



Notes

Cupertino Language Immersion Program Community Organization (CLIPCO)

BOARD OF DIRECTORS

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

Wednesday, November 12, 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	Margaret Leung	
Vice President	May Wong	
Secretary	Jennifer Lee	
Treasurer	John Hoggard	Wendy Briggs
Kindergarten	Xi Min Sam	Xinwei Chen
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
Muir Principal	Jonathan Mach	
Miller Principal	Anu Iyer	
Miller Assistant Principal	Deborah Lopez	
Guests	Susanti Wu	Mike Wu
Teachers	Ms. Chan	

Blue means present

- Preliminary
  - Call to order at 6:08
- Principals' Reports
  - Jonathan Mach, Muir*
    - Student Clubs will be starting next week!!

- posters will be put up and students can show up
- homework club started today
- on Friday will have a Principal Chat
  - talk about the official student store and will have use for Husky Treats for store to open Dec 2nd
- clubs are for all grades- students just need to come to the office and fill out a form and staff members will oversee it during lunch (part of teacher's adjunct hours but some teachers will just volunteer anyway if a student asks...)
- Starting tomorrow: principal Read alouds! will be doing 3 readings a day for diff classes!
  - this theme is "Caring for others"
- Monday- International School from Taiwan came and tried to model their school after us
  - talked to our leadership team for 3 hours
  - will hopefully invite us to their school next year
- school from China will send 11 delegates to come see our model
- Staff Kudos
  - giving shoutouts to teachers in newsletter

*Anu Iyer, Miller*

- Last week was first all school assembly- 30 veterans came to the school; colorguards and Eagle Scouts raise the flag, recognized Veterans and the veterans went to classes to do small group and answer all the questions
  - feedback from veterans is that students are kind and welcoming
  - pleased with how the assembly went
- Approaching 2nd NWEA for students
  - this one will have weight for math placement for next year
  -
- CLIPCO Report
  - Had trunk or treat successfully
    - hibachi trunk won 1st place!!
    - LILO stitch -2nd
    - super Mario bro-3rd place
  - Project Cornerstone has started
    - Getting to reading 3rd book now
  - CHinese new year parade
    - first practice is this Friday!
    - kids get to be on TV!

- Board Vote Items

- October Meeting Minutes Approval

Fori motions to approve October meeting minutes, Jim seconds  
 16 yays, 0 nays, 0 abs (everyone)

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- Bylaws- Approval of \$1000 Additional to complete CLIPCO Bylaws Update

- \$2000 approved in Feb 2024 board meeting, bylaws Committee used \$1200 and we have \$800 left over
- Estimate from Hoge Fenton for remaining work is around \$1200-\$1600
- Hoge Fenton sent draft Update in May 2024 which complied with new CA laws for nonprofit. We are highlighting important items (ie. Member voting rights and document storage) and asking them to include in the update.
- Uncovered that maybe we weren't following bylaws- and then a lot of things are old and need to be updated, hired lawyer and trying to make sure that all that we are following the bylaws
  - making sure that everything is being reviewed to still be relevant today
  - need to fix logistical things not the mission
  - kevin is working with lawyer to go over line by line to make sure that we make the minimal amount of changes possible
    - will incorporate new stuff that is better fit for today rather than change it completely
- date to be done by- dont know- will try to be done as fast as possible
  - ideally it'll be done in the next few months
- Jim motions to approve cost for bylaws, Joan seconds
- 16 yays, 0 nays, 0 abs (everyone)
-

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Treasurer’s Report

- Jim to confirm approval of financials through Oct 31, 2025
- Profit and loss - 2025-26 Year to Date

<b><u>P&amp;L</u></b>	<b><u>Aug-25</u></b>	<b><u>Sep-25</u></b>	<b><u>Oct-25</u></b>	<b><u>Total Q1</u></b>
Income	\$ 18,467	\$ 159,802	\$ 291,005	\$ 469,273
Expenses	\$ 65,149	\$ 18,377	\$ 401,577	\$ 485,102
Net Income	\$ (46,681)	\$ 141,425	\$ (110,572)	\$ (15,829)

