



## FRIENDS of MIP BOARD MEETING MINUTES: 2/2/2023

25302 Rancho Niguel Rd Laguna Niguel, CA 92677

Teams Meeting called to order: 6:06pm

### Roll Call – Board 2022 - 2023

Title	Name	Present	Title	Name	Present
President	Kevin Welker	P	Communications Director	Janey Sherman	P
VP	Isabella Yiu	P	Community Liaison	Vanna Tran	NP
Treasurer	Joseph Munoz	P	Secretary	Julianne Finkelburg	P
Financial Controller	Paula Simeone	NP	Outreach Director	Carmen Chang	P
Middle School Liaison	Jennifer Gatewood	P	Principal- Bergeson	Dr. Chris Davis	NP
High School Liaison	Paula Youssef	NP	Principal- Newhart	Judith Murphine	P
Parliamentarian	Ruth Gyllenhammer	P	Principal - Capo	John Misustin	NP

#### Other Attendee

- Megan Holland
- Jayne Martin  
(interim principal - Bergeson)

#### MINUTES

Joseph makes motion to approve January 2023 minutes, Janey seconds, none opposed. January minutes accepted.

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

- Capo Valley High School – Principal John Misustin - NP
- Newhart Middle School – Principal Judith Murphine
  - Thanked the friends of MIP For funding the Chinese New Year activities
    - Kicked off festivities on January 27th with calligraphy and dancers
    - This week (Jan. 30th) they played a short video explaining Chinese New Year and the traditions, coordinated with food services and they provided students with egg rolls, potstickers, and fortune cookies
    - Decorated the school had drums and lion dancers and all students enjoyed it



- On Wednesday, all teachers gave red envelopes with well wishes written in both English and Mandarin to students from the mandarin students. The red envelopes also contained either gift certificates from In and Out, Sonics or a one dollar bill
  - Teachers also taught about the tradition of red envelopes
- On Friday, lion dancers will hold two performances for students
- During the week students held a friendly competition - class that has the highest number of students wearing red win a donut party
- All students received red t-shirts with help from the PTA
  - Additional t-shirts are available at the PTA online spirit wear site
- Bergeson Elementary - Principal Jayne Martin (interim principal)
  - Kevin welcomed her and gave a brief overview of MIP
  - She is excited to get to know the students, teachers, family and learn more about the program
  - She retired after 37 years as an educator
  - Kevin asked if she is planning on continuing with Principal Davis's plans for the school
    - She is not going to make any drastic changes and is getting a feel for his vision for the rest of the year and is planning on keeping things on track
  - Kevin asked if she is planning on making any major changes for next year and wants to know if we will still have 3 kindergarten classes again
    - She said that there are no drastic changes planned and things are still on track
  - Ruth let her know about the gala and invited her to attend.

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

- Financial Statements
  - Reviewed profit and loss statement
    - Most expenses went towards teachers aids



- Balance Sheet
  - Over \$375,000 on the books
- Sent spreadsheet for expenses to Isabella for Gala
  - She said it was helpful
- If you need a check right away send Joseph a text and he will be able to respond faster
- Kevin asked if we could get a transaction report from Venmo and Paypal so he can confirm funds have been received from merchandise sales
- Kevin ask about potentially investing our savings
  - Joseph needs to look at the bylaws with Paula to see if this is something the Board can do
  - Megan suggested checking with Eric because she remembered they looked into this when she was on the board and don't think it's doable

## **OTHER BUSINESS**

### **President: Kevin Welker**

- Next Meeting—March 2, 2023 Bergeson MPR, 6PM
- With MIP's growth, Kevin will email principals and ask about plans to add teachers to support growth.
  - The impact will be the greatest in elementary and high school. Some questions that will be asked include:
    - Will Dr. Davis's plans for 3 kindergarten teachers remain and when will we need to add more support (aides) if the program grows to 3 classrooms per grade level?
    - As class sizes increase at Capo, how will 1 teacher support larger classes for all four grades?
    - FoMIP will have to determine how to budget and fundraise for this growth.
  - Kevin asked the board to send him any additional questions we may have for the principals on this subject.
    - Julianne asked if they are planning on having three first grade classes next year or only two? If they are planning on growing the program will they increase the total class size?
  - Principal Murphy said that currently they have 28 students in 8th grade moving on into high school. 32 in 7th grade and 45 in 6th. They haven't lost as many students over the last few years so potentially will need to add another Mandarin teacher in the next 2 to 3 years.

