



**FRIENDS of MIP BOARD MEETING**  
**MINUTES: November 8, 2018**

Meeting called to order: Not recorded (notes by VP)

**Roll Call – Board 2018 – 2019**

Title	Name	Present	Title	Name	Present
President	Thanh Nguyen	P	Community Liaison	Juintow Lin	P
VP	Nancy Lu Hu	P	Secretary	Kristi Rowley	NP
Treasurer	Jake Narey	P	Parliamentarian	Wade Shepard	P
Financial Controller	Linh Huynh	P	Principal	Greg Hauser	P
Outreach Director	Czarin Chan Lin	P	Curriculum Specialist	Jie Gao	NP
Communications Director	Monika Pinto Connell	P			

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

**Other Attendee's**

- Megan Holland – Parent
- Eric Chamberlain – Parent
- Mary Jia – Parent
- Juan Azaria – Parent

**MINUTES**

**Approve Meeting Minutes** Dated October 4, 2018. No motion made to accept minutes. Revisit at next board meeting.



## **PRINCIPAL/VICE PRINCIPAL NEWS**

Bergeson school Wide is working on Great First Initiative. Goals include:

- Increase knowledge
- Utilize Interactive Strategies – less directed teaching and let the students lead through interactions.
- Teachers have turned in their performance goals for the year
- Facility Needs – CUSD is proposal local school bonds to upgrade infrastructure for schools
- Teacher walkthroughs – teachers will go to different classrooms to learn their peers teaching styles.
- Kinder MIP orientation dates will be announced soon

### **NEW BUSINESS**

#### **PRESIDENT**

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#### **VICE PRESIDENT**

- Interviewing DJ and photobooth companies for MIP Gala
- Allocate \$50,000 for 2019-20 school year as a reserve for potential to hire a curriculum specialist consultant? Will ask at 12/10 School District meeting if part time curriculum specialist is possible.
- 6<sup>th</sup> and 7<sup>th</sup> Grade teachers Ms. Lu and Ms. Endow would like to request \$1000 pre approved funds to buy book sets for classroom from China. Request teachers to purchase first and submit for reimbursement.
- Follow up on E-Chinese reader (\$7,000 budget already set aside). Nancy to follow up with Jie Gao
- Follow up – Smart Board tech dispatch results (Follow up with Greg)
- Follow up – Chromebooks reserve \$10,000 (follow up with middle school liaisons Jen/Paula/Polly if there is still a need in middle school

#### **TREASURER**

- Add \$50,000 line item to proposed budget for 2019-20 school year (for part time curriculum specialist.

#### **FINANCIAL CONTROLLER**

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## COMMUNITY LIASON

- 11/1/18 – LIPA met with School District but it was a meeting with Spanish immersion as well so limited opportunity to discuss elimination of Curriculum specialist role School district indicated MIP high school curriculum on target.
- 12/10/18 there will be a closed meeting with school district members, LIPAC and FoMIP members.
- Create google forms survey and send out to MIP parents for them to have their input for 12/10/18 meeting with school district

## OUTREACH DIRECTOR

- Mentor program – 8 pairs of mentor/mentee matches
- Donation raffle was drawn by Mr. Hauser on 11/2/18 and winner is Joey Liu
- Cultural presentation estimated for mid January with Chinese calligraphers

## PR/COMMUNICATIONS

- Sending out November sponsorship highlights newsletter
- Newhart liaison Meetings debrief – conclusion is to send out important emails through Principal Jones and MIP email blasts
- Spirit wear – new spirit wear designs should be available in January 2019.

## PARLIAMENTARIAN

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## **PENDING/OLD BUSINESS**

## **CURRICULUM SPECIALIST**

- Raises the topic of eliminating Curriculum Specialist position and receives confirmation by text message from Debbie Cabrillo (liaison for district staff) that the LIPAC and MIPAC knew about this decision in April 2018.
- Statistics of test scores will be emailed to communications director and used for fundraising/parent communication (incoming and existing families)
- Program study which includes demographic study, reading, writing, math student performance results are at or above standards (very exciting).



