



## Notes

Cupertino Language Immersion Program Community Organization (CLIPCO)

### BOARD OF DIRECTORS

Miller Middle School, 6151 Rainbow Dr, San Jose, CA 95129

Wednesday, August 20, 2025 at 6:00 pm (virtual)

[meet.google.com/ovy-gvfi-ggh](https://meet.google.com/ovy-gvfi-ggh)

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#### Attendees:

Position	Name1	Name2
President	<a href="#">Margaret Leung</a>	
Vice President	<a href="#">May Wong</a>	
Secretary	<a href="#">Jennifer Lee</a>	
Treasurer	<a href="#">John Hoggard</a>	<a href="#">Wendy Briggs</a>
Kindergarten	N/A	N/A
1st Grade	<a href="#">Liz Lim</a>	<a href="#">Carolyn Sohn</a>
2nd Grade	<a href="#">Selena Lee</a>	<a href="#">Fori Wang</a>
3rd Grade	<a href="#">James Pacella</a>	<a href="#">I Lin Chen</a>
4th Grade	<a href="#">Margie Chuang</a>	<a href="#">Alice Hampton</a>
5th Grade	<a href="#">Edison Chiu</a>	<a href="#">Kevin Jung</a>
6th Grade	<a href="#">Ivy Chien</a>	<a href="#">Joan Cheng</a>
7th Grade	<a href="#">Diana Ong</a>	<a href="#">See-Eng Phan</a>
8th Grade	<a href="#">Simon Chung</a>	<a href="#">Elly Park</a>
Muir Principal	<a href="#">Jonathan Mach</a>	
Miller Principal	<a href="#">Anu Iyer</a>	
Miller Assistant Principal	<a href="#">Deborah Lopez</a>	
	<a href="#">Lynn Plecque</a>	

[Blue means present](#)

- Preliminary
  - Call to order at 6:05pm
  - Introduced all new board members and old members
- Principals' Reports
  - Jonathan Mach, Muir*
    - Nothing to report

*Anu Iyer, Miller*

- Wonderful start of school year
- Hopefully 6th graders came home excited from web-report
- Ramping up the program to do web-check-in and meeting with their web-leaders
- Creating program for 8th graders to help 6th graders get situated
- First dance this Friday (good food, DJ, lots of fun)
- Invite CLIPCO to a back-to-school bash on September 18th!
- Grade Rep Responsibilities
  - Be the liaison between your grade and CLIPCO Board
  - Attend board meetings every month and vote on key decisions/funding
  - Spend grade-wide social money \$200 per grade (\$800 for Kinder)
    - Must be outside of school hours/off campus
    - Parents must have present
    - NOT for Park Day/5th grade Day/8th grade
- Board Vote Items
  - May Meeting Minutes Approval  
Kevin Jung motions to approve May meeting minutes, James seconds  
16 yays, 0 nays, 0 abs

Position	Name1	Name2
Kindergarten	N/A	N/A
1st Grade	Liz Lim	Carolyn Sohn
2nd Grade	Selena Lee	Fori Wang
3rd Grade	James Pacella	I Lin Chen
4th Grade	Margie Chuang	Alice Hampton
5th Grade	Edison Chiu	Kevin Jung
6th Grade	Ivy Chien	Joan Cheng
7th Grade	Diana Ong	See-Eng Phan
8th Grade	Simon Chung	Elly Park

- Middle school license fees: \$7,470 (up from \$4,000) - this was a last minute revision to 25-26 Budget that was missed.
  - Need to get more information before approval
  - Tabled to discuss at September meeting

- Elementary school Decorations: \$1,960 (up from \$1,880) - this did not include the two new classrooms (25-26 Budget)
  - 4th grade (Mrs Chan) and Ms Jaramillo
  - Each room parents get \$40 on door decorations for the year

12 yays, 0 nays, 4 abs

Position	Name1	Name2
Kindergarten	N/A	N/A
1st Grade	Liz Lim	Carolyn Sohn
2nd Grade	Selena Lee	Fori Wang
3rd Grade	James Pacella	I Lin Chen
4th Grade	Margie Chuang	Alice Hampton
5th Grade	Edison Chiu	Kevin Jung
6th Grade	Ivy Chien	Joan Cheng
7th Grade	Diana Ong	See-Eng Phan
8th Grade	Simon Chung	Elly Park

