



Notes

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

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

Wednesday, October 9, 2024 at 6:00 pm (in person or virtual)

meet.google.com/ovy-gvfi-ggh

Attendees:

Position	Name1	Name2
President	Edison Chiu	
Vice President	Margaret Leung	
Secretary	Diana Ong	
Treasurer	Patrick Chiu	Wendy Briggs
Kindergarten	Carolyne Sohn	Liz Lim
1st Grade	Lisa Sung	Fori Wang
2nd Grade	James Pacella	May Wong
3rd Grade	Kimberley Seok	Alice Hampton
4th Grade	Selena Lee	Kevin Jung
5th Grade	I Lin Chen	Joan Cheng
6th Grade	Summer Zhao	See-Eng Phan
7th Grade	Simon Chung	Elly Park
8th Grade	Loretta Lu	Julie Siripoke
Muir Principal	Jenn Lashier	
Miller Principal	Anu Iyer	
Miller Assistant Principal	Deborah Lopez	
John Hoggard	626 phone number	

Blue means present

1. Preliminary

1.1. Call to order at 6:08pm

1.2. Welcome new kindergarten reps and brief introductions

1.3. Measure Z presentation from Satheesh (CUSD board member)

There will be a bond measure Z in the Nov election for CUSD: z4cUSD.org.

The bond measure will be used for infrastructure improvements: a/c issues in gyms, warm classrooms, upgrade classrooms, STEAM etc.

This is a continuation of the current bond and needs 55% pass. This will generate \$347 million for CUSD. Like with prior bond measures, there will be an oversight committee to decide how to use the funds and every school will have a modernization plan. The money can not go to any

other expenses, so this is not a general fund. The measure Z committee is asking for endorsement from parent organizations and advertising at schools.

2. Principals' Reports

Jenn Lashier, Muir

- We are in the middle of parent teacher conferences and also have the book fair in the GLC. There will be a Learning day on Nov 1st. We have finished the first round of benchmark testing to determine intervention support. Ms Peng is building out the science support. When Cuperdoodle left, we converted the space to a science lab/makerspace. Ms. Lee is supporting the Mandarin Language. Currently, sending out invitations for Homework Club for those students who don't have access to language support at home. Seeking out high school volunteers for Homework Club.

Anu Iyer, Miller

- Miller received the national Blue Ribbon School award. Miller will be honored tomorrow at the CUSD board meeting @Meyerholz 5:30pm with dignitaries. Students, staff, and parents all invited to celebrate at the board meeting. In Nov, Stacy Yao, Ms. Iyer and a staff member will receive the award in Washington DC. We wouldn't be able to do what we do without the support of our community. Next week is the disaster drill, we would love to have parent volunteers. We will be practicing what would happen in a major disaster with all the students on the field. First the fire drill formation and then practice moving into alpha quadrants. The student release/student supervision team will practice releasing students to the parent volunteers.

3. President's Report

- Thank you to I Lin and the grade reps for a very successful mid Autumn festival. Overall, we ended up positive \$1k and all grades made money for their grade.
- DGC- Thank you Jim and grade reps, we did it!

4. Board Vote Items

- September Meeting Minutes Approval

May motions to approve June meeting minutes, Kevin seconds
16 yays, 0 nays, 0 abs

Position	Name1	Name2
Kindergarten	Carolynne Sohn Yay	Liz Lim Yay

1st Grade	Lisa Sung Yay	Fori Wang Yay
2nd Grade	James Pacella Yay	May Wong Yay
3rd Grade	Kimberley Seok Yay	Alice Hampton Yay
4th Grade	Selena Lee Yay	Kevin Jung Yay
5th Grade	I Lin Chen Yay	Joan Cheng Yay
6th Grade	Summer Zhao absent	See-Eng Phan Yay
7th Grade	Simon Chung Yay	Elly Park absent
8th Grade	Loretta Lu Yay	Julie Siripoke Yay

- CLIP Art Additional Training \$500
Tabled for now
- 2023-24 Final Staffing Invoice
IA costs went up quite a bit, due to benefits coverage

	Fall	Final	Difference (%)	Difference (\$)
IA	300,692	332,243	10.5%	31,551
Librarian	27,306	25,123	-8.0%	(2,183)
SPC	18,470	23,220	25.7%	4,750
ASEP	48,254	36,679	-24.0%	(11,575)
English Art	40,836	40,834	0.0%	(2)
CLIP Art	32,258	31,041	-3.8%	(1,217)
Sports	5,600	2,800	-50.0%	(2,800)
Total	473,416	491,940	3.9%	18,524

1. Librarian includes \$2,356 credit before indirect costs
2. IA's include \$17,777 credit before indirect costs

- Final invoice is for \$18,510 (or \$18,524) for 2023-24 staffing costs

Simon motions to approve \$18,510 for the 2023-24 final staffing invoice,
Kevin seconds
16 yays, 0 nays, 0 abs

