

## Minutes

Cupertino Language Immersion Program (CLIPCO)  
Board of Directors Meeting  
Meyerholz Elementary School  
6990 Melvin Drive, San Jose, CA 95129  
Thursday September 25, 2014 at 7:00 pm, GLC

- 1) Preliminary
  - a) Call to order 7:06pm
  - b) Roll call
    - i) *Members present:* Novey Chou, Terri Shieh-Newton, Kuimeuy Wang, Nan Jiang, Michèle Huie, Rachel Yuen, Wen-Kai Weng, Brenda Huang, Sherman Chan, Sylvia Leong, Ann Ruckstuhl, Walter Perez, Mike Wang, Marge Sung, Liang-Hui Lee  
*Members absent:* Jon Campbell, Bill Steinmetz, Wendy Chew
    - ii) *Administrators/Teachers/CAC present:* Drew Coleman, Grace Lee
    - iii) *Community members present:* Fung Si
  - c) Approval of May minutes **approved**
  - d) Approval of August minutes –corrections needed: add Drew Coleman to 1)b)ii) list of administrators present- **approved as amended**
- 2) Officer's Reports
  - a) President's report (Novey Chou)
    - i) T shirt store – Available online from Spread Shirt as a link from the CLIPCO website. CLIPCO does not receive income through online sales. It is more expensive for individual shirt orders. In Kindergarten, one parent is organizing a group order.
    - ii) How can CLIPCO better support non-Chinese speaking families enrolled in CLIP?
      - (1) Increase homework club funding to allow more students to attend?
      - (2) Buddy up families to organize playdates/spend time together after school,
      - (3) Create peer buddies in school,
      - (4) Ask Chinese speaking parents to help out with homework,
      - (5) Create an exchange to trade Mandarin speaking and English speaking skills for homework and conversational help,
      - (6) Create a list of resources to be available to the CLIP community (local tutors, online tutors, afterschool programs, educational resources, etc.).Solutions need to be sustainable.  
**Action items:**
      - ✓ **Novey will send out the link to the existing Wiki space.**
      - ✓ **Sherman volunteers to organize a new wiki or other place to organize community sharing information. The information will carry a disclaimer indicating that it is community recommended and not endorsed by the school or CLIPCO.**
      - ✓ **Drew Coleman to check with Mrs Hu about increasing homework club spots at Meyerholz. CLIPCO will provide more funds if the program can be expanded.**
  - iii) The February CLIPCO meeting date has changed from February 12 to February 26.
  - iv) The library is opening next week (9/29). The school will purchase new furniture to create a reading nook for the Chinese books area.
- b) Principal's reports
  - (1) Meyerholz (Drew Coleman, Assistant Principal)
    - (a) Looking forward to attending the CLIP picnic.
    - (b) The teachers attended a writer's workshop training last week which aligned with common core principles. Effective writing is a focus on campus this year. The teachers are working through changes to the curriculum to support this.

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- (c) There is a Parent Education night on October 2 to discuss writing effectively and the changes occurring in the curriculum to support this.
  - (d) The focus of the 9/26 CUSD Teacher Learning day was English learner strategies. All teachers are applying English learner strategies in the classroom to help every student with English language acquisition.
  - (e) Thanks to parents for attending the Cupertino Fall Festival. By having the 3<sup>rd</sup> highest parent participation at the event Meyerholz will receive \$200.
  - (f) Meyerholz ranks in the top 3 CUSD schools for teacher attendance. This shows how much teachers care about the school and students and what great effort they put into their jobs. There will be a special surprise to honor the teachers.
  - (g) Homework club is starting soon. Students are being invited to join both or either Chinese and English homework help sessions. This is a combination teacher/parent/student referral process. Meyerholz would like to support as many students as possible.
  - (h) Clip art classes will start soon.
  - (i) The school still needs to recruit 2 members for MiCAC. This group discusses programmatic issues. Refer interested parents to the office.
  - (j) Amado Padilla was on campus to help with a program review of CLIP. Professor Padilla is a teacher and researcher of language acquisition at Stanford University. He is also the principal investigator of the California Language Project. He will be back in couple of weeks with his findings and suggestions.
- (2) Miller (report from Principal Steve Burrell read by Drew Coleman, Meyerholz Assistant Principal)
- (a) Sunday, Sept. 28, is the 2565th birthday of Confucius, the model master teacher in the Chinese culture. To commemorate him and his great influence, his birthday is observed as Teacher's Day in Taiwan. Students are working on some video clips on Confucius so as to pay tribute to Miller teachers and staff.
  - (b) CLIP Art is scheduled for all three grades.
  - (c) Chinese Power Hour meets from 3-4pm, starting on 9/16, three days a week – Tuesday, Wednesday, and Thursday.
  - (d) Miller is implementing accountable talk in CLIP classrooms.
  - (e) 6 CLIP classes will pair up with six classes at Yonghe Middle School in New Taipei City, Taiwan. Students will exchange letters and Christmas cards.
  - (f) Chinese textbooks, readers for class library, and dictionaries that were ordered for each grade level were delivered by mid-September.
  - (g) Miller now has a rep from each grade for MiCAC.
- c) Treasurer's report (Kuimeuy Wang and Nan Jiang)
- i) CLIPCO has four bank accounts though only one is currently active.
  - ii) Currently CLIPCO has \$462,944 in the bank.
  - iii) Direct Give income is coming in.
- (1) PayPal donations need to be transferred over to the CLIPCO bank account. There is over \$50,000 waiting in the PayPal account. The treasurers and CLIPCO president are working on completing all the necessary paperwork.

