

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday January 15, 2015 at 7:00 pm, GLC

- 1) Preliminary
 - a) Call to order 7:03
 - b) Roll call
 - i) *Members present:* Novey Chou, Terri Shieh-Newton, Kuimeuy Wang, Nan Jiang, Kathleen Ko, Linda Chu, Michèle Huie, Wen-Kai Weng, Jon Campbell, Sherman Chan, Sylvia Leong, Ann Ruckstuhl, Walter Perez, Marge Sung, Liang-Hui Lee
Members absent: Rachel Yuen, Brenda Huang, Mike Wang, Bill Steinmetz, Wendy Chew
 - ii) *Administrators/Teachers/CAC present:* Ching-Pei Hu, Grace Lee
Administrators/Teachers/CAC absent: Steve Burrell, Drew Coleman,
 - iii) *Community members present:*
 - c) Approval of December minutes- approved with update to roll call.
- 2) Officer's Reports
 - a) President's report (Novey Chou)
 - i) CLIP Tours for registration - Volunteers needed from 8:40-10:30 am.
 - (1) January 16 Friday have 5 volunteers. More needed.
 - (2) January 21st Wednesday need 6 volunteers.
 - (3) 27th Tuesday need volunteers
 - (4) Feb 9th Monday need volunteers
 - ii) A CLIP graduate currently enrolled in high school asked about volunteer opportunities. Ideas: Help at spring banquet. Help at SAT test. Action Item: Novey to forward email query to Banquet Committee and Chinese SAT coordinators.
 - b) Treasurer's report (Kuimeuy Wang and Nan Jiang)
 - i) The CLIPCO tax return was prepared by the CPA and will be reviewed by Terri and Novey before then filed.
 - ii) If families are missing tax receipts from the Direct Give campaign, contact the treasurers.
 - iii) Corporate matching brought in \$8,000 in December. We are averaging about \$10,000 per month as income from corporate matching funds. The majority of the funds we are expecting has already arrived. Action item: Send reminder to CLIP families to check on corporate matching opportunities.
 - iv) Change form for next year so families can indicate if we are expecting corporate matching monies so we can better track where they come from. Should families send a copy of their corporate match form to the treasurers?
 - v) CLIPCO T-shirt income- still in PayPal. We still need to pay the T-shirt company for parent shirts.
 - vi) Payment is coming in to the PayPal account for the Chinese SAT Mock test.
 - vii) We have not yet paid off our October balance from the school district.
 - c) Principals' Reports
 - i) Meyerholz Principal (Ching-Pei Hu)
 - (1) The implementation of full day Kindergarten across the district means we will expand to three CLIP Kindergarten classrooms. Mrs. Hu is asking how best to deal with our 22-1 ratio in terms of the district ratios. Neighborhood will not change.

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- (2) We will hire a new CLIP Kindergarten teacher for this classroom. Openings for the next school year are usually posted in March. We are a destination district so expect a good pool of applicants.
 - (3) Meyerholz sees the need for a clerical helper (possibly a classified position) to complete the smaller tasks that are being missed. These tasks used to be done by the TOSA but that position was eliminated for 2014-15. The new position will be in the budget for next year.
 - (4) Budget discussion in progress. Administration will finish in February and send to CAC. Once approved by CAC it will be sent to CLIPCO.
 - (5) School tours are starting tomorrow. So far, the families for 45 children have signed up to attend a tour.
 - (6) The 5th graders totally covered the cost for Science camp this year with last minute donations. They raised \$38,000; \$37,000 is for camp, the other \$1000 is for other costs like bus rental. Some of these bills are still coming in. Some costs will be covered by the school district. The children had a great time.
 - (7) The district wants to add the 5th grade science camp and 8th grade Yosemite trips to the budget so that they are not reliant on donations. This would be a \$2 million budget item.
 - (8) Writers' workshop training is coming in February. Every teacher will get a half day release to see a peer teaching in a writing lab environment.
 - (9) Office construction- The dates slipped again. Fines will be levied on the construction company if they do not complete the project by April 1.
- ii) Miller Principal (Steve Burrell)
- (1) Our annual Miller CLIP Tour for new prospective CLIP students is scheduled for Tuesday, January 20 at 11:30 am. I will begin with the group in the library for a brief history/overview of the program followed by classroom visits during 4th period.
 - (2) Our annual CLIP Parent Night for incoming 6th Graders is scheduled for Tuesday, January 27 at 6:00 pm in the Miller Library
 - (3) Miller CLC started from last Wed. and will continue until this Friday. There are a total of 8 categories, with 43 students signed up. The result will be announced next Wednesday, Jan. 21. Winners will get a certificate and get to participate in the ANCCS CLC in March.
 - (4) All three grade levels have a positive experience with the pen pal activities. Students are excited and have a real purpose of using their target language.
 - (5) 8th grade STAMP test dates: March 2nd through March 5th (4 days) in Room 49.
 - (6) Fremont high school writing test will be on Friday, March 6th in the GLC.
 - (7) SAT Chinese mock test is scheduled on Sunday, March 8th. The target students are current G8 students and G9-12 CLIP alumni.
 - (8) CLIP 8th grade and Mrs. Laura Allen's social studies class will have a field trip to Angel Island on Friday May 22.
- 3) Committee reports
- a) Fundraising Committees
 - i) Book Fair and Library Committee (Brenda Huang)
 - (1) Meyerholz will host another book fair in April.

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- b) Cultural Enrichment Committees
 - i) ASEP (Sylvia Leong)
 - (1) ASEP is on break until March.
 - ii) CLIP Art (Marge Sung) –
 - (1) Recruitment is open for CLIP Art teachers for next year.
 - c) Community Outreach Committees
 - i) Technology and Communications
 - (1) Website/email (Sherman Chan) –
 - (a) The Chinese SAT subject mock test registration page is live and includes a link to PayPal.
 - (b) Emailed CLIP Corner Yahoo group to ask for Chinese community resources.
Action item: Send email from CLIPCO yahoo group to the current CLIP upper grades to invite families to contribute resources to our list.
 - ii) Spring Banquet
 - (1) Cake, AV, and lighting choices are being considered.
 - (2) A save the date email was sent.
 - (3) The attendance policy will be the same as last year.
 - iii) CLIPCO Elections (Jon Campbell and Michael Wang)
 - (1) Recruitment for next year starts in March. New Grade Representatives will come to the May meeting.
- 4) Old Business
- a) The Chinese SAT mock test will be held on Sunday March 8.
 - b) Thanks to the help from Sherman and Novey, registration opened this week. 15 students registered so far.
- 5) New Business
- a) The Age of Sail grade level trip may disappear because of a lack of funds. It is not really a part of the curriculum so it is easier for the school to drop it. Should CLIP propose and fund culturally based field trips to fill the gap?
 - i) Ideas: Angel Island (Chinese immigration history), Asian Art Museum.
What role can CLIPCO play in funding field trips?
 - b) Budget. When it is received, Novey will send out to the CLIPCO Grade Representatives for review. Action item: Come to the February meeting with questions and input.
- 6) Adjourned 8:24 --- Next meeting will be held on February 26, 2014

Action Items:

Novey to forward email query to Banquet Committee and Chinese SAT coordinators.
Kuimuey and Nan to send reminder to CLIP families to check on corporate matching opportunities.

Sherman to send email from CLIPCO yahoo group to the current CLIP upper grades to invite families to contribute resources to our list.

Grade Representatives should review the budget when available and come to the February meeting with questions and input. [note: budget is not yet available for review by CLIPCO]