

Delaware Chinese American Association  
First State Chun Hui Chinese School

## Operation Rules

(Original: October 2011. Revision 1: September 2012)

### Introduction

The First State Chun Hui Chinese School (or Chun Hui Chinese School, 特拉华春晖中文学校 or 春晖中文学校) is the educational subsidiary of the Delaware Chinese American Association (DCAA), a 501(C)(3) non-profit organization established in 1997. In this document, it is hereinafter referred to as the Chinese School or School.

#### **DCAA Mission Statement:**

- To promote the appreciation of Chinese culture;
- To promote mutual understanding and friendship between the Chinese American community and the community at large;
- To provide community services to the Chinese American community in Delaware and the community at large.

#### **Chinese School Goal Statement:**

- 1) Nurture and cultivate students' interest in learning the Chinese language; train students to develop and/or master listening, speaking, reading and writing skills in Chinese
- 2) Promote understanding and appreciation of Chinese culture
- 3) Provide diverse learning assessment methods that encourage growth of all students
- 4) Support students' participation in cultural exchanges and community service activities

The Chinese School Operation Rules are governed by the DCAA Bylaws. The operation of the Chinese School shall be directed by the School Council and administered by the School administrative staff, with oversight from the DCAA Board of Directors.

### Article 1. School Council

#### **1.1 Council Members**

The School Council shall consist of nine to thirteen (9 to 13) members. The council members shall include three to five (3 to 5) DCAA Board members, the current school Principal, Assistant Principal, and School Manager; the current PTA chair, one to two (1 to 2) other parent representatives, and one to two (1 to 2) teacher representatives. The teacher representative shall be elected by teachers and the parent representatives shall be elected by parents. The Council Chair shall be a DCAA Board member appointed by the DCAA Board before the first Council meeting of a school year. Other Council leadership positions (such as vice chair and secretary) can be established at the discretion of the Council Chair and elected during the first meeting of a school year.

## **1.2 Term of Office**

Council members and leaders shall serve a maximum of three school years consecutively and a minimum of one school year.

## **1.3 Compensation**

All members of the School Council shall not receive any compensation for the performance of their duties as members of the Council. Council members who are also teachers and/or school staff members can be compensated based on their school teaching and administrative responsibilities.

## **1.4 Responsibilities of the Council**

**1.4.1** Approve all school policies and operational procedures;

**1.4.2** Discuss and approve all major school strategic plans and initiatives;

**1.4.3** Provide recommendation for the nomination or termination of the school Principal to the DCAA Board of Directors and obtain its approval;

**1.4.4** Approve the appointment or termination of the school Assistant Principal(s), and School Manager as recommended by the Principal;

**1.4.5** Approve annual school budget proposals, including a total number of all compensations without the details, as prepared by the Principal;

**1.4.6** Monitor School expenditures and any significant departure from the proposed budget;

**1.4.7** Approve the total amount of the year-end bonuses for teachers, as prepared by the Principal;

**1.4.8** Review and monitor year-end School finance;

**1.4.9** Make recommendations to DCAA Board on staff bonuses and salary adjustments according to the staff performance and year-end School finance (staff should be excused during such discussion);

**1.4.10** Review and approve any request from School Staff to draw spending from school surplus funds. Eligible items under such requests may include non-consumable supplies (e.g., writing board) and equipment (e.g., projector).

## **1.5 Responsibilities of the School Council Chair**

**1.5.1** Organize and preside over Council meetings; if unavailable, the vice chair shall conduct meetings in the chair's absence.

**1.5.2** Prepare and distribute meeting agendas to Council members;

**1.5.3** Present reports on school status to DCAA Board and school parent meetings;

**1.5.4** Oversee all Council voting process;

**1.5.5** Supervise the secretary to prepare and distribute Council meeting minutes to all Council members;

**1.5.6** Inform Chinese School members about Council voting results and resolutions that affect school operation.

### **1.6 Council Meeting**

The School Council shall have at least two meetings every semester. Additional meeting(s) shall be called by the Council Chair as needed. Meeting agendas, discussion items, and proposals requiring formal voting shall be distributed by the secretary to Council members in advance of each general meeting. Voting on major school policies shall be conducted during Council meetings with a quorum of at least one-half (1/2) of the total Council members. Any matter designated as Matter of Critical Importance by a Council member shall require approval by the Council with a two-third (2/3) majority of all members. E-voting is only allowed on time sensitive matters.

## **Article 2. School Administration**

### **2.1 Principal**

The Principal is responsible for all administrative matters in the School.

**2.1.1** The Principal shall recommend the appointment or termination of Assistant Principal(s), and School Manager to the School Council and obtain its approval.

**2.1.2** The Principal shall prepare the school budget and present it, without details of compensation, to the School Council for its approval.