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- (2) \$53,000 was received in checks.
  - (3) Corporate match monies will take a while to come through. \$1,675 was received so far.
  - (4) The treasurers are working on a way to batch tax receipts.
  - iv) They are also working on the December 15 tax return.
- 3) Committee reports
- a) Fundraising Committees
    - i) Direct Give Contest Committee (Terri Shieh-Newton)
      - (1) The Direct Give committee came up with contest rules. The rules were sent to CLIP families via email. Class prizes for Meyerholz and grade prizes for Miller will be awarded at 90% participation + 90% of goal reached.
      - (2) There are 3 prizes. Potential prizes for individual contributors: hat, sunglasses, yo-yo, pen and pencil set. Class/grade prize is a year of the sheep T-shirt in grass green. Thanks to Kathleen and Michael for creating great designs.
      - (3) The end date for Direct Give is moved back to November 12, after the Veteran's Day holiday.
      - (4) Ann is working on posters to go up on the school campuses to encourage giving.
      - (5) Remember to focus on positive messaging. Raising money for Direct Give helps our kids.
      - (6) Sponsorship is available this year. Families must specifically note sponsorship information on the Direct Give form.
    - ii) Dining for dollars
      - (1) Elephant Bar is in chapter 11 bankruptcy so they have discontinued their donation program. Sylvia is in discussion with Bamboo for a possible DfD date.
    - iii) Book Fair and Library Committee (Brenda Huang)
      - (1) The Library is set up and Book Fair is opening next week. Volunteers are still needed.  
**Action Items: Sherman to send out information about book fair on grade yahoo groups.**  
**Contact Brenda H. to volunteer at the book fair.**
  - b) Cultural Enrichment Committees
    - i) Chinese Language Contest- Meyerholz will not run CLC this year. The Confucius Institute at SF State University is sponsoring the Chinese Star Chinese Language Contest with the Santa Clara County Office of Education. CLIP Students are encouraged to participate. For more information, see the report in the CLIP newsletter and the flyer sent via Peachjar.
    - ii) ASEP (Sylvia Leong) – Lion dance may perform at the welcome picnic.
    - iii) CLIP Art (Marge Sung) – The new teachers are working on feeling more comfortable. Please remind parent volunteers to show support.
  - c) Community Outreach Committees
    - i) Technology and Communications (Novey Chou and Sherman Chan)
      - (1) Website/email (Sherman) Sherman will send CLIPCO emails and update the website. Please send email content directly to Sherman to push to the CLIPCO Yahoo groups. Novey will continue to vet and send Direct Give updates.

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- (2) Newsletter (Novey) – Just published. The next newsletter will go out in December after the end of the Direct Give Contest. It will feature the Direct Give honor roll.
- ii) Spring Banquet –
  - (1) The Direct Give committee suggests that gold and platinum level direct give donors be listed in the Banquet program.
  - (2) Committee must decide where to hold the banquet this year. Dissatisfaction with venue. New venue suggestions are welcome.
  - (3) New committee needs to get the planning binders from Sofilina.
- iii) CLIPCO Elections (report from Jon Campbell read by Novey)
  - (1) Trying to encourage Kindergarten parents to join the CLIPCO Yahoo group. Vote is being held to elect Kathleen as a Kindergarten representative. A second representative still needs to be recruited.
- iv) Community Events Committee (Walter Perez)
  - (1) Welcome Picnic will take place on Saturday October 4.
  - (2) 2 food trucks are coming- Korean BBQ and Gelato.
  - (3) Lion Dance 2 class invited to perform.

### **Action items:**

- (1) Sherman to send out invitation to the CLIPCO Yahoo groups with rsvp.**
- (2) Need more volunteers for the picnic. Sign up on the Google Doc.**
  - (a) Games helpers should arrive at 3:45.**
  - (b) Cotton candy machine operators should pre-package candy in plastic bags to alleviate the long lines.**
- (3) Water to ask the student store sell drinks and snacks.**
- (4) Liang-Hui to invite the Chinese Youth Orchestra to perform.**

4) Adjourned 8:57 pm

### Action items:

- ✓ Novey will send out the link to the existing Wiki space.
- ✓ Sherman volunteers to organize a new wiki or other place to organize community sharing information. The information will carry a disclaimer indicating that it is community recommended and not endorsed by the school or CLIPCO.
- ✓ Drew Coleman to check with Mrs Hu about increasing homework club availability at Meyerholz. CLIPCO will provide more funds if the program can be expanded.
- ✓ Sherman to send out book fair reminder on grade Yahoo groups.
- ✓ Contact Brenda H. to volunteer at the book fair.
- ✓ Welcome picnic:
  - Sherman to send out invitation to the CLIPCO Yahoo groups with rsvp.
  - Need more volunteers for the picnic. Sign up on the Google Doc.
    - Games helpers should arrive at 3:45.
    - Cotton candy machine operators should pre-package candy in plastic bags to alleviate the long lines.
  - Walter to ask the student store to sell drinks and snacks.
  - Liang- Hui to Invite the Chinese Youth Orchestra to perform.

*Next meeting will be held on October 16, 2014*