

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday October 17, 2013 at 7:00 pm, GLC

1) Preliminary

- a) Call to order 7:01 pm
- b) Roll call
 - i) *Members present:* Novey Chou, Terri Shieh-Newton, 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:* Charlotte Fong, Trudy Whong, Wendy Chew
 - iii) *Administrators/Teachers/CAC present:* Ching Pei Hu, Steve Burrell, Ling-Ling Chern, Judy Peng, Grace Lee
 - iv) *Administrators absent:* Drew Coleman, Joanne Connor, Voon Choo
 - v) *Community members present:* none
- c) Approval of minutes.

*Changes needed to previous: tiers – corrected in version passed around at meeting. Tosa 1 are complete. in the future you want to be able to compare results Most students are doing well with listening skills. Reading comprehension is low due to the different levels of the reading passages. 2a5 typo change to CLIPCO tosa4 Chinese power hour. Nov 5 end date of direct give. **APPROVED as amended.***

2) Officer's reports

- a) President's report
 - i) Congratulations to the welcome picnic committee for a good job. We had 300+ attendees at the picnic. Winners of the grade level contest: First place was 4th grade, second place was 3rd grade, third place was 6th grade. Winners get a root beer float party. Send photos to Novey for website; identifiable children must have parental approval to use the picture.
 - ii) We had a very successful Chinese book fair. Thank you to Brenda for all her hard work.
 - iii) Novey talked with Wendy about the alignment of technology support across our two CLIP campuses. We want to supplement school and district technology plans. Wendy will provide a list of our current technology so the board can create a 5 year upgrade plan. **Action item: Wendy to create CLIPCO IT list.**
 - iv) Direct donation rate – we are 20% behind last year's give because of timing.
 - v) Bike donation. The donor wants to do a bike safety orientation for school.
 - vi) San Francisco Chinese New Year parade. Registration will happen in November after the direct give contest is over. Costumes will come from China to save money (Thanks to Mrs. Hu's mother for helping us out).
- b) Treasurer's report (Novey in absence of treasurers)
 - i) Still missing BBQ Dining for Dollars monies from June.
 - ii) Direct Give Contest monies are being deposited.
- c) Principal's reports
 - i) Steve Burrell (Miller)
 - (1) Miller teachers spent their Staff Learning day working on common core.
 - (2) The Superintendent came to campus and visited CLIP classrooms in action. We want to share the program with administration.

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- (3) The November 1st Staff Learning day will focus on learning new techniques to accommodate student disabilities. Teachers will experience simulation centers to experience different disabilities.
 - (4) First CAC meeting in October – Meyerholz and Miller will have combined meetings. Benchmark assessments for teachers are being set up. Benchmarks need to match across Chinese and English programs.
 - (5) Met with Assistant Superintendent of Instruction Leslie Mains to talk about the upcoming town hall meeting and about strategies to align the Miller strategic plan with the Meyerholz strategic plan.
- ii) Ching Pei Hu (Meyerholz)
- (1) Meyerholz is having troubling finding enough substitute teachers.
 - (2) K-8 CLIP teachers are meeting together to focus on Chinese language arts.
 - (3) October's CAC meeting was small with 2 teacher reps, 4 parents and 2 principals. The meeting focused on creating a plan for the year. CAC will discuss the efficacy of our existing intervention program at the November 7 meeting.
 - (4) CLIP and English homework clubs started in primary and upper elementary. As late forms are coming in to the office, students are being assigned. The primary clubs are more popular. The English club is funded by Meyerholz and the Chinese club is financed by CLIPCO.
 - (5) \$700 was raised for books from the Chinese book fair. This money was split evenly across the grade levels. \$1000 more will come from the CLIP budget to fill the rest of the teachers' wish lists.
 - (6) November 7 is a parent education night discussing Common Core. The PTA executive board meets at 5:30, the PTA meeting starts at 6:00 and the talk starts at 7:00. RSVP for babysitting.
 - (7) Whole grade level teacher planning time is going well. This is being done across Meyerholz for both English and Chinese.
- d) TOSA report
- i) Ling-Ling Chern (Miller)
 - (1) Last years' social studies test results are in: 81% advanced, 9% proficient, 7% basic, 2% low (1 child).
 - (2) The Star test will only cover science this year. 5th and 8th grades will take it. The official Common Core test will come next year. Students will be taking Common Core sample tests this year- no data will be reported.
 - (3) CLIP K-8 teachers met to talk about a vision for the CLIP Mandarin program. New standards will be adopted to meet the changing needs of the curriculum. These standards need to align with the National Foreign Language standards and the new Common Core standards. Teachers are talking about possible modifications as more online tools are used at younger ages. For example, would it be good to introduce Pinyin and/or Simplified earlier in the curriculum as more work is done on the computer? Future meeting dates still need to be scheduled.
 - e) CAC – no report
- 3) Committee Reports
- a) Fundraising Committees
 - i) Direct Give Contest - Terri Shieh-Newton

