

Confucius Institute of Western Kentucky / BG Education Management
Solutions Inc.
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NOVEMBER 2020

This document outlines the activities taken place during the month on the report, including any operational activities, financial activities, and copies of receipts of all expenditures.

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To Simpson County Schools

STRATEGIC HIGHLIGHTS

In the month of November, Ms. Ji Hui, and I have completed observing every teacher in their classes, met with all principals and administrators in each district. All teachers are adapting and doing well to the unconventional teaching methods this year due to COVID-19. The principals are happy with their teachers, and things seem to be going well.

The next concern is for next academic year is finding over 34 teachers. The Chinese International Education Foundation (CIEF) has moved the responsibility of finding teachers to the partner university in China, which in this case is North China Electric Power University (NCEPU). They are in the process of soliciting for teachers in China and will vet through them to ensure they meet our requirements. In addition, I have submitted an application to CIEF, requesting to hire some local Chinese teacher, and that I will do my own recruiting of the teachers. The proposal was for \$1.25M to hire 34 teachers, in which the organization would pay the teachers directly. A decision has not yet been received but will be received very soon.

FINANCIAL HIGHLIGHTS

As of November 1st the balance in the BG Education Management Solution, Inc. account was \$34,400.49, and \$120,000 was received for a total balance of \$154,400.49. During the month of November 2020, a total of \$32,276.77 was spent, with the largest expenses coming from my rent and payments to independent contractors.

OPERATING HIGHLIGHTS

The CI of WKY is increasing its footprint of Chinese language for next year. The institute has reached out to several private schools, independent school districts, and some of the districts the institute has lost. It is projected that the institute is seeking to place a total of 45 teachers for next academic year (21/22).

LOOKING AHEAD

All the Fall 2020 scheduled activities have been cancelled through summer 2021.

Please read through the documents and advise of any questions or concerns.

Terrill D. Martin
Director (Confucius Institute of Western Kentucky)
President & CEO (BG Education Management Solutions Inc.)

Financial Summary

As of November 1, 2020, the balance was \$34,400.49, with a deposit from Simpson County in the amount of \$120,000 for a total of \$154,400.49. Of that amount a total of \$32,276.77 was spent during the month of November 2020 leaving a balance of \$122,123.72 as of November 30, 2020. Due to the uncertainty of receiving additional funds, a frugal approach was taken. Some of the following measures were taken:

- **Chinese International Education Foundation (CIEF) Budget-** The CI of WKY received a total of \$508,462.00 was received on 07/20/2020.
- **Billings for Confucius Institute Teachers 2020/2021-** Billings have been submitted to the school districts, and upon receipt, the total revenue will be \$150,500.00. To date, the institute has received a total of \$77,500.00 from the districts.

Please see below for a snapshot of expenses and projected revenue for November 2020. In addition, the balance sheet, and receipts of all expenditures (including receipts) are included with this report. The balance on the ledger as of November 30, 2020 is \$122,123.72. The funds are not enough to cover the operations for both November and December; thus, an ACH transfer is requested in the amount of **\$0.____**

SIMPSON COUNTY SCHOOLS

	2020		
	Forecast	Actual	Forecast
	November	November	December
Revenue			
WKU - Discretionary Funds			
WKU - Classroom Funds			
Confucius Classroom Funds			
Current Balance	\$34,400.49	\$34,400.49	\$122,123.72
Hanban	\$120,000.00	\$120,000.00	
REVENUE - School Billings			
WKU - Classroom Teacher (Funds)			
Total Revenue	\$154,400.49	\$154,400.49	\$122,123.72
Expenses			
T. Martin Salary	\$19,168.00	\$9,584.00	\$9,584.00
T. Martin Bonus (25%/2)	\$14,376.00		\$14,376.00
Li Bo (Contract NCEPU)	\$15,000.00		\$15,000.00
Ms. Ji Hui	\$13,750.00		\$13,750.00
Ms. Chang Xiqin (Teacher)	\$5,384.00	\$5,384.00	
Mr. Tang Jie (Teacher)	\$5,384.00	\$5,384.00	
Dr. Wei-Ping Pan (Contract NCEPU)	\$25,000.00		\$25,000.00
Taxes			
Accountant			
Legal Fees	\$39.99	\$39.99	\$39.99
Program Coordinator			
Rental Space - BG (1800sft)	\$4,800.00	\$2,400.00	\$4,800.00
Rental Space - Louisville (A/CH)			
Program Liability Insurance		\$177.00	
Visa Processing			
Teacher Health Insurance			
KY Certification Certificate			
Professor Fees (Portfolios)			
China Trip			
Housing			\$2,500.00
Business Travel (Domestic)			
Training Fees			
Observations (Fall)	\$5,000.00		
Mileage	\$1,000.00		
Fall Professional Development	\$2,500.00		
Spring Professional Development/New Year Celebration			\$5,000.00
Marketing/Visiting/Etc.		\$7,210.50	
Confucius Classroom	\$35,000.00		\$25,000.00
Pamphlets/Booklets	\$1,500.00		\$1,500.00
Events (Chinese Bridge)			
WorldFest			
BG International Festival			
Asian Lantern Festival (Zoo)			
Email Network (Keystone) Microsoft			
365	\$553.36	\$553.36	\$553.36
Misc.	\$2,000.00	\$1,543.92	\$2,000.00
Total Expenses	\$150,455.35	\$32,276.77	\$119,103.35
Net Profit/Loss	\$3,945.14	\$122,123.72	\$3,020.37

