

FREMONT CHINESE SCHOOL

SCHOOL BOARD OPERATIONS HANDBOOK

I. MISSION

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IV. OPERATION HANDBOOK

I. EXPOUNDING SCHOOL BY-LAWS

- 1.1 Reviewing the proposal for amendment of school by-laws, and submitting to Parents Assembly (PA) for approval
 - 1.1.1 Proposal for amendment of school by-laws should be brought up by:
 1. A joint signature of parents equal to or exceeding 10% of the total number of current students, or

2. Approved by two-thirds of the members of School Board (SB), or
 3. Approved by two-thirds of the members of Executive Committee (EC), or
 4. Approved by two-thirds of the members of Parents Representative Association (PRA)
- 1.2 Assuring the school by-laws are properly executed

II. SB IS ACCOUNTABLE TO PA

- 2.1 Taking responsibility for calling general meetings for PA members and drafting a meeting agenda
 - 2.1.1 SB shall submit operation report
 - 2.1.2 Instructing all responsible departments (including EC, PRA, and Gift Certificate Raising Committee (GCRC)), to present operating reports. Each needs to present financial report of the previous academic year in the first semester, and present a budget for the next academic year in the second semester.
 - 2.1.3 At the first semester of the academic year, introducing the PA chairperson and vice chairperson(s) of the current academic year, and in the second semester introducing the school principal and vice principal of the next academic year.
 - 2.1.4 Instructing EC to publish the PA meeting minutes and resolutions in the school's newsletter within four weeks after the meeting
- 2.2 Taking responsibility for calling special PA meetings

III. INSTITUTING SCHOOL DEVELOPMENT POLICY

- 3.1 Developing the school's long and mid-term development plans
- 3.2 Establishing a Financial Administrative Committee (FAC) and set up a special bank account to manage the surplus budget balance accumulated from previous years.
 - 3.2.1 Periodically review the financial report of the special bank account managed by FAC.

IV. SUPERVISING & REVIEW OF THE ENTIRE SCHOOL'S AFFAIRS

4.1 FINANCES

- 4.1.1 Announcing time and place of monthly meeting at the beginning of each academic year, and positively encouraging parents to attend.
- 4.1.2 Reviewing and approving the amendment of budget bills
- 4.1.3 Reviewing and approving the proposal of expenses other than budget expenses
- 4.1.4 Assuring that school's ends meet and the school budget is balanced
- 4.2 Reviewing the school's teaching plan
- 4.3 Reviewing and approving the operation handbooks
 - 4.3.1 Instructing EC, PRA, and GCRC each to establish operation handbooks
 - 4.3.2 Arbitrating disputes from fund raising activities and operation expenditures of GCRC
- 4.4 Calling regular meeting every month, reviewing reports and proposals from EC, PRA and GCRC
 - 4.4.1 Reviewing and approving the second academic year budget of EC and PRA, and periodically examining financial reports

4.4.2 Examining proposals

4.4.2.1 Ways of handling proposals

Sphere of proposal: Any matters related to school affairs

Proposal brought up by: Jointly signed by five parents, or members of EC or PRA, or by three teachers, or by SB

Recipient of proposal: To be undertaken by the caller of the next month's regular meeting; the recipient's telephone number should be published in the Parents Bulletin of that same month

Procedures of proposal: SB will determine the procedures based on each proposal

1. Inviting members concerned to be present and to give opinions, or
2. Conducting a public hearing
 - a. Prior to the public hearing, the proposer or those associated with the proposer shall collect and distribute it to the attendants for reference
 - b. Agenda of the proposal shall be published on the Parent's Bulletin

Proposal by vote: Voting by person, proposals will be passed if over half of SB vote in favor; vote must be present

If anyone challenges the resolution, a new proposal should be submitted within two weeks in accordance with the above mentioned procedures of proposal

4.4.3 The amendment of SB operation handbook for the calling procedures of special meeting, and filling procedures of temporary vacancy of SB.

The calling procedures of special meeting:

- a. Special meeting can only be called upon joint approval by more than two-thirds (5 persons) of SB
- b. Special meeting must have more than two-thirds (5 persons) of SB present
- c. Principal and Chairperson of PRA (or proxy) will be the ex-officio members to be present
- d. The resolution of special meeting can only be passed by more than two-thirds (5 persons) voting approval

The procedures of filling temporary vacancy of SB member:

Deadline: The vacancy of SB must be filled within 30 days of the post becoming vacant

Way of Appointment: Appointee shall provide his/her qualification information in the SB meeting, and be passed by vote

Tenure:

1. The tenures for representing former principals and chairpersons of SB are the same as those of incumbents
2. The filling of "elected SB members" (through PA meeting vote) shall be conducted by voting at the first PA meeting after the position becomes vacant. If the remaining tenure of the vacant post is less than 7 months, the vacancy shall be filled by appointment through SB, and the tenure shall be the same as that of incumbent.

4.4.4 All of the resolved financial matters shall be published in the Parent Bulletin

4.5 The operating guidelines of Financial Administrative Committee (FAC) for surplus accumulated from previous years:

1. FAC administers the accounts of surplus accumulated from previous years. Part of the funds listed as "Operational Cash Reserve Fund (OCRFB)" are for emergency use. The amount of this fund shall be 15% of the FCS annual operating budget of that year.
2. There will be three members in FAC each recommended by SB, EC, and PRA, respectively, within one month after the start of the first semester. The tenure is one year, and the post may be held continuously after being re-elected.
3. Members of FAC shall set their own meeting schedule, and submit its first written report at the SB meeting by the end of October. The written report shall include:
 1. The financial report for the last academic year of the school, supplied by the financial department of EC;
 2. The financial profit and loss situation of the FAC account for past years;
 3. Calculation of the amount of OCRFB for current academic year, and proposal of fund deposit;
 4. Suggestions for investment of the balance aside from that of OCRFB;Upon approval by SB, this report shall be passed to the financial department of EC for execution.
4. FAC may submit its proposal of different investments to SB at any time during the semester. Upon approval, this proposal shall be passed to the financial department of EC for execution.
5. The second financial report of FAC shall be submitted to SB in the last month of the academic year.

V. TO EXERCISE RIGHT OF CONSENT ON SELECTIONS OF PRINCIPAL AND VICE
PRINCIPAL

5.1 If selections are not approved by SB, then EC may make other nominations or move for dissolution or reorganization.

OTHERS:

1. The revision of this handbook shall be approved by two-thirds of SB members.
2. This handbook shall become effective from November, 1994.