



## FRIENDS of MIP BOARD MEETING MINUTES: 11/2/2023

25302 Rancho Niguel Rd Laguna Niguel, CA 92677

Teams Meeting called to order: 6:07pm

### Roll Call – Board 2023-2024

Title	Name	Present	Title	Name	Present
President	Kevin Welker	P	Communications Director	Janey Sherman	NP
VP	Monica Pi	P	Community Liaison	Wendy Jerney	P
Treasurer	Joseph Munoz	P	Secretary	Julianne Finkelburg	P
Financial Controller	Paula Simeone	NP	Outreach Director	Rachel Wong	P
Middle School Liaison	Czarín Lin	P	Principal- Bergeson	Judith Murphine	P
High School Liaison	Samantha Baron	P	Principal- Newhart	Michael Kim	NP
Parliamentarian	Ruth Gyllenhammer	P	Principal - Capo	John Misustin	P

#### Other Attendee

- Pauline David
- Paula
- Rosalie Kuhlmann
- Megan Holland

#### MINUTES

Kevin was unable to find the link to the October 2023 minutes, these will be accepted during the December meeting.

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

- Capo Valley High School – Principal John Misustin - P
  - State AB 370 changes state seals for biliteracy - this will not impact our students
    - The seal of biliteracy does get noted on MIP students transcripts
  - Ms. Komine is trying to take a step back from the cultural night, but he will be reaching out to the Middle and Elementary schools for their interest in participating
    - This will allow the middle and elementary school to see more of the high school and the program



- Sam asked about the show case for the middle schoolers and Principal Misustin said they should touch base on this later this week or next week.
- Newhart Middle School – Principal Michael Kim - NP
- Bergeson Elementary - Principal Judith Murphine - P
  - CUSD Communications Coordinator - Jimmy
    - Looking for stories from families who are not in our district but in the MIP program and highlight why they chose this program and what makes it unique
    - Asked for more support from CUSD to get more exposure
      - Jimmy committed to work with us so that he can help highlight and include these stories through various outlets
    - Rachel said she was able to get a hold of the San Clemente outlets and the Shops at the Mission Viejo but asked if CUSD could assist with any payments for these events
      - San Clemente outlets said it is too early to plan
      - Shops at Mission Viejo said they need insurance to hold an event there
      - Principal Murphine clarified that he can help get us in touch with other community resources, and we would have him invited and he can get the story out. If there is anything specific we want/need to let him and her know
    - Wendy asked who is the target audience and how do they plan on advertising
      - Principal Murphine said CUSD has hired an advertising agency and will be reaching out to other communities and will highlight our seniors and families and other MIP events
        - They recommend making our website unique so that it can stand out and reflects what we are doing and it is not a generic description of our program
        - Janey is going to work very closely with the CUSD communications group so that we can do more and better
  - School news
    - Working with PTA and chair to host veteran's day on November 9th
      - All friends and family who are veterans are invited
      - All second graders have learned a song and will sing it during the assembly



- The city councilman Jenoway will be on campus for this event
- November 13th, the school is planning a teachers Thanksgiving potluck but because of staggering lunches, the teachers have not had a chance to eat together.
  - Parent volunteers will be needed to hangout with the kids so the teachers can have their potluck and celebrate some time together
  - Megan asked how many volunteers are needed
    - With 486 kids out at one time, Principal Murphine would like as many as possible - a max of 30 volunteers will be great
      - TK and Kinder will be in their playground
      - Others will be on the blacktop and grass area
- Monica asked about the December parade and if we can promote the mandarin immersion program
  - Principal Murphine said we could add a MIP banner to try and promote the school and if kids want to wear more chinese cultural attire that is welcome
- Guiding Coalition
  - We have 97% of the surveys completed, 100%
  - Once all of the data has been reviewed it will be reviewed with the families

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

- Financial Statement (included)
  - Current bank balance is a little over \$90,000
  - We met our goal for the fiscal year
    - Wendy asked if we could still donate
      - Kevin said absolutely
  - Last Month & Last Quarter expenditures - are available to provide more transparency
- Invoice approval and expense reimbursements
  - 2023-2024 PARA Salaries
    - For the next school year we are paying for 6 teacher aides at