## **PRESIDENT**

- Calendar and Upcoming Events. Confirm meeting date and provide updated calendar.
- Fundraising. Discuss options for fundraising events. Eliminate last minute fire drill with families for donations. Need to review current financial position.
- Bylaws. All incoming members review Bylaws (where is document located).
- Policy and Procedures. This is a work in progress and will need to be continued to be worked on with the new board this year.

## **VICE PRESIDENT**

- Vice President to follow up with CS (Jie Gao) about the middle school library books and advise CS of decision. Need to have by **November 1, 2018**.
- Vice President to follow up with Principal Hauser. Treasurer indicated that if funds are not used as allocated, the funds will be used to cover fundraising gap (not needed 19-20 year as a result of CS position elimination) and/or get rolled over to next year. Need to decide by **November 1** if E-Chinese reader will be purchased.
- Vice President to research voice thread request for middle school.
- Fundraising opportunity Jack Randall photography (\$40 session fee goes to school) already working with Newhart Middle School. If 20 participants sign up then 5% net studio profits go back to school and percentage goes up as more people sign up. Will table for e-vote.
- Forming Gala committee by MIP social added to volunteer sign up genius.
- Gala sponsorship packages
- CNY School wide lantern decorating fundraiser in January
- Sponsors – Renewal by Halcyon Dermatology and Seaview pediatrics
- Reached out to AREAA (Asian Real Estate Association of America) for sponsorship partnership
- MIP Fmaily Directory. Parent survey/sell ad space (Toolkit APP). Talked about different ideas for a family directory. Nancy will look into options.
- Consider buying (or having local businesses donate food and drinks and selling at events to further increase revenue).
- Secure auctioneer, deposit not needed anticipate total around \$3500
- Discuss with 2019/2020 Board or secure 2020 location early, ideal venue Marconi Auto Museum in Tustin with current preferred auctioneer. Need to book well in advance to have pick of venue locations. Discuss 3<sup>rd</sup> quarter 2018.
- Gala event
- Fundraising options, discuss MIP program with local businesses
- Review and identify corporate sponsors



## **FINANCIAL (Treasurer)**

- Yuan has volunteered to do an in-house audit
- IRS & CA tax Update. Tax Bill \$2800. Treasurer will follow up tomorrow and sort it out. It was \$0 balance when return was filed.
- Fundraising Summary, 137,026 through 10/3/18 -, 237,785 target by 10/31/18, 100,759 additionally funding needed – push for fundraising.
- Revisit fundraising tactics, aligning fiscal year with school year.
- Raising salaries for two years in advance. Oldest kids contributing to salaries of teachers will not be utilizing. Discussed Jie Gao salary bulk of budget, necessary for the next 1-2 years or required longer? Further discussions needed for future date.
- Update funds raised by BTSN provided by Treasurer
- Financial Donations – taxes
- In House Audit Update
- IRS & CA Tax Update
- During mandatory meeting donating through kindful, easier tracking, still accept checks. Discuss monthly installments. Work with your company for donation matching.
- Sponsorship program
- Donation Tracking – update kindful. Update platform to Salesforce

## **FINANCIAL (Controller)**

- Donation tracking – Kindful
- Tax letters going out
- Tax letters and thank you letters need to be sent
- Controller will run a list of companies who have matched.
- Review Kindful program (donation software) to ensure highest and best use. Assist board in preparing current school year budget. Controller is admin for Kindful donation program.
- Deposit required to hold 2019 Gala venue. Review current financials. If venue is booked in June \$10 credit drink per person (confirm details with VP).

## **COMMUNITY LIASON**

- Spirit Wear – board voted on Spirit Wear designs by MIP parent Paula Loh. Monika will get quotes from printers.



- Website and Newsletter – website updated with fundraising sponsor information. Discussed thanking donors and board felt a list of donors on webpage after fundraising year would be the best time.
- Polly Cheng was present at meeting and introduced herself as the Newhart Middle School liaison to FOMIP Board. Paula Yousef is the other middle school liaison both have children in the inaugural MIP class. They will work to improve communications to the middle school and eventually high school and program expands. FOMIP VP and Communications Director as well as Middle School liaisons will meet with middle school Principal Jones week of 10/15/18

