



# 维中中文学校

## Central Virginia Chinese School

PO Box 4675, Glen Allen, VA 23058 USA

<http://www.CVChineseSchool.org> | [CVChineseSchool@gmail.com](mailto:CVChineseSchool@gmail.com)

### Exhibit B

## 2017-2018 CVCS Board Members & Responsibilities

Full Name & Contact Info	Title	Responsibilities
<p>Dr. Yan GAO 高燕博士 / Yan <a href="mailto:SwallowGao2000@gmail.com">SwallowGao2000@gmail.com</a></p>	<p>Principal</p>	<ol style="list-style-type: none"> <li>1. Supervise all school personnel, directly and/or indirectly</li> <li>2. Serve as the chief administrator of a school in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.</li> <li>3. Conceptualize the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.</li> <li>4. Ensure that the school program is compatible with the legal, financial and organizational structure of the school system.</li> <li>5. Define the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.</li> <li>6. Identify the annual objectives for the instructional, extracurricular, and athletic programs of the school.</li> <li>7. Ensure that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program.</li> <li>8. Provide opportunities for staff participation in the school program.</li> <li>9. Maintains inter-school system communication and maintain good relationships with students, staff, and parents.</li> <li>10. Organize, oversee, and provide support to the various services, supplies, material, and equipment provided to carry out the school program.</li> </ol>



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Full Name & Contact Info	Title	Responsibilities
Mr. Yongshu J. LI 李永书 / John <a href="mailto:yoli@vt.edu">yoli@vt.edu</a>	Vice Principal (Policy Management)	<ol style="list-style-type: none"> <li>1. Assist principal in the general governance and leadership of CVCS to make the smooth and successful operation.</li> <li>2. Maintain and implement school policies regarding safety and discipline.</li> <li>3. Organize 'Parent-on-duty' sign-up;</li> <li>4. Facilitate parent meetings</li> <li>5. Hand logistical matters.</li> <li>6. Work on teacher evaluation and supervision.</li> </ol>
Mrs. Zhangyi SHI 时张奕 / Zhangyi <a href="mailto:Zhangyi_Shi@hotmail.com">Zhangyi_Shi@hotmail.com</a>	Vice Principal (Curriculum)	<ol style="list-style-type: none"> <li>1. Assist principal in the general governance and leadership of CVCS to make the smooth and successful operation.</li> <li>2. Facilitate communication between teachers and parents for teaching related issues;</li> <li>3. Help recruit and interview new teachers;</li> <li>4. Help maintain up to date class roster with CVCS accountant for payments due and possible awards.</li> <li>5. Arrange school related student activities, teacher training, classroom observations, and maintaining schedules.</li> </ol>
Mrs. Bo WEI 魏波 <a href="mailto:BW2U@virginia.edu">BW2U@virginia.edu</a>  Mrs. Qiao LIANG 梁巧 / Qiao <a href="mailto:QLiang@vcu.edu">QLiang@vcu.edu</a>	Director (Curriculum)	<ol style="list-style-type: none"> <li>1. Facilitate communication between teachers and parents for teaching related issues.</li> <li>2. Help recruit and interview new teachers.</li> <li>3. Help maintain up to date class roster with CVCS accountant for payments due and possible awards.</li> <li>4. Textbook order and inventory</li> <li>5. Other duties assigned by the head of teaching or the principal.</li> </ol>
Mr. Chuan LI 李川 / Brook <a href="mailto:ChuanLi1020@gmail.com">ChuanLi1020@gmail.com</a>	Director (IT)	<ol style="list-style-type: none"> <li>1. Maintain and support the school website, including renewal, webpage update, configuration and troubleshooting.</li> <li>2. Maintain and support the online registration system, including preparing the system for each new semester, getting data in and out of the backend database, and correcting data whenever needed.</li> </ol>



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		<ol style="list-style-type: none"> <li>3. Create/update the email groups as needed.</li> <li>4. Improve/Innovate the existing website and/or the system</li> </ol>
<p>Mrs. Jie LIU 刘洁 <a href="mailto:JieLiu@gmail.com">JieLiu@gmail.com</a></p>	<p>Director (Community Relationship)</p>	<ol style="list-style-type: none"> <li>1. Develop community relations plans and implement programs that promote CVCS</li> <li>2. Carry out involvement and information activities which earn public understanding and supports.</li> <li>3. Handle all aspects of CVCS publications such as external and internal newsletters, brochures, bulletins, and letter.</li> <li>4. Conduct recognition programs for teachers, students, and parents.</li> <li>5. Represent CVCS in various community organizations.</li> <li>6. Performs other duties deemed appropriate and assigned by the principal.</li> <li>7. Promote the development of collaborative initiatives between the schools and local business/industry.</li> </ol>
<p>Mrs. Yingyi HUANG 黄颖奕 / Yingyi <a href="mailto:VLoveSong@gmail.com">VLoveSong@gmail.com</a></p>	<p>Director (Accounting)</p>	<ol style="list-style-type: none"> <li>1. Manage cash transactions and record keeping, i.e. tuition income, expense reimbursements.</li> <li>2. Prepare annual tax documents for the school and teachers.</li> <li>3. Handle insurance renewal and annual ad post reports based on reporting requirements.</li> <li>4. Distribute teachers' monthly stab.</li> <li>5. Other duties assigned by the board or the principal.</li> </ol>
<p>Mrs. Xing PAN 潘星 / Xing <a href="mailto:Xing_0303@yahoo.com">Xing_0303@yahoo.com</a></p>	<p>Director (Treasure)</p>	<ol style="list-style-type: none"> <li>1. Manage cash transactions and record keeping, i.e. tuition income, expense reimbursements.</li> <li>2. Prepare annual tax documents for the school and teachers.</li> <li>3. Check mailbox and renew mailbox annually.</li> <li>4. Handle annual state registration</li> <li>5. Handle payment of renting twice a year.</li> <li>6. Other duties assigned by the board or the principal.</li> </ol>



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Full Name & Contact Info	Title	Responsibilities
Mr. Jerome MO 牟陆杰 / Jerome <a href="mailto:Jerome.Mo@gmail.com">Jerome.Mo@gmail.com</a>	Director (Safety & Discipline)	<ol style="list-style-type: none"><li>1. Maintain and implement school policies regarding safety and discipline.</li><li>2. Organize 'Parent-on-duty' sign-up;</li><li>3. Help with communication between school and parents;</li><li>4. Other duties assigned by the board or the principal.</li></ol>