- Oct 2025 income includes
  - 243k DGC donations; 39k company match
  - 16k non-program income (mostly events+book fair)
  - -\$10k for ASEP (due to refunds of canceled programs)
  - 2k investment income; now up to 9k YTD
- Oct 2025 expenses included:
  - 384k for personnel (paid 75% of PTO grant)
  - -6k for ASEP (refund from district for underspend last year)
- Budget vs actuals - 2025-26 YTD

August - October, 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
▼ Income				
▶ 43400 Direct Public Support	376,963	831,813	454,850	45.00 %
43500 Donations, Restricted	13,000		-13,000	
▶ 45000 Investments	9,015		-9,015	
46300 Theater Production	13,451		-13,451	
▶ 46400 Non Program Income	23,253	11,575	-11,678	201.00 %
▶ 47200 ASEP Income	33,280	53,580	20,300	62.00 %
▶ 49000 Special Events Income	311	2,500	2,189	12.00 %
<b>Total Income</b>	<b>\$469,273</b>	<b>\$899,468</b>	<b>\$430,195</b>	<b>52.00 %</b>
GROSS PROFIT	\$469,273	\$899,468	\$430,195	52.00 %
▼ Expenses				
▶ 60900 Program Expenses	484,000	812,422	328,422	60.00 %
64000 Taxes	3		-3	
▶ 65000 CLIPCO Administration Costs	6,407	21,505	15,098	30.00 %
▶ 66400 CLIPCO Fundraising Expen...	350	8,000	7,650	4.00 %
66900 Reconciliation Discrepancies	0		0	
▶ 67200 ASEP Expenses	-5,658	53,199	58,857	-11.00 %
<b>Total Expenses</b>	<b>\$485,102</b>	<b>\$895,126</b>	<b>\$410,023</b>	<b>54.00 %</b>
NET OPERATING INCOME	\$ -15,829	\$4,342	\$20,171	-365.00 %
NET INCOME	\$ -15,829	\$4,342	\$20,171	-365.00 %

- Condensed version of report in financial summary that was circulated in advance
  - >\$20k YTD in non-budgeted income from investments and non-program income
  - about at 50% income for the whole year
- 
- Balance sheet

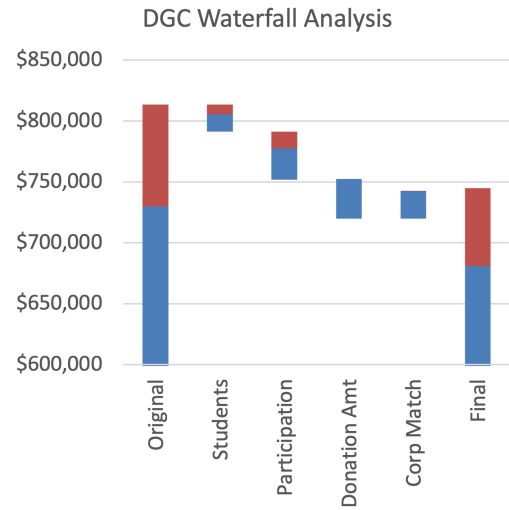
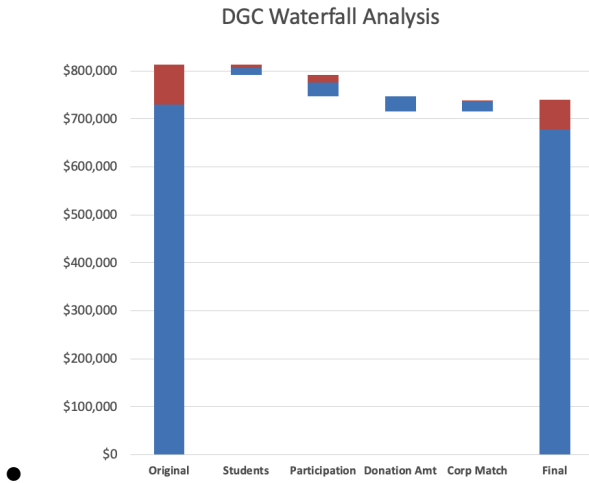
## Balance Sheet as of October 31, 2025

