



Meeting called to order: 6:44 pm

## Roll Call – Board 2019 – 2020

Title	Name	Present	Title	Name	Present
President	Eric Chamberlain	P	Communications Director	Alexandra Welker	P
VP	Melody Brown	P	Community Liaison	Amanda Yeung	P
Treasurer	Ingrid Feeny	NP	Secretary	Megan Holland	P
Financial Controller	Mary Jia	P	Parliamentarian	Thanh Nguyen	P
Outreach Director	Lisa Yi	P	Principal	Greg Hauser	P
Middle School Liason	Jen Pang	P			

\*Not a board member, attendance does not qualify quorum

### Other Attendees:

- Justin Harvey - Parent

## MINUTES

**Approve Meeting Minutes** Dated June 6, 2019. Jen motioned to adopt the June meeting minutes. Melody seconded. Motion passes.

### **PRINCIPAL or TEACHER REQUESTS/NEWS – 10 minutes**

- School News
  - School improvements
    - New kinder carpet
    - New tables, potentially umbrellas
    - New roofing in some walkways
- Staffing Updates
  - Staffing changes - 3rd grade maternity leave, elementary teacher moved to middle, new kinder teacher, 4th grade team is new.
  - 3 Leadership teams
    - PBIS
    - PBIS Tier 2 - Focuses on kids in critical need
    - Instructional Leadership
  - Declining enrollment in the English program
- Other



- Discussion around number of MIP aids. Currently have 5 hired, but discussed that FY20 shows 6 aides. If we determine we want a 6th aide, it would take approximately 30 days.
- Also consider funding aides for English + MIP program as English aides are also in demand.

### **FINANCIAL (TREASURER) – 10 minutes**

*Reported by Eric Chamberlain in Ingrid's absence*

- Bank Account updates
- IRS, CA Tax & Registrations Update
- Reconciliations and Audit
- 2019/2020 Budget
- Insurance
- Financial Statements & Donation Reports

### **DONATION TRACKING (FINANCIAL CONTROLLER)**

- No Update

### **President (5 minutes)**

- Calendar & Upcoming Events
  - 8/30 Welcome Social at Rancho Niguel club 5-8pm
  - 9/12 Back to School Night and MIP Mandatory meeting
- Contact Information
  - Collect board member cell phone numbers

### **Vice President (20 minutes)**

- Roles & Responsibilities
- Events Committee- Yes, we should form an events committee
- Gala planning – *see below*
- Parking lot signs
- Peking Opera
- MIP Welcome Social – food donations, etc.
  - Mr. Hauser to bring sound system
- Sponsorships – *see below*
- Other fundraising



- Spirit wear- Justin has offered to oversee; still need a couple of people to help

## GALA UPDATES

- Previous Gala
  - 130 Guests attended, 3 principals and teachers from K-7<sup>th</sup> grade
  - Expenses:
    - Venue- \$13,157.40
    - Auctioneer- \$3,338.00
    - DJ/Photo Booth- \$850.00
    - Silent/Live Auction Team-\$2,850.00
    - Photographer- \$500
    - Decorations- \$2,126.33 (includes recognition gifts and gift cards for silent/live auction items)
    - Cost of complimentary tickets- \$70/per person (based on venue prices per person for food and bar) \* 25 = \$1750
      - 15 Teachers/Administrators and 10 guests (only offered to teachers and principals)
      - Offered to 14 Teachers and 18 Admin
      - Admin = 3 Principals, 3 Assistant Principals, 8 CUSD Admins, 1 CUSD Superintendents, and 2 CUSD Board of Trustees
    - Subtotal: \$24,571.73
    - Ticket Sales- \$9,632.00 (\$98/person; early bird prices \$88)
      - Net Cost- \$14,939.73
    - Fundraised Amount- \$46,682
      - Net Profit- \$31,742.27
- Proposed Expenses for 2020 Gala, 2/22 5pm-11pm at The Hills Hotel
  - Expenses:
    - Venue- estimated at \$11,259.12
      - Food: \$8,565
        - Includes plated dinner @ \$45 per person, plated dessert, salad and rolls, Appetizer station, and passed trays (estimated at 150 guests)
        - Drinks: Open Bar but \$175 for 2 bar tenders plus service charges and tax
      - Service Charges: \$1884.30
      - Taxes: \$809.82
      - Estimated cost: \$75/person
      - **Check Request for half of deposit amount to deliver next week**



