

CCC Chinese School 2007-2008 Event Calendar (Draft)

2007 Summer Preparation

Major Event	Time	Contact
Textbook inquiry survey and class assignment	July 2007	Bin Yan (235-9121)
Parent e-mail database cleaning / update	July 2007	Jianhua Chen (439-7869)
Textbook order and purchase	July 2007	Bin Yan (235-9121)
New teacher recruitment	July 2007	Shao Lin (439-7869)
Develop 2007-2008 work plan and budget	July 2007	Shao Lin / all administrators
Administrator and staff assignment	July 2007	Shao Lin (439-7869) / Peisheng
Budget transaction/ administration meeting	July 27, 2007	Shao Lin/ all administrators
E-learning system /online registration	August, 2007	Jianhong Sun
Handbook preparation	August, 2007	Shao Lin/ Yun Dai

Fall Semester (Tentative)

Major Event	Posting Time	Event Time	Responsible Person
* Semester start staff meeting (1)	8/10	8/26/07	Shao Lin / Yun Dai
Semester Starts		9/9/07	Shao Lin (439-7869)
Monthly reading announcement	9/16/07	2 nd wk/month	Shao Lin (439-7869)
Chinese Weekly announcement	9/16/07	9/16-9/23/07	Shao Lin (439-7869)
General Parent Conference	9/16/07	9/23/07	Shao Lin, Bin Yan, Yun Dai
School Council Meeting (1)	9/23/07	9/30/07	Peisheng Zhao (439-326)
Teacher Parent Conference Day	9/23/07	9/30/07	Faculty
Mid Autumn Riddle Game	9/30- 10/14/07	10/14-10/21/07	Bin Yan (235-9121) / Shao Lin
Student Mid-Term Examination		10/28/07	Faculty
Chinese Story Telling	9/30/07	11/11-11/18/07	Bin Yan (235-9121) /Shao Lin
Faculty Training	10/28/07	11/4/07	Yun Dai (618-3473)
Chinese School Picture Day	11/11/07	11/18/07	PTA / Yun Dai (618-3473) /
Scholarship Award Application Due Date	10/28/07	11/18/07	Yun Dai (618-3473)
Chinese School Newsletter		12/2/07	Peizhen Xu
School Council Meeting (2)	11/25/07	12/2/07	Peisheng Zhao (439-3264)
Faculty/Staff Meeting (2)	12/2/07	12/9/07	Shao Lin (439-7869 / Bin Yan
Student Final Exam		12/16/07	Faculty
Christmas Party & General Meeting	10/28/07	12/16/07	Bin Yan /PTA/Yun Dai

Spring Semester (Tentative)

Major Event	Posting Time	Event Time	Contact
Semester Starts	12/23/07	1/6/08	Shao Lin (439-7869)
School Council Meeting (1)	1/20/08	1/27/08	Peisheng Zhao (439-3264)
Teacher Parent Conference Day	1/20/08	1/27/08	Faculty
Chinese Antithetical Couplet Show	1/13/08	2/3/08	Peizhen Xu
Faculty/Staff Meeting (1)	1/27/08	2/3/08	Shao Lin/ Bin Yan
Chinese Learning Fair	1/13/08	2/10/08	Yun Dai (618-3473)
Overseas Essay Competition Due Date	1/27/08	2/24/08	Peizhen Xu
Mid-term Exam		3/2/08	Bin Yan (235-9121)
SAT II Mock Test	2/10/08	3/16/08	Bin Yan (235-9121)
Graduation Application Due Date	3/2/08	4/6/08 (due)	Yun Dai (618-3473)
Yearbook Production	3/2/-3/30/08	5/11(Distribute)	Lily Wei / Guoping Fei
Painting Exhibit /Competition	3/2 and 4/6/08	4/20-5/4/08	Bin Yan (235-9121)
Faculty / Staff Meeting (2)	4/20/08	4/27/08	Shao Lin / Yun Dai
School Council Meeting (2)	4/27/08	5/4/08	Peisheng Zhao (439-3264)
Student Final Examination		5/11/08	Faculty
Field Day/General Meeting/semester end	4/27/08	5/11/08	PTA/Yun Dai