



Notes

Cupertino Language Immersion Program Community Organization (CLIPCO)
 BOARD OF DIRECTORS
 Muir Elementary School, 6560 Hanover Drive, San Jose, CA 95129
 Wednesday, August 23rd, 2023 at 6:00 pm (in person or virtual)
meet.google.com/ovy-gvfi-ggh

Attendees: Kaz, Jackie, Yanan Zheng, David Chiu, Michael Wu, Fori, Lisa Sung
 (a few other unnamed attendees)

Position	Name1	Name2
President	Edison Chiu	
Vice President	Margaret Leung	
Secretary	Diana Ong	
Treasurer	Patrick Chiu	Wendy Briggs
Kindergarten		
1st Grade	May Wong	
2nd Grade	David Chen (6:43pm)	Kimberley Seok
3rd Grade	Liz Lim	Selena Lee
4th Grade	Julie Siripoke	I Lin Chen
5th Grade	Michelle Lee	Summer Zhao
6th Grade	Simon Chung	Emery Kuo
7th Grade	Loretta Lu	Cindy Ying
8th Grade	Kevin Jung	Kalila Spain Patty
Muir Principal	Jenn Lashier	
Miller Principal	Anu Iyer	
Miller Assistant Principal	Deborah Lopez	
DGC Chair	James Pacella	
Musical Chair	Hannah Sun	

Blue means present

1. Preliminary
 - 1.1. First meeting introductions - everyone at the meeting in person and virtual introduced themselves

Call to order at 6:23pm

2. Officer Reports

2.1. President's Report

-Welcome Back, thank you to Cindy for translating Welcome Flyer. Thank you to those that came to Kinder Welcome (I-Lin, Wendy, May, Stacy, Nicole) and Loretta for the kinder goodie bags. Thank you to Jim/Diana for helping with Principal's coffee. Thank you Diana for putting up welcome signs. Thanks to Margaret for all her help and agreeing to be VP. Thanks to the principals and staff, looking forward to working together and all their support.

-President's Fund: interest in having food at our meetings, so will be using the president's fund to bring food. All the grade reps sign up for a date, ~\$200/meeting.

2.2. Board Vote Items

- June Meeting Minutes Approval - Kevin motion to approve, May seconds

12 yays, 0 nays, 0 abs

Position	Name1	Name2
Kindergarten		
1st Grade	May Wong Yay	
2nd Grade	Kimberley Seok Yay	David Chen (absent)
3rd Grade	Liz Lim Yay	Selena Lee Yay
4th Grade	Julie Siripoke Yay	I Lin Chen Yay
5th Grade	Michelle Lee Yay	Summer Zhao (absent)
6th Grade	Simon Chung Yay	Emery Kuo Yay
7th Grade	Loretta Lu Yay	Cindy Ying (no vote)
8th Grade	Kevin Jung Yay	Kalila Spain Patty Yay

- Appoint Jim Pacella as 1st Grade rep in the interim (50% voting threshold was not met for 1st grade rep, need to collect more votes). Kevin says we can't vote him as interim rep because it's not in the bylaws.

Backstory: The bylaws are a little archaic, but a question came up regarding 1st grade election. During the grade

rep elections in May, Jim did not receive over 50% of the votes, so he technically should not be the 1st grade rep. Even though Jim was running unopposed, he didn't get 48 votes (half the votes), so does he have the authority to vote on behalf of the grade? Since we need to follow the by-laws, revote for 1st grade rep is currently going on through all avenues (Konstella, parentsquare, flyer), so Jim can get enough votes to officially become the 1st grade rep.

- Musical - Hannah requests to approve \$18000 for the musical (previously \$15000). CPAA reviewed the hours they would need to spend, and determined they would require some additional money. Discussion about how much total the musical is, Patrick says we approved \$13.5k last year (including fundraising). Asked Hannah how much we can fundraise and essentially how much do we need total. Hannah was told it would be \$15k for creative + \$6k for technical + \$3k for certified teacher= \$24k total. After some calculations of approximately \$285/student, 50 students- we would get ~14k. \$14k+13.5k should cover the total cost of the musical, so she doesn't need to ask CLIPCO for additional funding right now.
Question about GLC space during book fair, science fair for musical rehearsal - Dr Lashier said might need to bump some dates.
Hannah is looking for help with musical- if you are willing to help, contact Hannah Sun.
- Recess 101 Additional Funding (previous budget based on smaller class counts). During budgeting, Dr Lashier didn't account for the additional 3rd grade class that was added, so now needs an additional \$3k.
K-3 grades will now have one recess 101 class every week, instead of once every other week (counts as PE time)

Recess 101 also runs tournaments during lunch, encourages respectful play, team building, collaborative play.

