**FRIENDS of MIP BOARD MEETING**

**MINUTES: January 10, 2018**

Meeting called to order: 6:10 pm (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** |  | **Principal** | **Greg Hauser** | **P** |
| **Outreach Director** | **Czarin Chan Lin** | **P** | **Curriculum Specialist**  | **Jie Gao** | **NP** |
| **Communications Director** | **Monika Pinto Connelly** | **P** |  |  |  |

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

**Other Attendee’s**

**Amanda Holland - Parent**

**Amanda Yeung – Parent**

**Jen Pang - Parent**

**Stacy DeSalvo - Parent**

**Vicky Tai - Parent**

**MINUTES**

**Approve Meeting Minutes** Dated December 6, 2018. No motion made to accept minutes. Revisit at next board meeting. Will edit via google docs and e-vote.

**PRINCIPAL/VICE PRINCIPAL/TEACHER/PARENT NEWS**

* Focus on student interaction
* Kinder teachers visited other all day K sites, 2019-20 School Year goes to all day Kinder
* School District caps at 28.5 kids/class, MIP will still staff at 32 kids, Teachers get extra pay for instructional days
* K Teachers will get $2000 for classroom supplies
* CUSD has hired a substitute for aides
* Two curriculum specialist came to talk discuss new adoptions of curriculum
* Professional Development Days on Thursdays - focusing on the right standards , evaluating if the curriculum is rigorous, the teachers get to visit other school sites.
* Teacher learning walks - teachers will walk in other classrooms (will happen after winter break), 4 teachers per walk - morning/afternoon session
* Technology and communications with parents - Class Dojo and Ms. Komine shared a tool she learned from ACTFL conference
* Two curriculum specialist came to talk discuss new adoptions of curriculum

**CURRICULM SPECIALIST – Jie Gao**

* -Curriculum Planning meetings per grade level, evaluating assessments, actfl and better chinese usage
* Ms. Komine and Ms. A. Chang - will be sharing their findings from their ACTFL conference
* Rainy Day Schedule - protocol set for rainy day

**BUSINESS – OFFICER COMMITTEE UPDATES**

* Calendar & Upcoming Events
* Registered Agent for non-profit:
* Reimburse Audrey Shaw ($399) for credit card charge
* Change account info and contact person (President or Treasurer)

Jake (Treasurer) will research more affordable options, Need new person as Registered Agent.

* Possibly change provider for lower cost?
* December 10 District Meeting recap

 No change to CUSD position - no Curriculum Specialist for next year, no mandarin speaking staff. CUSD didn't want us to fund any more roles.

 Freshman year in high school - 2 classes in Mandarin, CUSD Seeking IB Certification

 Ask by FoMIP to School District: Ask for a mandarin speaking administrator

 Debbie Carrillo and Natalie Baptista would come to Bergeson and Newhart to speak with parents

 CUSD has plans to have a follow up meeting

* Address FoMIP Secretary position - Megan Holland (lifeonauto@gmail.com) , K parent, volunteered to do Secretary role

**2019/2010 proposed budget**

-Kinder class going full day 2019-20 school year - allow budget for 1 more aide

-E-Taps - Principal can ask district funds teachers to focus on curriculum, technology, mandarin curriculum  ($3000 in Program Coordination Budget)

-Pay for teacher collaboration meetings (usually $30/hr for teachers)?

-Library Increase budget to $1000

Community Liaison Role - communicate with principals (Bergeson/Newhart)?

**NEW BUSINESS**

PRESIDENT – Thanh Nguyen

* No updates

VICE PRESIDENT – Nancy Hu

* iChinesereader - on behalf of Jie Gao, -7th grade teachers would like to use the program. Fifth grade and middle school teachers are interested in iChinese Reader.
* We have 121 students in total (53 5th grade and 68 middle school students). Please see the quote below for 6 mo. This is the reply for group rate “there is discount for individual accounts but you have to wait for the promotion. If school PTA is gather a group of parent to purchase together, PTA will receive an offer of $39.99 per account if there is more than 10 orders.”
* DJ - MIP parent who is a DJ offering to DJ at discounted rate of $750
* Florist - still trying to hear back from MIP parent but will start asking for references
* Donations - some big items such as hotel stays, Southwest airline tickets, etc.
* Alcohol - open bar/drink tickets/cash bar options and need to get event insurance - A sponsor will host cocktail hour
* Setup and volunteers - only 2 hours set up time, will need all hands on deck
* Tickets- Early bird $88 through 1/15...will extend through 1/31, then $98 offered through Kindful.com
* Tickets - historically pay for teachers and administrators.  Do we include assistant principals?
* Recognition gift for Jie Gao - calligraphy scroll donated by Czarin's mother in law
* Photographer/Videographer? Nancy will get a few quotes

