

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday August 21, 2014 at 7:00 pm, GLC

- 1) Preliminary
 - a) Call to order 7:08 pm
 - b) Roll call
 - i) *Members present:* Novey Chou, Terri Shieh-Newton, Kuimeuy Wang, Nan Jiang, Michèle Huie, Rachel Yuen, Wen-Kai Weng, Jon Campbell, Brenda Huang, Sherman Chan, Sylvia Leong, Ann Ruckstuhl, Walter Perez, Mike Wang, Bill Steinmetz, Marge Sung, Liang-Hui Lee, Wendy Chew
 - ii) *Members absent:*
 - iii) *Administrators/Teachers/CAC present:* Ching-Pei Hu, Steve Burrell, Grace Lee
 - iv) *Community members present:*
 - c) Minutes *unavailable* **ACTION ITEM: Ask Charlotte Fong for minutes from May meeting**
- 2) Introductions
- 3) Special Reports
 - a) Banquet-
 - i) (Chia-Ching Lin)- There is concern over the high ticket price. It is hard to push for 100% student participation. If we want families to participate, we need to lower the ticket price.
 - ii) (Marge Sung)- The banquet was again held at Dynasty Restaurant but the service and food were terrible and we needed an expensive production company so that presentations could be heard and seen. Suggest that the new committee consider holding the banquet at a lower cost venue with catering. The 2014 Committee will pass on their documentation and recommendations. Venue suggestion: Elizabeth Seton Catholic school in Palo Alto has a rentable room with a stage.
 - b) CLIP art-
 - i) Introduction of new teachers.
 - ii) Class is tied to social studies curriculum in middle school. The art curriculum was created and is ready to go.
- 4) Officer's Reports
 - a) President's report-
 - i) Election of treasurers- Move to elect Kuimeuy Wang and Nan Jiang as Co-Treasurers for CLIPCO for the 2014-15 school year. **Vote: yes, unanimous.**
 - ii) \$244 for the General non-curricular fund was raised from the middle school graduation water sale.
 - iii) Updated 5 year projection- conclude that we need to spend down surplus monies. Reduce this year's give amount for the Direct Give Contest. Open discussion for grants for one time projects to benefit the CLIP program.
 - iv) Start direct give early – in first day packet, **missing first grade rm 5. others?** **ACTION ITEM: Determine if other classrooms did not receive donation forms in their first day packets.**
 - v) Pay pal is new online payment system. – nonprofit discount 2.2% for donations credit debit and pay pal acct accepted online
 - vi) Reps to encourage early donations. Families will get one car sticker per child if they donate by back to school night at Meyerholz. Stickers will be distributed at the CLIPCO table.

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- vii) Reps should do presentations in the classrooms for back to school night. Novey will present in Kindergarten. **ACTION ITEM: Class representatives to speak at Back to School night in their respective grades.**
 - viii) Miller donations are different this year because of the 6th grade second elective funding. **ACTION ITEM: Novey to write a letter to 6th grade parents explaining the requested Direct Give level.**
 - ix) A Campell Union School District parent contacted Novey because she is interested in creating a Chinese language immersion program.
- b) Treasurer's report-
- i) 4 company matches are already being processed.
 - ii) Donations are coming in by check and online.
 - iii) **ACTION ITEM:** Treasurers to request CLIP rosters from Meyerholz and Miller school secretaries so that they can track donations.
- 5) Principals' Reports
- a) Meyerholz Principal (Ching-Pei Hu)
- i) Campus update is almost completed. Construction is continuing on the new school office.
 - ii) Thanks to Brenda Huang for hours of hard work with setup.
 - iii) IA schedule changing
 - iv) Lunch hours have shifted this year.
 - v) Fingerprinting is now required for all volunteers that may be left alone with students or that work frequently in close contact with students. If join PTA, get free finger print.
 - vi) Watch for volunteer training sessions.
 - vii) The YMCA will offer child care for Back to School night for \$10 per child.
 - viii) Two Meyerholz students were chosen to represent CLIP on August 27 at the kick-off for the inaugural San Jose – Silicon Valley Chinese Star Contest. The students will speak about the benefits of a bilingual education to promote the contest.
- b) Miller Principal (Steve Burrell)
- i) This year Miller welcomed 1327 students to campus.
 - ii) The new Miller vision and beliefs were introduced to all students
 - (1) student-centered learning
 - (2) creating a caring, supportive community
 - (3) the importance of risk taking and mistakes in the learning process
 - (4) responsibility, respect, and character
 - (5) developing skills that lead to life-long learning
 - iii) Teachers attended a workshop in May where they matched existing practices with the 5 beliefs then created new teaching models around them. These models encourage students to uncover meaning and figure out the essence of learning rather than have teachers hand them answers.
 - iv) Teachers and students are also working on creating accountable talk. Accountable talk facilitates student and teacher conversations to build engagement and critical thinking. Everyone becomes accountable for the learning environment.

