

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday November 21, 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, Jon Campbell, Brenda Huang, Elaine Pao, Cathy Lu, Ann Ruckstuhl, Brian Leong, Mike Wang, Bill Steinmetz, Marge Sung, Wendy Chew, Liang-Hui Lee, Sofilina Wilhite
 - ii) *Members absent:* Wen-Kai Weng, Betty Chan, Annie Kao
 - iii) *Administrators/Teachers/CAC present:* Drew Coleman, Ling-Ling Chern, Judy Peng, Karen Tseng, Angela Ting
 - iv) *Administrators absent:* Ching Pei Hu, Steve Burrell, Joanne Connor, Voon Choo
 - v) *Community members present:* none
 - c) Approval of minutes.

*Changes needed: In new business- CLIP art was moved to the new curriculum for the 2013-14 school year. The CLIP art teachers are asking for \$5040 for Meyerholz and \$2520 for Miller. Miller art is already using the new standards. Meyerholz is in the process of implementing them. **Approved as amended***
- 2) Officer's reports
 - a) Principal's report
 - i) Drew Coleman, Meyerholz Assistant Principal
 - (1) MCAC held a joint meeting in November. Meyerholz personnel shared a presentation about the need for CLIP students to get priority for enrolling in middle school CLIP classes. Marge Sung also presented to the group about the curriculum changes and needs for CLIP art.
 - (2) Thursday homework club is for upper grades.
 - (3) Report cards for 5th graders are delayed. Please remind parents to discuss report card grades in a positive way with children.
 - (4) \$90,000+ was raised by the PTA Walkathon. Congratulations to all involved for a successful event.
 - (5) CLIP intervention: an evaluation of last year's intervention program was presented to the group. Every child at Meyerholz received 45 minutes per week of specialized instruction in either English or Mandarin. 4th and 5th graders were evaluated over two years through the District Writing Assessment, CST, and STAMP testing. Students showed improvement in test scores.
 - b) TOSA report
 - i) Ling-Ling Chern (Miller)
 - (1) Thank you to Brenda Huang for organizing the Chinese book club. Sale titles are being displayed in classrooms to encourage sales.
 - (2) Four students from the Chinese honor society at Lynbrook are interested in volunteering at Miller. They may be placed in homework club or even as assistants in the classroom.
 - (3) The Mandarin Cultural and Language Center, a local pre-K through 12th grade Saturday Chinese school (founded in 1992 with locations in Saratoga and Milpitas), requested a visit to Miller CLIP classrooms and would like to implement a student exchange. They publish their own textbooks for heritage students and Chinese as a foreign language classes. They will visit on December 5th.

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday November 21, 2013 at 7:00 pm, GLC

- (4) The Miller Chinese Language Contest flyer will be distributed on December 6th.
 - (5) The 7th and 8th graders will visit the Asian Art museum in December. 6th grade will visit in January. Planning is underway for an 8th grade Angel Island field trip.
 - (6) The 8th grade has partnered with a 9th grade biology class in Taipei. The students in Taipei created cards in English and Chinese with personal introductions and cultural comments, drawings and pictures. Our students will respond.
- c) President's report
- i) CAC approved the CLIP art proposal the new curriculum. CLIPCO must now approve funding (\$5040 for Meyerholz and \$2520 for Miller). CAC will need to include proposed increases for materials costs and Miller teacher's salary for 2014-15 in the January budget presented to CLIPCO for funding.
In the past, our parent volunteer CLIP art teachers had to get together to choose subject matter and design seven classes to be taught to all children in K-5. It became a challenge to make the classes appropriate for all grades. New CLIP art teachers are now using a curriculum based on ability and interest levels and targeted to social studies and science curriculum, world view and the physical environment. The Middle school CLIP art curriculum now incorporates themes from the social studies curriculum. (For example, during 6th grade ancient history curriculum the students make Macedonian clay tablets). See middle school art projects on karentseng.com. Vote on one time curriculum development cost for an art curriculum package for K-8 that will belong to CLIPCO. (\$5040 + \$2520 = \$7560) Tally: 11 yes, 1 no, 1 abstention. **PASSED**
 - ii) The Direct Give Contest raised \$221,008. Congratulations to everyone, especially the Direct Give Committee, for their hard work.
 - iii) This year at the CLIP program tour for parents applying for the lottery, parents will sign a document of acknowledgement indicating that they understand that the Mandarin portion of our curriculum is funded by donation. This document is not legally binding but helps parents understand how CLIP is funded. The document will be available in Chinese and English.
 - iv) 6th grade second elective (zero period).
 - (1) Our next CLIPCO meeting on Thursday December 19th will start with a Town Hall meeting with Leslie Mains and Steve Burrell at 6:30 pm to discuss the 6th grade second elective (zero period).
 - (2) Novey Chou and Steve Burrell have met to brainstorm ideas for funding this extra period and how to minimize the increase to the CLIP budget. Miller teachers are also bringing creative ideas to the discussion.
 - (a) The three Miller CLIP teachers generously agreed to donate their adjunct time for 2014-15 to do TOSA work (\$20,000 in the CLIP budget to fund the TOSA position).
 - (b) Can money be taken from the technology budget? Can Miller absorb CLIP IT support costs?
 - (c) What are the options for treating the Mandarin Language Arts elective as a regular elective class to absorb materials costs? But would this open the class to non-CLIP students?
 - (d) What happens if CLIPCO can't fund the second elective period for 6th graders? The School District has agreed that it can be brought back if CLIPCO can raise enough to fund it.