## **COMMUNICATIONS/OUTREACH**

- Spirit Wear – board voted on Spirit Wear designs by MIP parent Paula Loh. Monika will get quotes from printers.
- Website and Newsletter – website updated with fundraising sponsor information. Discussed thanking donors and board felt a list of donors on webpage after fundraising year would be the best time.
- 9/28 Social Recap; 125-150 guests attended, around 50 just showed up without RSVP. Future RSCP sign ups need to include how many guests are coming. On current sign up genius link, just one name with one food item noted. Food disappeared quickly. Czarín suggested that for future events, sponsor and purchase foods in advance and have guests pay for their meal and drinks instead.
- More mentors have signed up than mentees. At the 9/28 social, mentor table only a few people stopped by to ask mentors questions. Czarín will do another push for sign ups via newsletter and social media.
- Mentor sign up deadline is 10/15 Czarín asked if we don't have enough matches and uneven mentors v. mentees, should we cancel? The board felt that its important to have the mentor program, and that is can be restructured next year. This year, if people need a mentor there are many people who have volunteered to help. Its great that so many people want to get involved.
- Outreach Director will look into Orange County Chinese artist association for brush painting or musical instruments act or Irvine Chinese Cultural Center for other options for November or January time frame.
- Newsletter – to highlight on a macro level the program and identify successes. Highlight Ms. Loh
- Friends of mip.org and a .com – cut the .com. Research more to eliminate the cost of .com
- Currently 320 MIP students, of that 205 contacts on hand, maybe an additional 105 registered in 2017/2018. Need to ensure all current participants have provided contact information and incoming contacts are updated.
- How to streamline communication between MIP, BESF & PTA so as not to overwhelm/confuse existing and incoming families.



- Facebook donate now – matches dollar for dollar one day per year. Is there a tracking method for “donate now”
- Communicate with BESF and the PTA to participate and schedule coffee talks?
- Discuss welcome party for beginning of year and incoming/existing families.
- Keep incoming/existing families informed with fundraisers in the BARK remind people about Kindful, adult Mandarin classes, and the welcome social (TBD)
- Footprint Friday needs an additional lead
- Dineout nights (Chronic Tacos, Ice Cream and more)
- 180 Membership ends Back to School Night

## PARLIAMENTARIAN

- E votes are required to be attached to meeting minutes. Attach all e votes that occurred prior to MIP Board meeting to meeting minutes from that board meeting. (eg June e votes attached to July meeting minutes).

## VOTES

1. Wade motioned: 1<sup>ST</sup> grade teacher Annie Change would like to attend November ACTFL conference. Proposed budget \$1318 to cover flights/transportation. All ayes. **Motion passed**
2. Unknown proposed motion. 50/50 report card release date substitute teacher funds \$3125 requested by Debbie Raes. All Ayes. **Motion Passed**
3. Thanh motioned: New 2018-19 School Year Sponsorship Package proposed to Board. Wade second, all ayes. **Motion Passed**
4. Unknown proposed motion. \$2500 (NTE) Gala decorations. All ayes. **Motion Passed**
5. Unknow proposed motion. \$2800 for Auction Bidding contract for GALA (same company as last year. All ayes. **Motion Passed**

## PTA President Juan Azaria

- 12/5/18 Middle School sexual health education presentation at Aliso Viejo Middle School. There will also be a parent workshop about making smart choices in December (date not recorded)



## **EMAIL VOTES SINCE LAST BOARD MEETING**

1. See attached.

Meeting adjourned at unknown time

Next board meeting: Thursday December 6, 2018

Respectfully Submitted,  
*Kristi Craft Rowley, Secretary*





Mip Secretary &lt;secretary@friendsofmip.com&gt;

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**November 2018 ACTFL New Orleans Conference - Approved**

8 messages

**MIP Vice President** <vp@friendsofmip.com>

Fri, Nov 9, 2018 at 7:03 PM

To: ANCHANG@capousd.org

Cc: "Hauser, Greg M." &lt;gmhauser@capousd.org&gt;, board@friendsofmip.com

Ms. Chang,

Your request to attend the November ACTFL New Orleans Conference has been approved with a NTE budget of \$1318. Please keep all receipts and submit to Friends of MIP for reimbursement after the conference.

Thank you!

