



**FRIENDS of MIP BOARD MEETING
MINUTES: 11/07/19**

Meeting called to order: 6:02 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	P	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:

- Jennifer Piazza - Parent
- Courtney Dezahd - Parent
- Justin Harvey - Parent
- William Keller - Parent
- Ami Barrett - Parent
- Audrey Shaw - Parent
- Paula Loh - Parent
- Daniel Wong - Parent
- Juan Araiza - Parent & PTA president

MINUTES

Approve Meeting Minutes dated October 3, 2019. Melody Brown motions to adopt the October minutes. Jen Pang seconded. Motion passes.

Approve revised meeting minutes dated June 6, 2019. Melody Brown motions to adopt the June minutes. Jen Pang seconded. Motion passes.



DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER) – 10 minutes

- Donation status for 2019-2020 school year
 - Gross profit as of 11/1/2019 reflected 128,779.77 with an additional approximately \$12,000 coming in November 1-5, 2019 which will be allocated for the 2019-2020 school year.
- 2020-2021 Budget – approved via email on 10/31/19
- Financial Statements
- Invoice approval and expense reimbursements
 - Spiritwear
 - Amanda Yeung makes a motion to approve \$621.77 for kids hoodies and shirts. Eric Chamberlain seconded. Motion passes.
 - Amanda Yeung makes a motion to approve \$579.70 for adult hoodies. Eric Chamberlain seconded. Motion passes.
 - Teacher aides
 - Melody Brown motions to transfer money for approved teaching aide for the second trimester in the amount of \$23,000. Jen Pang seconded. Motion passes.
 - Auction services
 - Megan Holland motions to approve up to \$3,495 for auction services, Melody Brown seconded. Motion passes.
- Audit status (led by Auditor – Audrey Shaw)
 - Recommendations:
 - Please ensure all check requests are approved and recorded in meeting minutes.
 - Please ensure all motions that involves spend should incorporate specific dollar amount or “not to exceed \$XXXX”.
 - Must remove all old board signatures and add VP to the account as check signers
 - Compensation/gifts using FoMIP funds should never be given to a board member, which is in direct violation of Bylaws, Article IV, Section 6.



OTHER BUSINESS

- Officer, Committee & Other Updates

President (5 minutes)

- Calendar & Upcoming Events
- Kindergarten Interest/Orientation meetings

Vice President (20 minutes)

- Mission Statement/Program Objective and Goals
- Gala planning
 - Amanda Yeung made a motion to approve up to \$200 for graphic design for the gala. Jen Pang seconded. Motion passes.
- Sponsorships
- Beach Clean-Up 11/16
- Other fundraising
- Spirit wear

Outreach Director (10 minutes)

- When and what to offer for cultural enrichment/process for coordinating with school and teachers
- Student Ambassador Program (starting 11/8 2:30-3:30 in Bergeson MPR)
 - Will incorporate the Newhart kids who are interested in cultural events
- Traditional Garment Drive Fundraiser
- Parent/Family Ambassador Program
 - Board to work with administration to get contact information for kindergarten parents

Community Liaison (5 minutes)

- PTA/BESF updates
 - PTA



- Veterans Day assembly
- BESF
 - STEAM lab is in the gathering and training phase
 - Amazon Smile reminder
 - Ralphs
- CUSD updates
 - Nothing
- LIPAC updates
 - 10/29 meeting cancelled, next meeting on 12/18

Secretary (2 minutes)

- CUSD school improvement bond update

Communications Director (2 minutes)

- N/A

Middle School Liaison (2 minutes)

- Immersion parent meeting to be held on November 18th

Parliamentarian (2 minutes)

- N/A

Open Discussion

- Consider creating committee chair roles and email addresses for Justin Harvey (Spirit wear Chair), Lori Devey (Student Ambassador Program Director), and Courtney Dezahd (PR Director). Eric to look into the possibility of creating email addresses.
- Request to add upcoming board meeting dates to the website home page.

PRINCIPAL and/or TEACHER REQUESTS/NEWS – 30-60 minutes

- School News
 - Informational meeting about China spring break trip on December 6



- MIP Bergeson Elementary Tour and Orientation Dates: 12/5, 12/19, 1/16, 1/21
- District put in new tables
- District & BESF supporting 3 new water filling stations
- 8 teachers went to recent training
- Staffing Updates
 - New teacher aid has been hired and looking to start before the end of the year
- Update regarding meeting(s) with District
 - Continue to try and staff early and plan to be interviewing in February
 - Agreed to consider emergency credentialing teachers
 - Agreed to consider revisiting Visa requirements
 - Continue to staff off-ratio sections
- Responses to Daniel Wong email
 - Discussion about curriculum concerns and how to ensure that program is healthy year-to-year
 - Suggestion for a potential audit or annual assessment to identify trends and put together action items
 - Looking to formalize an exit survey to better understand the reasons for attrition
 - Consider hosting an online meeting with parents and administrators
 - Principal Hauser to reach out to middle school and high school principals to discuss meeting options
- Other

Motions

- Approve Meeting Minutes dated October 3, 2019. Melody Brown motions to adopt the October minutes. Jen Pang seconded. Motion passes.
- Approve revised meeting minutes dated June 6, 2019. Melody Brown motions to adopt the June minutes. Jen Pang seconded. Motion passes.
- Ingrid made a motion to approve the remaining Kindful quarterly payments through June 2020 in the amount of \$300/quarter. Payments to be made in January 2020 and April 2020. Melody seconded. Motion passes.
- Ingrid made a motion to approve the remaining eight (8) QuickBooks monthly payments through June 2020 in the amount of \$70/month. Melody seconded. Motion passes.



- Amanda Yeung makes a motion to approve \$621.77 for kids hoodies and shirts. Eric Chamberlain seconded. Motion passes.
- Amanda Yeung makes a motion to approve \$579.70 for adult hoodies. Eric Chamberlain seconded. Motion passes.
- Melody Brown motions to transfer money for approved teaching aide for the second trimester in the amount of \$23,000. Jen Pang seconded. Motion passes.
- Megan Holland motions to approve up to \$3,495 for auction services, Melody Brown seconded. Motion passes.
- Amanda Yeung made a motion to approve up to \$200 for graphic design for the gala. Jen Pang seconded. Motion passes.

Electronic Motions

- On October 31, 2019 Mary Jia made a motion to approve the proposed budget for the FY21 in the amount of \$160,500. Eric Chamberlain seconded. Motion passes with the following board members voting:
Ingrid Feeny, Melody Brown, Alexandra Welker, Megan Holland, Jen Pang,
Amanda Yeung, Lisa Yi

Check Request:

- N/A

Meeting adjourned 8:25 pm

Next board meeting: Thursday December 5, 2019