Current cost is around \$28k (plus grant from district).

Motion to approve additional Recess 101 funding by Emery, second Simon.

13 yays, 0 nays, 0 abs

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5th Grade	Michelle Lee Yay	Summer Zhao (absent)
6th Grade	Simon Chung Yay	Emery Kuo Yay
7th Grade	Loretta Lu Yay	Cindy Ying (no vote)
8th Grade	Kevin Jung Yay	Kalila Spain Patty Yay

- Teacher reimbursements(2022-23 school year) \$580.36 for teacher materials (due to delayed office reconciling).

Motion to approve by Kevin, Kimberley seconds

13 yays, 0 nays, 0 abs

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Kindergarten		
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5th Grade	Michelle Lee Yay	Summer Zhao (absent)
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7th Grade	Loretta Lu Yay	Cindy Ying (no vote)
8th Grade	Kevin Jung Yay	Kalila Spain Patty Yay

- By Laws Committee (Margaret Leung, Wendy Briggs, Kevin Jung, George Tsai, Patrick Chiu) - The by-laws are 10 years outdated, for example includes information about meeting times, needing teachers to attend meetings etc, so a lot of things need to be updated. The plan is to download the by-laws, have meetings to update, and later let board members review. If anyone wants to join, welcome to join. Kalila is interested in joining, now added to the committee.

Motion to approve by I Lin, second David
 13 yays, 0 nays, 0 abs

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- Muir Staff Invoice (2022-23) \$4112.79 (instead of \$7541.79) due to increased average cost last year. District billed less, just an FYI.
- Muir T-shirts are given to new K-5th kids and staff- request to add a recurring expense of about \$2000.

Kevin motions to approve, Loretta seconds.
 14 yays, 0 nays, 0 abs

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- Muir Staff Invoice for current year 2023-24 (come back to this)

2.3. Principal's Report

Jenn Lashier, Muir

So happy she didn't have to move a school during the summer. Have a new logo, home of the huskies. Went through a long process to vote in this new mascot, identified traits and animals that embodied these traits, whittled down the list, had a school vote with blind ballot: bulldogs, huskies, owls and orcas. Huskies won. Tried to find a happy medium between kawaii husky vs fierce husky. Snacks for teachers on Fri by Diana. Back to school night 8/31, 3rd-5th grades 6-6:45pm, standing room only principal's meeting 6:45-7:15pm, k-2nd 7:15-8pm. 5th grade science camp meeting will be a little later since it's not until March. Mid autumn moon festival 9/29. Thank you to CLIPCO for the voice amplification systems in all the classrooms and we now have new after school sports gear- blue/yellow reversible jerseys that say John Muir instead of Meyerholz.

Anu Iyer, Miller

WEB orientation for 300+ 6th graders with 8th grade leaders, tours around campus before 1st day of school. 1st day of school black & gold spirit day, teachers talked about expectations, RRC, and led tours. Last Friday after school, kids could purchase Kona Ice on campus (100+ kids enjoyed). Kona

Ice is coming again in Sept, Oct and springtime. After school sports have started - cross country, girls softball, boys basketball. All students will get chromebooks this year including 6th graders. 8th graders all received theirs already. Ms. Lopez is going over behavior with behavior assemblies during social studies class, going over the student handbook, and talking about bullying, what it looks like and how they can be upstanders. MiCAC first meeting 10/2, first Wed every other month, all are welcome to join. Back to school night 9/7 6-8pm. Language arts teachers are starting iReady diagnostics used for placement into reading workshop class. The Lunar New Year gala will be held at Miller this year, still finalizing dates.

2.4. Calendar for the Year

There is a google calendar and a shareable one page calendar. Links on welcome flyer.

3. Treasurer's Report

Fall updates - CLIPCO now dealing with all teacher reimbursements this year instead of office. Starting in 2025-26 K-3 will be reduced to 22 kids vs 24 kids, 4th/5th drop to 29 kids (which means less money for fundraising). Kiln update- bought a new one. To do: renew insurance, help Jim with tax receipts for DGC, file non-profit taxes.

