**FRIENDS of MIP BOARD MEETING**

**MINUTES** **June 7, 2016**

Meeting called to order: 6:05 pm

## Roll Call/Introductions: Ami Barrett - President, Katrina Stoufflet – Vice President, , Juintow Lin - Treasurer, Debbie James - Secretary, Greg Hauser – Principal, Susanne Dachgruber – Communications/PR, Michelle Lee – Community Outreach Liaison, Audrey Shaw – Parliamentarian, Wade Shepherd – President elect, Joey Liu – Vice President elect, Joseph Munoz – Financial Controller elect, Sue Hoeft – Secretary elect, Erich List – Communications/PR Director elect, Augustin DelAmo - MIPAC, Jen Pang – MIPAC, Jen Callirgos – parent/PTA.

## By phone: Karen Wu – Outreach Director elect

## Minutes

Vice President motioned to accept the May 3 minutes; Parliamentarian seconded; accepted unanimously.

Email motions since last Board Meeting adopted:

President 5/10 motioned “**to approve payment in the amount of $840.00** (out of Professional Development [which has] a remaining budget of $4,814.00) **to Bergeson Elementary in order to cover substitute costs** so some of our teachers can visit other Immersion Programs in the area to gather information to bring back to MIP Advisory Council on what other programs are doing and get ideas of things we might be able to implement in order to improve our program.” *Substitute costs per Debbie Raes’ email dated May 5th, 2016.*

 Community Liaison seconded. Six ayes 5/10, no response by Treasurer. **Motion passed.**

Community Liaison 5/25 motioned “**to approve spending $630 to reimburse for curriculum planning** that has already been completed.” Per President’s email, “This amount was included in the anticipated spend for Curriculum Development in the revised 2015/2016 budget we presented at our Financial Meeting.” *Substitute costs per Debbie Raes’ email to Treasurer dated May 25, 2016.*

 Secretary seconded. All ayes 5/25. **Motion passed.**

## FINANCIAL

**• Financial Reports**

See Balance Sheet attached. Over $300K liabilities and equity.

See Profit and Loss attached to Agenda, November 1, 2015 to present.

**• Donation Tracking**

Treasurer - Juintow, Financial Controller - Joseph and chairperson Rosalie met together. *Rosalie will not be continuing this function.* Juintow and Joseph will meet and research over the summer various donation tracking services to present options in the Fall.

**• MIP Tax Return Update**

Ami and Juintow met with accountant and provided him a check $150 (under budget of $600 we allotted for). He still needs to file our RFF1 form. We are not using pre-paid expenses in our cash accounting system.

**• Summer Mail/Checks**

World Gymnastics and other employer match expected – checks typically valid for 90 days. Bergeson office closed June 16 – August TBD. Discussed possibility of a volunteer to help office staff sort through mail in July.

* **In-house Audit**Michael Yu has not responded. Will reach out to him for confirmation that he can complete the task. Jenn C available if needed.

**• Reimbursement Requests/Cash Verification**

New forms adopted for each, attached.

## BUSINESS

### • 2016/2017 Board Elections (Parliamentarian & Secretary)

Candidates introduced at coffee talk May 12, 2016. Ballots with candidates statements copied May 13 for class distribution beginning May 14. Ballots were due to office by noon May 26. Debbie Raes collected in secure envelope. Parliamentarian provided replacement ballots as needed to those who did not receive one from student folder. Ballots counted on May 26 by Parliamentarian, Vice President, and Ursula Rubina, then witnessed and recorded by Secretary:

* **Policy and Procedures Template** (Secretary)

Initial format and structure of P&P adopted, to be work in progress, developed as needed.

* **Code of Conduct Policy** (Secretary/Communications)

First FoMIP policy and procedure written and adopted using Susanne’s draft. See attached.

* + **Adult Mandarin Classes for 2016/2017** (Secretary)

Gao LaoShi, Jennifer, from Irvine Chinese School has tentative dates for two 12-week sessions next year: week of Sept 12 – Dec 9 and approx. Jan 23 – Apr. 21 week.

**• Dragon Boat Update** (Pariamentarian)

Boat needs 18 paddlers; 21 children and 2 adults signed up. Will rotate paddlers. Registration due on 18th **$300 for boat and team, $100 cleaning deposit.** Parents will contribute $20 for Tshirts. Will also need $35 for each assigned steers person for practice and race.

