# MINUTES

**FRIENDS of MIP EXECUTIVE BOARD**

**September 1, 2015**

Meeting called to order: 6:05 pm

## Roll Call: *Ami Barrett - President, Joe Emanuele - Treasurer, Katrina Stoufflet – Vice President, Audrey Shaw - Parliamentarian, Debbie James - Secretary, Greg Hauser – Principal, Susanne Dachgruber -- Communications, Chi Nguyen—Community Liaison, Rosalie Kuhlmann – Mrs. Chi room rep, Ginger Zhang – Celebrations Books, Shannon Atkinson – parent Lee’s 2nd grade, Karen Wu – parent C.Chang’s 3rd grade*

## MINUTES

Katrina motioned to accept the August minutes; Audrey seconded; accepted unanimously

## FINANCIAL

### • Treasurer’s Report

Discussion about classifying Adult Extended Ed and Mommy & Me Chinese classes; how to present financials; verbiage of thermometer showing amount for year

Current balance: $234K, incl. $184K in checking and $50K savings at Wells Fargo

‘Gift’ account (in CUSD): approx. $22K

### Fiscal Year Clarification - tabled

### • Segregation of Duties - tabled

### • 2015 Annual Fund

– $$ and % participation to date: $178K plus $50K carryover from previous year

– Incoming K initiatives update: Finally got access to mailing list including new Kinders. Almost 65% participation, up from 56% before summer.

-- Phone tree idea to reach out during October if board members are willing to make calls. Agreement to hold phone calls until post Gala depending on fund status at that time.

## BUSINESS

### • Committee Updates

– Vice President

Golf Tournament Survey: Spoke to Mike at Oak Creek that provided some ideas to work it in perhaps on a weekday. Will create Survey Monkey to determine interest after draft to board members. Aim for end Sept.

Spiritwear: Sold 49 shirts; tote bags not ordered yet; will find a new screen printer for hoodies and other new shirts to order. Received quote for MIP decals at $1.42 per at 25 each for total over $700. Even with our sale price at $5, few preorders so far. Will wait until more interest garnered after Back to School night.

– Secretary

Kohls’ Associates in Action $500 grant: Waiting for needed work from teachers to submit to coordinator at store.

– Communications

‘.org’ website: Not profit use instead of ‘.com’ is cumbersome, but forwarding to current site is easier. We did purchase the FriendsofMIP.org and continuing to pay for it.

### • MIPAC (MIP Advisory Committee)

### Representatives: need 2 from Friends of MIP board, prefer to have member terms staggered; there will be 3 teachers -- Loh, C.Chang, Fong, and principal Hauser and MC Barrosa. Decision to have Audrey stay on for 3rd year for consistency and Ami as FofMIP president, with interest from Susanne who will apply as a parent representative.

### 2015/2016 Program Coordinator Status: Daniel Wong has not yet met with principal Hauser on how to proceed with consultant; district office Okays as long as we are paying for it but no specific guidelines. MIPAC will vet candidates and determine contract scope.

### • PTA/Foundation Update

Dine outs discussed as long as they don’t conflict with PTA or BESF.

### • 2015/16 Executive Board

– E mail voting procedures reminder: please check FoMIP email daily in case there is something to vote on; ‘reply all’ to most recent message in thread to maintain one email string; start new email for any changes/revisions.

### • 2015/16 Committees

-- Status: priority positions to fill first are MIP class representatives, social chair, and spirit wear. Board please reach out for assistance. Karen volunteered for C.Chang’s class and Ginger for Fong’s class.

-- Recruitment initiatives: how to get more volunteers, Ami notified Irvine Chinese

### • Mentor Program

Did not get a chance to initiate this year yet. Ramp up to start late or hold for next year? Need to develop a timeline to implement. See Program Outline. Target Kinder families and upper grade 2-4. Would like positive families that can reflect well on the program. Goal to have each board member reach out to identify 2 potential mentor families.

### • Update from Superintendent Meetings – tabled as Daniel Wong absent

### • eNews Review

Welcome back newsletter sent out to all families whose email available through FriendsofMIP.com website. Next email blast will be to Kinder families in time for Sept. 24 bake sale.

Video from principal’s 8/28 coffee talk successful.

### • Current 2015/2016 Budget

Discussion about reallocating Singapore Math funds, to aides perhaps? Joe proposed it be restricted for Singapore Math future use.

### • Back to School Night

Opportunity to communicate with MIP families about status updates. Hold brief meeting before classes.

## PRINCIPAL or TEACHER REQUESTS/NEWS

### • 2015/16 Enrollment Information – any new Kinder students or still 26/class?

Kinder classes stand at 28 and 29 students.

3rd grade classes each have 26 students.

### • 2015/16 Lead Teacher Status (Stipend?)

Loh, C. Chang and Fong; $1000 each from FoMIP

Debbie motioned to approve total $3000 from Program Support for stipends; Audrey seconded; unanimously approved.

### • 2015/16 Singapore Math Training Status

Teachers are working with Debbie in office to get it set up. District to cover materials expense.

### • Status on 2015/2016 expenditures to date

-- Chromebooks;Training Update and Timeline for Receipt: Sept 15 final 2 teachers (3rd grade) will be trained on Chromebooks.

-- Projectors/Document Cameras – 3rd grade (1) & 4th grade (1): Purchased. Installed? Yes, in the rooms and working.

### • Request from Mrs. Loh to have substitute cover A. Chang so she can observe other class(es) in program.

Motion by Audrey to approve 2 substitute days for A. Chang, up to $200 total, Susanne seconded; unanimous approval.

Meeting adjourned at: 7:42 pm

Next board meeting: October 6, 2015 6pm

Budget amendments & 2016/2107 plan Respectfully Submitted,

Debbie James, Secretary