

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday April 24, 2014 at 7:00 pm, GLC

- 1) Preliminary
 - a) Call to order 7:17 pm
 - b) Roll call
 - i) *Members present:* Novey Chou, Terri Shieh-Newton, Charlotte Fong, Michèle Huie, Jon Campbell, Brenda Huang, Elaine Pao, Cathy Lu, Betty Chan, Ann Ruckstuhl, Mike Wang, Liang-Hui Lee
 - ii) *Members absent:* Trudy Whong, Wen-Kai Weng, Brian Leong, Bill Steinmetz, Marge Sung, Wendy Chew, Sofilina Wilhite, Annie Kao
 - iii) *Administrators/Teachers/CAC present:* Ching Pei Hu, Ling-Ling Chern, Voon Choo, Judy Peng
 - iv) *Administrators/Teachers/CAC absent:* Drew Coleman, Steve Burrell, Joanne Connor
 - c) Approval of minutes.
 - i) *Changes needed:*
 - (1) *change Michua to Mishua*
 - (2) *In 4 b ii 5, STAMP should be spelled out in caps*
 - (3) *In 4 c i 4, no May meeting is scheduled, remove.*
 - ii) **APPROVED**
- 2) Officer's reports
 - a) President's report
 - i) \$500 CLIP tour budget – This item was approved at the March 20 CLIPCO Board meeting as a part of the General Fund budget. The line item is really an administrative cost because the tours are a recruiting tool. Our General Fund is for non-curricular activities. Administrative costs can be supported by fund raising such as the Direct Give Campaign.
Vote: Motion to relocate the tour monies to the administrative portion of the budget. Unanimously **APPROVED**
 - ii) Fundraising idea – We have been offered the opportunity to run a booth to sell water at the Kennedy Middle School graduation on Wednesday June 11 from 4-6 pm. To make this happen, we will need bottled water, ice, coolers, a canopy, and volunteers to sell.
 - b) Treasurer's report
 - i) The last few months of the year will be expenses for buying textbooks, instructional materials, IT, teacher conferences, duplication fees, homework club, and any remaining reimbursements for CLIP art or ASEP.
 - ii) Our total donations have increased as end of the year payments were processed. More corporate matching funds have also come in. **ACTION ITEM: Over the summer, Novey will run projections for donation needs for 2014-15 based on the income received in 2013-14.**
 - c) Principal's reports
 - i) Ching Pei Hu (principal Meyerholz)
 - (1) Textbooks are ready to be shipped but the vendor's bill is higher than the budgeted amount. The vendor did not include tax and shipping of \$1351.98 in their quote. CLIPCO needs to approve the disbursement of additional funds to cover the difference.
 - (2) Thanks to Brenda for running the Scholastic and Chinese book fairs.
 - (3) Thanks to the PTA for a successful all school ice cream social.