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday November 21, 2013 at 7:00 pm, GLC

- (3) Action item: Novey to send out information to all CLIP parents about the 6th grade second elective and announce the town hall meeting on Thursday December 19th at 6:30 pm.
- v) Budget changes to formalize the division of curriculum and non-curriculum funds. This is good accounting in case of audits. The treasurer will start pulling out numbers to track curriculum and non-curriculum items. This also formalizes the approval process for non-curriculum activities to conform with our curriculum approval process. All non-curriculum programs and events must have an itemized budget and, if they need operating funds, must submit an itemized request to CLIPCO for approval in advance of the event. Self-funded programs and events don't need to ask approval to spend money up front but must have itemized reimbursement and records in case they are needed for audits or other queries and for future planning needs. Vote to adopt policy. Talley: 14 yes, 0 no, 0 abstentions. **PASSED**
- vi) Retroactive adjunct teacher pay for incoming student testing. CAC approved an amendment to this year's budget to retroactively pay \$500 in adjunct teacher time for incoming student testing. Vote to amend the existing budget to add \$500 in adjunct teacher pay for incoming student testing. Talley: 12 yes, 0 no, 0 abstentions. **PASSED**
- d) Treasurers report.
 - i) We paid staff costs to the School District in October: IAs, CLIP art teacher, IT, TOSA. This includes a 5% upcharge on payroll costs for HR, benefits, etc.
 - ii) Revenue listed on the financial reports includes all funds deposited in October. \$70,000 from the Direct Give Contest that arrived in November is not yet reported on the financial reports.
- 3) Committee Reports
 - a) Fundraising Committees
 - i) Direct Give Contest - Terri Shieh-Newton
 - (1) Thanks for a job well done.
 - (2) We had 95% participation (the families of 516 students) and raised 90% of our goal (\$221,008.00).
 - (3) The last lunch bags were distributed in Thursday folders.
 - (4) The committee is ordering the T-shirts. They will be distributed before the winter holiday. 13 classrooms at Meyerholz and the entire 7th grade at Miller qualified for the T-shirt prize.
 - (5) The water bottles go to rooms 5, 10 and 28 at Meyerholz. The bottles came in under budget.
 - (6) Postmortem session scheduled for the end of the meeting.
 - ii) Book Fair – Brenda Huang
 - (1) Chinese Book Club. Order information went out to parents via email. The first order deadline is December 5th. Books should be distributed by the holidays. If it works well, we want to do it every month like Scholastic.
 - b) Cultural Enrichment Committees
 - i) Chinese Language Competition - Cathy Lu

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday November 21, 2013 at 7:00 pm, GLC

- (1) Because Dining for Dollars is not funding CLC this year, the committee wants to charge entry fees (\$10-\$15 per competition) and require a parent volunteer commitment to remind families that CLC is not free and that it is run by volunteers. The typing contest will be exempt because it takes place during school hours.
 - (a) A concern was raised that the fee going from \$0 to \$10-15 may cause backlash. How do we go about turning from free to fee based? Should we use a step system and increase fee amounts over several years?
 - (b) How much is needed to run the contest? The budget is based on last year's participation rate of 220 kids.
 - (c) In the past, winners went to the CLACT speech contest. Is this not a prize? Now teachers who are members of the organization select up to five of their students to go. This is based on classroom work, not CLC results.
 - (d) Volunteering question: why will some parents have to work and not others? This is not fair and will be noticed. Should you offer a buyout option for the volunteer commitment (paying a fee instead of volunteering)?
 - (e) Last year, the middle school students were required to participate, this year it will be voluntary.
 - (f) Why has the cost of CLC gone up so much over the years? The first year of CLC, teachers were paid by the schools. More students are participating. Awards are bigger. Can lower cost ribbons or medals be substituted for trophies? Should CLIPCO cover teachers fees and supplies out of the general fund while entry fees are used for prizes?
 - (g) We need to be careful how much is spent on CLC and not overcharge participants. This is not expected to make money.
 - (h) The Executive Board suggests that the CLC be funded with \$1500 from the general fund and a \$3 entry fee as a deterrent to families using the contest for free babysitting.
- (2) Vote:
 - (a) Motion to make it acceptable for CLC to be a fee based activity (no number mentioned yet). Talley: 9 yes, 1 no, 1 abstention. **PASSED**
 - (b) Motion to make CLC a fully fee based event. Talley: 6 yes, 6 no, 0 abstentions. **FAILED**
 - (c) Motion to implement a partial fee with a CLIPCO general fund subsidy. Talley: 7 yes, 3 no, 2 abstentions. **PASSED**
 - (d) Motion to grant a \$1000 subsidy for CLC, and allow a fee reduced from \$10 to be charged for participation. Talley: 10 yes, 0 no 2 abstentions. **PASSED**
- ii) ASEP - Wendy Chew
 - (1) The children will be performing at the Winter ASEP Showcase on December 6 at 7 pm in the GLC.
- c) Community Outreach Committees
 - i) Technology & Communications – Novey Chou
 - (1) Newsletter
 - (a) The next newsletter will go out around December 5th. Send news items to Novey Chou for inclusion by November 26, the Tuesday after Thanksgiving break.
 - ii) Spring Banquet Committee – Sofilina Wilhite

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday November 21, 2013 at 7:00 pm, GLC

- (1) Timeline was created and is being documented.
 - (2) A deposit was given to the restaurant to reserve the date.
- 4) Postmortem session for Direct Give Contest – postponed due to lateness of hour.
 - 5) Meeting adjourned at 9:40 pm.

Action items

Novy to send out information to all CLIP parents about the 6th grade second elective and announce the town hall meeting on Thursday December 19th at 6:30 pm.

Next Meeting: December 19, 2013