

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday August 13, 2013 at 7:00 pm, GLC

I. Preliminary

- A. Call to order 7:02 pm
- B. Roll call
 - 1. *Members present:* Novey Chou, Terri Shieh-Newton, Charlotte Fong, Trudy Whong, Michèle Huie, Wen-Kai Weng, Jon Campbell, Brenda Huang, Elaine Pao, Cathy Lu, Betty Chan, Ann Ruckstuhl, Bill Steinmetz, Marge Sung, Wendy Chew, Liang-Hui Lee, Sofilina Wilhite, Annie Kao
 - 2. *Members absent:* none
 - 3. *Administrators/Teachers/CAC present:* Ching Pei Hu, Drew Coleman, Steve Burrell, Joanne Connor, Ling-Ling Chern, Voon Choo, Judy Peng
 - 4. *Community members present:* Mike Wang, Walter Perez, Irene He, Tzuping Wei
- C. Introduction of CLIPCO board, Grade Representatives, and administrators.
- D. Approval of minutes. **Approved.**

II. Officer's reports

- A. Treasurer's report
 - 1. Last school year we spent \$20,000 from the reserves.
 - 2. August expenditures were \$13,000 for 2013-14 staffing needs.
 - 3. The presented finance projections presume an inflationary increase in the cost of running the program of 1% per year and assume that CLIPCO will pay for the 6th grade 2nd elective (zero period). The CLIPCO budget is currently ~ \$225,000. The projection shows the addition of \$45,000 for the 6th grade 2nd period elective plus additional technology funding. The chart shows a comparison of cash flow for the next few years if the give rate stays the same versus an increase every other year (\$50 for Meyerholz/\$25 for Miller). CLIPCO must maintain a year's cash reserves since payment for the majority of school year expenses happens before November. Money raising activities then replenish the reserves to fund the next academic year and budget needs can be adjusted to fit current giving trends. We need a community wide discussion about the give rate needed to support the CLIP program that includes administrators as well as parents. **Action item: Set a date for a community meeting about CLIP program costs. Invite administrators and parents.**
 - 4. We have a high percentage of donors encouraged by the direct give contest. A committee is being formed to help design and run the 2013-14 direct give contest. *See fundraising committee report below.*
- B. Principal's reports
 - 1. Ching Pei Hu (Meyerholz)
 - a) We are fully staffed for 2013-14 teaching positions.
 - b) There is a new IA for English. The school still needs to hire for the open 1 ½ hour Mandarin IA position. IA's are being used in all classrooms this year.
 - c) STAMP reports from last year are being distributed to parents.
 - d) Thanks to Brenda Huang for all her hard work supporting the school.
 - 2. Steve Burrell (Miller)

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- a) Miller had a great start to the school year and welcomes a new vice-principal, Joanne Connor.
 - b) The strategic plan is well underway. There is a need for greater unison between the 2 CLIP campuses. CACs need to work together to create a better bridge to 6th grade. Current CAC meetings for both campuses are the 1st Thursday of the month from 3:30-4:30 pm (dates: 9/5, 10/3, 11/14, 12/5, 1/16, 2/6, 3/6, 4/3, 5/8).
- C. Vice-principal's reports
- 1. Drew Coleman (Meyerholz)
 - a) Great to join the school and observe the hard work already being done by teachers and students.
- D. Tosa report
- 1. Ling-Ling Chern (Miller)
 - a) Chinese power hour will start Tuesday September 3. It will run on Tuesdays and Wednesdays from 3-4 pm at Miller.
 - b) Each Miller teacher adopted subject areas to assess across the grades. Assessment will happen for two weeks starting next week.
- III. Committee Reports
- A. Fundraising Committee - Terri Shieh-Newton
- 1. A committee is being formed to run the direct give campaign. **Action item: Form direct give committee to organize and implement direct give contest.**
- B. Dining for Dollars Committee
- 1. Needs chair
 - 2. Cathy Lu set up first event September 3rd at Elephant Bar
- C. CLIPCO T-Shirt Committee – Cathy Lu
- 1. Order forms to go out in Thursday folders.
- D. Book Fair – Brenda Huang
- E. Cultural Enrichment
- 1. Chinese Language Competition
 - a) Cathy Lu will chair the contest this year.
 - 2. ASEP - Wendy Chew
 - a) 9 classes are running this year. They start on 8/30 and the schedules are posted on the website.
- F. Outreach
- 1. Technology-
 - a) Ralph is helping with registration.
 - b) Novey has updated the website/Yahoo Groups/email lists.
 - c) Novey and Terri will send weekly direct give campaign email updates.
 - d) Charlotte will handle credit card donations.
 - 2. Newsletter
 - a) Chair needed. Candidate must know some HTML.
 - 3. Spring Banquet

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- a) Committee is for 5th and 8th grade parents. Wendy will pass on the planning binder from last year's event.
- b) Sofi will chair this committee.
- 4. Election Committee
 - a) Need chair. Use Survey monkey to run elections.
- 5. Community Events Committee – Brian Leong
 - a) CLIPCO can fill out a facility use agreement to use the Meyerholz campus for events. CLIPCO has insurance to cover community events.
 - b) Welcome picnic tentative date October 5.
- G. Program outreach – Novey Chou and Terri Shieh-Newton
 - 1. Goal is to increase communication and PR with district administration and the larger community.
- IV. Continuing business – none
- V. New business – none
- VI. Public comments – none
- VII. Meeting adjourned 8:02 pm.

Next Meeting: September 19, 2013