- Miller Microphones - \$5,626.58

16 yays, 0 nays, 0 abs

Jim motions to approve, See-eng seconds

Position	Name1	Name2
Kindergarten		
1st Grade	Liz Lim	Carolyn Sohn
2nd Grade	Selena Lee	Fori Wang
3rd Grade	James Pacella	I Lin Chen
4th Grade	Margie Chuang	Alice Hampton
5th Grade	Edison Chiu	Kevin Jung
6th Grade	Ivy Chien	Joan Cheng

7th Grade	<b>Diana Ong</b>	<b>See-Eng Phan</b>
8th Grade	<b>Simon Chung</b>	<b>Elly Park</b>

- **Treasurer's Report**

- **Income - Q4 2025 and Full Year 2024-25**

	Q4 2024-25	Full Year 2024-25			
	Actual	Actual	Budget	Over(Under) budget by	% of budget
<b>Income</b>					
43400 Direct Public Support					
43410 Corporate Contributions	1,267	244,605	227,801	16,804	107%
43450 Indivd, Business Contributions		10,598		10,598	
43460 DGC Contributions		545,419	555,612	(10,193)	98%
43470 Volunteer Matching	166	16,310	7,500	8,810	217%
43480 Company Gifts	705	12,243	7,000	5,243	175%
<b>Direct Public Support</b>	<b>2,137</b>	<b>829,176</b>	<b>797,913</b>	<b>31,263</b>	<b>104%</b>
<b>Investments</b>	<b>8,678</b>	<b>27,064</b>	<b>12,500</b>	<b>14,564</b>	<b>217%</b>
<b>Non Program Income</b>	<b>729</b>	<b>40,158</b>	<b>6,500</b>	<b>33,658</b>	<b>618%</b>
<b>ASEP Income</b>	<b>-</b>	<b>65,775</b>	<b>53,580</b>	<b>12,195</b>	<b>123%</b>
<b>Special Events Income</b>	<b>-</b>	<b>2,295</b>	<b>2,500</b>	<b>(205)</b>	<b>92%</b>
<b>Total for Income</b>	<b>11,544</b>	<b>964,467</b>	<b>872,993</b>	<b>91,474</b>	<b>110%</b>
<b>Gross Profit</b>	<b>11,544</b>	<b>964,467</b>	<b>872,993</b>	<b>91,474</b>	<b>110%</b>

- **Expenses - Q4 2025 and Full Year 2024-25**

	Q4 2024-25	Full Year 2024-25			
	Actual	Actual	Budget	Over(Under) budget by	% of budget
<b>Expenses</b>					
<b>Total for Middle Program Exp</b>	<b>18,341</b>	<b>52,070</b>	<b>67,147</b>	<b>(15,077)</b>	<b>78%</b>
<b>Total for Elementary Program Exp</b>	<b>63,644</b>	<b>662,805</b>	<b>708,815</b>	<b>(46,010)</b>	<b>94%</b>
<b>Total for Program Expenses</b>	<b>81,985</b>	<b>714,372</b>	<b>775,962</b>	<b>(61,590)</b>	<b>92%</b>
Taxes	1	7		7	
CLIPCO Administration Costs	3,613	29,174	31,995	(2,821)	91%
CLIPCO Fundraising Expenses	-	1,640	8,000	(6,360)	21%
ASEP Expenses	823	71,886	53,199	18,686	135%
<b>Total for Expenses</b>	<b>86,422</b>	<b>817,078</b>	<b>869,156</b>	<b>(52,078)</b>	<b>94%</b>

<b>Total for Income</b>	<b>11,544</b>	<b>964,467</b>	<b>872,993</b>	<b>91,474</b>	<b>110%</b>
<b>Total for Expenses</b>	<b>86,422</b>	<b>817,078</b>	<b>869,156</b>	<b>(52,078)</b>	<b>94%</b>
<b>Net Income</b>	<b>(74,878)</b>	<b>147,389</b>	<b>3,837</b>	<b>143,552</b>	<b>3,841%</b>

- Top q4 expenses- 6K MS adjunct teacher hours
- 9k for MS graduation
- 18k for elementary teacher adjust hours
- 20k in elementary teacher instructional materials

