

**Kang Chiao International School Linko Campus
Parents Association**

The 2nd General Meeting of the School Year 107

Date & Time: March 15, 2019. 19:00 to 21:00

Venue: Linko Campus 1F Showroom

Participants: Please refer to the attachment

Chairperson: President of PTA, Ms. Diana Tu

M.C: Ms. Peggy Chen

Please refer to the attachment for the attendance list Vice President, Standing Members, and General Members

Member Representatives: Ms. Chen and Ms. Tsai

School Representatives: Principal and Department Representatives

Meeting Minutes: Secretary-General, Ms. Stacy Chiu

Agenda:

- 1) Organizational Chart of the PTA
- 2) PTA Election Process: (1) amendment of general members, standing members, secretary-general, and advisor election rule. (2) supplement the rule on election & recall of the PTA
- 3) Procedure and principles for handling parents' feedbacks
- 4) School Management Update and Announcement
- 5) PTA work plans for each division
- 6) Financial report and Account information update.
- 7) Appointment of Advisor and Secretary General
- 8) Ad-hoc suggestions & group photo
- 9) Dismissal of the meeting

MC: the attendance shall be 41 persons, and the actual attendance (including the POA) shall be 38 persons. Quorum is met. The meeting shall begin.

Chairperson: After one semester, PTA members are getting familiar with related operations. In terms of having better communication between parents and school as well as enhancing the PTA efficiency and providing more resources, we would like to seek the approval from the General Meeting to modify some unsuitable provisions of the PTA Articles in order to further align with the school system and strengthen PTA functionalities.

Topic 1: Organizational Chart of the PTA (annex 2)

- A. According to the Article 12, "the President will appoint divisional head for each division...." The purpose of setting different division in the PTA is to liaison respective department in the school. Under President, two Vice Presidents (VP for Bilingual Department, and VP for International Department) will be elected. Each Department of PTA sets up domestic & international study division, campus security division, food & beverage security division, documentation division, transportation division, finance division, and volunteering group. Each grade has designated standing member to cover. In order to ensure the consistency, each division has backup support.
- B. The PTA established a social media network (please refer to annex 3), Facebook, named "Kang Chiao Hand-in-Hand". It is a good channel to share resource and experience. Each class representative should continue to encourage parents to join. Additionally, the PTA also set up several LINE groups for targeted communication. 107 Class Representative Line Group, 107 Standing Member Line Group, International Division Line Group, and G7 to G10 Line Groups, have been operating respectively.

Topic 2: PTA Election Process

- A. Proposal:
 - 1) Amendment of the PTA General Members, Standing Members, Secretary-General, and Advisor appointment rule.
 - 2) Supplement of PTA Election and Recall Rule (Annex 4)
- B. Elaboration and Resolution:

- 1) PTA General Member Election: According to the Article 10, PTA General Members will be chosen among Class Representatives in each grade on a non-name basis voting. The class representatives of each grade should elect their PTA General Members according to the proportion of the number of classes in that year to the number of classes. International Department class representatives only vote for general members from the international department. (Annex 5)
- 2) PTA Standing Member Election: Each Grade under both departments will require standing members respectively. The PTA Standing Members will be chosen among PTA General members. PTA will have more standing members representing each grade.
- 3) Secretary-General and Advisor appointment procedure: According to article 14, the PTA is authorized to appoint several advisors with one year service term, but continuous appointment will be allowed. The appointment must be approved by more than 50% of standing members.
- 4) The PTA is authorized to appoint few secretaries to support the daily operations, and the candidates must be nominated by the president and approved by more than 50% of standing members.
- 5) Supplement of the PTA Election and Recall Rule.

Decision: Approved by more than 50% of the General Members. Effective Immediately.

Topic 3: PTA Procedure and principles for handling parents' feedbacks (annex 6)

The PTA is aiming for handling parents and students issues via an effective communication, or individual issue; the PTA has "Procedure and Principles for handling parents' feedbacks.

Topic 4: School Management Announcement

Principal's remarks:

- 1) The focus of the 1st semester is to establish routines for students to adapt themselves to become Kang Chiao students, and the focus of the 2nd semester is to pursue honor and excellence.
- 2) Board of Directors: the short-term objective is to benefit students and increase satisfaction from parents. The long-term objective is to become one of the top schools.

- 3) The PTA: to focus on integration, strengthening, exchange, and communication between two divisions.

Academic Office:

- 1) Teacher recruitment
- 2) Top-notch course planning and launch of key courses
- 3) Guidance for college and direction confirmation.
- 4) College forum

International Office:

- 1) AP certification is being processed, and Grade 11 students will be informed about AP classes.
- 2) G10 Parent Coffee and Oversea short-term study tours forum will be held on March 29.
- 3) The retention ratio for foreign teachers is 100%. The school continues to recruit foreign teachers with teaching certificate

Student Affairs:

- 1) Comparing with previous semester, students have improved, and the number of cases has also decreased. The key theme of this semester is dominated by honor, glory, and self-presentation.
- 2) Elite activities and career day will be arranged for each grade.