<u>Assets</u>	<u>Oct-25</u>	<u>Sep-25</u>
Bank Accounts		
Wells Fargo Business Checking	\$ 16,792	\$ 16,792
Wells Fargo Business Savings	\$ 300	\$ 300
PayPal Bank	\$ 1,544	\$ -
Fidelity Brokerage	\$ 584,317	\$ 551,593
Golden Bank Checking	\$ 25,812	\$ 90,653
Golden Bank Savings	\$ 263,197	\$ 343,197
<b>Total Assets</b>	<b>\$ 891,964</b>	<b>\$1,002,536</b>
<u>Liabilities and Equity</u>		
Liabilities		
Equity		
Opening Balance Equity	\$ 122,149	\$ 122,149
Unrestricted Net Assets	\$ 785,644	\$ 785,644
Net Income	\$ (15,829)	\$ 94,743
<b>Total Liabilities and Equity</b>	<b>\$ 891,964</b>	<b>\$1,002,536</b>

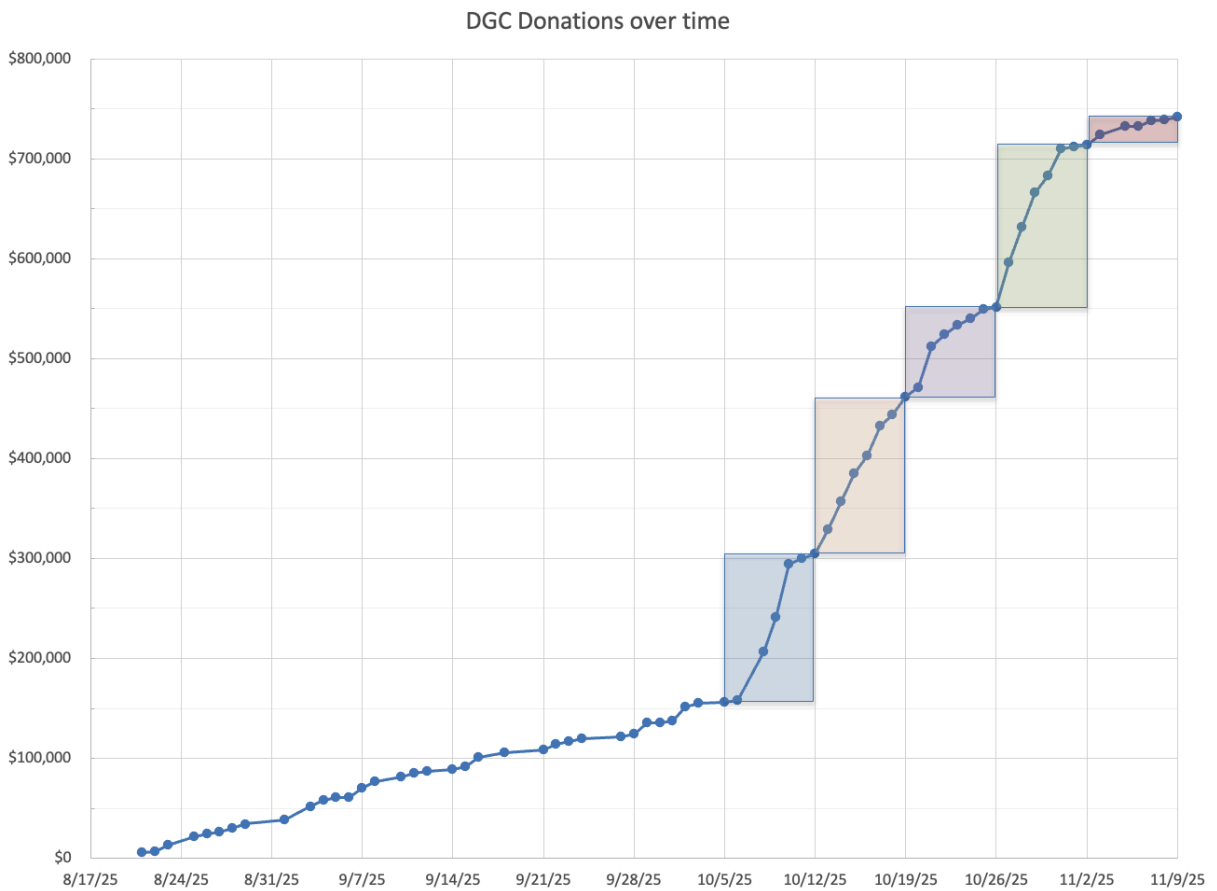
- last month over a million in bank account
- now is down to 891k
- 33k increase in fidelity brokerage account balance mostly due to stock donations
- we can manage expense needs from Golden and cash balance and incoming donations- e.g. awaiting 162k from benefits in November
- 
- Public Comment
  - Mosquito warning for surrounding areas
    - some kids claimed they have been “attacked” by mosquitos
- New Business
  - Adjunct Hours/Teacher Stipend for 26-27 School year (Kevin/Mr. Mach)
    - The challenge
      - scheduling conflicts: current hourly adjunct system creates conflicts with teachers standard duty days, leading to operational friction
      - difficult tracking: budget tracking is inefficient. We budget for detailed line items, but the district provides actual as a single lump sum, making accurate performance analysis impossible
      - context:

