



**FRIENDS of MIP BOARD MEETING  
MINUTES: 08/06/20**

Virtual Meeting called to order: 7:02 pm

**Virtual 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	P	Secretary	Megan Holland	P
Financial Controller	Mary Jia	P	Outreach Director	VACANT	
Middle School Liason	Ursula Rubina	P	Principal- Bergeson	Greg Hauser	P
High School Liason	Jen Pang	P	Principal- Newhart	Judith Murphine	P

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

**Other Attendees:**

- Rosalie Kuhlmann
- Daniel Wong
- Michela Hendricks
- Lisa Yi
- Krysten Gallo

**MINUTES**

Approve Meeting Minutes dated June 6, 2020. Melody motions to adopt the June minutes. Alex seconded. Motion passes.

**PRINCIPAL and/or TEACHER REQUESTS/NEWS**

- School News
  - Bergeson



- Every child will get about 2.5 hours of instruction each day. 4th and 5th grade students will be split between their English and Mandarin teachers.
  - Still working with teachers and teachers union to determine what it will look like when students return to school and some students continue to attend remotely
  - Currently working to hire and train paraprofessionals for when students return to school.
- Staffing Updates
    - One of the Teaching Aides left, so there are currently 5 Mandarin Teaching Aides, expect that the District will fund these resources for the 2020-2021 school year. Teaching aides are hired for full time (30 hours/week) for this year.

## **DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER)**

- Financial Statements
  - Have spent approximately \$64k during this fiscal year
- Invoice approval and expense reimbursements
  - Expected to pay \$23k to teaching aides, but that is now anticipated to be covered by the District
- Audit status
  - Documents have been scanned through June so now have 13 months of statements that can be audited
- Chromebook refund
  - Expect to get \$16k check back from the District. It was sent but not cashed.
- DCP for Newhart
  - Currently paid through 8/31/20. Principal Murphine confirmed that this is covered by the District through 8/31/21.



- If it is to be covered by the District in future school years, it would need to be adopted by the District as part of the curriculum.
- Better Chinese - Elementary
  - This is being covered by the District for the 2020-2021 school year.
- iChinese Reader
  - Need to confirm if this is still desired for Elementary
  - Greg recommended sending out a survey to determine if there is value to continue

### **President**

- MIP Board Vacancies
  - Mary has offered to fill the Financial Controller position until we can find a replacement
  - Outreach Director position still vacant

### **Vice President**

- Discussion about primary activities normally handled by Outreach Director
  - Welcome Social
    - Consider doing virtual events by grade
    - Could also create Zoom Breakout Rooms
    - Family friendly ideas
      - Scavenger hunt
      - Give spirit wear away as prizes
    - Likely will need to schedule multiple sessions across multiple days
    - Ad-hoc committee: Eric, Megan, Melody
  - Mentor program
    - Will want to put a special emphasis on the Kindergarten families this year
    - Jenny can provide the list of Kindergarten families so we can reach out to them. Consider also reaching out to the first grade families to adopt a Kindergarten family.



- Consider doing something similar for the incoming 6th grade families
- Coordinate volunteers and classroom reps
  - Will re-evaluate this, but doesn't seem like this will be relevant this year
- Cultural opportunities
  - Mid-Autumn Festival - October 1st
    - Share informational videos
      - Alex to research
    - Include crafts in the newsletter
    - Maybe have a coffee chat
  - Chinese pen pal idea
    - Ms. Gao is looking into this idea
- Calendar
  - Melody to work on a flyer to be included in the welcome back packets
- Fundraising
  - Plan for a push around Chinese New Year, will start some initial planning
- New Spirit Wear leader
  - Melody and Alex to work on adding a Kindful link to facilitate spirit wear purchases
- Other

#### **Outreach Director (VACANT)**

- N/A

#### **Community Liaison**

- PTA/BESF updates
  - PTA
    - No recent updates
  - BESF



- No recent updates

- CUSD School Board
  - Planning for the fall
  - July 15 discussed Honors World History Mandarin and Mandarin Language Arts
  - Next meeting is scheduled for August 19
- LIPAC updates
  - No recent updates

#### **Secretary (2 minutes)**

- N/A

#### **Communications Director (2 minutes)**

- N/A

#### **Middle School Liaison (2 minutes)**

- Principal Murphine has submitted a request to the District for Secondary Mandarin to be taught online for the full 2020-2021 school year. It has not been determined how this will work once schools reopen.
- 108 students enrolled in middle school, although this number could drop depending on who shows up on the first day of school
  - 6th grade: 39 students
  - 7th grade: 36 students
  - 8th grade: 33 students

#### **High School Liaison (2 minutes)**

- Ms. Endow will be the High School teacher this year
  - Believe there are 18 kids enrolled for 9th

#### **Open Discussion**

- Little Chinese Readers
  - Eric to share with Principal Hauser, he will share with the teachers to see if it is worthwhile to pursue



- Facebook Admins
  - Eric to follow up about potentially reducing number of administrators
- Swear in Mary Jia as Financial Controller

### **Motions**

- Approve Meeting Minutes dated June 6, 2020. Melody motions to adopt the June minutes. Melody seconded. Motion passes.

### **Electronic Motions**

- N/A

### **Check Request:**

- Check #1744 Avant Assessment, LLC for STAMP testing \$2626.80
- Check #1745 (VOID) This was written for 3rd grade Chromebooks (\$15,980.04) to Bergeson, but it looks like the district will provide devices and return the check.

Meeting adjourned 8:57 pm

Next board meeting: Thursday September 3, 2020 at 6PM