Nancy Lu  
Vice President  
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Capistrano Unified School District  
[vp@friendsofmip.com](mailto:vp@friendsofmip.com) | c: 949.375.0820 | [www.friendsofmip.com](http://www.friendsofmip.com)

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 **A Chang - ACTFL Conference Request.pdf**  
749K**Chang, Annie** <ANCHANG@capousd.org>

Sat, Nov 10, 2018 at 11:52 AM

To: MIP Vice President &lt;vp@friendsofmip.com&gt;

Cc: "Hauser, Greg M." &lt;gmhauser@capousd.org&gt;, "board@friendsofmip.com" &lt;board@friendsofmip.com&gt;

Hi Nancy,

I would like to request for additional approval of \$200 due to booking the flights so close to the conference date. I was able to select the two flights that had the lowest increase but both are not direct flights.

**The increase of the flight is \$162 + \$20 shuttle transfer.**

I will be sharing a room with Ms. Komine.

Thank you,

**Annie Chang**

First Grade Mandarin Immersion Teacher  
Bergeson Elementary School  
[chchang@capousd.org](mailto:chchang@capousd.org)

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**From:** MIP Vice President <vp@friendsofmip.com>**Sent:** Friday, November 9, 2018 7:03:23 PM**To:** Chang, Annie**Cc:** Hauser, Greg M.; [board@friendsofmip.com](mailto:board@friendsofmip.com)**Subject:** November 2018 ACTFL New Orleans Conference - Approved

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**MIP Vice President** <vp@friendsofmip.com>  
To: ANCHANG@capousd.org  
Cc: "Hauser, Greg M." <gmhauser@capousd.org>, board@friendsofmip.com

Tue, Nov 13, 2018 at 12:05 AM

Board Members,

I motion to approve the additional \$200 for Ms. Annie Chang's flight price increase due to the proximity to the departure date. Her request was submitted on 10/22 but wasn't presented to our board until this last board meeting on 11/8 so the price has increased already. I motion to increase her NTE to \$1518.

Nancy Lu  
Vice President  
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Capistrano Unified School District  
[vp@friendsofmip.com](mailto:vp@friendsofmip.com) | c: 949.375.0820 | [www.friendsofmip.com](http://www.friendsofmip.com)

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**MIP Representative** <representative@friendsofmip.com>  
To: MIP Vice President <vp@friendsofmip.com>  
Cc: Annie Chang <anchang@capousd.org>, "Hauser, Greg M." <gmhauser@capousd.org>, board@friendsofmip.com

Tue, Nov 13, 2018 at 1:19 PM

I Second

[Quoted text hidden]

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**MIP Outreach Director** <outreach@friendsofmip.com>  
To: MIP Representative <representative@friendsofmip.com>  
Cc: Friends of MIP Board <board@friendsofmip.com>, Annie Chang <anchang@capousd.org>, "Hauser, Greg M." <gmhauser@capousd.org>, MIP Vice President <vp@friendsofmip.com>

Tue, Nov 13, 2018 at 1:25 PM

I agree.

[Quoted text hidden]

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**Chang, Annie** <ANCHANG@capousd.org>  
To: MIP Outreach Director <outreach@friendsofmip.com>, MIP Representative <representative@friendsofmip.com>  
Cc: Friends of MIP Board <board@friendsofmip.com>, "Hauser, Greg M." <gmhauser@capousd.org>, MIP Vice President <vp@friendsofmip.com>

Tue, Nov 13, 2018 at 2:54 PM

Thank you!

**From:** MIP Outreach Director [mailto:[outreach@friendsofmip.com](mailto:outreach@friendsofmip.com)]  
**Sent:** Tuesday, November 13, 2018 1:26 PM  
**To:** MIP Representative  
**Cc:** Friends of MIP Board; Chang, Annie; Hauser, Greg M.; MIP Vice President  
**Subject:** Re: November 2018 ACTFL New Orleans Conference - Approved

[Quoted text hidden]

**MIP Communications** <communications@friendsofmip.com>

Tue, Nov 13, 2018 at 3:05 PM

Cc: Friends of MIP Board <board@friendsofmip.com>, MIP Outreach Director <outreach@friendsofmip.com>, MIP Representative <representative@friendsofmip.com>, MIP Vice President <vp@friendsofmip.com>

Aye

[Quoted text hidden]

[Quoted text hidden]

I agree.

