# AGENDA

**FRIENDS of MIP ADVISORY BOARD**

**June 10, 2014**

Roll Call

Treasurer’s Report

OLD BUSINESS

* PTA/Foundation Update
* 501c3 tax exempt status & By-Laws
* Merchandise
* Dragon Boat

NEW BUSINESS

* New Board Welcome!  
  - August Board meeting – August 19th at 4pm  
  - Transition plans  
  - Email accounts  
  - PTA/BESF Rep  
  - Gala planning  
  - Next year meeting schedule
* MIPAC Meeting Update  
   - Next Meeting June 12th to cover Common Core in English & Mandarin, set 2014/15 Meetings
* Better Chinese Common Core aligned product
* Year End Social – June 21
* Board Elections
* Corporate Sponsorship & Salesforce Account
* How to get families more involved?

PRINCIPAL or TEACHER REQUESTS/NEWS

* Program Coordination Update
* Technology Update – Smartboard installation & Chromebook purchase by CUSD and FofMIP

# MINUTES

Start 6/10/2014 6:18pm

## Treasurer

* Bank balance as of 6/9 $158,805.44
* Sent check to DR. Eric Shephard and came back. Sent again yesterday.
* Got receipts from teachers re: conference
* Paypal: will look into opening a new “small” account linked to Paypal. Another different “big” account would hold all MIP money
* Follow-up with Thalia and see if she closed the Paypal account she opened. Will open a new Paypal account

## PTA/FOUNDATION

* Last Foundation meeting is tomorrow night
* Foundation officers will be same
* PTA will have new officials
* ~$17k was collected during silent auction last week

## 501c

* Application is done. Still to be submitted (July +-)

## Merchandize

* New red ones and still have grey. Sizes: all sizes (kids and adults)
* We want to bring it to the final play date

## Dragon boat

* Full kids boat. 2 adults
* 1 spot open for adult boat (have 17)

## NEW BUSINESS

NEW BOARD MEMBERS:

Laura Bratt: President

Ami Barrett: Vice-President

Doug Pang: Treasurer

Agustin Del Alamo: Secretary

Susanne Dachgruber: Public Relations/ Communications Director

Audrey Shaw: Past-President

PTA/Foundation Representative: VACANT

We are still in need of a PTA/Foundation Representative.

* Proposal from Laura (plan B for PTA rep): have rotating MIP member to sit in for PTA meetings. This would be extra one meeting every ~2 months for each MIP Board member.
* Looking into ways to attract volunteers for PTA rep.
* Barbara’s idea: pull some MIP parent already in PTA (as long as he/she is not officer)
* August 26th 4pm next MIP board meeting
* Email accounts: 10 free gmail accounts. Will move to ‘friendsofmip.org’ domain (instead of ‘.com’). Still discussing about having generic names as opposed to personal names. All opinions in favor to generic.
* Aug 1st delete all MIP email accounts and create generic ones. For now, keep the ‘.com’… in ~12 months, we may have the chance to move to ‘.org’ (after 501c is submitted and approved)
* Gala planning: Ami will be coached by Audrey and Michelle. Ami to get a committee to help with the organization. Need to hurry up to reserve Zach and venue… all other details can wait a bit longer.
* Next year meeting schedule: for now, 2nd Tue of every month. It may change
* MIPAC. Next meeting June 12th to cover common core in English and mandarin
* Better Chinese: same company is creating a new product line in line with Common Core. MC, Barbara, teachers will meet (June 19th) with company to review the contents. Price is a concern… hopefully we’ll get a clearer estimate
* Year End Social (June 21st): signup genius to bring stuff. Will try to reserve gazebo. If it not available, more things for signup genius.
* Close Salesforce account
* More involvement from new families:
  + Sat 13 sep MIP “meet and greet” will be used to market for the participation
  + Kindergarten “road show”: first day of K. MIP board members will come with Barbara to the class rooms. Have tables outside with stuff to facilitate connections between parents
  + For K classes, organize play dates once a month, to help getting parents to meet more parents

## PRINCIPAL OR TEACH REQUESTS

* Loh pilot: like karate’s belts, but bracelets. Performance-based (on teachers’ assessments already existing). She got quote for bracelets for all 7 classes (7 bracelets). $390 for not-printed; $611 for printed.
  + Idea still in the works: one idea is to buy in bulk (more) and store it.
* Teachers: Dedicate one day per week to observe the other teachers, learn, developed.
  + Once every other month, spend a whole day observing other schools (Pasadena, Benice, Fletcher?, Barnard), learn, develop. MIP would need to fund subs: $90/day (7 subs)=$630… “day-trip” fashion
  + Will table this until next school year
* Teacher’s sub: parents ask: what do they do during that day? Feels like a waste. Idea: communicate parents what will be done those days.
* Chromebooks: Districts like Dell (not Samsung). We need to see the quote. This is just for 3rd grade ~$300/ea. Teachers would use their existing laptop (no Chromebook).
* Smartboard: ordered one.

