



Meeting Notes

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

Muir Elementary School, 6560 Hanover Drive, San Jose, CA 95129
Wednesday, October 18th, 2023 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	Fori Wang Lisa Sung
1st Grade	May Wong James Pacella
2nd Grade	David Chen (late arrival) Kimberley Seok
3rd Grade	Liz Lim Selena Lee
4th Grade	Julie Siripoke (late arrival) I Lin Chen
5th Grade	Michelle Lee Summer Zhao
6th Grade	Emery Kuo Zhao Simon
7th Grade	Loretta Lu Cindy Ying
8th Grade	Kevin Jung Kalila Spain Patty
Muir Principal	Jenn Lashier
Miller Principal	Anu Iyer
Miller Assistant	Deborah Lopez
Principal DGC Chair	James Pacella

[Blue](#) means present

1. Preliminary
 - 1.1 Called to Order at 6:13pm

2. Officer Reports

2.1 Principals Report

Anu Iyer, Miller Middle School

- Tomorrow, 10/19 District wide disaster drill and all students will be evacuating onto the field after duck and cover. Students will be role call positions for fire drill and then proceed to alphabet groups. Teachers will be deployed and will be practicing their roles and responsibilities. They will adhere to search and rescue procedures and students will act as injured students and there will be a staff team for first aid and communication, release team and supervision team. All teams will be participating tomorrow and parents will also be acting in different types of situations to see how the staff will respond.
- Staff Learning Day on Friday (10/20): Panorama survey data (social/emotional needs). They will help reach the goals for language arts, Mandarin and SEL (B level learning data and AAPLI data goals for Chinese - CLIP) - will be done by principals and CLIPCO teachers.
- Halloween lunch rally in 2 weeks and there will be a surprise "Thriller" flash mob for Halloween that Mrs. Iyer will be performing with some students.

Jenn Lashier, Muir Elementary

- Thanks everyone for the Mid-Autumn Moon Festival as it was a great opportunity to come together.
- Muir will also be part of the district wide disaster drill tomorrow and will be doing a similar role as Miller with parent participation playing a role in the unification process with the kids. This will be new since coming to John Muir.
- Last parent volunteer training will be on 10/19 after school of the year.
- Staff Learning Day will be used to look at student achievement data, SEL and targeting 4 areas of studies with math, language arts, Chinese and social studies.
- Picture Day is on Monday and the kickoff for Kindness week will be next week. Nice mural on the wall so pictures can be put on the wall to represent the "I" in "kindness".
- Upcoming events include US band assembly next Thursday (10/26), Trunk or Treat on Friday (10/27) and then Halloween parade (10/31) starting at 8:45am. Starting at this new time will allow for an activity or 2 and then recess and then continue with the remainder of school.
- Teachers are recovering from Parent/Teacher conferences that just finished up.
- Today (10/18) first day of homework club in room 27 and clip art has their own space in 28.

2.2 President's Report

- A letter was shared with one of the Middle School teachers about a student's experience at the Mid-Autumn Moon Festival. The student is new to CLIP and expressed her interest and how much fun she had at the event. She drew a picture to share her experience. Very touching letter.
- Big thank you to I Lin for spearheading the Mid-Autumn event and all the volunteers that helped.
- DGC: Winding down and big shout out to Jim for all his efforts and hard work.
- Shed/Stage Cleanup: Margaret rallied some folks to clear the GLC stage. Thank you to Simon and I Lin for helping.
- Grade Rep Responsibilities: Lots of grade reps are new. The role of a grade rep is to attend monthly meetings, vote on board items, liaison between grade and CLIPCO Board, help communicate to the grade about DGC at BTSN. There is \$200 to spend on grade socials for the year. The money is to be used for socials outside of the classrooms. It is expected that grade reps join and participate in at least one sub-committee as noted in the Bylaws. A sub-committee includes community events, project cornerstone, ASEP, CNY parade, etc. - lots of opportunities to join a committee.

2.3 Board Vote Items

- September Meeting Minutes: Motion approved by Kevin; Lisa seconds. 12 approved
12 yays, 0 nays, 0 abs

Position	Name1 Name2
Kindergarten	Fori Wang Yay Lisa Sung Yay
1st Grade	May Wong (absent) James Pacella Yay
2nd Grade	Kimberley Seok Yay David Chen (absent)
3rd Grade	Liz Lim Yay Selena Lee Yay
4th Grade	Julie Siripoke (absent) I Lin Chen Yay
5th Grade	Michelle Lee Yay Summer Zhao (absent)
6th Grade	Simon Chung Yay Emery Kuo (absent)
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8th Grade	Kevin Jung Yay Kalila Spain Patty Yay

- Scwab - Lost application and now Exec Board looking at Fidelity instead. Authorize Fidelity brokerage account for CLIPCO (up to 2/3 of cash funds)

can be invested in conservative investments): Kevin motion to approve;
Simon seconds. 13 approved

