



## FRIENDS of MIP BOARD MEETING MINUTES: 3/2/2023

25302 Rancho Niguel Rd Laguna Niguel, CA 92677

Teams Meeting called to order: 6:08pm

### Roll Call – Board 2022 - 2023

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

#### Other Attendee

- Jen Pang
- Doug Pang
- Megan Holland

#### MINUTES

There were no April minutes to approve since meeting was canceled

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

- Capo Valley High School – Principal John Misustin - NP
- Newhart Middle School – Principal Judith Murphine - NP
- Bergeson Elementary - Principal Jayne Martin (interim principal) NP

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

- \$67,000 is in the balance (current cash on hand)
- For the Gala
  - Does not have a record for the Little Peoples and needs an invoice
    - Joseph will follow up with Isabella



- \$61,225 were the total costs of the budget
  - Have \$28549.05 in outstanding invoices
    - Joseph will follow up with Isabella and needs some more receipts from her.
  - Overall net \$33,500 was raised from the gala
- Jennifer Gatewood requested payment from the Newhart Chinese New Year festivities for \$325.73
  - Joseph will cut her a check
- Kevin reminded Joseph of the Federal tax schedule so that MIP files on time
  - Joseph said Paula is helping keep him on top of it so it can get filed on time

## **OTHER BUSINESS**

### **President: Kevin Welker**

- Next Meeting—April 31, 2023, virtual, 6PM
- Need new board members for the upcoming year
  - Still looking for outreach and community liaison members
  - If more than two people put in for a board position, an election will be held
- Kevin brought up the CUSD announcement that Bergeson will become a TK-8
  - He said that anyone with questions should email Brad Shearer and Cc the board
- Ruth asked Kevin if he ever got a response from the CUSD on the email he sent regarding the structural improvements needed at Bergeson
  - He got an initial response, but after pointing out specific issues, he never received a response back
- Kevin will send out an email for the budget and request final approval by the board for next week
- MIP became a member of the So Cal Chinese School Counsel
  - With this membership MIP students can participate in the upcoming Chinese competition scheduled at the end of the week

### **Vice President: Isabella Yiu - NP**

- Kevin said hopefully we can get a rundown on the gala next meeting
  - He and others on the board heard numerous suggestions about looking for a fresh venue next year

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

- She does not have any specific updates
- She reviewed the budget for next year and will look at the usage rates for the



### iChinese Reader

- iChinese Reader can provide the usage for each grade
  - Some grades have a very low usage rate.
    - She has encouraged and reminded teachers to use this resource and some have responded positively and used it more than others
    - She will provide the usage rate to the incoming outreach director and then can decide with the teachers if they will use it so they can take advantage of the subscription

### **Community Liaison - Vanna - NP**

- Jen asked if in the past the community liaison look at the CUSD board agenda on the CUSD website before the meeting and share any upcoming items
  - Kevin was not sure, but thought it would be a good idea to have the incoming community liaison do this
- Megan Holland provided a PTA update
  - She said they voted to increase the PTA fee to \$20
  - They also voted to change their meeting time to Tuesdays at 6pm for the board on the first Tuesday and then the third Tuesday of the month for the other meeting. This change was approved
  - She provided an update on teacher appreciation week
    - Teachers have been very grateful
    - It has helped change the mood slightly as many were off put by the board's celebratory announcement on the K-8 decision with little information on how the English program teachers will be affected
  - Spring carnival is next week
  - DramaDawgs is almost sold out - tickets on Friday are still available

### **Secretary: Julianne Finkelburg**

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

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

- Janey tried to get an update on the current kindergarten enrollment for next year's kindergarten class
  - Kevin thinks they still have 16 open spots needed for a third kinder class
  - Janey said she has not seen anything from CUSD to help advertise the program
    - Kevin said in the San Clemente Newspaper there was an article about low enrollment in CUSD so if they want more in the program, CUSD should help with advertising it
  - Janey is designing flyers to distribute to local preschools in the area and will ask preschools to put them at the front desk
  - Jen asked how can we get 16 more families and if we can have a social or



- something to encourage new enrollment
- Janey mentioned she had an issue with the enrollment process and her child's name got lost
  - She has been working with Colleen on attendance number from the mandatory parent meeting so we can find other families that had similar issues
    - Kevin will talk with Principal Martin to see if he can get the kinder orientation meeting sign-in sheet and email out all of the parents
    - Paula suggested that Hauser may be able to provide some guidance if needed
- The end of year social is scheduled for May 25th at SkyZone at 4:30-6:30pm and asked for additional information so she can put together an informational flyer for it to help advertise the event
  - Kevin said event is classified as a fundraising event
    - The Board is paying for the room and snacks
    - Parents will need to pay for admission for whomever will be jumping
    - Alex is the event coordinator
- Janey will wait to send out the newsletter until after the informational meeting on May 15th
- For the next board meeting Janey asked Kevin if he could send her email addresses of those who will be joining the board or are interested in joining so she can send out the virtual MIP board meeting invite to them

### **Middle School Liaison - Jennifer Gatewood**

- Jennifer reported that Principal Murphine will be moving over to Bergeson next year and does not have anything new to report

### **High School Liaison: Paula Y.**

- Inaugural MIP class High School Graduation Parent Committee is headed by Jen & Doug Pang
  - They have started planning for graduation next year and had a brain storming session with the parents of the class to discuss what they want to achieve for the graduation and thought it would be very important to recognize the inaugural class with an end of program celebration
  - They would like to plan a recognition dinner where they can individually recognize each students and parents for this great achievement as well as teachers who have really helped develop and grow the program
    - In particular they would like to recognize Ms. Komine and present her with a gift for all of her hard work with the program
    - They would like to invite staff, admin, teachers, and principals both current and present who have participated in the MIP program



- They would like to give a gift to each graduate that has both their English and Mandarin name to recognize all of the hard work they put in over the years
  - Something that will be lasting keepsake for them
  - To recognize all of the hard work they put
- They would also like to give a gift to the principal at CAPO
  - Possibly a plaque with a picture of the students from the first graduating class
- The parent committee has requested \$5,000 to cover the costs for the celebratory dinner and gifts and an additional \$1,000 to cover the costs for the admin staff
  - They recommend that the board sets a standard budget of \$5,000 moving forward for each class to use
    - Jen Gatewood - asked about the \$5000 standard budget for the the future classes and if there will be any leeway to increase the budget since other classes have more students
      - Paula said that every class may have a different approach for their celebration and they should still come to the board to ask for the budget
    - Joseph asked if we can put it as a future item to discuss as a guideline
    - Kevin said he will add it as a budget item going forward
      - Julianne said having a set amount in the budget year after year would be useful
    - Jen Pang said this is a good way to keep the HS families to keep donating
    - Paula said the high school liaison can also take on the responsibility of letting future classes know that there are funds available so a parent committee can be set-up to organize the event

### **Open Discussion**

- It was asked if we could put together a list of questions for the K-8 meeting on May15th and provide them ahead of time to the district and other staff involved
  - Janey will put together a Google doc for parents to add their questions
    - Kevin has started one so he will send it to her
    - Ruth asked if we can put it in this week's Bark
      - Janey said that she will ask Principal Martin and send the link to her



**Motions**

- None

**Check Requests:**

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
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Kevin moved to adjourn the meeting and Ruth seconds, none opposed.

Meeting adjourned 7:17pm

Next official board meeting: May 31, 2023 (virtual)