

## Minutes

Cupertino Language Immersion Program (CLIPCO)  
Board of Directors Meeting  
Meyerholz Elementary School  
6990 Melvin Drive, San Jose, CA 95129  
Thursday February 27 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, Brian Leong, Mike Wang, Bill Steinmetz, Marge Sung, Wendy Chew
    - ii) *Members absent:* Trudy Whong, Ann Ruckstuhl, Liang-Hui Lee, Sofilina Wilhite, Annie Kao
    - iii) *Administrators/Teachers/CAC present:* Ching Pei Hu, Steve Burrell, Ling-Ling Chern, Judy Peng
    - iv) *Administrators/Teachers/CAC absent:* Drew Coleman, Joanne Connor, Voon Choo
    - v) *Community members present:* none
  - c) Approval of minutes. **APPROVED**
- 2) Officer's reports
  - a) President's report
    - i) Congratulations on the success of the middle school CLIP Art auction. \$450 was raised for extra materials and special projects.
    - ii) California SCA-5 – what is CLIPCO's position on this plan to restore affirmative action in college admissions in California? How does it affect our community?  
*[SECRETARY'S NOTE: As of March 17, SCA-5 was returned to the CA Senate without an Assembly vote and will not be on the November ballot.]*
    - iii) CLIP tour budget of \$500 will be moved to general fund.
    - iv) Thanks to Ching Pei Hu for responding so cogently to the Board's written budget questions.
  - b) Treasurer's report (Charlotte Fong for Trudy Whong)
    - i) Profit and Loss spreadsheet – some expenses are still open for the 2013-14 school year. These include: teacher adjunct time, homework club, materials, resources, and IT expenses. Labor costs are accounted for.
    - ii) Income – The corporate matching funds from the Direct Give campaign went up to our expected amounts after the reminder to parents was sent.
  - c) Principal's reports
    - i) Ching Pei Hu (Meyerholz)
      - (1) Everyone had a fun time at the Chinese New Year parade. Thanks to Karen for the YouTube video.
      - (2) 170 families attended Science night.
      - (3) 5<sup>th</sup> grade Math placement tests will be given at end of March.
      - (4) STAMP testing is also coming up.
      - (5) 170 students are registered for the 2014-15 lottery for K-8 which will be held on March 4.
      - (6) The school is struggling with the new state rules requiring 24:1 staffing to qualify for reduced class size funding. Meyerholz added one neighborhood Kindergarten teacher to meet the standard for this year. What does this mean for the CLIP program if Kindergarten must adhere to the 24:1 ratio? Discussions with the School District are ongoing.

- (7) Mrs. Hu needs a budget decision tonight for all 2014-15 personnel issues to meet the District's February 28 staffing layoff deadline.
- ii) Steve Burrell (Miller)
- (1) Congratulations to the Chinese New Year parade team for a great event.
  - (2) The team continues to work on middle school benchmarks and the strategic plan.
  - (3) Mr. Burrell met the CEO of the company that produces the STAMP test and was able to ask about test abnormalities. It was a very production discussion to identify and try to solve issues with the test.
  - (4) All staff looked at the new evaluation tests and had a chance to try practice tests. Teachers will give students a chance to try them this spring before administering the actual tests.
  - (5) 6<sup>th</sup> grade information night will be held on Tuesday March 4 at 6 pm. This is a general meeting for the families of all incoming Miller students.
  - (6) Tuesday March 18<sup>th</sup> will be the Miller annual electives night for current 6<sup>th</sup> and 7<sup>th</sup> graders. This is an open house where they will preview all elective choices for next year.
  - (7) The 6<sup>th</sup> grade diagnostic assessment and 8<sup>th</sup> grade computer based math assessment will be held March 20<sup>th</sup> and 21<sup>st</sup>. These assessments give everyone tools to figure out where students are and provide appropriate support.
- d) TOSA report
- i) Ling-Ling Chern (Miller)
- (1) CLIP benchmarks.
    - (a) There is lots of communication and discussion with teachers to ensure that they agree on the categories to be included in the benchmarks and the skills to be learned as students progress through the grades.
  - (2) ANCCS Contest
    - (a) The contest will be held at 1:30 pm on April 6 at Sierramont Middle School in San Jose.
    - (b) 12 CLIP students are registered to participate and two teachers will serve as judges, Sheng-Yin Lin and Richard Kuan.
  - (3) CLTAC Mandarin Speech Contest
    - (a) The contest will be held on April 26 at Lowell High School in San Francisco. Registration ends March 8<sup>th</sup>.
    - (b) There are 2 CLIP and 2 neighborhood students currently registered for the contest.
  - (4) Chinese Fair
    - (a) Thanks to all the CLIP 6<sup>th</sup>-8<sup>th</sup> grade families who donated food and money to purchase supplies and more snacks.
    - (b) The event went from 1<sup>st</sup> through 4<sup>th</sup> periods and was very well attended. 600 goodie bags were distributed by the end of 2<sup>nd</sup> period.
    - (c) Lots of good feedback was received about the event including the suggestion to not serve food and focus on the presentations and hands-on activities. Next year will also need better crowd control.
  - (5) Chinese power hour
    - (a) An average of 10-12 students are attending each session.
    - (b) The last day of power hour will be May 28<sup>th</sup>.
  - (6) 8<sup>th</sup> Grade parent's night
    - (a) Over 30 parents attended. Among the topics presented were statistics on last years' 8<sup>th</sup> grade students' placement in language classes in high school.