### **Vice President: Isabella Yiu**



- Date for 2023 gala—March 25, 2023
- Gala Planning update
  - Next Gala meeting is on Monday, February 6th, 8am at the Snooze am eatery
  - Isabella is waiting on the contract from the photographer
    - Jennifer's son is available to take pictures if needed
  - MIP needs to start advertising the Gala and getting posters, etc set-up.
    - Janey has reached out to Jennifer and Paula and they are getting this underway for middle school and high school. They have posters they will hang
  - Tickets are available now and information on how to purchase tickets was in the newsletter
    - Carmen suggests we post on Facebook and potentially get flyers out to students
  - If any parents are willing to donate tickets, etc. for the Gala or themed gift baskets, please let Isabella know
  - Jennifer asked if there is a blurb that can be used to ask for donations
    - Janey has this available and will send it over
  - Vanna will email all of the room parents and the teachers and encourage them to come up with a gift basket for the gala
    - She will get with the interim principal and see if they can add an incentive for the class
  - Tickets
    - Kevin suggested that the Gala board put together a guest list and see who they want to invite and decide how many tickets they want to donate to these guests
    - Principal Martin may have purchased her own ticket, but not sure
    - Carmen said last year they extended an offer to all principals and teachers for one ticket per person
      - Invited director of language and extended it to other board members but they could not make it
      - Kevin motions to inviting the teacher's aids, Julianne seconded, none opposed.

### **Outreach Director: Carmen Chang**

- 2022-2023 Calendar
  - Recap: Lunar New Year Student Showcase: Chinese Cultural Night Beijing Opera performance represented by Bergeson and Newhart students - kids did a great show and received a thank you letter from CUSD board of director
    - Received recommendations like providing a food truck for next
    - Table was set-up a table helped spread the word on the Gala and sold merchandise.
    - Kevin suggests we help support Ms. Komine on next year's cultural



night and that we value it and want to see it continue

### **Community Liaison - Vanna**

- She has been doing work with BESF and PTA and participated with activities on campus and says parents have fundraising fatigue and suggests all three boards can collectively decide if we can make them all into one or coordinate better, or work collaboratively together and get them to see how we can get in more alignment and get funds for the programs.
  - Megan Holland said that the presidents all work together to collaborate. PTA has to focus on the entire school and BESF can be more focused on other items
  - Suggested if she and Vanna can meet and discuss the programs
  - Kevin reiterated that each board president work together and ask each group when they need help with volunteers
- BESF and PTA are struggling with finding volunteers for the board. Everyone is short on volunteers and help

### **Secretary: Julianne Finkelburg**

- Julianne said minutes would be available in the next few days

### **Communications Director: Janey Sherman**

- Newsletter content
  - Gala website is up
  - She needs assistance with the sponsorship portion of the website
- Newsletter went out last week and have received an increase in traffic
- Upcoming newsletter
  - Will include Gala information
  - Isabella asked if Gila Jones will be invited - Janey said that would be great
  - Newhart principal suggests inviting trustee for the Mission Viejo area, executive director of CUSD
  - Jennifer said she can provide pictures from Newhart's activities
  - Jennifer also suggested that we add the induction of the high school students into the honor society

### **Middle School Liaison**

- Newhart Lunar New Year Celebration planning
- Principal has been great at helping coordinate all of the CNY activities as well as some of the teachers
- Got the whole school involved, ASB helped participate even STEPS
- Tomorrow is a big lion dance from UCI and they will have two short performances at lunch



- Kevin heard there is an issue with the projector in Mrs Loh classroom and students have said it is very dim and hard to read
  - Principal has not heard about this, but will follow up with her tomorrow
    - Kevin reiterated that the board can help with anything

**High School Liaison: Paula Y. - NP**

- Recap HS Chinese Cultural Night - Kevin said it was fantastic and encourage families to let Ms. Komine how wonderful it was and how we can help continue the tradition.
  - The carnival outside made it great
- Principal Murphine added how great the night was and events like this are a good opportunity to have media come out to show what an incredible program we have
  - CUSD received a dual golden bell for both the Mandarin and the Spanish programs and we need to let our communities know about it so they can see how well articulated the program is from K-12
  - Kevin suggests we try and reach out to other media sources - Janey will reach out to others and look for help

**Open Discussion**

- None

**Motions**

- Joseph makes motion to approve January 2023 minutes, Janey seconds, none opposed. January minutes accepted.
- Kevin motions to inviting the teacher's aids to the Gala, Julianne seconds, none opposed. Motion is carried

**Check Requests:**

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
----------------	--------------	----------------	---------------

Joseph moved to adjourn the meeting and Julianne seconds, none opposed.

Meeting adjourned 7:27pm

Next Official board meeting: March 2, 2023 (in-person)