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- (4) The summer remodeling plans were presented at the PTA meeting held during the ice cream social. Teachers will need help to pack up their classrooms. The portables will receive new paint, new carpets, and replacement ceiling tiles where needed. The older building classrooms will receive new carpet, new flooring, new paint, and either refinishing or replacement of cabinets. Bathrooms will be remodeled to be ADA compliant. The office will expand to include a more spacious reception area. The remodel is scheduled to be completed by December 2014.
 - (5) Friday June 6 is field day. The school will need parent help. Mrs. Hu is asking the PTA to fund a free picnic lunch for students. **ACTION ITEM: Consider volunteering to help with field day on June 6.**
 - (6) SBAC and STAMP testing start next week for 3rd-5th grade.
 - (7) Family Survey had only 214 respondents. It was sent out again to parents.
 - (8) One more benchmarks meeting in May.
 - (9) Thanks to Brenda for working on organizing the resources in room 26.
 - (10) There will be a Classified Staff appreciation luncheon tomorrow, April 25th in the GLC.
- ii) Vote: Motion to approve the release of funds to cover the additional cost for textbooks (an additional \$1352 to be added to the existing budget of \$7842 for a total of \$9194) unanimously **APPROVED**
 - iii) **ACTION ITEM: Terri to call textbook vendor to dispute shipping costs. [Update April 25, 2014: Terri spoke with Nan Hai Books. They will absorb the shipping and handling fees of \$721.06 since they were not included on the original offer of sale. We will pay the additional \$630.92 in sales tax.]**
- d) TOSA report
- i) Ling-Ling Chern (Miller)
 - (1) SBAC testing starts next Monday and ends on May 13th. Transfer tests will be held when SBAC is over and finish by the end of May.
 - (2) CLIP computers are being shared with other classrooms for testing purposes.
 - (3) STEM test results were received and sent home. Results will be shared with the community in a chart comparing them with previous results. This will be presented at the May 8 joint MCAC meeting to be held at Miller Middle School.
 - (4) The strategic plan for K-8 will also be presented at the May 8 MCAC meeting. Cathy Stoke, the facilitator who assisted Miller faculty through the strategic plan process, is editing the document and making it ready for review.
 - (5) Miller faculty finished creating benchmarks for the reading portion of the CLIP curriculum. The writing portion was started but will not be complete by the end of the current school year. The teachers will continue to meet next year to finish writing and plan speech and listening benchmarks. This was the first year that CLIP teachers were able to meet and plan together across the curriculum.
- 3) Committee Reports
- a) Fundraising Committees
 - i) Direct Give Contest - Terri Shieh-Newton
 - (1) CLIPCO is still searching for a treasurer to assist with the Direct Give contest for 2014-15. **ACTION ITEM: Pass on the names of potential nominees for this position to Jon or Novey.**

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- (2) This year, the Direct Give committee added more options for parent donation payments in the hopes of attracting higher donations. This added too much complexity to the job and the treasurer recommends that the process be streamlined next year with:
 - (a) simpler donation methods for parents to donate. E.g. Simpler user interface on the website.
 - (b) A list from the office to the Direct Give treasurer before the campaign starts with all CLIP family names (child/ren and parents) and addresses for donation tracking purposes.
 - (c) automatic receipts.
 - (d) credit card payment software. **ACTION ITEM: Investigate software applications that process credit card payments.**
 - (e) ask grade representatives to collect paper donations from their grade and hand on to the Direct Give treasurer for tracking.
- ii) Dining for Dollars Committee
 - (1) Next: Tuesday 4/29. Aqui.
 - (2) The last event was at Armadillo Willies. Feedback was passed on to the restaurant regarding the lack of staff and inefficient quantities of food available for purchase.
- iii) Books– Brenda Huang
 - (1) April 8-10 was the Scholastic and Chinese book fairs. We earned \$261.20 in book credits with Scholastic.
 - (2) The Chinese library books were ordered.
 - (3) Cataloging of items in room 26, the resource center, is going well thanks to Stuart (Elaine's son) and Amy (Bill's daughter).
- b) Cultural Enrichment Committees
 - i) Chinese Language Competition - Cathy Lu
 - (1) Results from the ANCCS competition: CLIP students won first place in 4th grade reading comprehension and 6th grade two way translation (writing), second place in 8th grade speech, and third place in 5th grade Chinese brush painting.
 - (2) CLTAC is this coming Saturday in San Francisco. Teachers nominated the students who will compete.
 - ii) ASEP
 - (1) The Spring Showcase will be held on June 6th.
 - iii) CLIP art
 - (1) For 2014-15, we will have three new teachers joining returning CLIP art founder Chwen Lim at Meyerholz and two teachers at Miller. The three new Meyerholz CLIP art teachers are Helen Lin, a CLIP parent of incoming 7th and 3rd graders, Jui Mei Lee, a CLIP parent of incoming 7th and 2nd graders, Grace Liu, a CLIP parent of incoming 5th, 4th grade, and a Kindergartener. The new CLIP art teacher joining Karen Tseng at Miller is Jessie Cho, who teaches ASEP Calligraphy and has an incoming 9th grader and a CLIP 7th grader.
- c) Community Outreach Committees
 - i) Technology & Communications – Novey Chou