- Profit & Losses for 2024-2025 - Program View

	Actuals through July 31, 2025					
	<i>Memo Only</i>					
	Program P&L					
	Program:	CLIPCO	ASEP	Graduation	Parade	Total
Actuals	Revenue (Income)	896,398	65,775	-	2,295	964,467
Actuals	Expense	743,553	71,885	-	1,640	817,078
Actuals	Net Income	152,845	(6,111)	-	655	147,389
Annual Budget	Revenue (Income)	811,913	53,580	5,000	2,500	872,993
Annual Budget	Expense	807,957	53,199	5,000	3,000	869,156
Annual Budget	Net Income	3,956	381	-	(500)	3,837
+/- Act-Bud	Revenue (Income)	84,485	12,195	(5,000)	(205)	91,474
+/- Act-Bud	Expense	(64,404)	18,686	(5,000)	(1,360)	(52,078)
+/- Act-Bud	Net Income	148,889	(6,492)	-	1,155	143,552

- Overall net income of \$143K
- Want to work on the investment fund- moving money around for investments (capital fund)
- Brought in 10% than projected, and spent 8% less than projected
- An outlier year
- Fori brought up whether parents will ask why we're raising so much \$ that's not being used
  - Would love to discuss with principal Mach to talk about what we can use the excess funds for
- There was a remaining balance for ASEP that did not hit our accounts until the FY closed.

Combined P&L		
Income	DGC & Match	\$809,813
	Other Revenue	\$28,575
	Other Programs	\$61,080
<b>Total Income</b>		<b>\$899,468</b>
Expense	Admin	\$21,505
	Elementary	\$736,111
	Middle	\$76,311
	Other Programs	\$61,199
<b>Total Expense</b>		<b>\$895,126</b>
<b>Net Income / (Loss)</b>		<b>\$ 4,342</b>

- Balance Sheet as of July 31, 2025
  - Have \$907k in the bank
  - Can we talk about this in the same ways as universities use their “endowments”
  - Move this money into Fidelity investments and interest bearing accounts and live off the gains there.
    - Every \$ donated by DGC- used to fund all programs and staff; when funds aren’t used, then they put in saving account/ short term US treasury- earning about 3-4%
      - Take interest and putting in SMP 500 index (approx \$30k)
  - Goal for CLIPCO is : 1x amount in reserve - in case of worst case situation
    - DGC is at the beginning of school year, but bills are also at the beginning of school year- this reserve is meant as a continue to get “refilled”
      - Have to pay 75% of budget to district (approx 400k)
    - 2025-2026 CLIPCO Budget YoY

Expense Category	Description	2022-23	2023-24	2024-25	2025-26	Better / (Worse) 2024-25 vs 2025-26
IA	Instructional Assistants (Elementary)	\$211,376	\$293,008	\$360,360	\$347,563	\$12,797
Non-IA Personnel	Homework Club, CLIP Art teachers, Teacher Adjunct Hours, Assessments	\$206,272	\$210,960	\$246,812	\$298,896	(\$52,084)
Technology	MS Laptops, App subscriptions, etc	\$6,200	\$6,700	\$8,000	\$7,000	\$1,000
Professional Development	Teacher Training, Conferences, and Memberships	\$31,190	\$31,190	\$36,190	\$36,190	\$0
Instructional Materials	Books & Supplemental Materials, Library Books, CLIP Art Materials	\$67,716	\$66,046	\$65,670	\$72,393	(\$6,723)
Graduation	Offset the cost of student ticket cost (\$25 per student) & Plaques, Fifth Grade Day	\$12,300	\$11,860	\$14,250	\$17,500	(\$3,250)
CLIPCO Administrative	Insurance, Tax Prep, Direct Give Expenses, President Admin Expenses, Community Events, Outreach, Web/IT, Postage	\$17,590	\$19,490	\$16,945	\$13,430	\$3,515
Enrichment	Assemblies, Theater, Science Fair, Yearbook, Kindness Week	\$28,400	\$33,000	\$19,500	\$14,150	\$5,350
Events	CNY, Halloween, Autumn Festival, Movies, Bike Safety	\$15,050	\$20,650	\$23,750	\$17,325	\$6,425
School Supplies	Elementary PE/Recess/Sports equipment, First Aid Kits, Lost and Found	\$7,700	\$13,600	\$16,480	\$9,480	\$7,000
<b>Total</b>		<b>\$603,794</b>	<b>\$706,504</b>	<b>\$807,967</b>	<b>\$833,927</b>	<b>(\$25,970)</b>
Other Programs "spend impact"						
ASEP		\$712	\$381	\$381	\$381	\$0
Chinese New year Parade Expenses		-\$500	-\$500	-\$500	-\$500	\$0
Graduation	Not included above,	\$0	\$0	\$0	\$0	\$0
<b>Total \$'s all Areas</b>		<b>\$604,006</b>	<b>\$706,385</b>	<b>\$807,838</b>	<b>\$833,808</b>	<b>(\$25,970)</b>
Breakouts	Elem	\$530,702	\$618,051	\$708,815	\$736,111	(\$27,296)
	Middle	\$54,102	\$53,913	\$67,147	\$76,311	(\$9,164)
	<b>Total School Budget Asks</b>	<b>\$584,804</b>	<b>\$671,964</b>	<b>\$775,962</b>	<b>\$812,422</b>	<b>(\$36,460)</b>
	Combined	\$18,990	\$34,540	\$31,995	\$21,505	\$10,490
	<b>Total Asks</b>	<b>\$603,794</b>	<b>\$706,504</b>	<b>\$807,957</b>	<b>\$833,927</b>	<b>(\$25,970)</b>

