



Notes

Cupertino Language Immersion Program Community Organization (CLIPCO)

BOARD OF DIRECTORS

Muir Elementary School, 6560 Hanover Drive, San Jose, CA 95129

Thursday, March 16th, 2023 at 6:00 pm (in person or virtual)

meet.google.com/ovy-gvfi-ggh

Attendees: Amy Steele, Anna Liao, Anu Iyer, Aurora Lee, Ching Lien, Cindy Ying, David Chen, Diana Ong, Edison Chiu, Emery Kuo, Jeremy Gaustad, Kalila Patty, Kevin Jung, I Lin Chen, Liz Lim, Loretta Lu, May Wong, Patrick Chiu, See-Eng Phan, Wendy Brigg

1. Preliminary
 - 1.1. Call to Order
Start at 6:12pm
 - 1.2. February Meeting Minutes Approval
[10 yays \(Anna Liao, Cindy Ying, David Chen, Kevin Jung, May Wong, Ching Lien, Emery Kuo, Jeremy Gaustad, Diana Ong, Kalila Patty\), 0 nays, 0 abs](#)
2. Officer Reports
 - 2.1. President's Report
 - 2.2. Vice President's Report
Start approaching fellow parents for board positions
Nominations till end of March
Board and Executive Board Elections in April
New Board onboard in August
Kinder and open board positions election in the Fall
 - 2.3. Treasurer's Report
February Income - \$5.5k total (\$2.1k corporate, \$1.4k donations, \$1.2k ASEP)
Feb Expenses - \$17k total (adjunct hours, DGC T-shirts, science fair, LNY event, ASEP uniform)
P&L Summary - (+)\$123k
Feb Balance Sheet - \$915k
Taxes are filed
Budget is mostly done
Edison signed off on Feb financials

2.4. Principals' Reports

Jenn Lashier, Muir

Thanks for patience and cooperation from power lost!

Thanks for brunch on us today!

One additional class from Kinder and 1st this year

Next year will have two additional classes (or K-3 will have 4 classes) 4th-5th have 3 classes (growth finished)

Amy Steele, Miller

Thanks for patience from power lost!

Miller has power but no bell or PA right now

Elective selection form sent out, incoming 6th deadline 3/20, incoming 7th,8th deadline later

Teacher of the Year - Tanya Kamau, PE

8th grade Yosemite trip is canceled, due to bad conditions

Issue Chromebooks to current 7th graders, better productivity and security

Working on two promotions (CLIPCO+ general 8th grade)

Sat Jun 3rd 4-6pm - CLIPCO 8th grade, selected MC, at Miller

Mon Jun 12th 1-3pm - general 8th grade, early release, practice earlier at Homestead High

3. Public Address

None at this time

4. New Business

4.1. Investment Committee - Kevin/Patrick

Successful moved account to live people

Still need to fill out Beneficial Owners form to update names

Maybe better to wait till after elections

But decided to update members to Kevin, remove Alan, Mirna and add Patrick (approved before)

4.2. Promotion Committee (5th and 8th)

5th grade promotion update - Ching/Loretta

Wed Jun 7th - movie in the morning, bento lunch from Local Cafe in the afternoon including teachers/IA, afternoon will

have certificate, games, photo booth

8th grade promotion update - Jeremy

Meeting weekly

Sent save the date

Locking vendors right now
Will ramp up as we get closer to date

- 4.3. Community Events Committee - I Lin
Communi-tea - Wed Mar 30th 8am in Miller Library
Good opportunity for grade positions, promotion
May 5th - cultural day, ask Miller for booth help
Ask for volunteers after science fair
Family Picnic Date Friday Jun 9th
- 4.4. Budget - Patrick
Prop 28 funding - district (or state) will fund K-3 music teacher
previously funded by PTA/PTOs, will not hire Crystal Choir
anymore

Additional enrollment next year

Grade 2 and 3 will each add a class

Grade 4 (current grade 3) will add more students from
waitlist (current Grade 4 is 29:1)

Projecting 548 at Muir next year (494 currently), Maxed
out is 582.