- (7) The STAMP test will be administered March 3<sup>rd</sup> – 6<sup>th</sup> during Chinese class time. The test will cover 1 skill each time. On Friday, 2 high school teachers will administer the written test.
- (8) There are requests to make CLIP graduates statistics available for parent use on the internet. CLIPCO can host on our website. There is concern that some statistics are not public information.
- 3) Discussion about 2014-15 CLIPCO Curriculum Budget for K-8 (handout was presented)
  - i) Personnel
    - (1) Instructional Aide (IA) support – Current use is three to four 30-45 minute sessions in all grades. Teachers say that an IA’s help in the classroom is very helpful. No metrics are available to support the claim at this time.
    - (2) Classified overtime – to provide a cushion for special projects like intervention.
    - (3) Adjunct duty pay – for tasks that need classified staff for running of CLIP program (e.g. STAMP testing).
    - (4) Clerical – amended from original projections because Brenda Huang agreed to volunteer for many tasks. Need flexibility to get projects done.
  - ii) Instructional materials
    - (1) Agree to add \$200 to ANCCS/CLTAC memberships for a new total of \$600.
  - iii) Professional development
    - (1) Conference fees and substitutes – remove \$200 and move to membership category in Instructional Materials section of budget. New total \$6300.
    - (2) In the curriculum refinement line, add the word “ongoing” to “translation.” Action item: Request to teachers to make available information on where each grade is in translation/refinement of the curriculum.
  - iv) CLIP art – This section of the budget was discussed at the November CLIPCO meeting.
  - v) Library - ACTION ITEM: let CLIP kids check out 1 Chinese book in addition to their English books
  - vi) Technology
    - (1) Change “hardware upgrade” to “hardware maintenance and replacement”
- 4) Vote to pass the entirety of the 2014-15 CLIPCO Curriculum Budget as refined in the prior discussion (as noted above). Talley: yes unanimous. **APPROVED**
- 5) Committee Reports
  - a) Fundraising Committees
    - i) Direct Give Contest - Terri Shieh-Newton
      - (1) Terri sent out the link to a google doc via email. Please input suggestions for next year’s Direct Give contest.
      - (2) ACTION ITEM: Hold a short post mortem meeting during the March CLIPCO meeting.
    - ii) Dining for Dollars Committee
      - (1) Tofu House- CLIPCO made a little over \$200 during break, no numbers yet for 2/26.
      - (2) Pho Hua for March?
    - iii) Books– Brenda Huang
      - (1) All books for the Library have been input into the database. CDs are still in progress.
  - b) Cultural Enrichment Committees
    - i) Chinese Language Competition - Cathy Lu
      - (1) March 27 will be the CLC assembly to honor the contest winners.
      - (2) 27 students will be sent to compete in the CCLC contest along with three teachers as judges (Ms. Cheng, Ms. Lin, Ms. Deng).

- ii) ASEP - Wendy Chew
  - (1) ASEP restarts on February 28<sup>th</sup>.
- iii) CLIP Art
  - (1) Karen is retiring and phasing out of teaching middle school art classes over several years. Next year, a new teacher will take on responsibility for 6<sup>th</sup> grade then take on another grade per year.
  - (2) New teachers are needed to train for all grade levels in K-5 also.
- c) Community Outreach Committees
  - i) Technology & Communications – Novey Chou
    - (1) Website/email – updated every week.
    - (2) Newsletter – Will be coming out in the next 2 weeks. It will feature: CLC, Chinese New Year’s parade, CLIP art auction, the approved budgetSend Novey any further news items.
    - (3) IT support – The computers are being readied for testing.
  - ii) Spring Banquet Committee –
    - (1) The 5<sup>th</sup> grade list is in and invitations are being printed.
    - (2) Spring banquet is aiming to cover its own costs, CLIPCO will provide backup as needed.
  - iii) Election Committee – Jon
    - (1) Jon will send an email to the current CLIPCO board to see who is terming out. We also need another representative from the current Kindergarten class.
    - (2) ACTION ITEM: Representatives to respond to Jon’s email and help to find replacements.
    - (3) The election of new CLIPCO board members should be completed in April. New representatives will attend the May meeting.
  - iv) Community Events Committee – Brian Leong
    - (1) Thinking about an “I survived STAMP testing” picnic in May.

6) Meeting adjourned 9:13 pm.

**ACTION ITEMS:**

- **Request to teachers to make available to parents information on where each grade is in translation/refinement of the curriculum.**
- **Mrs. Hu to revise Library policy to allow CLIP kids to check out 1 Chinese book in addition to their English books.**
- **Hold a short Direct Give Contest post mortem meeting during the March CLIPCO meeting.**
- **Class Representatives to respond to Jon’s email and help to find replacements.**

Next Meeting: March 21, 2014