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4th Grade	Selena Lee no vote	Kevin Jung Yay
5th Grade	I Lin Chen Yay	Joan Cheng Yay
6th Grade	Summer Zhao absent	See-Eng Phan Yay
7th Grade	Simon Chung Yay	Elly Park absent
8th Grade	Loretta Lu Yay	Julie Siripoke Yay

- 2024-25 Fall Invoice

	Budget	Fall	Difference (%)	Difference (\$)
IA	360,360	349,873	-2.9%	(10,487)
Librarian	30,189	30,854	2.2%	665
SPC	25,761	25,211	-2.1%	(550)
English Art	41,196	41,204	0.0%	8
CLIP Art	32,541	32,548	0.0%	7
Sports	2,824	2,826	0.1%	2
Total	492,871	482,516	-2.1%	(10,355)

- 5% estimated CUSD salary adjustment in budget absorbed most of the staffing increases
- \$682 additional staffing costs beyond budgeted amounts

Kevin motions to align budget to fall invoice, Simon seconds
 16 yays, 0 nays, 0 abs

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5. Treasurer's Report

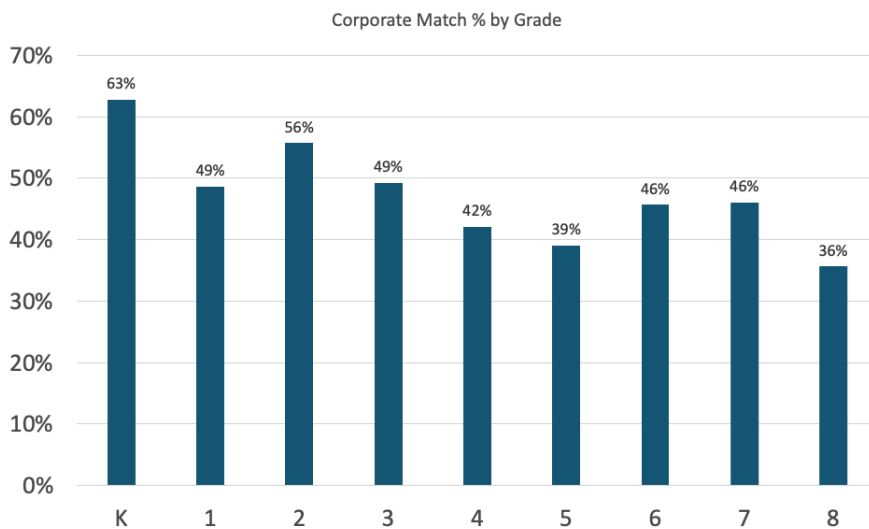
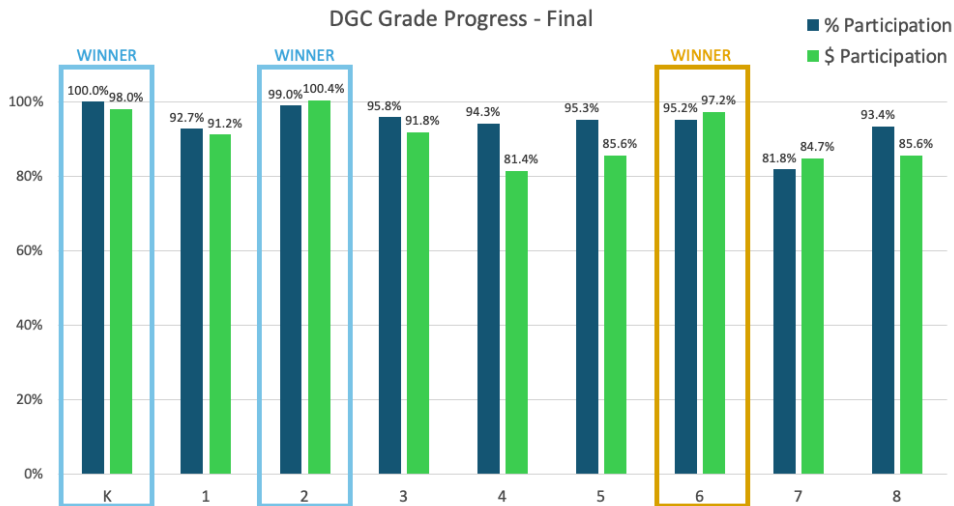
- Updates - Parent organization Grants and Billing Procedures
- September 2024 Income
 - \$347k income :
 - \$280k DGC donations
 - \$40k corporate match
 - \$12k ASEP (from CheddarUp)
 - \$8k mid-Autumn sales
- September 2024 expenses
 - \$12k expenses :
 - \$6k Community Events (mostly mid-Autumn)
 - \$1.1k CLIP Art
 - \$1k Teacher Materials
 - \$700 adjunct
- September 2024 P&L
 - ~\$357.5k Net Income
- Balance Sheet
 - ~1.166M
- September financials - Jim sign-off

