

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday January 23, 2014 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, 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:* Trudy Whong,
 - iii) *Administrators/Teachers/CAC present:* Drew Coleman, Steve Burrell, Ling-Ling Chern, Voon Choo,
 - iv) *Administrators/Teachers/CAC absent:* Ching Pei Hu, Joanne Connor
 - v) *Community members present:*
 - c) Approval of minutes. *Changes needed: 2e Terri 2Ci change NCAC to MCAC 4b change bylaws to educational code /Change 8th gr December trip to Yosemite trip*
APPROVED

- 2) Officer's reports
 - a) President's report
 - i) Sixth grade second elective – the CLIPCO Board will vote on this issue during the closed session at the end of the meeting.
 - (1) We had a 32% response rate to the survey. The majority of respondents favor funding the elective.
 - (2) Issues raised by parents in the comments section include:
 - (a) the concern that other programs will be cut if budget cuts are needed,
 - (b) that it is a big expenditure for just one grade.
 - (3) Comments from Steve Burrell in favor of funding the zero period elective: Administration tried to scale back the costs of this class as much as possible. Both Miller and Meyerholz worked together to cut costs, remove repetition of effort, lower technology costs, and make other reductions to offset the proposed increase to the budget. Pleased to see middle school input describing the value of this elective period in the survey results.
 - (4) Comment from board members: We need to change our nomenclature to fit the immersion program. The first elective class is really a core class for CLIP since it is offered in Mandarin despite the fact that it is funded as an elective by the School District. CLIP really demands a *six class core*. CLIPCO is being asked to fund a seventh period elective for sixth grade. Mainstream sixth graders take a five class core with one elective.
 - (5) With the savings as mentioned by Principal Burrell, the projected budget increase for K-8 with the inclusion of the elective period is about \$30,000.
 - b) Treasurer's report (Charlotte)
 - i) CLIPCO's August-December total income was \$241,400. The bulk of corporate matching funds are in but the total seems lower than previous years. Did all CLIP families follow through on corporate matching opportunities? ACTION ITEM: Remind parents to ask for corporate matching for CLIP donations
 - ii) Our expenses are 161K so the net income from Direct Give is currently 80K. The balance sheet shows assets of 411K with liabilities to match.

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday January 23, 2014 at 7:00 pm, GLC

- iii) Tax donation receipt letters for the Direct Give campaign will be mailed to all 450 families by the end of January.
- c) Principal's reports
 - i) Drew Coleman (vice-principal Meyerholz) for Ching-Pei Hu
 - (1) January 28th from 6-7:30 pm is the incoming 6th grade (current 5th grade) CLIP middle school information night at the Miller Middle School library. It is being held before open enrollment to assist families with middle school decisions. The evening includes an overview of the 6th-8th grade CLIP program, a little about Miller, and a Q&A session. Parents will be invited back in March for the general information night.
 - (2) The first round of Meyerholz CLIP tours went well. Parents of 60 students attended. 60 more sets of parents are expected for the tour on Friday 1/24.
 - (3) The Chinese New Year parade team went on a field trip to Miller during the lunch hour to perform their routine.
 - (4) The Articulation team met last week. They are working together productively to document what students do at each grade level. They are grateful to have Cathy as a facilitator. The team uses Google Drive to collaborate.
 - (5) Chinese Language Contest had 182 students competing after school on Friday January 24.
 - (6) Fifth grade science camp is in progress and the students are enjoying a week away from home.
 - (7) MCAC and MICAC approved next school year's budget. The CLIPCO February meeting will focus on the budget for 2014-15.
 - (8) The Education Code was consulted for more clarification on sibling priority for admission to the CLIP program. The Code says that the students must be at the same *school* for sibling priority. But CLIP is the only alternative program split onto two sites for K-8. Can the wording be interpreted to mean in the same program? CLIP needs to clarify the language with the School District, especially since CLIP is considered one continuous K-8 program in other matters.
 - ii) Steve Burrell (principal Miller)
 - (1) Held a successful tour for potential incoming CLIP middle school students. The families of 20 students attended; most are interested in 6th grade admissions. Due to attrition last year, all interested 6th grade families were admitted. This year, depending on the spots available, incoming 6th graders might need a lottery.
 - (2) The faculty is trying to articulate benchmark assessments for reading and writing and is also working on the strategic plan.
- d) TOSA report
 - i) Ling-Ling Chern (Miller)
 - (1) CLIP tour – 20 families attended. Of these, 13-15 families use simplified at home. Most families are new to the program (no siblings or friends currently enrolled). These families bring new energy and their students tend to be high achievers who do well in the program. The students come in with good Chinese language skills and good study skills.