FINANCIAL (TREASURER) – Jake Narey

* Financial & Donation reports
* IRS & CA Tax update

FINANCIAL CONTROLLER – Linh Huynh

* No Updates

OUTREACH DIRECTOR – Czarin Chan Lin

* Chinese brush painting and calligraphy presentations
* Bergeson – January 18th at 8:30 am with 3rd-5th graders and 10 am with K-2nd graders
* Write check to SCCCA for $200
* Newhart – TBD in March or April by SCCCA
* 1/31 Chinese New Year Bake Sale
* 2/2 Outlets of San Clemente Chinese

New Year’s performance

* 10 minutes allotted
* K-4 Gongxi Song, 5th-7th grade Heirs of the Dragon Chinese songs, all students will recite a poetry

COMMUNNUCATION DIRECTOR – Monika Pinto Connelly

* Spirit Wear Update
	+ Kids shirts ordered, will be printed on 1/25
	+ Adult shirts ordered, waiting to hear back on printing date
	+ Car decals ordered, printed today
	+ Water bottles and bags, hats
* Table runner and tablecloth, anything else to order?
* CNY Celebrations at Bergeson and Newhart
	+ ABC News
	+ OC Register
	+ Other media contacts?
* Any Newsletter and BARK updates? Will send out on Monday

COMMUNITY LIASON – Juintow Lin

* No updates for BESF
* PTA - 78 kids joined for Hour of Code

PARLIAMENTARIAN – Wade Sheppard

* No updates

**PENDING/OLD BUSINESS**

**CURRICULUM SPECIALIST - Jie Gao**

* 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 – Thanh Nguyen**

* 2/7 Kindergarten Info Meeting
* 12/10 District meeting - closed door meeting
* Parent Survey results - parents asking about what to do with extra funding
* 2019/2010 Proposed Budget - Jake is working on it
* 28 students for 2019/20 for all day kinder
* 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 - Nancy Hu**

* New York Life Volunteers willing to come help set up for community volunteer hours
* Augustine will be ending speaker
* 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 pat time curriculum specialist is possible.
* 6th and 7th 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 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 Dermotology 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 3rd quarter 2018.
* Gala event
* Fundraising options, discuss MIP program with local businesses
* Review and identify corporate sponsors

**FINANCIAL (Treasurer) – Jake Narey**

* Treasurer will send out new financials
* New checks ordered
* Add $50,000 line item to proposed budget for 2019-20 school year (for part time curriculum specialist 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) – Linh Hunyh**

* 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).

**OUTREACH DIRECTOR – Czarin Chan Lin**

* Calligraphy demonstration at Bergeson and Newhart in January
* Newhart needs 2 sessions because the 6th and 7th graders have different periods for Chinese classes
* Chinese New Year Performance at San Clemente Outlets - will approach SC Outlets
* Bake Sale 1/31 /19
* 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
* 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 DIRECTOR – Monika Pinto Connelly**

* Spirit wear - new updated logo
* Kinder Info Session - posted on multiple platforms
* Will get email list of attendees
* 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
* Friendsofmip.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

**COMMUNITY LIASION – Juintow Lin**

* 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.
* 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
* 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. Czarin 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. Czarin will do another push for sign ups via newsletter and social media.
* Mentor sign up deadline is 10/15 Czarin 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.

**PARLIAMENTARIAN – Wade Sheppard**

* 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. Thanh motioned: $1839.49 for iChineseReader. Juintow 2nd. All ayes. **Motion Passed**
2. Juintow motioned: paying for SCCCA $175 membership. (will pay for group competition membership and teacher resources. **Motion Passed**
3. Czarin motioned: $350 budget for spirit wear for San Clemente Outlets. **Motion Passed**

**MISCELLANEOUS**

* NEWHART $1000 MIP Fund. Cut check to Newhart library.
* iChinese reader - 5th, 6th and 7th grade teachers are interested, Jie will ask vendor if there is half year discount?

**EMAIL VOTES SINCE LAST BOARD MEETING**

1. See attached.

Meeting adjourned 8:25 pm

Next board meeting: Thursday January 10, 2019

 Respectfully Submitted,

 Kristi Craft Rowley, Secretary