\$122,500. The first installment of just over \$40,000 has already been paid

- 2023-2024 Report Card Days
  - MIP is paying for four teacher aides at \$3700.
    - This started back in 2016 and provides teachers assistance with completing all of the report cards
  - Wendy asked if MIP provides special needs aides
    - The PARA educators are bilingual and the case she is referring to is a very specific/unique situation
    - The district is very involved and working with the school to make sure the student's needs are met
    - It is the district's obligation to provide these services, the school has to follow a specific legal process in order to receive aid.
    - Rosalie said MIP was established as a on-way immersion program - and questioned if we have students joining the program who do not speak English, do we stay one-way or transition to a two-way program. MIP was not designed for mandarin-speaking students to learn English - Perhaps this should be considered moving forward
      - Ruth asked if the guiding coalition is doing any demographics research
        - Kevin said the guiding coalition is set-up and able to answer some of these questions
  - Money raised toward 2023-2024 school year vs current bank balance.
- Reimbursements
  - Megan sent a receipt for PTA reimbursement to Kevin and Joseph will have it ready by Monday

## **OTHER BUSINESS**

### **President: Kevin Welker - P**

- Next Meeting—December 7, 2023, In-person, Bergeson MPR 6PM
- Teacher and other reimbursements
  - Sent a reminder for teachers to submit any reimbursement for supplies



**Vice President: Monica Pi - P**

- Gala Planning & Survey Update
  - Sent out an email about the Gala coming out
    - Will be at Soka on Saturday March 9th
    - Hired a new auctioneer and the rate is only \$2500
    - Seafood Cove #2 will provide the catering including a boba bar for non-alcoholic drinks
    - Will visit facility on Nov. 8th at 9am with catering company
    - Will send out a challenge to all of the grades to create a centerpiece that will be auctioned off and the class with the highest bid will win
    - Sent out an email to parent volunteers with ways they can contribute and help
    - Still working on items like alcohol and dessert
    - Kevin asked about what games of games mean
      - Monica said she is thinking of Ellen's game of games and wants to survey parents and get ideas from them on what type of games they would like to play
- Other fundraising
  - Potential November mixer the week after Thanksgiving - \$1600 for a private event with a capacity of up to 172 adults for 2 hours at Sky Zone, considering charging \$40 per person and may send out a survey to see how many peoples would like to participate
    - Joseph and Kevin said the survey should get sent out to see about
    - So far she has gotten mixed feedback from parents
    - Considering reaching out to the YMCA to have them help with childcare
- Kevin will do the drawing for the MIP donation raffle winners shortly
- Planning senior job well done dinner on Feb 24th with Seafood Cove #2 and will do a promotional dinner earlier to give time between then and the gala
  - If the seniors come to the Gala, they can stay for dinner if they buy a ticket
    - Monica said that they can fit about 150 people comfortably and if we exceed this number we can rent the second floor as well.
      - If seniors come and do not stay they should not be counted towards the count
    - Megan asked if inviting the seniors will become an annual thing and



said to be mindful of the precedent that they set

- Some parents are okay with purchasing a ticket for their seniors and other are not willing to pay that much

### **Outreach Director: Rachel Wong - P**

- 2023-2024 Calendar
  - Lunar New Year activities
    - Oliver Chen will be doing three separate event for the students
    - On Feb. 9th hoping to do a quick presentation with Everyone Everywhere All at Once - doing an acrobatic performance and if we provide him with how much time he has he can put together a performance - she will ask principal Murphine
    - Waiting to hear back from Joseph on insurance needed for a performance at the shops at Mission Viejo

### **Community Liaison - Wendy Jerney - P**

- PTA/BESF updates provided by Megan Holland
  - We will be announcing membership contest tomorrow at the flag ceremony
  - Can food drive will be November 6th-16h
  - Veterans day event in November 9th
  - Next PTA meeting Nov. 14th in the MPR and online

### **Secretary: Julianne Finkelnburg - P**

- October mixer - Trunk or Treat
  - It was a huge success with a great turnout, at least 100 people, approximately 17 families hosted a trunk, and MIP provided crafts (trunk or treat bag decorating, spider ring making and monster face decorating) and games (guess the weight of the pumpkin, lollipop game, skull and brains tic-tac-toe, and bean bag toss)
  - Got great feedback from all that attended
- Minutes will be available for all to review in the next few days

### **Communications Director: Janey Sherman - NP**

- Update provided by Kevin
- Newsletter Content
  - Anything you want in the November newsletter, let Janey know asap
- CUSD communications team involvement
  - In direct communication with CUSD and MIP plans on highly utilizing them to help advertise the program



