

Minutes

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

- 1) Preliminary
 - a) 6:30 - Q&A open session with Leslie Mains discussing sixth grade second elective funding issue.
 - b) Call to order 8:10 pm
 - c) 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, Wendy Chew, Liang-Hui Lee, Sofilina Wilhite, Annie Kao
 - ii) *Members absent:*
 - iii) *Administrators/Teachers/CAC present:* Ching Pei Hu, Steve Burrell, Drew Coleman, Joanne Connor, Voon Choo, Judy Peng
 - iv) *Administrators absent:* Ling-Ling Chern
 - v) *Community members present:* none
 - d) Approval of minutes. **Approved**
Changes needed: none
- 2) Officer's reports
 - a) President's report
 - i) The CLIPCO board received a request for a letter supporting the CLIP teachers' petition for their children's priority admission to the program. This will be discussed during the closed session at the end of the meeting. **ACTION ITEM: If approved, send letter of support.**
 - ii) Wendy created the list of IT items purchased from CLIPCO funds at Meyerholz and Miller.
 - iii) CLIPCO requests the budget for 2014-15. This must first be approved by CAC at their January 9th meeting. It will be presented to CLIPCO at the January meeting.
 - iv) CLIP tour schedule for prospective parents announced. Four dates for Meyerholz: Wednesday January 15, Friday January 24, Tuesday February 4, and Wednesday February 12. One date for Miller: Tuesday January 21. Please consider being a tour guide. Email will follow with sign-up information. **ACTION ITEM: Look for email then sign up to help with CLIP tours.**
 - v) January meeting will include a vote on funding the sixth grade 2nd elective. We should use Google forms or Survey Monkey to create a survey of our entire community and see how parents feel about this issue per grade. Frame the discussion as an important ongoing addition to the sixth grade curriculum. A "YES" vote for funding will make the 2nd elective a priority in future budgeting. What is the value proposition for funding this per grade? Need for an open platform for everyone to help craft the message. Before presenting it to the other grades, ask current middle school students to say what they like and do not like about the 2nd elective period to include for parents of elementary students. Compare to budget for cost analysis. **ACTION ITEM: Move January meeting to the 23rd to allow for more discussion/responses to the survey.**
 - b) Treasurer's report
 - i) CLIPCO has a \$421,000 cash balance.
 - ii) Note that the new financial reports show balances for curriculum and non-curriculum income and expenses. Profit and loss is also broken out.
 - c) Principal's reports

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- i) Ching Pei Hu (Meyerholz)
 - (1) CLIP tours will be held in January and February (see dates above) from 8:45-10 am at Meyerholz and from 8-9 am at Miller. Volunteers are needed to lead classroom tours and help with the presentation.
 - (2) MCAC meeting – They are working on the 2014-15 budget. Teachers will meet jointly with MICAC on January 29.
 - ii) Steve Burrell (Miller)
 - (1) Thanks to our middle school CLIP teachers. They have settled in at Miller now and are making improvements to the program.
 - (2) The 8th grade December trip is coming up.
 - (3) The winter choir concert was fabulous. Miller held fun middle school dances on Fridays in December. The Band will have their concerts on December 18 and 19.
 - (4) The budget is being hammered out for CLIP K-8. Strategic plan meetings will be held February through May with parent representatives. Committee members will take the essence of the plan developed last year and work on the Miller component. An example of implementing the plan: School information night has been moved earlier in the year to fall before open enrollment.
 - (5) Have a good winter break.
 - d) TOSA report
 - i) Steve Burrell for Ling-Ling Chern (Miller)
 - (1) The Chinese Language Contest will start after winter break. There are eight sections open to all Miller students. Sign-ups are up from previous years. Contest expenses will be paid by Miller Middle School.
 - e) VP report
 - i) Terry
 - (1) A short meeting was held at Miller to discuss the possible extension of CLIP through high school. Other immersion programs have successfully extended through high school. Is Fremont Union High School District only allowing students to attend their home schools? How can we integrate the CLIP program into the Fremont Union High School District? Is there space at Lynbrook High School? Do parents want to extend the program through 12th grade?
- 3) Committee Reports
- a) Fundraising Committees
 - i) Direct Give Contest - Terri Shieh-Newton
 - (1) All t-shirts and water bottles were distributed to grade representatives and have gone out to class rooms.
 - (2) Postmortem meeting suggested for closed session.
 - ii) Book Fair – Brenda Huang
 - (1) Chinese Book Club. All orders were delivered. Brenda will work on purchasing library books over the winter break. **ACTION ITEM: Brenda to order Chinese books for library.**
 - b) Cultural Enrichment Committees
 - i) Chinese Language Competition - Cathy Lu
 - (1) 181 kids registered for CLC. Some categories were cancelled due to low enrollment. The new fee structure is projected to bring in \$1,330.
 - (2) Teachers will work on CLC over the winter break. Entry information will go out January 10.

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- ii) ASEP - Wendy Chew
 - (1) Winter showcase- 90 kids performed to approximately 200 audience members. Thanks to all for your help. ASEP classes resume at the end of February.
- c) Community Outreach Committees
 - i) Technology & Communications – Novey Chou
 - (1) Newsletter – The next newsletter will go out at the end of February/beginning of March. Send news items to Novey.
 - (2) IT support – The three HP printers donated through the Direct Give campaign went into 2nd grade classrooms. CLIP has fewer parents who work for HP than in previous years.
 - ii) Spring Banquet Committee – Sofilina Wilhite
 - (1) The banquet plan is up in google docs. Activities are defined and timelines thought out.
 - (2) CLIP art teachers were informed that the committee needs student art for the banquet.
 - (3) The photo booth is booked. It only cost \$389 this year because of a Groupon deal.
 - (4) The committee will need volunteers starting in February and will recruit at the January meeting.
 - iii) Election Committee – Jon Campbell
 - (1) Election activity will start in March.
- 4) New business
 - a) 5th grade parents have reported that they are not receiving CLIP email. Not everyone joined the CLIP Yahoo groups. How do we reach parents if they do not want to be part of the group? Pass information through room parents too.
 - b) Need to check our bylaws about sibling priority. Does the sibling need to be on the same campus or just in the CLIP program? What if the sibling is an alumnus who graduated from CLIP? **ACTION ITEM: Check on wording about sibling priority for admission to CLIP.**
- 5) Closed session 9:10 pm
 - a) Direct Give postmortem redirected. Enter your thoughts in the google doc.
- 6) Meeting adjourned 9:23 pm

Action items

- If approved, send letter of support for the children of CLIP teachers to have priority enrollment in the CLIP program.
- Look for email then sign up to help with CLIP tours.
- Move January meeting to the 23rd to allow for more discussion/responses to the sixth grade 2nd elective survey.
- Brenda to order Chinese books for the library.
- Check on wording about sibling priority for admission to CLIP.

Next Meeting: Thursday January 23, 2014