



FRIENDS of MIP BOARD MEETING
MINUTES: 02/04/21

Virtual Meeting called to order: 6:07 pm

Virtual Roll Call – Board 2020 – 2021

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
			Principal - Capó	John Misustin	NP

*Not a board member, attendance does not qualify quorum

Other Attendees:

- Karen Wu
- Austin Lee
- Kiyoko Williams

MINUTES

Approve Meeting Minutes dated January 7, 2021. Melody motions to adopt the January minutes. Eric seconded. Motion passes.

Melody made an electronic motion on January 26, 2021 to approve the costs for prizes for the annual fundraising drive not to exceed \$425. Amanda seconded. Motion passed.

PRINCIPAL and/or TEACHER REQUESTS/NEWS

- Capó Valley High School
 - N/A
- Newhart Middle School



- Has been working with Ursula who will be wearing Lion heads next Tuesday and Wednesday before school. Kids will be holding signs in Chinese, English, and Spanish to kick off the Chinese New Year.
- Working on plans to welcome incoming 6th graders with spiritwear and stickers.
- Soon will be ordering for STAMPS test. Will work with Principal Misustin for the highschool as well.
- Bergeson Elementary
 - State gave notice that the school could open up the playground. Logistically it will take planning, it takes training of staff, which they did today, and then need to train the kids. Will still have a common area to play. All equipment will be sanitized between groups.
 - Kinder Orientation went well
 - iReady - Completed middle of the year assessment. Scores have been going up and it has been encouraging. Allows a universal format for students to gauge where they are.
 - Have some low performing block grant money left, so will work on an afterschool tutoring program as an intervention step. Will work with teachers to identify students who need the support. Can only focus on English and math. Will roll it out as quickly as possible.
 - Had someone apply for open Teaching Aid position. They would likely be short term as they are working on teaching credentials. Only have 3.5 hours/day so will need to determine how to manage that time. Would start in March, could be done during extended learning time or during class time if the teacher thought it would be beneficial. Cost is \$4200.
 - Eric made a motion to authorize Principal Hauser to hire Mandarin Teaching Assistant for the stated period of 3/1/21 - 6/3/21 not to exceed \$5000. Ingrid seconded. Motion passes.
 - Principal Hauser will send a survey to the teachers to get their input on where the aid is most needed.

DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER)

- Financial Statements



- Currently have about \$310,000 in the bank account
- Our donations YTD are \$10,626, with \$835 coming in during January.
- Expenses of about \$4,000 YTD, with about \$360 in expenses in January
- Panda Tree invoice came in recently and was about \$7,000 and will be reflected next month.
- Budget
 - Eric, Ingrid, and Melody met to discuss the proposed budget for FY22.
 - Ingrid will revise this year's budget to include the cost of the teaching assistant and reduce Teacher Conferences and Training to be \$5,000.
 - Add note for Chromebook reserve to provide additional detail that annual reserve is currently on pause and should resume.
 - Ingrid will send revised budget out for approval.
- Tax returns
 - Everything was sent out to families. Received some feedback from parents asking for gala-related information. Mary was able to accommodate special requests.

OTHER BUSINESS

President

- Calendar & Upcoming Events
- Kindergarten Orientation - Held virtually on Zoom
 - Completed all of the Kindergarten orientations
- MIP Board Vacancies & 2021-22 Planning
 - Outreach Director position still vacant
 - Most positions on the board will be open for next year as current members have hit their 2-term limit

Vice President

- Donation Drive
 - Alex has been posting information on Facebook.
 - Consider creating a video to promote the donation drive, talk about Chinese New Year, prizes, etc



- Mel to write the script, Alex will do the Facebook live for Bergeson. Promote that we're raising funds for the full budget, and then call out milestones such as 1 teaching assistant
- Tutoring survey
 - Mel to add current cost and projected costs to the description of the survey
 - Mel to add directions to suggest completing one survey per student
 - Mel to reiterate the purpose of the enrichment sessions
- Gala Planning
 - Have started asking for donation requests
 - Signed up for donationmatch.com which matches you with offered donations
 - Should ask Daniel Wong to host live auction
 - Megan and Jen volunteered to be on the gala committee

Outreach Director (VACANT)

- N/A

Community Liaison

- PTA
 - ELEMENTARY PLAYGROUNDS - Good news for elementary schools! Big toys and playgrounds will be allowed for students soon. The CDPH has updated guidelines that include washing hands before and after playing, so principals are working out the details to provide safe playtime at their schools. Any day now, if not sooner!
 - GRADE LEVEL TRANSITIONS - Wed, 2/10 at 9:30-11:00 am via Zoom. Talk to Special Education staff and parents regarding transitions for special needs students. Flyer is attached.
- BESF
 - Meeting this month will not be until 2/19, since there is no school and there's a long weekend on Chinese New Year, 2/12
- CUSD
 - 1/20/2021 Regular Board Meeting: Nothing specific to the MIP at Bergeson (next meeting date has not been set at this time)



- LIPAC
 - Next meeting early spring (date TBD)

Secretary (2 minutes)

- N/A

Communications Director (2 minutes)

- Need summary for President for BARK and social media

Middle School Liaison (5 minutes)

- MS Communications
 - Discussed how to improve the communication for the middle school. Want to establish a way for the board to communicate to elementary, middle and highschool. Would like to coordinate more with Alex to get information to share with principals and on Facebook.
- Middle school is having a Zoom meeting regarding Chinese New Year celebration. Principal Murphine would like to formalize the cultural activities and have them planned and get to the depth of culture. Suggested that we consider bringing literature and art to celebrate Chinese culture.
 - Ms. Murphine would like to create a planning team to plan events throughout the year to ensure the events are meaningful. Also work with teachers to align curriculum.

High School Liason (5 minutes)

- HS Communications
 - Want to ensure that it is seen as a K-12 program
- Met with Principal Misustin and discussed the multicultural fair that is happening in March and see how the students can participate.
- For Chinese New Year will make an Instagram post to introduce cultural concepts
- Jen to ask GCEF to submit monthly invoices.

Open Discussion

- N/A



Motions

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Electronic Motions

- Melody made an electronic motion on January 26, 2021 to approve the costs for prizes for the annual fundraising drive not to exceed \$425. Amanda seconded. Motion passed.

Check Request:

- N/A

Meeting adjourned 8:10 PM

Next board meeting: Thursday March 4, 2021 at 6PM