### **Middle School Liaison - Czarín Lin - P**

- MS Communications - Chinese New Year Planning Week of Jan. 29th
  - Dragon dance is booked for Jan 31st with a group who did other schools in the past, but but may have the UCI students perform a dance, however, has to wait until the winter schedule comes out to ensure the students are available
  - Will host a zodiac animal art contest to the whole school - will use the art to help decorate the halls
    - Teachers can judge the art and determine the weather
    - Czarín asked if the elementary and high schools may be interested in joining
      - Rachel said she is thinking of doing an art contest which is a dragon theme and make the winning designs into a sticker to put on red envelopes
  - Game day on Thursday
  - Possible collaboration with PTA, - PTA has a specific budget for each immersion program and it is \$500 - will get a budget together and then present it to the PTA
    - Rosalie said this PTA money is specifically set aside for the teachers for supplies and t-shirts
    - Czarín was unaware and understood.
  - Feb 2nd Jennifer Hewitt will have someone come in and demonstrate martial arts
    - She also wanted to remind people about the trip to China and there are updates on the zoom meeting

### **High School Liaison: Samantha Baron - P**

- Potential MIP Graduation event for Class of '24 Planning and Discussion
  - Parents Jen Peng and Paula Yousrf are planning and working on it
- Lunar New Year Planning
  - Potentially have a talent night for all of MIP located at CVHS in place of cultural night
    - Just got approval to use the Middle schoolers MPR, but if we can continue to do it at CVHS she will
      - Rachel asked that Sam keeps her up to date with the communications and updates
      - Monica asked if we could potentially look at a larger space to host it because last year it was difficult for some families to get tickets and it was sold out last year.
    - If Ms. Komine does not do Chinese Cultural Night maybe we have the children audition and have a variety show for the students. She will ask the HS principal if they can host it but open it up to all



classes not just HS students

- Gala
  - Invite Thalia and John Alpay to Gala and present awards to the seniors

**Open Discussion**

- Kevin said he is asking for a few volunteers to help clean out and organize the closet. We are also getting a new cart for the merchandise
- Will begin recruitment soon for new board members for the 2024-2025 school year

**Motions**

**Check Requests:**

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

Julianne motions to adjourn the meeting and Ruth seconds, none opposed.  
Meeting adjourned 7:45pm  
Next official board meeting: December 7, 2023 (in-person)





## Attachments



## TREASURER'S REPORT

NOV 2023

1. Please reference Balance Sheet and LFY P&L pdfs attached to meeting slides.
2. Fundraising totals (unaudited)

Direct Giving/Other Fundraising/Matches	\$148,908.77
Kindful (waiting to transfer)	\$8,600.00
WF Deposits Posted 11/1	\$5,466.00
Total fundraising	\$162,974.77

This number may change once audited. I've had on request for a refund due to the family having paid their \$450 in Sept. And I received an email about an employer match that is in the works.

*CORRETION: Family informed me that they mistook last year's payment as a payment toward this year. Therefore, no refund needed.*



### 2023-2024 REPORT CARD RELEASE DAYS

Teacher Name	Grade	Release Days	Sub Amount	Total
Melody Lu	4	5	185	925
Greg Suits	4	5	185	925
Salina Christian	5	5	185	925
Jennifer Lee	5	5	185	925
			<b>TOTAL</b>	<b>3700</b>

### 2023-2024 Para Salaries

Employee ID	FullName	PositionCode	Description	Mos	Hrs	Acct FTE	Base Salary	*Estimated benefits
36354	FAN, JUN	186178	BLNGL PARA	9.5	3.5	0.4375	14,820.47	5,276.00
34013	KEYVAN, JOANNA S.	191622	BLNGL PARA	9.5	6	0.375	14,226.49	5526.37
30895	LOY, DAPHNE	186097	BLNGL PARA	9.5	3.5	0.4375	16,340.00	5,817.00
33460	LUU, LAN N.	186096	BLNGL PARA	9.5	3.5	0.4375	15,563.52	5,541.00
35570	SMITH, WINNIE Y.	191484	BLNGL PARA	9.5	3.5	0.4375	13,442.45	4,786.00
33458	ZHAO, XIAOHONG	186179	BLNGL PARA	9.5	3.5	0.4375	15,563.52	5,541.00
							89,956.45	32,487.37
								122,443.82
* benefits are an approximate amount only!								
Payment #1 Due preferably before 10/1/23		40,814.61						
Payment # 2 Due January 8, 2024		40,814.61						
Payment # 3 Due March 4, 2024		40,814.60						