- All else expected to be the same/similar
  - biggest ? = number of complimentary tickets expected for this year
  - Additional complimentary invitees- 8\* \$75 = \$600
- Subtotal of projected costs: \$23,347.12
- Committee/Volunteers:
  - Subcommittees to include Décor, Live/Silent Auction Items, Ticket Sales, and Event Activities
- Tickets- approval to provide complimentary tickets to government officials/designated VIPs
- LIVE/SILENT AUCTION ITEMS NEEDED!
- Program- will need to find someone to design
- Gifts- revisit any planned gifts for volunteers or recognition
- Sponsors- Happy Hour? Teachers? Tables?

## **SPONSORSHIPS**

- Will be emailing previous sponsors to ask for repeat sponsorship
  - Gold Sponsors (\$1500)
    - Halcyon Dermatology- MIP Family (Confirmed again)
    - Vertical Advisors, LLP – MIP Family
  - Silver Sponsors (\$1000)
    - Seaview Pediatrics – MIP Family
  - Partners (\$250)
    - John Fong Homes
    - Huntington Learning Center
  - Affiliates (percentage of sales)
    - Melody Brown- ONEHOPE Wines – MIP Family
    - Rancho Dental Studios – MIP Family
    - Karis Academy
- Sponsorship Highlight in November BARK
- Revisit Sponsorship Options
- NEW SPONSORS NEEDED

## **Outreach Director (10 minutes)**

- Welcome sheet for parents
- Outlets of San Clemente planning
  - New person at the Outlets in charge, continuing to work with them next week.



- Fundraising flyer
- MIP Welcome Social
  - Have ambassadors share information at the MIP Welcome Social
  - Have a sign up sheet at the welcome social
- Ambassador Program
  - Consider having at least one parent from each grade level
- Program planning
  - Potentially a new Mandarin Immersion charter school opening in Irvine in 2020

### **Community Liaison (10 minutes)**

- PTA/BESF updates
  - BESF
    - Requesting \$180/child
    - Goals: PE Program, funding reading aides, sun shade for kinder area, STEAM room
    - Board meeting 9/13 after assembly
  - PTA
    - 8/26 - 9/6 Paper Drive
    - 9/5 - PTA Meeting
    - 9/13 - Book fair - need volunteers
    - 9/27 PTA Fun Run (50% of annual income)
    - Looking for new room parent liaison and new teacher liaison
- CUSD webinar summary
  - Increase in anxiety/depression among students
  - Full day kindergarten
  - Chromebooks in all 4th & 5th grade campus
  - Highschools are getting solar panels
  - Goal is to complete Stamp of Literacy
- LIPAC updates
  - Amanda to reach out to Juintow

### **Secretary**

- CUSD potential 2020 bond measure
- CUSD board member resignation



### **Communications Director (5 minutes)**

- Newsletter
- BARK
- Newhart

### **Middle School Liason**

- New principal
- Jen to share Welcome Back Social with new principal
  - Jen can recruit to help at the social
- Jen to look into getting it on the marquee

### **Parliamentarian (5 minutes)**

#### **Motions**

- Lisa motions to approve a check in the amount of \$5,629.56 as a gala deposit. Alex seconds, motion passes.
- Megan motions to approve spending up to \$500 on snacks for the Welcome Back Social. Amanda seconds motion passes.

#### **Check Request:**

- Check request for gala hotel partial deposit in the amount of \$5,629.56

Meeting adjourned 9:07 pm

Next board meeting: Thursday September 5, 2019