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- (1) Contest ends on November 5th. The lower grades have more participation in the early stages of Direct Give. Representatives should wait until after the Walkathon to remind parents about Direct Give so as not to dilute PTA's push for participation. Message: encourage at least the minimum donation to qualify for the contest. The FAQ on the CLIPCO website is being updated based on questions as they are received. Please work with the room parents to forward your emails to those families in K-5 who did not subscribe to their CLIP Yahoo group. Remember to cc: Terri on emails to parents. **Action item: Grade Representatives to encourage Direct Give donations.**
- (2) Rules are listed on the donation form.
- (3) Prizes: as donations come in, kids' names are forwarded to Terri. She prints vouchers which are being distributed in the Thursday folders. Kids or parents may come to the GLC to pick up lunch bags. Bags will be distributed at drop-off and am Kindergarten pick-up towards the end of the contest period. Remaining bags will go home in the Thursday folders after the contest is over.
- ii) Dining for Dollars Committee - no chair yet
 - (1) Cathy Lu reports that \$470 was raised from Elephant Bar at the beginning of the school year.
- iii) Chinese Book Fair – Brenda Huang
 - (1) The school made \$3499.78. \$700 will go to teachers, divided evenly between the grades. The remainder will purchase new books for the library.
 - (2) Chinese Books for Children is willing to start a Chinese book club similar to the Scholastic book club. They will create grade appropriate collections and we will send flyers out to parents for orders. A percentage of sales will come back to teachers. **Action item: Brenda to coordinate Chinese book club implementation.**
- b) Cultural Enrichment Committees
 - i) Chinese Language Competition - Cathy Lu
 - (1) No updates
 - ii) ASEP - Wendy Chew
 - (1) No updates
- c) Community Outreach Committees
 - i) Technology & Communications – Novey Chou
 - (1) Website/email – The website is being updated this week with Direct Give Contest statistics, upcoming events, and CLIP news items. Send news items to Novey to post. CLIPCO minutes will be published on the website.
 - (2) Newsletter
 - (a) The next newsletter will go out at the end of November/beginning of December. Send news items to Novey Chou for inclusion. She will report on the welcome picnic and list our Direct Give Contest results. [Suggestion- sell sponsorship on the newsletter to raise money.]
 - (3) IT support- Wendy is creating an IT inventory list so CLIPCO can create 5 year technology plan.
 - ii) Spring Banquet Committee – Sofilina Wilhite
 - (1) No updates – [Suggestion- talk to Wendy about previous year's event and put deposit down on Dynasty.]

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- (2) This year's committee is creating a timeline of when items need to be completed for future Banquet planners.
 - iii) Election Committee – Jon Campbell
 - (1) Will be active in March
 - iv) Community Events Committee – Brian Leong
 - (1) The Welcome Picnic was a success with a good turnout from K-8 CLIP families.
 - (2) The games were fun for both kids and parents.
 - (3) Discussion over a possible spring event.
 - d) Program Outreach Committee – Novey Chou
 - i) Novey has established regular meetings with the two school principals.
 - ii) Novey will meet with Assistant Superintendent of Instruction Leslie Mains in November to discuss the 6th grade second elective issue. **Action item: Set up December Q&A session.**
- 4) New Business –
- a) CLIP Art teachers are leaving as their children graduate from the program. CLIPCO needs a plan to sustain the program. A comprehensive curriculum should be developed to fit each grade level's learning abilities and interests. After the new curriculum is created, teachers will be recruited. Also suggested is a budget increase from \$0.70 per student to \$1.00 per student for the 2014-15 school year. Proponents need to present their plan along with the proposed \$2000 one-time expense for the development of a CLIP Art curriculum to CAC before bringing it back to CLIPCO.
- 5) Old business – none
- 6) New business – none
- 7) Public comments – none
- 8) Closed session 8:26 pm
- 9) Meeting adjourned 9:03 pm

Action items

- **Wendy to create CLIPCO IT list.**
- **Grade Representatives to encourage Direct Give donations.**
- **Brenda to coordinate Chinese book club implementation.**
- **Novey Chou to set up a December Q&A session with Leslie Mains about the Miller Middle School 6th grade second elective period.**

Next Meeting: November 21, 2013