6. DGC Results Overall

Final donation projection → **\$800,493.12**

Notable Stats

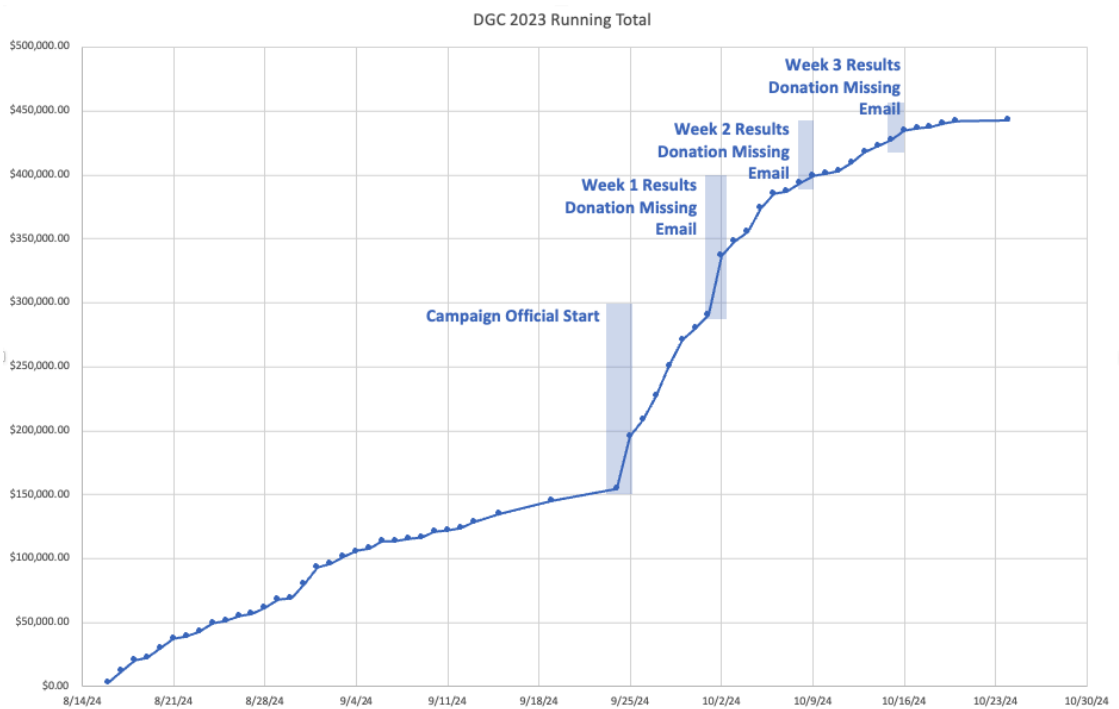
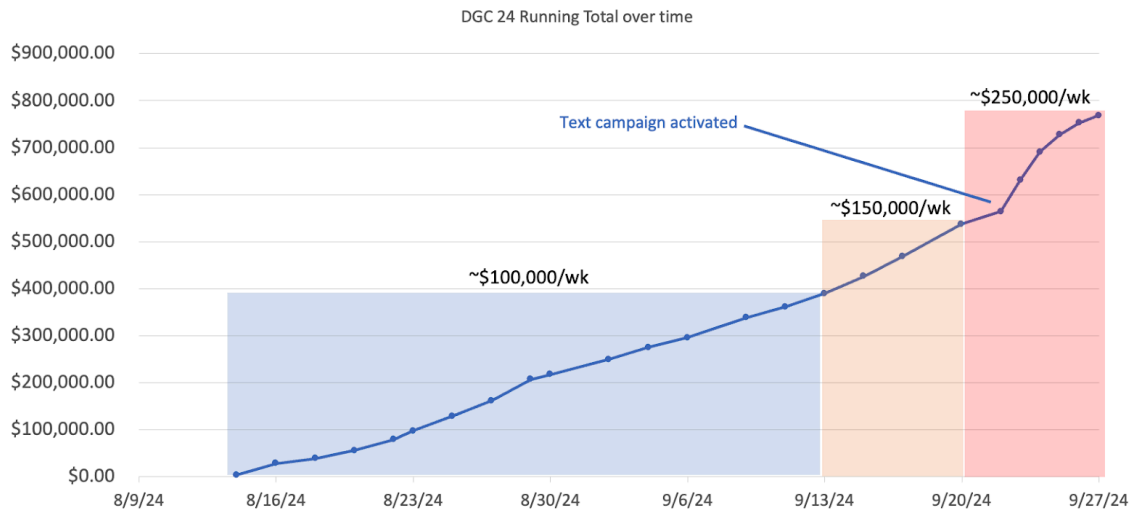
- Muir participation 96%, Miller participation 90%, down 1-2% y-o-y
- Corporate matching 47%, up 6% y-o-y
- 67ppl expressed interest in charitable giving
- 48ppl expressed interest in sponsorship
- \$850 raised for capital campaign
- \$250 alumnus donation



Opportunity to raise awareness on company matching with older grades

**If both parents work at companies that match donations, you can use your one donation to match at both companies (ask the CLIPCO treasurer for a tax receipt with both parent's names.)