Q4 2022-2023 Income

received \$7.8k income in Q4, \$3k from volunteer grants, \$3.8k from investments

Q4 2022-2023 Expenses

~\$130k in expenses: ~50k microphone systems, \$37000 adjunct hours, \$10k for promotion ceremonies, other misc expenses: teacher materials, staff appreciation, etc

Full YTD 2022-2023 P&L

loss of about ~\$19k, fundraised for a \$60k loss so did pretty well

Balance Sheet

~\$759k total in our bank accounts, running about 1x in reserves

Q4 Financials signoff (Jim auditor)

Jim looked at all the financials- comments for the board to consider- outstanding checks that haven't been cashed 5-10 years (is there some way to reconcile and get it off the books). Does the board want to look over significant deviations on expenses? Otherwise, everything looks ok.

Patrick asked a question about the \$20k for Chinese books that was approved last year- only spent \$15k, does it need to be re-asked for this year to use up the remaining balance? Kevin said if it was approved out of the supplemental fund, no need to re-ask, just use it up. Patrick checked and it's out of the supplemental fund.

4. Public Comment - none

5. New Business

5.1. Direct Give Campaign (Jim)

-Targeting 9/25-10/20, launch on Monday of mid-Autumn week. Ask is \$800 muir/student, \$225 for miller/student. \$468k fundraising goal (not including corporate matching). Looking for 100% participation (92% last year). Participation is more important than giving the suggested amount.

Fundraising Incentive plan: Receive a CLIP bag at mid-autumn festival if you donate in the first week. All kids will receive a dragon t-shirt (red plus gold lettering). The first Muir class to reach 100% participation get husky plushies. Top grade participation will get a class party.

-Will be sending out flyers and digital communication.

-Working with Margie on t-shirt design - showed design to board. Would like to order shirts for the board first so they can be worn at mid-autumn festival and get people to order/purchase. I Lin suggested we shouldn't wear it until CNY and wear the rabbit shirt instead since it's still the year of the rabbit.

T-shirt design feedback- gold lettering seems hard to read, Jim said it will be a metallic gold shiny lettering and the picture is

not the exact gold shown. Will try to get a sample to make sure the wording pops before ordering.

Pocket vs center design on front of t-shirt - majority vote for pocket.

Edison thinks this shirt could be a longterm shirt, so would prefer it without the 2024 year- thinks this shirt would be popular to wear not just during the dragon year. Could maybe consider adding 25th year anniversary instead. Still would like to keep a red CLIPCO panda shirt as a forever shirt as well.

DGC milestones - DGC intro 8/31 at Back to school night. DGC reps speak in all the classrooms. Decorations for launch day. DGC Booth at mid autumn festival (collect t-shirts orders, handout bags, q&a) Jim will speak about DGC during the principal's meeting at back to school night.

- 5.2. Kinder Grade Rep vote & 1st Grade Rep re-vote
Kinder flyer is out to recruit for kinder reps, also on konstella, parentsquare. 1 week for nominations, elections 9/1-9/8, and hopefully there will be 2 new kinder reps for the next meeting.
1st grade rep re-vote - mentioned earlier
- 5.3. Back to School Night
Grade reps to talk about DGC & push Konstella
- 5.4. Mid Autumn Moon Festival Fri Sept 29 5-8pm
next Tues first planning meeting
- 5.5. Investment Committee
slowly happening, moving \$ to different brokerage firm. \$300k in a checking account, \$200k in savings account, but earning very low interest.
- 5.6. Volunteer recognition ideas
give out t-shirts to volunteers? probably need to have more long discussions about this
- 5.7. Communication - Konstella and google groups

used to use both, hard push to use one or the other, hopefully Konstella. can use district emails for distribution list, also have means to communicate through parentsquare through Dr Lashier. will continue to push Konstella.

5.8. ASEP schedule is out, signups on 8/24 after school, classes start 9/18 week
flyer in thursday folder and on Konstella

5.9. potential official CLIP t-shirt design - red with CLIP panda logo

6. ADJOURNMENT

Adjourned at 8:39pm

Upcoming meeting

Board meeting – Wed Sept 13, 2023