

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday March 19, 2015 at 7:00 pm, GLC

- 1) Preliminary
 - a) Call to order 7:10
 - b) Roll call
 - i) *Members present:* Novey Chou, Terri Shieh-Newton, Nan Jiang, Kathleen Ko, Linda Chu, Michèle Huie, Rachel Yuen, Jon Campbell, Brenda Huang, Sherman Chan, Sylvia Leong, Mike Wang, Bill Steinmetz, Marge Sung, Wendy Chew
Members absent: Wen-Kai Weng, Ann Ruckstuhl, Walter Perez, Kuimeuy Wang, Liang-Hui Lee
 - ii) *Administrators/Teachers/CAC present:* Ching-Pei Hu, Steve Burrell, Drew Coleman, Grace Lee
 - c) Approval of February minutes *approved*
- 2) Officer's Reports
 - a) President's report (Novey Chou)
 - i) CLIPCO just received a \$10,000 invoice for Miller curricular materials.
 - b) Treasurer's report (Kuimeuy Wang and Nan Jiang)
 - i) Taxes are completed and filed for 2013-14.
 - c) Principals' Reports
 - i) Meyerholz Principal (Ching-Pei Hu)
 - (1) 2nd semester report cards are going home on 3/20/15. These are progress reports for the children. Remember to praise accomplishments.
 - (2) The Chinese New Year's Parade was lots of fun. Congratulations to the Parade team who did an amazing job.
 - (3) Mrs. Hu and Ms. Lin presented a preconference at the annual National Association of Bilingual Educators (NABE) conference to 200 people interested in starting a bilingual Mandarin program. Bilingual education is popular; New information released in a study by UCLA shows an economic advantage to bilingualism.
 - (4) On March 10, five students presented an informational piece that they wrote themselves about being students in CLIP at the School Board meeting. They did an awesome job.
 - (5) Construction of the office is nearly complete. Painting and cleaning up the remains of the construction materials is happening now. Staff will move into the office over spring break.
 - (6) Next year's Transitional Kindergarten and Kindergarten classes will be full day sessions from the beginning of the school year.
 - (7) March 30 is the next teacher work day. Teachers will participate in more writers' workshop sessions.
 - (8) Substitute teachers have been covering classrooms while teachers are collaborating on common core planning for math, ELD, etc.
 - (9) Instructional Aid scheduling is changing for next year. IAs will move between classrooms to support students above and below grade level depending on how each classroom is working.
 - ii) Miller Principal (Steve Burrell)
 - (1) The Chinese New Year's parade was a spectacular event and a positive collaborative experience for students across the two campuses.

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- (2) Phase 1 of the Miller construction project is progressing on time. The first set of refurbished classroom environments should be available by Spring Break when phase 2 starts. Phase 3 will happen over the summer; Miller will be closed all summer.
 - (3) Fun things are happening at Miller: March 13 was the annual 8th grade Swing Dance Competition, which included our largest number of participants ever. Today is the last day of a week of festivities with Miller Idol. Students have been singing their hearts out all week. Tomorrow is the 2nd annual 8th grade fancy dance, a semi-formal dance with a sit down dinner served by 7th graders. Students are invited to attend in groups rather than having a date driven event. Mr. Burrell will attend the district-wide 8th grade Yosemite trip as a chaperone for the hiking group. April 11 – 19 is Spring Break. Mr. Burrell will be chaperoning 26 students to Taiwan for the week
 - (4) 6th grade and 7th grade Performance Task Assessments are complete. 8th graders took the MDTP for entrance to Lynbrook on March 18. April 27-May 14 are the State CAASPP testing dates. The 8th grade STAMP tests were taken 2 weeks ago with minor glitches including the inclusion of some Simplified characters in the Traditional test. These were reported and test results will come in about a month.
 - (5) Saturday March 21 is the CEEF gala at the San Jose Fairmont Hotel. The CEEF technology award will be presented to Miller teacher Terry Chou. Mrs. Chou teaches Science Enrichment and Research (SEARCH), a popular science/technology innovation class that also teaches business principles. Students have the opportunity to present their inventions in a Shark Tank-like event at the end of the semester.
 - (6) Learning day on March 30 will focus around professional development and growth observation of peers. The theme is “A Day in the Life of a Miller Student” to encourage teachers to experience life in other classrooms as their students do. Every teacher will have completed a 2 day process of rounds through their colleague’s classrooms by the end of the year.
 - (7) Talks with the superintendent and the assistant superintendent of the High School District are continuing. The discussion centers on possible future opportunities for CLIP students within the district. The ongoing dialog is a positive sign. Meanwhile, Lincoln high school started a Spanish immersion program to support students from their local elementary/middle school immersion programs.
 - (8) Updates about the future of funding for the 8th grade Yosemite trip are not yet available. This year’s trip was possible because of cost cutting done by the district. For example, teachers not attending as chaperones are shuffling schedules to cover classrooms for colleagues going on the trip and cross country skiing was cut from the itinerary.
- 3) Curriculum Budget Review
- a) Miller 0 period elective:
 - i) The total expense is adjusted down to \$40,000 for 2015-16 to reflect the actual cost of operating this elective period.
 - b) Personnel:

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- i) The classified overtime budget was reduced for 2015-16 because it is not often used.
 - ii) A new position was created, the Special Programs Coordinator. This position is a 2 hours per day classified special programs administrative staff position with district pay scale and health benefits already set. Duties will include: administering entrance assessments for incoming students, maintaining CLIP resources, help with CLIP tour plan logistics, help set up CLIP staff meetings, purchase instructional materials, keep up the Chinese library collection, etc. Bilingual applicants are encouraged.
 - iii) The IA budget is set at our actual expense level. CLIP IAs have special skills sets so can't be bumped by others in district as on other campuses.
- c) Materials:
- i) The Chinese text books will be cheaper for next year when we change our vendor to Chinese Books for Children. (The grade 8 textbook line item is corrected to \$1,980.)
 - ii) Workbooks and readers are no longer needed for grades 6 through 8. With the change in instructional strategies for common core, students will be using other sources and learning techniques. (Budget total adjusted to \$5,610.)
 - iii) Homework club costs are projected to stay constant at Meyerholz for 2015-16.
- d) Professional development:
- i) ANCCS membership is per site; budget covers 5 teacher memberships for CALTAC.
 - ii) The budget will remain the same for professional development, conference fees, and substitute teacher coverage.
 - iii) A line item was added for teacher prep time for parent/teacher conferences.
 - iv) A line item was added for K/1 assessment teacher release time.
 - v) A line item was added for substitute teacher coverage to cover release time for report card preparation.
 - vi) A line item was added to cover the cost of teachers attending a monthly CLIP staff meeting time. (The total was adjusted to correct for 16 teachers, to \$6,428.)
- e) Technology:
- i) Technology employee line item costs- the number reflects the average cost across district. Actual expenses may differ depending on the person(s) holding the positions. (The Miller number is \$3,808.). This employee will assist with STAMP testing.
 - ii) Equipment requests- MacBooks and iPad minis at Miller Middle School.
 - (1) Concerns were raised by CLIPCO about purchasing hardware since CLIPCO then must fund the ongoing maintenance costs of that hardware.
 - (2) CLIPCO questions the need for the purchase of new hardware since the School District is rolling out new technology across all campuses.
- f) Assessment:
- i) Reduced budget request reflects the change in STAMP testing. Only 5th and 8th graders will take the tests in 2015-16.

Motion: To approve the budget except for the technology equipment (MacBooks and iPad minis) request line items. 13 yes, 2 no, 1 abstention.

The motion to approve the budget minus the technology equipment line items is approved.

Technology equipment requests (MacBooks and iPad minis) will be considered at the next meeting with further communications on the subject limited to CLIPCO board members and

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appropriate school personnel. **ACTION ITEM: Move vote for Miller Middle School technology hardware requests to April 23 meeting.**

- 4) Committee reports
 - a) Cultural Enrichment Committees
 - i) ASEP (Sylvia Leong) – ASEP classes restarted the week of March 16.
 - ii) CLIP Art (Marge Sung) – There are 2 new volunteers for next year.
 - b) Community Outreach Committees
 - i) Technology and Communications (Novey Chou and Sherman Chan)
 - (1) Website/email – Spring Banquet information was posted on the CLIPCO website. Still needed is an FAQ from the Banquet Committee. **ACTION ITEM: Banquet Committee to provide FAQ for the website.**
 - (2) Newsletter – The newsletter will go out the week of March 23.
 - ii) Spring Banquet Committee (Wendy) – Payment is requested by check. Invitations went home with students today, March 19. Please help promote corporate sponsorships and sponsorships for teachers. **ACTION ITEM: Help promote Spring Banquet sponsorship opportunities.**
 - iii) CLIPCO Elections (Jon Campbell and Michael Wang) – Recruitment for open positions is ongoing. **ACTION ITEM: Send names of interested candidates to Jon Campbell.**
- 5) Old Business – Mock Chinese SAT Test
 - a) Attendance was lower than predicted. 48 students registered and 45 attended the test. Some students did not provide accurate address information on envelopes for returning results. Results will be mailed in late April.
- 6) Adjourned 10:23

ACTION ITEMS:

- **Move the vote for Miller Middle School technology hardware requests to the April 23 meeting. Further communication about the pending vote is to be limited to CLIPCO Board members and appropriate school personnel.**
- **Banquet Committee to provide FAQ for the website.**
- **Help promote Spring Banquet sponsorship opportunities.**
- **Send names of interested CLIPCO candidates to Jon Campbell.**

Next meeting will be held on April 23, 2015