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Nancy Lu

Vice President Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Capistrano Unified School District [vp@friendsofmip.com](mailto:vp@friendsofmip.com) | c: 949.375.0820 | [www.friendsofmip.com](http://www.friendsofmip.com)

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**Monika Pinto Connolly**

*Public Relations / Communications Director*

*Friends of MIP Executive Board*

Friends of Mandarin Immersion Program (MIP) at Bergeson Elementary

[communications@friendsofmip.com](mailto:communications@friendsofmip.com) | [www.friendsofmip.com](http://www.friendsofmip.com)

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**MIP Treasurer** <treasurer@friendsofmip.com>

Tue, Nov 13, 2018 at 12:12 PM

To: MIP Vice President <vp@friendsofmip.com>

Cc: ANCHANG@capousd.org, "Hauser, Greg M." <gmhauser@capousd.org>, board@friendsofmip.com

I second

-jake

On Tue, Nov 13, 2018, 12:01 PM MIP Vice President <vp@friendsofmip.com> wrote:

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Mip Secretary &lt;secretary@friendsofmip.com&gt;

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**Re: about teacher release days**

4 messages

**MIP Vice President** <vp@friendsofmip.com>

Fri, Nov 9, 2018 at 7:08 PM

To: "Gao, Jie" &lt;JIGAO@capousd.org&gt;, "Hauser, Greg M." &lt;gmhauser@capousd.org&gt;

Cc: board@friendsofmip.com

Dear Ms. Gao and Mr. Hauser,

The Board wants to know more information on these teacher release days and whether it should be paid by school district. Can you further clarify the purpose of these teacher release days?

Thank you!

Nancy Lu  
Vice President  
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Capistrano Unified School District  
[vp@friendsofmip.com](mailto:vp@friendsofmip.com) | c: 949.375.0820 | [www.friendsofmip.com](http://www.friendsofmip.com)

On Tue, Nov 6, 2018 at 10:06 PM MIP Vice President &lt;vp@friendsofmip.com&gt; wrote:

I will bring this up again at this week's board meeting.

Nancy Lu  
Vice President  
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Capistrano Unified School District  
[vp@friendsofmip.com](mailto:vp@friendsofmip.com) | c: 949.375.0820 | [www.friendsofmip.com](http://www.friendsofmip.com)

On Fri, Nov 2, 2018 at 9:40 AM Gao, Jie &lt;JIGAO@capousd.org&gt; wrote:

Hi Nancy,

Happy Friday! Do we have any updates on my teacher release day request. I proposed 4 days for working together with teachers regarding clarifying grade level goals, fine-tuning curriculum and assessment, etc. Sub cost \$125 per day. Total cost will be \$1125.

Day 1—3rd, 4th, 5th three teachers

Day 2—2nd Grade two teachers

Day 3—1st Grade two teachers

Day 4—K two teachers

Looking forward to your reply. If it's been approved, I will work with Debbie regarding the dates and subs.

Thank you ☺

Jie Gao

Mandarin Immersion Curriculum Specialist

Bergeson Elementary(M, Th) Newhart Middle School(T, W )/District(F)

Capistrano Unified School District

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**Hauser, Greg M.** <gmhauser@capousd.org>

Tue, Nov 13, 2018 at 10:40 AM

To: MIP Vice President <vp@friendsofmip.com>, "Gao, Jie" <JIGAO@capousd.org>

Cc: "board@friendsofmip.com" <board@friendsofmip.com>, "Raes, Debbie" <DRAES@capousd.org>

The teacher release days will not be paid for by the district. Our 50/50 teachers struggle with that model even though we have agreed it is what is best for the students. However, FoMIP agreed that in an effort to make that model more manageable, they would provide release days during the busiest times of the year where the 50/50 model creates extra planning and work. Only 50/50 teachers receive these days which all the teachers agreed was fair. I have to approve these days and are unable to do so unless we have a check from FoMIP. Teachers have already submitted their days off for planning. Subs have already been arranged. They still come to school and still work a full work day. These are not days where the teachers just take off to plan on their own. They use it for teaming and organizing due to how synchronized they need to be with their partner to make the 50/50 model work.