- these adjunct hours are good for retention/extra hours that teachers can make on top of their salary
- The proposal (switch to a fixed stipend model)
  - the change: combine all existing “adjunct hours” line items into a single annual stipend
  - the stipulation acceptance of the stipend requires the teacher to commit to a fixed set of duties, including;
    - essential adjunct duties (e.g. report cards, HW club, parent contact)
    - an additional commitment of x hours per year for CLIPCO support
  - scope: covers all middle school and elementary clip teachers
  - financial impact: expected limited impact on the next fiscal years budget
    - adjunct hours budget for 2025-2026 is ~\$82.6K of which ~\$19.2k for middle school and ~\$62.5 k for elementary school
- Joan- how do we make sure that in 10 years this “lump sum” isn’t abused
- Iyer- for middle school teachers, she would like to keep it as a timesheet instead of Stipend
- next steps assuming the CLIPCO board is okay
  - mach to finalize with iyer
  - present proposal to CLIP staff for feedback
  - Submit final plan to CUSD leadership
- DGC results
  - raised 745K over the last 4-5 weeks; 91% of budget (-8.5%)
  - participation of K-5 : 89% (-3%)
  - participation 6-8: 74% (16%)
  - corporate matching : 47% (+4.5%)
  - short about 65k total from total budget
- congratulations to grades 2 and 7!!!
  - 1st grade corporate matching was down by 16% which is really odd/interesting...
- Where did the deltas come from?
  - 22k is from students
  - on average people gave on average \$920 last year and this year it was \$950
  - corporate matching- “earned back” 23k

