

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday September 19, 2013 at 7:00 pm, GLC

- 1) Preliminary
 - a) Call to order 7:05 pm
 - b) Roll call
 - i) *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, Brian Leong, Mike Wang, Bill Steinmetz, Marge Sung, Liang-Hui Lee, Sofilina Wilhite, Annie Kao
 - ii) *Members absent:* Wendy Chew
 - iii) *Administrators/Teachers/CAC present:* Ching Pei Hu, Ling-Ling Chern, Judy Peng
 - iv) *Administrators absent:* Steve Burrell, Drew Coleman, Joanne Connor, Voon Choo
 - v) *Community members present:* none
 - c) Approval of minutes. *Changes needed: Add Brian Leong and Mike Wang to members present. Change Tosa report item B change "subject areas" to "language skills".*
APPROVED

- 2) Officer's reports
 - a) President's report
 - i) Welcome picnic invitations were sent to Meyerholz and Miller principals, teachers, the CUSD superintendent, and assistant superintendent.
 - ii) Direct give contest is in progress. Last year we had 99% give rate at Meyerholz, 75% give rate at Miller. Can we do even better?
 - iii) Chinese language books are arriving in the library in November. High school volunteers should be recruited and be coordinated to process them. **ACTION ITEM: Bill Steinmetz will recruit and coordinate high school volunteers for Chinese book cataloging project.**
 - iv) Incoming students are being tested by Ms. Peng. CAC suggests we add \$500 to our current budget to compensate her for her time. **ACTION ITEM: CAC must vote to approve \$500 teacher compensation for incoming student testing then present it to CLIPCO to release the funds.**
 - v) The CLIP budget for 2014-15 will be determined at the CAC meeting on Thursday February 6th. The proposed budget will be distributed to CLIPCO board members in advance of the Thursday February 27th meeting. The Meyerholz and Miller principals will attend that meeting to answer budget questions. The vote on the 2014-15 CLIP budget will be held in March. CLIPCO bylaws do not mandate when or who may vote on school year budgets.
 - vi) Miller 6th grade 2nd elective. CLIPCO will vote on whether or not to fund the 2nd elective period at Miller at the Thursday January 16th meeting. Novey Chou will set up an open Q&A session in December with Leslie Mains, the Assistant Superintendent of Instruction, to discuss the situation. A brainstorming session for potential funding solutions for a 2nd middle elective period will also be held in late November or early December. **ACTION ITEMS: Novey Chou to set up a December Q&A session with Leslie Mains about the Miller Middle School 6th grade second elective period. Novey Chou to lead a brainstorming session about funding solutions for the continuation of the Miller Middle School 6th grade second elective period.**
 - vii) CLIPCO's liability insurance is renewed.

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- viii) Bike donation. Novey Chou has not heard back from the potential donor regarding options for giving away the bike.
 - ix) The Friends of Mandarin Scholars in San Mateo/Foster City is starting a middle school program. They contacted us for ideas from CLIPCO and the CLIP faculty on how to form a middle school curriculum. The San Francisco immersion program contacted CLIPCO to learn more about how our program runs and how we fundraise through parents because their foundation is closing down.
 - b) Treasurer's report
 - i) Few expenses came due in September. \$13000 from was spent in August to fund the new school year and to cover lingering expenses from last year.
 - c) Principal's reports
 - i) Ching Pei Hu (Meyerholz)
 - (1) MCAC meetings have more parents than are needed. Survey Monkey will be used to vote for two representatives. The third candidate will be offered a position as the School Site Council CLIP representative.
 - (2) STAMP tests were distributed to the teachers.
 - (3) The CLIP parent mailing list is compiled by grade level.
 - (4) Strategic planning is mostly done for grades K-5. Middle school is currently doing a parallel process. Then both sections will be aligned.
 - (5) Chinese language benchmarks are being created by one teacher per grade level K-8. The benchmarks need articulation/formalization. These will incorporate the new common core standards.
 - (6) Upcoming staff learning day: staff will focus on the common core standards, focusing on math and technology use in the classroom. They will also use the time to work on class web pages and review the school emergency preparedness plan.
 - ii) Steve Burrell (Miller)
 - (1) None
 - d) TOSA report
 - i) Ling-Ling Chern (Miller)
 - (1) Beginning of the year assessments in Middle School are complete and were compared to previous years' results and to peers at other immersion schools. 80% are doing well with listening skills. Reading comprehension is lower.
 - (2) The Chinese language contest will be different this year since not all the CLIP students will be asked to participate. Participation will be voluntary in an after school competition to be held before Martin Luther King Jr. day. The Chinese fair will be held on January 31st (Chinese New Year).
 - (3) Few parents attended the CLIP recognition breakfast last spring. This year, the families of 8th graders will be invited along with all 6th and 7th grade students.
 - (4) Chinese power is continuing on Tuesday and Wednesday afternoons. Currently there are 10-15 student attendees with room for more.
 - (5) There are 148 CLIP students at Miller (50 in sixth grade, 50 in seventh grade, 48 in eighth grade). Seven students are new to the CLIP program.
- 3) Committee Reports
- a) Fundraising Committees
 - i) Direct Give Contest - Terri Shieh-Newton