**2.1.3** The Principal shall present the Council-approved school budget, plus compensation details, to the DCAA Board of Directors and obtain its approval on the compensation plan.

**2.1.4** The Principal shall have the authority to operate within the budget approved by the School Council.

**2.1.5** The Principal shall be responsible for preparing a financial statement at the end of each school year and publishing to the DCAA community once approved by the School Council.

**2.1.6** The Principal shall be responsible for the preparation and amendment of all school policies.

**2.1.7** The Principal shall oversee the smooth functioning of Assistant Principal(s) and various administrative branches.

**2.1.8** The Principal shall provide help or suggestions to the leaders of various taskforces in order to solve any difficulty and obstacles that may arise.

**2.1.9** The Principal is responsible for student safety by keeping emergency contact information, establishing an emergency response plan, and communicating to teachers and students about safety issues.

**2.1.10** The Principal is responsible for the coordination with national and regional associations of Chinese schools.

## **2.2 Assistant Principal(s)**

**2.2.1** Assistant Principal(s) shall report to the Principal.

**2.2.2** The School Assistant Principal(s) are responsible for assisting the Principal in carrying out all school administrative duties. These duties are broadly defined in three categories:

- (1) Supervise school's academic affairs and activities.
- (2) Supervise logistic operation of the school, including school registration.
- (3) Supervise all school's enrichment programs and extra-curriculum activities, including the coordination of joint events with DCAA.

**2.2.3** Act on Principal's behalf in the absence of the Principal. Upon approval of the School Council, one Assistant Principal takes over the Principal position should that office become vacant during a term of office.

## **2.3 School Manager**

**2.3.1** Administer the school registration together with the Assistant Principal responsible for school operation;

**2.3.2** Collect tuition and all other income;

**2.3.3** Pay staff and teachers' compensation and all other approved expenses as directed by the Principal;

**2.3.4** Compile a student roster;

**2.3.5** Maintain a school bank account and petty cash;

**2.3.6** Assist the Principal in preparing the annual school budget;

**2.3.7** Assist the Principal in preparing financial statements and publishing to the DCAA community.

**2.3.8** Oversee weekly Parents-on-Duty activities.

## **2.4 Term of Office**

The term of the Principal will be 3 years and can be renewed indefinitely. It can be terminated by the Principal or the DCAA Board with written notice by either party 60 days in advance, preferably at the end of a semester.

The terms of other school administrative staff will be determined by the Principal and approved by the School Council. The termination shall be notified in writing 60 days in advance.

## **2.5 Compensation**

**2.5.1** The Principal shall be compensated for her/his school administrative duties. The level of compensation shall be approved by the DCAA Board with a recommendation from the School Council.

**2.5.2** The compensation of Assistant Principal(s) and School Manager shall be proposed by the Principal and School Council and approved by the DCAA Board.

**2.5.3** The Principal and Assistant Principal(s) shall determine payment to teachers based on their performance and the school budget. The total compensation amount shall be approved by the School Council.

## **Article 3. Parent Teacher Association (PTA)**

The Parent Teacher Association (PTA) is a parent-led volunteer organization that supports the School through parent communications, volunteer involvement, fund raising, and School Council representation. Its main functions are listed below.

**3.1** Assist school officials on all school wide activities;

**3.2** Assign, remind, supervise, and assist weekly Parents-on-Duty activities;

**3.3** Conduct fund-raising to support school activities;

**3.4** Organize teachers' appreciation activities;

**3.5** Maintain first-aid kit and Lost-and-Found in the school building.

## **Article 4. Teachers**

**4.1** Carry out all responsibilities and follow all rules specified in the Teacher's Handbook.

**4.2** Mandatory attendance at school activities required by the Principal.

## **Article 5. Students / Families / Parents**

### **5.1 Students**

Follow all rules specified in the Code of Student Conduct.

### **5.2 Families / Parents**

Follow all rules specified in the Parent Guidelines.

## **Article 6. School Year**

The school year shall be the same as the DCAA fiscal year, which starts on August 1st in the calendar year and ends on July 31st of the following year.

## **Article 7. General Meeting / Voting**

**7.1** Each family enrolled in tuition-paying classes shall have one vote upon a motion presented at a school administration organized general meeting, or through other School Council decided voting channels.

**7.2.** General meetings can be called at any time by the Chair of the School Council or at the request of more than 50% of the members. At least ten calendar days prior to the date decided for the meeting, a written notice of the time, place, and purpose of the meeting shall be given to each family enrolled in tuition-paying classes.

## **Article 8. Amendments**

These Operation Rules may be amended upon recommendation of at least three School Council members or upon petition of ten percent or more of the total families enrolled in tuition-paying classes. The proposal for the amendment is to be presented to the School Council Chair and approved by a two-third majority vote by the School Council members. Amendments shall be filed with the DCAA Board.