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- (1) Newsletter – The next newsletter will go out at the end of May or in early June. Novey will send an email reminder for student articles. Principals will each write a brief end of the year wrap-up. Novey will write an overview of the CLIP year. We would also like to include photos from the spring banquet. **ACTION ITEMS: Novey to remind Mrs. Chern to solicit student articles. Principals to write end of the year reports. Spring Banquet attendees to send photographs of the event.**
 - ii) Spring Banquet Committee – Michael
 - (1) The Spring Banquet will be held on Friday May 30th. Thank you to Liang-Hui and Elaine for helping to distribute the Spring Banquet invitations. The invitations were sent to the CLIP community during the week of April 1st. The RSVP deadline is May 2nd. For ease of accounting, the committee is only accepting checks. The committee is compiling a Q&A for any questions regarding the banquet. All minors must be accompanied by their own parents or guardians. There is no childcare available at the banquet. There will be a need for volunteer help right before the event day and on the event day. The committee will send out requests for volunteers via email to the CLIP community. The committee especially encourages parents who have younger child/ren in the program to participate, so that parents will know how to run the banquet and what to expect in the near future.
 - (2) Commemoration plaques are in process for 8th graders and 5th graders.
 - (3) Event timeline: Lion dance, plaque presentation for 8th grade, plaque presentation for 5th grade, 5th grade performances, 8th grade swing dance performance.
 - (4) **ACTION ITEMS: 4th and 7th Grade Reps to send email encouraging families to volunteer and/or attend the Spring Banquet. 5th and 8th Grade Reps should encourage parents to purchase tables to guarantee seating arrangements.**
 - iii) Election Committee – Jon
 - (1) Charlotte will do day to day accounting for CLIPCO next year. The board still needs a Direct Give treasurer.
 - (2) Need one Grade Representative each for incoming 8th grade and 5th grade.
- 4) New business
- a) Kennedy Middle School graduation fundraising opportunity on Wednesday June 11 from 4-6 pm. Do we want to run the water booth? The school will provide a long table.
 - i) Need ice (Liang-Hui Safeway or Valero @ prospect)
 - ii) Canopy (Terri, Betty)
 - iii) 700 water bottles (purchase from COSTCO because they allow returns of cases)
 - iv) Ice chests/buckets (Michele, Michael)
 - v) Volunteers- at least 1 adult to handle money, several kids to hand out water (Novey)
 - vi) **ACTION ITEM: Novey to organize**
 - b) End of the year CLIPCO Board party proposed. For outgoing and incoming reps.
 - i) End of May/beginning of June.
 - ii) Blackberry Farm?

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ACTION ITEMS:

- Over the summer, Novey will run projections for donation needs for 2014-15 based on the income received in 2013-14.
- Terri to call textbook vendor to dispute new charges added to bill.
- Consider volunteering to help with field day on June 6.
- Investigate credit card processing software to simplify the Direct Give process.
- Pass on the names of potential Direct Give treasurer nominees to Jon or Novey.
- Novey to remind Mrs. Chern to solicit student articles for CLIP newsletter.
- Principals to write end of the year reports for CLIP newsletter.
- Spring Banquet attendees to take and send photographs of the event to Novey for the newsletter.
- 4th and 7th Grade Reps to send email encouraging families to volunteer and/or attend the Spring Banquet.
- 5th and 8th Grade Reps to encourage parents to purchase tables at Spring Banquet to guarantee seating arrangements.
- Investigate software applications that process credit card payments for Direct Give Campaign.
- Novey to organize Kennedy fundraiser.

5) Meeting adjourned 9:15 pm.

6) Next Meeting: May 15, 2014