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- (1) The committee's goal is to foster community.
 - (2) Contest donation goals: \$500 per child at Meyerholz and \$250 per child at Miller.
 - (3) Prizes will be given to classes at Meyerholz or grades at Miller that reach 95% class participation plus 90% of the target give rate (# students x give goal) and grand prizes will be awarded to the top three classes/grades based on total monies raised. Prizes are still under consideration.
 - (4) Also, prizes will be awarded for individual donation levels. Families will be recognized at different tiers as Supporters of CLIPCO. Students will receive flyers or tickets in their Thursday folders for picking up individual prizes.
Tiers:
 - Silver = Meyerholz \$250-500, Miller \$250-500
 - Gold = Meyerholz \$501-1000, Miller \$501-750
 - Platinum = Meyerholz \$1001+, Miller \$751+
 - (5) Communications: flyers were distributed in today's Thursday folder, posters will be posted around the school, FAQ is being created, parents can leave questions in the CLIPCO box in the office.
 - (6) Rules of engagement for contest: Email class to remind parents about deadlines. Let them know how the class or grade is doing. Oral reminders are OK in conversation but no cold calling will be allowed (no "yo where's the dough!" per Novey Chou). Contest ends on November 30th.
 - (7) Rules are listed on the donation form.
- ii) Dining for Dollars Committee
 - (1) No chair yet.
 - (2) When an event is arranged, Brenda Huang will send emails and Novey Chou will update the website.
 - iii) CLIPCO T-Shirt Committee – Cathy Lu
 - (1) T-shirts are ordered. They will be available and distributed before the first grade field trip.
 - iv) Book Fair – Brenda Huang
 - (1) Meeting held with Chinese Books for Children. They will be here in October along with Scholastic. 20% of sales will go to purchase books for classrooms.
- b) Cultural Enrichment Committees
 - i) Chinese Language Competition - Cathy Lu
 - (1) None
 - ii) ASEP - Wendy Chew
 - (1) None
 - c) Community Outreach Committees
 - i) Technology & Communications – Novey Chou
 - (1) Website/email
 - (a) Novey Chou is in charge of the website
 - (b) Brenda Huang will send out emails
 - (c) Ralph is in charge of registration
 - (2) Newsletter
 - (a) The next newsletter will go out on September 26th. Send news items to Novey Chou for inclusion.
 - (3) IT support
 - ii) Spring Banquet Committee – Sofilina Wilhite

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- (1) The banquet will be held on May 30, 2014.
- iii) Election Committee
 - (1) Jon Campbell agreed to run elections in March for the new CLIPCO board.
- iv) Community Events Committee – Brian Leong
 - (1) The welcome picnic will be held on Saturday October 5th from 4-7 pm at Meyerholz. It is free and open to all CLIP families and staff K-8.
Events planned:
 - 4-4:30 pm – scavenger hunt for groups of families. Different grades can compete together.
 - 4:30 pm – grade level “fun” competitions and parent competitions.
Kids and parents earn points for their grade.
J&J Hawaiian BBQ will be selling hot food. The student store will be selling drinks and candy.
CLIPCO will cover the cotton candy, bottled water, popcorn, bouncy house, and custodian time. Idea: give bulldog bones during cleanup time.
Volunteers are needed: sign-up on the Google docs sheet. Budget ~\$1000.**ACTION ITEM: Reps invite your grades. Link to the CLIPCO website for more information about the picnic.**
- d) Program Outreach Committee – Novey Chou
 - i) Novey Chou and Ching Pei Hu are holding monthly meetings to discuss CLIP needs at Meyerholz.
 - ii) Novey Chou and Steve Burrell have met to talk about creative ideas for funding the 6th grade second elective. Miller staff are being creative with ideas.
- 4) Old business – none
- 5) New business – none
- 6) Public comments – none
- 7) Closed session 8:17 pm
- 8) Meeting adjourned 8:42 pm

Action items

- o **Bill Steinmetz will recruit and coordinate high school volunteers for Chinese book cataloging project in November.**
- o **CAC must vote to approve \$500 teacher compensation for incoming student testing then present it to CLIPCO to release the funds.**
- o **Novey Chou to set up a December Q&A session with Leslie Mains about the Miller Middle School 6th grade second elective period.**
- o **Novey Chou to lead a brainstorming session about funding solutions for the continuation of the Miller Middle School 6th grade second elective period.**
- o **Reps to invite their grade to the Welcome Picnic. Link to the CLIPCO website for more information.**

Next Meeting: October 17, 2013