## Friends of MIP

### Profit and Loss

November 2022 - October 2023

**UNAUDITED**

	TOTAL
Income	
A-Donations	
1-Direct Giving	131,835.23
2-Employer Match	450.00
Corporate Contributions	15,476.16
<b>Total A-Donations</b>	<b>147,761.39</b>
C-Fundraisers	
5-Bake Sale	630.00
<b>Total C-Fundraisers</b>	<b>630.00</b>
Merchandise Sales	220.00
Uncategorized Income	297.38
<b>Total Income</b>	<b>\$148,908.77</b>
Cost of Goods Sold	
Fundraisers - Cost of Sales	
Misc. Fundraising Expenses	100.00
Spirit Wear Costs	2,110.43
<b>Total Fundraisers - Cost of Sales</b>	<b>2,210.43</b>
Gala - Cost of Sales	
Gala - Auction Items Consignment Cost	7,486.00
Gala - Other Costs	2,745.41
Gala - Service Providers	2,700.00
Gala - Venue	6,680.50
Venue Upfront Deposit	6,680.50
<b>Total Gala - Venue</b>	<b>13,361.00</b>
<b>Total Gala - Cost of Sales</b>	<b>26,292.41</b>
<b>Total Cost of Goods Sold</b>	<b>\$28,502.84</b>
<b>GROSS PROFIT</b>	<b>\$120,405.93</b>
Expenses	
1-Mandarin Curriculum	74,598.67
Classroom Related Expenses	19,800.41
iChineseReader	7,865.96
Materials	86.49
Program Support	11,847.96
<b>Total Classroom Related Expenses</b>	<b>19,800.41</b>
<b>Total 1-Mandarin Curriculum</b>	<b>94,399.08</b>
2-Instructional Assistants	37,299.34
6-Mandarin Culture and Enrichment	4,137.28
Field Trip	1,109.00
Live Events	605.73
<b>Total 6-Mandarin Culture and Enrichment</b>	<b>4,137.28</b>



## Friends of MIP

### Profit and Loss

November 2022 - October 2023

	TOTAL
8-Operational Expenses	
Accounting and Tax Fees	200.00
Quickbooks	400.00
<b>Total Accounting and Tax Fees</b>	<b>600.00</b>
Financial Fees	
Bank Fees	38.19
Kindful Fees	963.00
Paypal Fees	309.78
QuickBooks Payments Fees	220.00
<b>Total Financial Fees</b>	<b>1,530.97</b>
Misc. and Temp. Expenses	73.50
Parties, Etc.	
Fall Social	1,003.26
MIP End of Year Social	1,141.82
<b>Total Parties, Etc.</b>	<b>2,145.08</b>
Website	115.85
<b>Total 8-Operational Expenses</b>	<b>4,465.40</b>
Gala - Auction Services	8,245.00
Uncategorized Expense	1,000.00
<b>Total Expenses</b>	<b>\$149,546.10</b>
NET OPERATING INCOME	<b>\$ -29,140.17</b>
NET INCOME	<b>\$ -29,140.17</b>



## Friends of MIP

### Balance Sheet

As of November 2, 2023

		TOTAL
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1. WF Savings 3024		282,553.14
Reserve - Bylaws Requirement		10,000.00
Reserve - Chromebooks		10,000.00
Reserve - Curriculum Specialist		0.00
Reserve - Smart Boards		3,000.00
<b>Total 1. WF Savings 3024</b>		<b>305,553.14</b>
2. WF Checking 3803	Difference between balances reflects	\$78,735.92
3. Paypal	pending transactions & PayPal transactions that	\$12,127.03
4. Cash Box	came in after I synced the account.	10,769.81
		0.00
<b>Total Bank Accounts</b>		<b>\$391,687.89</b>
Other Current Assets		
Prepaid Expenses		0.00
Uncategorized Asset		-29.94
Undeposited Funds		0.00
<b>Total Other Current Assets</b>		<b>\$ -29.94</b>
<b>Total Current Assets</b>		<b>\$391,657.95</b>
Other Assets		
Suspense Clearing		0.00
<b>Total Other Assets</b>		<b>\$0.00</b>
<b>TOTAL ASSETS</b>		<b>\$391,657.95</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
<b>Total Liabilities</b>		
Equity		
Unrestricted Net Assets		388,902.25
Net Income		2,755.70
<b>Total Equity</b>		<b>\$391,657.95</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>\$391,657.95</b>