Operational Summary

Confucius Institute 2020 Executive Board Meeting

Each year, the CIWKY should conduct one board meeting with all members, and the meeting typically are face-to-face, but given the current situation, the only option was through an online platform. Thus, the meeting is scheduled to take place on December 2, 2020 at 7:00 pm our time. The meeting will be between North China Electric Power University with President Yang Yongping, Vice President Wang Zengping, Ms. Li Bo, Mr. Zhao Zijian, and our board member of Mr. Timothy Schlosser (Chairman), Dr. Wei-Ping Pan (Vice-Chair), Ms. Robin Hollilngsworth, and Mr. Terrill D. Martin. I will publish the meeting minutes in the December summary.

Teacher Placements 2020/2021

Before the outbreak, the approach was to ensure we saturated the current districts with teachers at all levels, before exploring to other districts. This approach has been re-evaluated to ensure that we have enough teachers in place to manage the current 2020/2021 teacher level before expanding at all. Please see Appendix A for a status of teachers based on the status for academic year 2020/2021.

Teacher Placements 2021/2022

As stated above, the next concern is for next academic year is finding over 34 new teachers. The Chinese International Education Foundation (CIEF) has moved the responsibility of finding teachers to the partner university in China, which in this case is North China Electric Power University (NCEPU). They are in the process of soliciting for teachers in China and will vet through them to ensure they meet our requirements. In addition, I have submitted an application to CIEF, requesting to hire some local Chinese teacher, and that I will do my own recruiting of the teachers. The proposal was for \$1.25M to hire 34 teachers, in which the organization would pay the teachers directly. A decision has not yet been received but will be received very soon.

Projects in Process

To be determined.

SIMPSON COUNTY SCHOOLS

Contact Information

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Company Information

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SIMPSON COUNTY SCHOOLS

Appendix A – Teacher Placement for 2020/2021 Academic Year

2020/2021 Teacher Placement			
Chinese	Teachers Name	Location	District
Visiting Teachers From MTSU (3rd Year) = 2			
唐杰	Tang Jie	Frederrick Fraize High School/William Natcher Elementary	Cloverport
常夏青	Chang Xiqing	Stuart Pepper Middle School	Meade Co.
Visiting Teachers Trasfer from CI Of Toledo (3rd Year) = 2			
刘春荣	Liu Chunrong	Bristow Elementary School	Warren Co.
姜雨杉	Jiang Yushan	Brandenberg Primary	Meade Co.
Visiting Teachers (2nd Year) = 15			
韦安民	Wei Anmin	Barren County High School	Barren Co.
刘晓娴	Liu Xiaoxian	Butler County Middle School	Butler Co.
汪洁	Wang Jie	Warren Elementary School	Warren Co.
李晓丹	Li Xiaodan	South Oldham Middle Shool	Oldham Co.
白晶	Jing Bai	Ekron Elementary School & David T. Wilson	Meade Co.
李晓艳	Li Xiaoyan	Meade County High School	Meade Co.
贾晶晶	Jia Jingjing	Panyeville Elementary School	Meade Co.
张乐	Zhang Le	Franklin-Simpson Middle School	Simpson Co.
余泳婷	Yu Yongting	Simpson Elementary School	Simpson Co.
□ □ □	Peng Shuwen	Franklin-Simpson High School	Simpson Co.
郭会萍	Guo Huiping	Richardsville Elementary	Warren Co.
张扬	Zhang Yang	Jennings Creek Elementary	Warren Co.
陈芝丽	Chen Zhili	Alvaton Elementary School	Warren Co.
高雨茹	Zhao Yaqian	Warren East Middle School	Warren Co.
张琳琳	Zhang Linlin	Drakes Creek Middle School	Warren Co.
Returning Teachers (3rd Year) = 1			
关欣	Guan Xin	Butler County High School	Butler Co.
Returning Teachers (4th Year) = 2			
孙臻	Sun Yi	North Oldham County Middle School	Oldham Co.
钟艳	Zhong Yan	South Warren Middle School	Warren Co.
Returning Teacher (5th Year) = 1			
季慧	Ji Hu	Plano Elementary	Warren Co.
Returning Teachers (6th Year) - No Home School = 2			
施宝琳	Shi Baolin	Lincoln Elementary School	Simpson Co.
覃秋华	Qin Qiuhua	St. Francis Middle School	St. Francis