Since the teachers rely so heavily on this extra time now that they have used it in the past, I will do what I can to fund what I can out of our site funds this year if FoMIP does not fund it but this was funded last year for this year so if this is something that will not be funded next year, I need to know right at the beginning of the school year since it is such a challenge to secure subs for these days and work all of this out ahead of time. I work off of the assumption when we get approval for these things the prior year that we can rely on the check when it is needed. I will have Debbie map out what situations need funding each year and by when so that we do not run into this each year since it is difficult for both the teachers, Debbie and FoMIP to deal with it. Moving forward, anything not funded at the beginning of the year, we will cancel. Thank you for getting back to me as quickly as possible about if FoMIP is funding this.

**Greg Hauser**

**Principal**

**Bergeson Elementary**

**(949) 643-1540**

**Go Bulldogs!**

**From:** MIP Vice President [mailto:vp@friendsofmip.com]

**Sent:** Friday, November 09, 2018 7:08 PM

**To:** Gao, Jie; Hauser, Greg M.  
**Cc:** [board@friendsofmip.com](mailto:board@friendsofmip.com)  
**Subject:** Re: about teacher release days

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**Gao, Jie** <[JIGAO@capousd.org](mailto:JIGAO@capousd.org)>

Wed, Nov 14, 2018 at 9:04 AM

To: MIP Vice President <[vp@friendsofmip.com](mailto:vp@friendsofmip.com)>, "Hauser, Greg M." <[gmhauser@capousd.org](mailto:gmhauser@capousd.org)>, "[board@friendsofmip.com](mailto:board@friendsofmip.com)" <[board@friendsofmip.com](mailto:board@friendsofmip.com)>, MIP President <[president@friendsofmip.com](mailto:president@friendsofmip.com)>

Good morning everyone,

The release days for the 50/50 model teachers are incredibly important as Mr. Hauser stated in his previous email. The data collected from other schools indicate that it's a widely used model in Mandarin immersion programs. Team teaching requires a huge amount of time for teachers to collaborate, planning closely, supporting students through teaching different subjects. Students really benefit from those teacher collaboration and planning time. The continuous financial support will benefit our MIP students.

As in the previous email I followed up with Nancy (please see below), the teacher release day I proposed is **different from the 50/50 model release days. It is a ONE TIME COST.** The district has provided cross grade level meetings for all language immersion teachers. This is a one-time curriculum meeting within Mandarin immersion.

The purpose of the teacher release days are to clear expectations and together work towards the goals and standards. Tasks planned to achieve are listed below:

1. Together fine tune the learning goals and make adjustment accordingly.
2. Refine each grade level characters for recognition and written, sentence patterns and grammar etc.
3. Discuss curriculum and assessment related questions
4. Share resources and continue to build our google drive share folder

Day 1—3rd, 4th, 5th three teachers

Day 2—2nd Grade two teachers

Day 3—1st Grade two teachers

Day 4—K two teachers

We need **9 subs total. Sub cost is \$125 per day. It will be \$1125. This will only be a one-time cost.**

Thank you very much for all your support to our Mandarin program and students.

Jie Gao

Mandarin Immersion Curriculum Specialist

Bergeson Elementary(M, Th) Newhart Middle School(T, W )/District(F)

Capistrano Unified School District

**From:** MIP Vice President [mailto:vp@friendsofmip.com]  
**Sent:** Friday, November 09, 2018 7:08 PM  
**To:** Gao, Jie; Hauser, Greg M.  
**Cc:** board@friendsofmip.com  
**Subject:** Re: about teacher release days

Dear Ms. Gao and Mr. Hauser,

[Quoted text hidden]

[Quoted text hidden]

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**MIP Representative** <representative@friendsofmip.com>

Wed, Nov 14, 2018 at 9:22 AM

To: "Gao, Jie" <JIGAO@capousd.org>

Cc: MIP Vice President <vp@friendsofmip.com>, "Hauser, Greg M." <gmhauser@capousd.org>, "board@friendsofmip.com" <board@friendsofmip.com>, MIP President <president@friendsofmip.com>

I have started a motion on a different thread.

