contact Asia Market to get permission (Shaohua Liu)
  - e. (\*\*\*) Duty arrangement (PTSA)
5. **School Activities:** PTSA has lots of good ideas, and will plan details of activities. It is agreed there are two types of activities, school-wide and PTSA member only. Each semester can have up to 4 school-wide activities.
6. **Parent Duty:** It is agreed to have \$20 deposit for each student (\$40 for a family) at the time of registration for parent duty.
  - a. Each parent takes care of one section of the classrooms. Parent duty includes:
    - i. Check classrooms before and after class
    - ii. Check hallway during recess time
    - iii. Report incidents to office
  - b. (\*\*\*) Deposit collection (PTSA)
  - c. (\*\*\*) Design duty form (Committee)
7. **Textbook:** It is agreed to order some new textbooks (Kuai Le Han Yu) from China now (Committee).
8. **Web Site:** William is helping CSR to design a new web site. PTSA and Committee will follow up regarding the style and the content.
9. **Social Media.**
  - a. We have setup WeChat, Facebook, Twitter accounts, and should keep them actively updated.
  - b. All parents, students and teachers should be encouraged to send us school-related or Chinese-related posts.