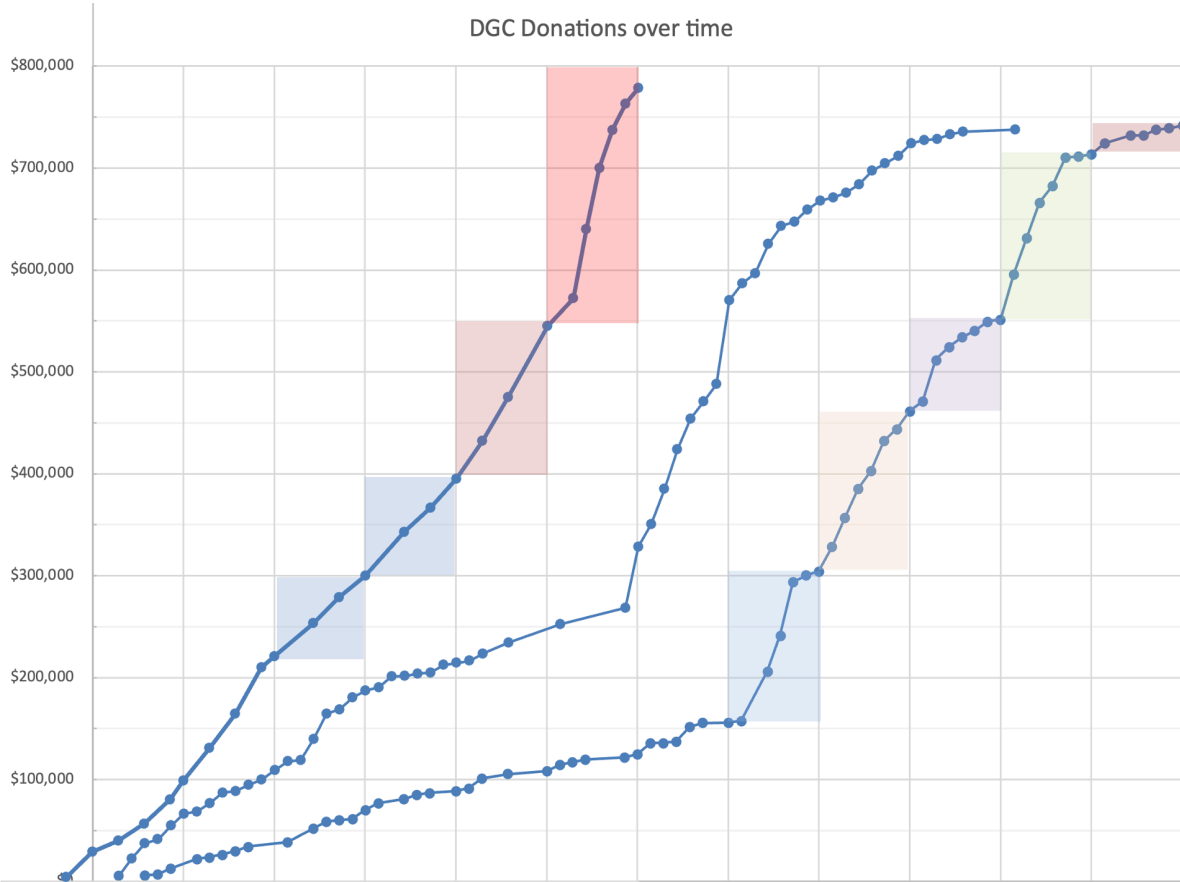
- waterfall/sensitivity analysis



- how did donations come in over time



- takeaways:
  - some parents on top of it without any notice
  - event promotion not impactful
  - 150k/week during campaign
- Comparing 2023 vs 2024 vs 2025



- 2023- emails and flyers
- 2024 - email ParentSquare, flyers, social, direct text message
- 2025- parent square, flyers, socials
- takeaways:
  - most effective communications
    - direct text message
    - parentsquare
    - direct email
  - 2024 could have benefited two ways
    - year-start heuristics- maybe start earlier
    - mixed media comms
      - using diff types of mediums can help
- observations/recommendations
  - Miller Middle School was a significant outlier this year
    - CLIPCO was excluded from the start-of-year donation request

- Parentsquare communications were inconsistently routed
- Rumors on WeChat about upset 8th grade parents
  - Recommendation: Focused follow-up with principal Iyer, grade reps
- Iyer: tried to put donations that support ALL the kids on one sheet because of old feedback about how parents would get multiple flyers; didn't get a flyer and thought that it would be more focused during the DGC time.
  - don't want people leaving this meeting thinking that CLIPCO was purposely left out
  - she did send DGC communication in ParentSquare to Miller but families not at Miller wouldn't see it
  -
- APS messaging conflicted with DGC
  - Possible announcement fatigue
  - Less bite during speaking engagements
  - Start-of-school opportunity for max donation receptiveness
    - Recommendation: Monthly APS announcement Jan-Jun, only K in fall
- Donation process is still confusing
  - ~50% of transactions need manual reconciling (Thank you Wendy!)
  - Stock / DAF transactions are growing in popularity but add complexity
  - Confusion around company match
    - Recommendation: ...
- No such thing as a comms silver bullet
  - Directly messaging non-donors has a material impact on our fundraising
  - Establish system for direct messaging in good faith
  - Utilize paper flyers, Parentsquare, Konstella, and social chats
    - Recommendation: setup comms plan before school year so it's ready to go
- next steps:
  - DGC Celebration @Eureka!
    - After board meeting
  - Discussion on what to do in light of donation shortfall (coming up)

- Additional DGC wrap up
      - (tbd) t-shirts
      - (tbd) additional outreach
      - LGL data entry and cleaning
      - APS continuation
    - Jim to retire from DGC
  - Budget Options for future
    - DGC raised ~\$745k
    - ~\$65k short of '25-26 Budget (DGC did not reflect full budget)
    - '24-25 saw underspending >\$100k
      - Some budget updates were made as a result
    - Other income streams are contributing to CLIPCO (corporate sponsors, restricted donations, investments)
    - “Core” CLIP expenses ~\$741k, plus minimal CLIPCO admin...
    - Options 1: Do Nothing
    - Option 2: Symbolic Cuts
    - Option 3: Draconian Cuts
- fundraiser at Duan’s Kitchen was \$920
- Adjourned at 8:30 pm

**Upcoming meeting**

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