DGC 2024 vs DGC 2023



DGC Results Post Mortem:

Liked
Financial breakdowns
Donation Options

Needs Improvement
Parent awareness - Clipper, Miller mailer, New parent orientation, 1st day coffee, Thursday folders, BTSN, Parentsquare all failed to reach ~1/3 of the parents
Donation process too complicated, instructions not clear enough

Banners on Muir fence
Parentsquare comms
“This is why we DGC”
Call/text campaign

Manual reconciling / accounting / analysis
Competition with school start
Parent messaging
Complaint / Feedback system

Recos for '25:

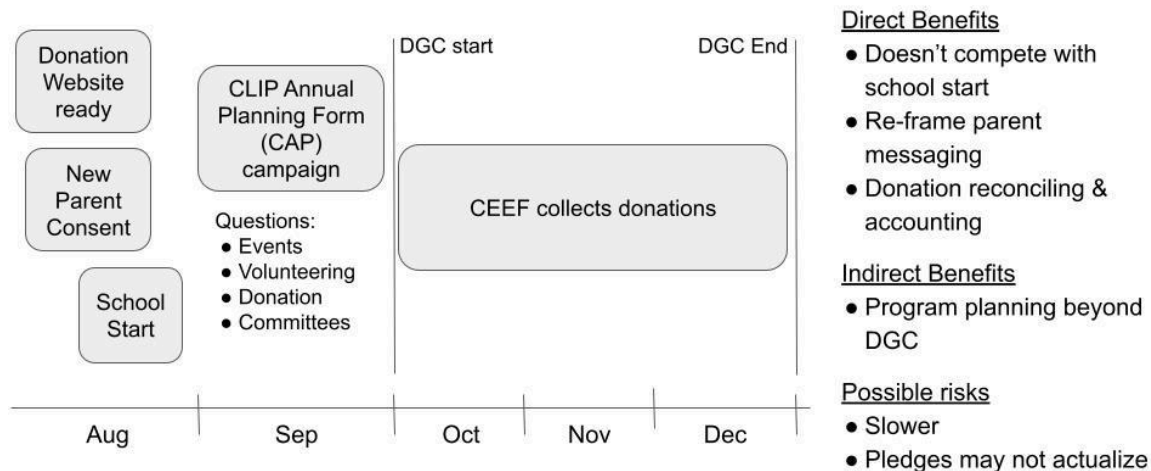
- Start later
- Special comms for company portal parents
- Utilize direct parent communication

Consider

- Pledge drive instead of donation drive
- CRM/email software
- CEEF processing

DGC 2025

DGC 25 Simulation



Next Steps:

- DGC Survey (Jim)
- DGC Committee (open)
- Finish out email consent and create mailing list (Jim)
 - Comeback in Nov/Dec on storage / website
- Class parties (Grade Reps)
 - \$250/grade, expense to CLIPCO Admin (DGC)

- T-Shirts (Jim)
- Seeking board approval for follow-up campaigns
 - Raise awareness on corporate matching
 - Charitable appeal this Nov/Dec
 - Alumni appeal

7. Public Comment

8. New Business

8.1. Trunk or Treat

Fri Oct 25 5:30-7:30pm at John Muir. Currently we have 8 trunks, need more than that to make it more festive. Many parents have signed up to donate treats and candy.

Coming up, a winter time event is still TBD. Lunar New Year event @Miller this year, and we need to decide on silent auction/raffle

8.2. Upcoming CLIP Schedule

- Oct 3-11 - Muir Parent teacher conference, book fair
- Oct 9 - CLIPCO Meeting
- Oct 9 - CLIPCO Panda Express Fundraiser
- Oct 24 - Muir Brunch On Us 4th grade
- Oct 25 - Muir Trunk or Treat
- Nov 1 - No School
- Nov 8 - Minimum Day
- Nov 11 - No School Veterans Day
- Nov 13 CLIPCO Meeting

8.3. Measure Z support

Kevin motions for CLIPCO to endorse measure Z, Jim seconds
11 yays, 0 nays, 0 abs

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7th Grade	Simon Chung Yay	Elly Park absent
8th Grade	Loretta Lu Yay	Julie Siripoke no vote

9. ADJOURNMENT
Adjourned at 7:53pm

Upcoming meeting

Board meeting – Wed November 13, 2024