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- v) There is a District Shift as the ELD centers closed and a small number of English Learners were sent to Miller. New class sections were created for these learners.
 - vi) Teachers are going on instructional rounds to visit other classrooms. This practice helps teachers learn, grow, and cooperate.
 - vii) This year, there are more students with 33 per 6th grade class. CLIP at Miller is completely full. There are 13 new 6th grade students and 1 or 2 each in 7th and 8th grades.
 - viii) A discussion with the principal of Lynbrook high school took place around the possibility of extending CLIP through 12th grade. While Principal Dwyer is supportive of CLIP, there is a high school district roadblock that says that schools may not run special programs to distinguish them from others in the district. We also would need to ensure that there are enough students continuing in the program to keep it sustainable.
 - ix) Mr. Burrell continues to work on continuity of education relationships. It is a site goal to continue to build elementary school to middle school relationships and middle school to high school relationships.
 - x) CLIP cohort stuck together traditionally so this year students are scheduled out to be blended into the rest of the student population.
- 6) Committee reports
- a) Direct Give Contest
 - i) Terri Shieh-Newman volunteered to chair the contest again.
 - b) Dining for dollars
 - i) No one volunteered so we will not do it. These events generate funds for our non-curriculum funds. The first event of the year is usually the biggest draw. Last year that one was at Elephant Bar.
 - c) CLIPCO T-shirts
 - i) No one volunteered to chair. **Update: Novey Chou found an online vendor to create shirts. We do not receive income from these sales.**
 - d) Book Fair and Library
 - i) Brenda Huang will coordinate again this year. The CLIP resource room is now in room 14. Room is used during day by IAs and psychologists. All books are moving to the library so teachers and students have better access to them. Brenda and the school librarian want to emphasize the Chinese book collection so that students will read/check-out the collection more frequently. They are working on plan to create a seating area for the Chinese collection area. They are also dividing the collection into reading levels (easy readers, advanced readers, etc.) so kids can better identify books to read.
 - e) Chinese Language Contest
 - i) No CLC this year because no one volunteered to run it. Last year it became too big and hard to manage.
 - ii) ANCCS and CLTech are two local competitions that students can enter. Teachers sponsor students to these contests.
 - f) ASEP
 - i) ASEP classes start the week of August 25th.
 - g) CLIP Art (Marge Sung)

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- i) New teachers are starting. They will use the curriculum created last year.
- h) Technology (Novey Chou with Sherman Chan)
 - i) Website- the CLIPCO site did not move to new provider over the summer as planned, still investigating best options.
 - ii) All reps are now moderators for their grade's Yahoo! Group.
 - iii) Once we get class lists, invite missing families to join. **Action item: Grade reps to invite families to join grade level CLIPCO Yahoo Groups.**
- i) Banquet-
 - i) Starting a committee. **Action item: Liang-Hui Lee to recruit from 8th grade.**
- j) CLIPCO elections (Jon Campbell)
 - i) Michael Wang will assist.
 - ii) **Action item: Need to recruit Kindergarten CLIPCO representatives.**
- k) Welcome picnic
 - i) Walter Perez to coordinate.

7) Adjourned at 9:17 p.m.

Next meeting will be held on September 25, 2014

Action items

Michèle Huie to ask Charlotte Fong for minutes from May meeting.

Novey Chou to determine if other classrooms did not receive donation forms in their first day packets.

Class representatives to speak at Back to School night in their respective grades.

Novey Chou to write a letter to 6th grade parents explaining the requested Direct Give level.

Grade reps to invite families to join grade level CLIPCO Yahoo Groups with contacts from class lists.

Liang-Hui Lee to recruit Banquet Committee members from 8th grade.

Jon Campbell and Michael Wang to recruit Kindergarten CLIPCO representatives.