General Affairs:

- 1) Group Meal: The Central Kitchen has passed HACCP certification on March 12.
- 2) Software and hardware of kitchen equipment are certified by SGS.
- 3) The construction of the playground is expected to be completed after the summer vacation, and a golf course will be built.

Art Promotion Center:

- 1) Aesthetic education: art and after-class work exhibition as well as the semester end teachers and students' art exhibition will be arranged accordingly.
- 2) Music: the first class of the 4th string competition, two one-person-one-talent shows will be held at the end of the term, and the band performance will be held on May 25th.

Topic 5: PTA Work Plan for Each Division

President: we organized the PTA into different division for the purpose of clear roles and responsibilities with coordination in order to act as the key communication channels for parents, students, and school.

Food & Beverage Security (by president): three parents have been arranged to conduct meal inspection and kitchen equipment inspection with school representatives on December 10, 2018.

Campus Security (by president): to understand the safety indicators for swimming pool and the information about how to control verrucous infection.

Oversea Study Division:

- 1) Conveyed the feedback from parents and students for foreign teachers.
- 2) Organized international student sharing sessions to help parents understand the preparation work of international students.
- 3) Conveyed the information from the school's international department for parent-side activities in order to increase the parent's participation rate. We consolidated useful information from coffee time or from the school's international department.
- 4) A G9 and G10 MIT Taiwan Interview Officer sharing forum was held on March 24.

Bilingual Study Division:

- 1) Facilitated the school on reminding and forwarding related information.
- 2) Consolidated information from the coffee time, and increased the parents' participation rate.
- 3) Collected Taiwan 108 Course Framework information for parents' information.

Documentation Division:

- 1) Consolidated all the meeting minutes and records.
- 2) Facebook establishment and maintenance
- 3) Communication and meeting announcement

Service Division:

- 1) Volunteering service for supporting G7 Human papillomavirus vaccination on November 23th.

- 2) Supporting on Flu vaccination on November 29.

Transportation Division:

- 1) Training and operational guideline were given to school bus drivers on December 1st.
- 2) Spot check on December 20th.
- 3) Traffic safety seminar was given to students on February 27th.
- 4) Daily equipment security check
- 5) If flu appears, using British Milton to disinfect the buses comprehensively.
- 6) Continue to optimize the bus routes for higher efficiency.

Finance Division:

- 1) 2018 Financial Report with details (Annex 7)
- 2) For donation from individual, corporate, or group, official receipts for tax deduction will be issued according to the relevant tax code.

Topic 6: PTA banking account information and income/expense details.

- 1) According to financial process handling procedure, the finance division follows the provision 5 and 6 to manage revenues and expenditures.
- 2) The PTA designated banking account was opened on December 12, 2018. The account name「龍騰學校財團法人新北市林口康橋國際高級中等學校學生家長會」，Tax Uniform Code「82292949」。

Topic 7: Advisor and Secretary-General appointment letters.

Topic 8: Ad-hoc suggestions.

General member: The Advisor and the Secretary-General appointment should be approved by the General Meeting, but the approval authority was changed to the standing member committee. Please further clarify.

President: According to the item 3, provision 5, of the article, if the PTA has standing member committee, the standing member committee will be delegated for daily execution when PTA is not in the meeting period. In the 1st General Meeting of each semester, only standing members can be defined via election. Advisor and Secretary-General would be appointed in the later stage.

Therefore, in order to smoothen the processes and increase organizational efficiency, we proposed to appoint advisor and secretary-general in the standing member committee with more than 50% participants approval.

Advisor and Secretary-General are also non-paid volunteers without any voting powers. Normally, advisors will be with experience on oversea study, and the advisor will bring resources to the PTA for parents and students. Secretary-General will support the president and documentation related tasks.

General Member: can PTA membership vacancies be fulfilled?

President: According to New Taipei City PTA rules, PTA General Membership vacancy can not be fulfilled during the semester, and only special membership (with physical or mental or indigenous people) can be fulfilled during the semester.

General Member: When the bus driver after duty, the bus driver smokes inside the bus.

Standing Member: According to the transportation rules, bus driver cannot smoke regardless on or off duty. Please record it or take photo if possible. We identified bus number 55 violating the rule.

General Member (801): Are we considering G7 and G8 experience sharing sessions for both directly going to high school or attending the general examination?

Standing Member (Ms. Carolien Meng): The school regularly hosts coffee time; therefore, we will not further arrange the sharing sessions. However, for parents in the bilingual department, we will be happy to arrange sharing sessions if parents find the sharing sessions are useful. Therefore, I do encourage parents to attend.

President: the need for G7 & G8 parents and needs for G9 & G10 are very different as children may not have chances to decide. Therefore, parents are suggested to collect more information for children, and it is understandable that parents are eager to collect information.

The main campus will arrange sharing sessions on April 11.
Maybe G7 & G8 can participate the sharing sessions.

General Member: G10 Cycling banners will be centralized to make?

President: The vendor information can be provided if parents are decided to make the banners together.

Dismissal of the meeting