**Parliamentarian motioned for two checks to Long Beach Dragon Boat Festival (as above)**. Community Liason seconded. All ayes. **Motion passed.**

**• Grant Writing** – (Community Liaison)

Phuong Lee, volunteered for this. Would like to direct her to more sources. Jenn C forwarded more language immersion grant opportunities to Ami, including Glendale and San Diego contact people as resources. Debbie to continue with Kohl’s Associates in Action $500 grants. Katrina asked if there was someone at CUSD that could assist; Ami said she would inquire.

**• Middle School Conference Update** (Parliamentarian)

“Policy and Practice of Dual Immersion: Planning for Secondary Years” See attached summary.

Finding qualified teachers in content areas will be a challenge. Utah model a good reference as theirs is most mature and organized. Assessment information forwarded to MC Barrosa.

**• Officer Installation** (President)

President welcomed incoming board members and read our mission statement. Each Executive Board Member rose and raised his/her right hand, solemnly promised and swore to administer the office to which they have been elected to the best of their ability and judgment; in conformity with the Bylaws of the Friends of MIP. Each responded with “I do.”

**• By-Law Review** (new President)

Gave incoming board members each a copy of Bylaws and asked that they review it over the summer. Treasurer made request to amend language in bylaws regarding position duties. New Parliamentarian noted that Bylaws are to be reviewed annually.

## PRINCIPAL or TEACHER REQUESTS/NEWS

### MIP Advisory Council May 12 meeting recap

See meeting minutes attached.

MIPAC is focused on what the program will look like in the future (e.g. Transition to simplified characters; Textbook selection; Benchmark testing).

-- MIPAC/Administration’s plans for summer:

MIPAC special Coffee Talk next week 6/15 to share middle school curriculum development and the process for applying for 1 open MIPAC position. Applications for the position will be available after back to school. Monthly meetings are after school on Thursdays.

Calling on other school districts/programs experience and advice for middle school programming.

July meeting planned, day/time TBD.

New Friends of MIP Executive Board will select next year’s FoMIP representatives to MIPAC.

### • Curriculum Development Reimbursements

Teachers spend a certain amount of time each month to work on curriculum. They submit to Principal to sign-off on hours.

 – Julie Fong – 54.5 hours @ $30/hour = $1,635

• 4th Grade Science – 2 complete units created (Living Things & Energy/Magnetism)

• 5th Grade Curriculum Map Created

• 2nd Grade Science – 1 complete unit (4 lessons) (Plants)

– Wanhsin Chang (Cynthia) – 16 hours @ $30/hour = $480

• 3rd Grade Science – 2 complete units created (Light & Shadow/Moon)

Secretary motioned to pay each teacher as above. Community Liaison questioned payment needing 1099, Jenn C mentioned PTA needs fiduciary agreement. If teachers paid through CUSD it would be at $34/hr. Agreement to go through the District. Secretary retracted her motion. President shared that we have room in the budget for the additional amounts: $1853 and $544, respectively.

Vice President motioned **to pay to Bergeson gift account to offset the cost of teacher’s curriculum development in the amount of $1,853 for Julie Fong and $544 for Wanhsin Chang.** Financial Controller seconded. All ayes. **Motion passed.**

* **Hiring Status Updates for 2015/2017**

We were fully staffed for teachers, but not now, as one of them was interviewed and requested to be hired as the Curriculum Specialist. We need a K-5 Mandarin teacher. Teacher grade assignments still pending. Cynthia Chang for 3rd grade confirmed. We should be covered for English teachers: Murphy for 4th grade 50/50; 3rd grade 50/50 TBD. Need 1 more teacher’s aide for a total of 5.

* **School News**

We have 2 new portables coming next week, to be placed in back lot.

Additional sidewalk to be constructed over summer adjacent to shopping center wall.

Principal reiterated parking safety.

Please reassure the parent community that the school will remain structured autism, traditional elementary and MIP.

* **Procedure for responding to parent concern emails**

MIPAC decided a neutral response: “Thank you for bringing this concern to our attention. We will discuss it at our next meeting.” Greg available for personal response if requested.

Meeting adjourned at: 7:55 pm

Next board meeting: August 2, 2016 at 6 pm, pending new board members’ schedules.

 Policy and Procedures

 MIPAC representatives from FoMIP

 Respectfully Submitted,

 Sue Hoeft, Secretary & Debbie James, past Secretary