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday January 23, 2014 at 7:00 pm, GLC

- (2) Miller Chinese Language Contest – All Miller students were invited to participate in 8 categories over 8 days. Three teachers judged 73 participants while 8th grade volunteers helped organize. One high school student volunteer checked-in participants, calculated scores, typed results, timed contests and more. Teachers put in lots of hours as a team to make the contest a success.
 - (3) The Chinese fair will be held on Friday January 31st from 8:30-12:30. Students have created hands on activities and projects for visitors. 40 stations were prepared by all grades in CLIP. 8th graders do presentations in 2 languages (present in class in Chinese, at fair in English). Performances of Kung Fu, Tai Chi, ASEP Chinese flute, and song and dance collaborations between classes will happen from 10:50-11:10.
 - (4) Parents' night will be held next Tuesday to discuss the Stamp test and written test. These are required by the high school district. Teachers will share benchmarks and how students are prepped for the tests. 8th graders and 9th graders will also share experiences beyond CLIP.
 - (5) Not sure next step to help parents of lower grades for longer term planning for high school options. Suggestion: a website to present options available for all CUSD students that includes placement information for current and past students. Anecdotal information will be mentioned to the parents of incoming 6th grade students next week.
 - (6) Representatives for the ANCCS regional contest were chosen from the CLC winners. Students must be part of the Miller CLIP program to participate.
- 3) Committee Reports
- a) Fundraising Committees
 - i) Direct Give Contest - Terri Shieh-Newton
 - (1) All incentives were distributed.
 - (2) Debriefing session never happened. Terri will share a Google doc with the board. Please add suggestions for next year to the suggestions tab. ACTION ITEM: Terri to share Google doc with the Board. ACTION ITEM: Board members add suggestions for improvements to Direct Give to the suggestions tab.
 - ii) Dining for Dollars Committee
 - (1) Elaine Pao volunteers to organize Dining for Dollars.
 - iii) Book Fair – Brenda Huang
 - (1) Low inventory. Waiting for more books to arrive before asking for volunteer help with cataloging.
 - b) Cultural Enrichment Committees
 - i) Chinese Language Competition - Cathy Lu
 - (1) Art judging is done. This year there were fewer submissions at a higher quality. Four CLIP art teachers judged the contest.
 - (2) About 120 students will compete in the language contest. They will get a participation goodie bag at pick-up.
 - ii) ASEP - Wendy Chew
 - (1) ASEP is on hiatus until the end of February.
 - c) Community Outreach Committees
 - i) Technology & Communications – Novey Chou

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday January 23, 2014 at 7:00 pm, GLC

- (1) Newsletter – A newsletter will go out at the end of February or beginning of March after the parade and budget meeting so that both can be reported out to the CLIP community.
 - (2) IT support – getting ready for testing.
 - ii) Spring Banquet Committee – Sofilina Wilhite
 - (1) Starting to collect names for certificates. Appealing for 5th and 8th grade parent volunteers who will decorate the hall. The committee will also ask for 4th and 7th grade parents to volunteer during the event.
 - iii) Election Committee –
 - (1) Jon – Starts in March.
 - iv) Community Events Committee – Brian Leong
 - (1) Considering an “I survived STAMP testing” picnic in May.
- 4) Closed session 8:24 pm –
- a) Sixth grade second elective- Vote to approve the funding of the elective period with the Direct Giving campaign suggested target rate adjusted so that sixth grade families continue to give at the K-5 rate, a lower rate still applying to seventh and eighth grade families. **Vote: unanimous yes**
 - b) Concern: lower give rates in middle school, especially from new families. Ask Miller parents to sign the same notice of financial policy that Meyerholz is using? Add form to open enrollment packet? Watch CLIPCO video at the tour orientation?
 - c) ACTION ITEM: Speak with Mr. Burrell about inclusion of notice of financial policy in enrollment packets, use of CLIPCO video. ACTION ITEM: Instruct next year’s Direct Give Committee to adjust giving target rates for sixth grade families to the K-5 rate.
- 5) Meeting adjourned 9:06 pm.
6) Next Meeting: February 27, 2014

Action Items:

- Direct Give Committee to remind parents to ask for corporate matching for CLIP donations.
- Terri to share Direct Give Campaign Google doc with the Board.
- Board members add suggestions for improvements for next year’s Direct Give Campaign to the suggestions tab.
- Speak with Mr. Burrell about inclusion of notice of financial policy in Miller CLIP enrollment packets and the use of the CLIPCO video during tour sessions.
- Instruct next year’s Direct Give Committee to adjust giving target rates for sixth grade families to the K-5 rate.