Meeting adjourned 8:18pm

# TREASURER’S REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **May-June 9th Fundraising** | |  | **Bank Balance as of 06/09/14 $158,805.44** | | |
|  |  |  | **Funds Raised $97,485.16** | |  |
| **Expenses** |  |  |  |  |  |
| *Eric Shephard* | -$1,501.08 |  | **Total Direct Giving** |  |  |
| *Red MIP Shirts* | -$846.06 |  | Loh | $9,195.00 |  |
| *Conference (4 Teachers)* | $6,282.58 |  | Mainprize | $8,465.00 |  |
| *Libarary Books* | -$1,000.00 |  | Chang | $13,418.50 |  |
| *Gala Flower Reimburstment* | -$98.83 |  | Komine | $10,111.65 |  |
|  | $2,836.61 |  | Fong | $9,476.20 |  |
|  |  |  | Incoming K | $7,420.00 |  |
| **Income** |  |  |  | **$58,086.35** |  |
| Direct Giving | $3,639.70 |  |  |  |  |
| Jamba Juice | $62.80 |  |  |  |  |
| Interest | $4.22 |  | **Percentage of Class Participation** | |  |
| Red Shirts | $22.00 |  | Loh | 37% |  |
|  | $3,728.72 |  | Mainprize | 30% |  |
| **Income to Date** |  |  | Chang | 45% |  |
| Rummage Sale | 972.91 |  | Komine | 43% |  |
| Annual Gala | $74,126.61 |  | Fong | 32% |  |
| Employer Match | $3,675.00 |  | Incoming K | 14% |  |
| Interest | $21.87 |  |  |  |  |
| Jamba Juice | $276.80 |  | **43% Participation from all Classes** | |  |
| Fall Festival Fish Bowl | $182.00 |  |  |  |  |
| Holiday Boutique | $370.75 |  |  |  |  |
| Direct Giving | $16,777.35 |  |  |  |  |
| Advertisment | $100.00 |  |  |  |  |
| Corporate Sponsorship | $1,500.00 |  |  |  |  |
| Lanterns Bake Sale | $636.75 |  |  |  |  |
| MIP T-Shirts | -$1,154.88 |  |  |  |  |
|  | $97,485.16 |  |  |  |  |
|  |  |  |  |  |  |
| **Item** | **Budget** |  | **Actual Spent** |  |  |
| Instructional Aides | $70,000.00 |  | $37,000.00 |  |  |
| Program Support | $0.00 |  | $12,300.00 |  |  |
| Teacher Support | $0.00 |  | $5,400.00 |  |  |
| Technology | $50,000.00 |  | $13,395.00 |  |  |
| Chinese Textbooks | $23,000.00 |  | $6,765.00 |  |  |
| Singapore Math | $20,000.00 |  | $8,114.00 |  |  |
| Professional Development | $10,000.00 |  | $7,783.66 |  |  |
| Operational Expenses | $1,000.00 |  | $1,568.71 |  |  |
| Library | $1,000.00 |  | $1,000.00 |  |  |
| MIP Spiritwear | $0.00 |  | $1,566.47 |  |  |
| Library Shelf | $0.00 |  | $866.99 |  |  |
|  | $175,000.00 |  | $95,759.83 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Friends of Mandarin Immersion Program** | | | |
| **Statement of Receipts and Expenditures** | | | |
| **November 1, 2013 - June 9, 2014** | | | |
|  |  |  |  |
|  | Receipts | Expenditures | Net |
| **Annual Gala** | **$93,581.01** | **-$19,454.40** | **$74,126.61** |
| **Direct Giving** | **$16,777.35** |  | $16,777.35 |
| **Employer Match** | **$3,675.00** |  | $3,675.00 |
| **Corporate Sponsorship** | **$1,500.00** |  | $1,500.00 |
| **Fundraiser** | **$4,208.89** | **-$2,412.97** | **$21,952.35** |
| Spring Rummage Sale | $1,472.91 | -$500.00 | $972.91 |
| Fish Bowl Fall Festival | $182.00 |  | $182.00 |
| Lantern Bake Sale | $983.25 | -$346.50 | $636.75 |
| MIP Spiritwear | $411.59 | -$1,566.47 | -$1,154.88 |
| Car Decal | $4.59 |  | $4.59 |
| Womens Red | $12.00 |  | $12.00 |
| Kids Red | $40.00 |  | $40.00 |
| Womens Grey | $143.74 |  | $143.74 |
| Mens Grey | $72.00 |  | $72.00 |
| Kids Grey | $139.26 |  | $139.26 |
| Holiday Boutique | $370.75 |  | $370.75 |
| Advertsiment | $100.00 |  | $100.00 |
| Jamba Juice | $276.80 |  | $276.80 |
| **Extension** | **$2,096.40** | **-$1,960.00** | **$1,159.14** |
| Teacher's Fees |  | -$1,820.00 | -$1,820.00 |
| YMCA Donation |  | -$140.00 | -$140.00 |
| **Instructional Aides** |  | **-$11,000.00** | **-$11,000.00** |
| **Technology** |  | **-$5,497.46** | **-$5,497.46** |
| Smarboards |  | -$5,217.46 | -$5,217.46 |
| Smarboards - Training |  | -$280.00 | -$280.00 |
| **Professional Development** |  | **-$7,873.66** | **-$7,873.66** |
| **Program Support** |  | **-$10,000.00** | **-$10,000.00** |
| **Singapore Math** |  | **-12659.08** | **-$12,659.08** |
| Textbooks |  | -$11,393.08 | -$11,393.08 |
| Training (Teacher Salaries for the Day) |  | -$1,266.00 | -$1,266.00 |
| **Library Books** |  | **-$1,804.68** | **-$1,804.68** |
| **Operational Expenses** |  | **-$1,408.45** | **-$1,408.45** |
| 501C3 |  | -$998.45 | -$998.45 |
| Meet and Greet |  | -$135.00 | -$135.00 |
| Tax Preparation |  | -$275.00 | -$275.00 |
| **Interest** | **$21.87** |  | **$21.87** |
| **Total Raised 11/01/13-06/09/14 Net Expenses** |  |  | **$54,921.30** |