Six grade may expand to three classes

Currently 74 6th CLIPCO students to 84 range

Have one teacher that is on leave and probably return
next year

Extra material, already budgeted at three classes

Average and indirect costs increased in the district

~6.5-7% increase in average costs

4.6% to 6.61% increase in indirect costs

Budget also reflects increases from 2022-23 raises

Some numbers are still pending

Possible pay raises for next year

Insurance, CEEF donation, Tax account, Quickbook, Survey

Survey Monkey, website allocation, Jim will head DGC next year

Add for CheddarUp

Add grade community events

Miller similar from last year

Most of budget goes to IA

Total Budget is \$673k

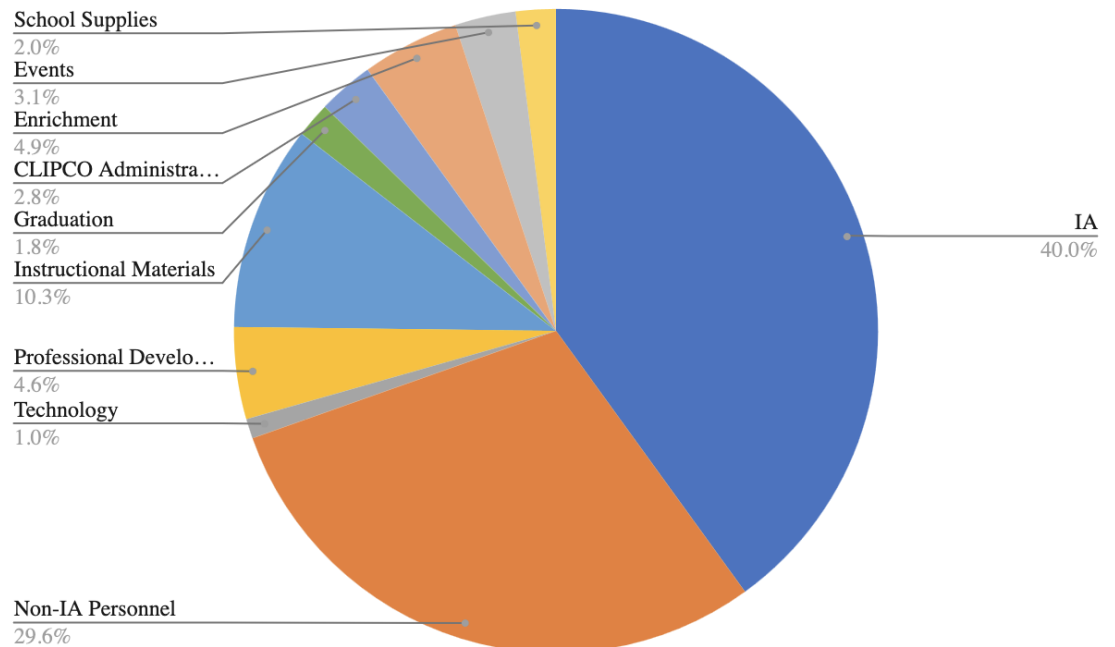
Might want something fancier for Year of Dragon

Keep current ask of \$800 for Muir and \$225 for Miller and

assume similar loss to last year (-\$57.6k loss vs -\$49k loss)

Draft budget (work in progress)

Expense Category	Description	Share	Amount
IA	Instructional Assistants (Elementary)	40.02%	\$270,469
Non-IA Personnel	Homework Club, CLIP Art teachers, Teacher Adjunct Hours, Assessments	29.57%	\$199,812
Technology	MS Laptops, App subscriptions, etc	0.99%	\$6,700
Professional Development	Teacher Training, Conferences, and Memberships	4.62%	\$31,190
Instructional Materials	Books & Supplemental Materials, Library Books, CLIP Art Materials	10.30%	\$69,590
Graduation	Offset the cost of student ticket cost (\$25 per student) & Plaques, Fifth Grade Day	1.75%	\$11,860
CLIPCO Administrative	Insurance, Tax Prep, Direct Give Expenses, President Admin Expenses, Community Events, Outreach, Web/IT, Postage	2.80%	\$18,950
Enrichment	Assemblies, Theater, Science Fair, Yearbook, Kindness Week	4.88%	\$33,000
Events	CNY, Halloween, Autumn Festival, Movies, Bike Safety	3.06%	\$20,650
School Supplies	Elementary PE/Recess/Sports equipment, First Aid Kits, Lost and Found	2.01%	\$13,600
Total		100.00%	\$675,821



5. ADJOURNMENT
Adjourned at 7:50pm

Upcoming meeting

Board meeting – Thursday, April 27, 2023