[Quoted text hidden]



Mip Secretary &lt;secretary@friendsofmip.com&gt;

**[ACTION ITEM E VOTE] Re: November 2018 ACTFL New Orleans Conference - Approved**

2 messages

**Mip Secretary** <secretary@friendsofmip.com> Wed, Nov 14, 2018 at 5:41 PM  
To: MIP Treasurer <treasurer@friendsofmip.com>  
Cc: MIP Vice President <vp@friendsofmip.com>, ANCHANG@capousd.org, "Hauser, Greg M." <gmhauser@capousd.org>, board@friendsofmip.com

All ayes. Motion Passed. I will include the email vote with the December minutes.

Than you

**Kristi Craft Rowley**  
Secretary 2018-1019  
Friends of MIP Executive Board

**Friends of Mandarin Immersion Program (MIP)** at Bergeson Elementary  
secretary@friendsofmip.com | [www.friendsofmip.com](http://www.friendsofmip.com) 949-466-0389

On Tue, Nov 13, 2018 at 5:51 PM MIP Treasurer <treasurer@friendsofmip.com> wrote:  
I second

-jake

On Tue, Nov 13, 2018, 12:01 PM MIP Vice President <vp@friendsofmip.com> wrote:  
Board Members,

I motion to approve the additional \$200 for Ms. Annie Chang's flight price increase due to the proximity to the departure date. Her request was submitted on 10/22 but wasn't presented to our board until this last board meeting on 11/8 so the price has increased already. I motion to increase her NTE to \$1518.

Nancy Lu  
Vice President  
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Capistrano Unified School District  
[vp@friendsofmip.com](mailto:vp@friendsofmip.com) | c: 949.375.0820 | [www.friendsofmip.com](http://www.friendsofmip.com)

On Sat, Nov 10, 2018 at 11:52 AM Chang, Annie <ANCHANG@capousd.org> wrote:  
Hi Nancy,

I would like to request for additional approval of \$200 due to booking the flights so close to the conference date. I was able to select the two flights that had the lowest increase but both are not direct flights.

**The increase of the flight is \$162 + \$20 shuttle transfer.**

I will be sharing a room with Ms. Komine.



Thank you,

**Annie Chang**

First Grade Mandarin Immersion Teacher  
Bergeson Elementary School  
[chchang@capousd.org](mailto:chchang@capousd.org)

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**From:** MIP Vice President <[vp@friendsofmip.com](mailto:vp@friendsofmip.com)>  
**Sent:** Friday, November 9, 2018 7:03:23 PM  
**To:** Chang, Annie  
**Cc:** Hauser, Greg M.; [board@friendsofmip.com](mailto:board@friendsofmip.com)  
**Subject:** November 2018 ACTFL New Orleans Conference - Approved

Ms. Chang,

Your request to attend the November ACTFL New Orleans Conference has been approved with a NTE budget of \$1318. Please keep all receipts and submit to Friends of MIP for reimbursement after the conference.

Thank you!

Nancy Lu  
Vice President  
Friends of MIP Executive Board

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[vp@friendsofmip.com](mailto:vp@friendsofmip.com) | c: 949.375.0820| [www.friendsofmip.com](http://www.friendsofmip.com)

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Nancy Lu  
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**MIP Parliamentarian** <[parliamentarian@friendsofmip.com](mailto:parliamentarian@friendsofmip.com)> Fri, Nov 16, 2018 at 9:26 PM  
To: Mip Secretary <[secretary@friendsofmip.com](mailto:secretary@friendsofmip.com)>  
Cc: ANCHANG@capousd.org, "Hauser, Greg M." <[gmhauser@capousd.org](mailto:gmhauser@capousd.org)>, MIP Treasurer <[treasurer@friendsofmip.com](mailto:treasurer@friendsofmip.com)>, MIP Vice President <[vp@friendsofmip.com](mailto:vp@friendsofmip.com)>, [board@friendsofmip.com](mailto:board@friendsofmip.com)

Aye

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I second

-jake

[Quoted text hidden]

[Quoted text hidden]

Nancy Lu  
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Wade Shepherd  
Parliamentarian  
Friends of MIP Executive Board

12/20/2018

Friends of MIP Mail - [ACTION ITEM E VOTE] Re: November 2018 ACTFL New Orleans Conference - Approved

Friends of Mandarin Immersion Program (MIP) at Bergeson Elementary  
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