



Notes

Cupertino Language Immersion Program Community Organization (CLIPCO)
BOARD OF DIRECTORS

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

Thursday, June 1st, 2023 at 6:00 pm (in person or virtual)

meet.google.com/ovy-gvfi-ggh

Attendees: [I Lin Chen](#), [Simon Chung](#)

Position	Name1	Name2
President	Ken Huang	
Vice President	Loretta Lu	
DGC Chair	David Chen (absent)	
Secretary	See-Eng Phan	
Treasurer	Patrick Chiu	Wendy Briggs
Kindergarten	May Wong	James Pacella
1st Grade	Yi Zhen (absent)	David Chen (absent)
2nd Grade	Liz Lim	Margaret Leung
3rd Grade	Julie Siripoke	Helen Yan (absent)
4th Grade	Anna Liao	Diana Ong
5th Grade	Ching Lien (absent)	Emery Kuo
6th Grade	Edison Chiu	Cindy Ying
7th Grade	Kevin Jung	Kalila Spain Patty
8th Grade	Jeremy Gaustad	
Muir Principal	Jenn Lashier	
Miller Principal	Amy Steele	
Miller Assistant Principal	Anu Iyer (absent)	

[Blue means present](#)

1. Preliminary
 - 1.1. Call to Order
Start at 6:19pm
 - 1.2. April Meeting Minutes Approval
[11 yays, 0 nays, 0 abs](#)

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2. Officer Reports

2.1. President's Report

Parent Volunteer Breakfast was well attended, Thank you!
Thank you for outcoming and incoming board members!

2.2. Vice President's Report

Muir Musical contract with CPAA in process, hope to sign by end of school year
Three days a week for rehearsals, 14 weeks
Some conflict with ASEP Percussion
Thanks for attending the BJ Fundraiser! \$321.25
Thank you to Julie for flowers and Diana for organizing!

2.3. Treasurer's Report

Need quorum to start a meeting but only need majority of board members at beginning of mtg to approve motions
April Income - ~\$1.5k (\$1.2k interest)
April Expenses - \$26k (training, English library books, instructional materials,...)
P&L Summary - ~\$92k does not include microphones
April Balance Sheet - \$883k
Edison approved April financials

2.4. Principals' Reports

Jenn Lashier, Muir

Had full open house to check out classrooms
Had art show in GLC
Set open house May 30, 2024 (avoid board meeting)
Planning mode for next year, looking full already

Mobile fingerprinting on set to welcome kinder volunteers
Thank you for all the parent volunteers!
5th grade promotion 6/7
Family picnic 6/9 12-1pm
This year is still John Muir bulldog (one and only)
New mascot is husky for next year
Collaborative, teamwork, loyal, responsible,...
Orca, bulldog, owl, husky
Colors will stay the same
Chinese name for husky sounds close to husky
Amy Steele, Miller
Last CLIPCO meeting today
Tomorrow 8th graders will go to Great America
Saturday 6/3 will be 8th grade CLIP promotion
Sing-a-long practice is in perfect pitch
6/12 8th grade promotion ceremony
Yearbook ready but will distribute closer to end of school year
Start returning Chromebooks, chargers
Anu Iyer will be principal, Debbie Lopez will be assistant
principal, Ms Lin will teach sections of 7th grade mandarin
Tentative salary increase of 8% (increase in adjunct duty pay)
Thank you for the collaboration & support for Miller program!
Thank you for CLIP parent commitment to look beyond current
classes!

3. Public Address

Edison thanked Ms Steele for her commitment!
Loretta Lu was nominated for Sandy Lu community service award but
award was not given out this year, Loretta is an active parent
volunteer for 7 years, revamp parent communication, frequently
found on campus helping out late into the night, sweet disposition for
asking parents to volunteer for committees, covering board meetings.
Congratulations!

4. New Business

4.1. Classroom Additional Audio Funding

Motion to approve additional \$4,911.19 (updated total is
\$51,003.96)

10 yays, 0 nays, 0 abs

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4.2. New Kiln for Muir

Existing Muir kiln is not on par

Hard to move Meyerholz kiln and invalidates warranty

Looking for a push button kiln

New kiln will require electrical wiring upgrade (possibly covered by district)

Art is not provided by district

Break even is less than 2 years

Motion to approve \$6.5k as a maximum for purchase approval from supplemental

10 yays, 0 nays, 0 abs

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4.3. 2023-24 Budget Amendment

English Art teacher underbudget - \$5,250 difference
 No change to previously ask (\$800/\$225)
 Slightly larger projected loss (\$61.6k vs \$56.4k)
 Motion to increase English art teacher budget by \$5,250
 11 yays, 0 nays, 0 abs

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4.4. 4th Grade Reimbursement Backfill
 Motion for additional \$651.39 to cover teacher reimbursement funds used by 4th grade teacher that left to allow a full allocation for new Rm 18 teacher from supplemental
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4.5. Book Fair surplus fund

Establish a surplus fund, carried over year to year, for the book fair balance (funded by book fair sales).

Would be \$437.52 as of 6/1/2023

Motion to establish book fair surplus fund

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4.6. Retroactive reimbursement for board gifts purchased by Loretta in Spring 2022

Motion for \$300 for retroactive reimbursement for board gifts purchased by Loretta

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4.7. Social Studies Translation

Refinement for social studies translation over the summer, Mr Kuan and Mrs Chern

Motion to approve up to \$2k for summer social studies translation

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4.8. Grade Rep Social (additional funding)

Use 7th social fund of \$200 for 2nd grade social

4.9. ASEP Teacher Discount

Discount for \$25 per class for teacher student

CLIP teachers with CLIP kids are 6x Muir and 2x Miller

Motion up to \$1k ASEP teacher discount, conditional on understanding tax implications

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4.10. 8th Grade Promotion Funding

Custodial support was initially set to 1x person but district requires 2x custodial support

Motion to approve \$500 for 1x custodial support for 8th grade promotion

10 yays, 0 nays, 0 abs

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4.11. Follow our new CLIPCO Instagram account

4.12. Investment Committee Update

Emailed Wells Fargo to add 2023-24 exec board members

Request updated approval for total amount of balance sheet that can be conservatively invested

Maintain current approved mix of invested funds

Invest up to 75% of the balance sheet as long as there is cash

on hand (checking or savings) that cover third of current year's budget

Based on 2023-24 budget, would keep \$250k on hand and remainder for conservative investments

Motion to adopt investment strategy of up to 75% of the balance sheet with cash on hand to cover third of current year's budget

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4.13. Thank you gifts (blanket, flowers) for outgoing board members!
Thank you very much to Ms Steele for all her support!
Have a great summer!

5. ADJOURNMENT
Adjourned at 7:58pm

Upcoming meeting
Board meeting – TBD