13 yays, 0 nays, 0 abs

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Kindergarten	Fori Wang Yay Lisa Sung Yay
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- Add Simon Chung to the Investment Committee. Simon has been investing for 10 years and retired 2 years ago and now does investing full time. Kevin motions to and Jim seconds. 13 approved

13 yays, 0 nays, 0 abs

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2.4 Treasurer's Report (Patrick)

- September numbers: Updates for October/November will be handling insurance renewal and non-profit taxes. Wendy is re-issuing old checks for some of the higher amounts that checks were uncashed. Have not seen staffing bill yet (probably at the end of the year). Book Fair was ~\$13k and school will get half of it back with the principal already finding needs with the funds.
- September Income - In the middle of DGC funding. Transfer/deposited from Benevity and took in about ~\$139k in Sept (\$103k Donations and \$35k ASEP); More income to come
- September Expenses: ~\$79k; paying district bill for Recess 101 (~\$31k and ~\$18k musical bill, ~\$16k ASEP personnel bill, some t- shirts and retroactive bills and Mid-Autumn festival expenses). Mid-Autumn is pretty close to breaking even at this point, maybe a small profit. DJ waiting on payment and district wants the bill (not invoice) in order to make payment. Lisa will connect with DJ to see if payment was made
- P&L Summary: ~\$74k income and will change each month. ASEP should get settled around December and theater and parade will take a few more months. Budget approved last spring is noted in the second set of row on the summary sheet...shows how we are performing vs. what we budgeted. End of August total current account was about ~ \$869k and then net income about ~\$100k. Quest was asked whether this is on par with what we saw last year? Maybe a little lower based on last year since we are spending a bit more. We still have 1.1x in reserves on our balance sheets.
- Jim (auditor) signed off on September 2023 numbers.

3. Public comments: none

4. New Business

4.1 CLIP Hoodie/Long Sleeve T-shirts (Margaret): Muir hoodies with huskies just got sent out (long sleeve, short sleeve and hoodies), is there interest in a CLIP hoodie? Black with white logo or red with white logo with the CLIP words on front corner and panda logo in the back and we would need to sell about 50 to get them printed (Custom Ink). The cost is \$40 for adult size and estimated profit would be \$71.50. Husky gear will be featured in Clipper. Principal Iyer thinks they look great. Logo is not finalized and just seeking interest. Exploring options to have families order directly on a website so CLIPCO does not have to bulk order and be left with unsold inventory. Miller uses Str8sports and can have a lot of swag items purchased through their site. The cost of \$40 is an attractive price point. Purpose is to have fun swag and look to have items a lot of different swag items available for purchase. Table for now and explore other sites. Principal Iyer likes the idea of the CLIP swag as it promotes a sense of belonging. Miller promotes this on campus and it's a way to be connected to each other and school gear is one of those ways that students can feel connected. Miller has both neighborhood and CLIP students and it would be nice to have something for students to wear to give them a sense of pride. Miller students have a lot of different groups such as Leadership and various sports group where the students wear their gear proudly and to show they are

part of a special community. Smaller group identities that make up Miller. Miller sweatshirts are about \$25. Principal Iyer to look into how Miller is set up.

4.2 DGC Update (Jim): Goal was to fundraise \$468,000 and to get 100% participation). DGC ends on Friday (10/20). Currently (as of 10/17) \$437,502 raised and 95% participation. Thank you to everyone for the support and helping to spread the word. Corporate match about \$120k that will be coming in. There are some classes that are trailing behind. Huge participation and congrats to room 17 (5th grade) with 100% participation. Picture will be featured in the Clipper. Expected Corporate Match was about 38% (\$177k). Estimate right now through Cheddar Up so we should find out final numbers in about 60 days. T-shirts will be run for all CLIP students and will solicit t-shirt sizes. Survey to parents and grade reps after DGC to get feedback. If parents want to order, can order via Google Forms. If ordered through Cheddar Up, sizes were entered already otherwise default for each grade if size not noted. Can advertise in Clipper to pre-order. 800 to start initial order for further discounts.

4.3 Committee Leads (Margaret): Still need lead for various committees including Toys for Tots or Muir beautification day (co-lead) as there is already a co for Muir beautification - please reach out to Margaret if interested.

4.4 Trunk or Treat on October 27 (I Lin): At risk of cancellation but currently at 12 trunks with last push. Testing out lights for the event and we still need trunks and volunteers for the event. Winter event is on the table of being canceled as well as Cultural Night as we need a sub lead for these. We need a sub lead for all events. Lunar New Year will be happening but we do need leads for the other events. Lisa Sung offered to help with winter event.

5. Adjournment @7:22pm.

6. Upcoming Meeting: Thursday, Nov 9, 2023