- Expect approx 800K+ budget
    - Showed the last 4 years of growth in budget-
      - \$600k in 2022 vs \$833k this year
        - But things are more expensive now
    - Key Revenue Assumptions/expectations
      - DGC- target of \$810k
        - Participation rate of 92% (\$1000 at Muir, \$250 at Miller)
          - If participation drops by 5%, we'll be short 50k; 80% participation then will be short 100k
        - assumed 555 students at Muir and 249 at miller
      - Other revenue- \$29k
        - \$7k for events (mid autumn, and LNY)
        - \$13k for volunteer match
        - \$9k for company gift
      - Other programs (ASEP, LNY, Graduation) break even (\$61k income/expense)
        - lost a bit of money at ASEP but made up in other areas
    - Big Ticket Expenses
      - ~\$350k for IA
      - ~\$300k - other personnel
        - 90k for teacher adjunct hours
        - \$62k for recess 101 (no longer subsidized by district)
          - Helps teachers (like SEL); DR. Lashier had really pushed for this
        - 32k for librarian hours
        - \$19k for homework club at Muir and Miller ( no longer subsidized by district)
      - 72k - instructional materials
      - 36k- teacher training
- Public Comment
- New Business
  - Math Kangaroo Update - Thu 3/19/26 (Jim)
    - Will be similar to last year
  - APS / DGC Update (Jim)
    - APS (Annual Planning Survey)
      - Something new, learned from some other districts, and help to do planning for the year
      - Topics

- Contact info
- Event interest
- Volunteering interest
- Donation interest
- Tracking for survey completion
  - District will share directory by Oct 1
  - Will try to create a database for contact info because district will not give it
- DGC plan
  - Goal is \$800k
  - Cheddarup
    - Ready to go/similar to last year
  - Website
    - Need to update
  - Marketing material
    - FY26 Budget info (john)
    - Campaign Slogan; “together, we keep CLIP strong”
  - Incentives
    - Fire Horse T-shirt for all students if we meet goal
    - Pizza party for top participation class
  - New initiative
    - Request board approval for 2 year donations
    - OBBBA Charity Implications
      - Donating \$2000 (2 years) will help with tax deductible ; then dont need to donate the 2nd year
- Timeline
  - 8/29 APS goes out, DGC soft launch
  - September - promote APS, allow DGC pre-donation
  - 10/3 - DGC officially launches
  - October- Thursday folder flyers and weekly results, booths at MA and Tot, info sessions on donations and taxes. Wendy, John, and I triage issues
  - 11/7 DGC ends, party at Jim’s house
- Mid-Autumn (Edison)
  - Will need a transition to pass the baton since Edison is graduating
  - Event will be October 3rd
  - Open volunteer positions include ASEP, CNY Parade Chair, and an Events lead
- Tech Check!



- Slack
- Email



- Adjourned at 8:02pm

### **Upcoming meeting**

Board meeting – Wed September 10th, 2025 - in person