# MINUTES

**FRIENDS of MIP EXECUTIVE BOARD**

**October 6, 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, Karen Wu –C.Chang room rep + Fong, Bena Teo –C.Chang room rep , Chris Samuelson – parent C.Chang & Chi’s classes, Jenn Calligros-Andrews – PTA president + parent 3rd grade, Danny Crouch – Ms. Komine room rep . *Guests Jim Shislen and Ryan Oriza from Smart Raiser (departed 6:45pm).*

## MINUTES

\_\_\_\_\_\_\_\_\_\_ motioned to accept the September minutes; \_\_\_\_\_\_\_seconded; accepted unanimously.

## FINANCIAL

### • Treasurer’s Report

Joe presented YTD profit & loss statement – see attached with line item breakdown of income and expenses. Separated fundraising costs vs. costs of goods sold and the other expenses and income.

Current balance: $250.7K, incl. $198.8K in checking and $50K savings at Wells Fargo, ‘Gift’ account (in CUSD) approx. $24.9K, $1.9K Paypal

### • 2015 Annual Fund

Approximately $234K as of 8/30/15. To update, need direct giving worksheet for September 2015. Communications chair discussed keeping worksheet current and recognizing those that donate. Link to donors for school year available on Friends of MIP website. Will include thank you on email list. Joe would like to suggest changes to Annual Fund drive flyer – he will email board.

– Incoming K initiatives update: Forms forwarded to room parents for posting to class Shutterfly sites.

## BUSINESS

### • Committee Updates

– Vice President

Smart Raiser has mobile discount cards on free app. $20 cost, FofMIP gets 70% ($14). Active for 12 months from date of purchase. Local businesses (ex: Chronic Tacos) but can be used by friend/relative out of state and switched to their market. Notifications and updates as needed/desired. Email campaign and flyers customized. Card.smartraiser.co/mbmip. Board discussed wider variety of the 80 businesses offered, access from mobile devices, local areas.

Ziggedy is another fundraising platform. Online system where avg. 2.5% donated back to non-profit, some retailers offer more. Board discussed conflict with Amazon Smile. Need approval from teachers as each would set up her own account. Money to Bergeson, Greg would distribute funds received.

Sponsors and Affiliates for 2016/2017: need to make sure they don’t conflict. Sponsor gives $ directly, whereas an Affiliate gives back $ based on business/purchases. Chris Samuelson mentioned level of sponsorship ‘buy-in’ to secure exclusivity. We do have recognition levels. Board discussion about our limited exposure, website, etc. Update at next meeting.

-- Community Liaison

Mentor Program – 80 page handbook to be distributed by PDF. Chi requested that board, Principal, Kinder teachers, as well as BESF and PTA review the document. Forms added in back (appendix). Current sign-ups: 22 mentees and 8 mentor families. Looking to possible print & bind if budget allocation. Polly to speak at Thurs night MIP meeting.

District Update—1) CUSD calendar issue on forefront. PTA should be putting out survey to determine Bergeson family desires among 3 schedule options. Parents need to be encouraged to have their opinion, input. District board to vote Oct. 14th. 2) Facility Committee will have Steve from PTA represent Bergeson. 3) State Assessments for upper grades to come back soon. 4) College Fair on October 19th 6pm at Aliso Niguel HS. Volunteers needed.

PTA/Foundation update – PTA intends to disseminate information from District meetings obtained from Advocacy Representative (Chi Nguyen). Discussion on flow of information and communication with MIP families – Tabled.

### • 2015/16 Budget Discussion

-- Undetermined actual expenses since we are only in 2nd full month of school year. See Anticipated Expenses attached.

### • 2016/2017 Budget Discussion -- see Proposed Budget attached.

-- MIPAC Recommendations requested. They will meet end of October.

-- Budget as initial target to move forward with fundraising for next school year.

-- Board emailed feedback: Professional Development $1K per teacher x 11 = $11,000. Nix library books as we have Celebration book sales that provide Mandarin material. Curriculum developer not hired yet for this year, so funds will be leftover. Suggested operational/administrative cap of $10K. Need MIPAC recommendations. Non-Mandarin initiatives that can be supported by STEAM or other resources, such as computer coding, should be pursued. Budget is too high. Chromebook repairs too high. Friends of MIP shouldn’t fund fieldtrips that only benefit 1-2 grades. Textbooks for 11 classes.

-- Line item discussion:

* Curriculum Developer/Coordinator –Consultant plus 3 lead teachers *this* year. Back to enough for FT developer for next year, $100K.
* Curriculum Materials -- $25K based on anticipated 330 students next year.
* Instructional Assistants – currently have 3. Next year allow for 5 assistants because we have 2 more classes. $13K x 5 = $65K. Feedback from MIPAC requested.
* Singapore Math -- $3K per classroom x 11 = $33,000 plus $4.4K ($100 subs). Definitive materials cost TBD.
* Professional Development – Average $1,000/teacher to include substitutes ($500 3-day registration, $300 substitutes, $100 stipend). Away conferences with hotel and travel to be considered individually and separately.
* 2 Document Cameras – $600 each. Purchased for less refurbished.
* Teacher training and Subs – Chromebook trainings + Smartboard training as needed.
* Smartboard Repairs (as needed) -- $1500
* Chromebook Repairs/Replacement (as needed 3rd Grade) -- $2,500
* Mandarin Cultural Enrichment – eliminate fieldtrip (4th & 5th grade); $2500.
* Library – $1000.
* Operational Expenses -- $5,000 including mentor program printing + binding.

## PRINCIPAL or TEACHER REQUESTS/NEWS

### • Mrs. Chi’s & Mrs. Loh’s Conference Request

2015 Conference for CA Kindergarten Teachers November 16-17 in Brea $388 in lieu of GLAD conference of $425 already paid for. Debbie motioned to approve, Katrina seconded. Unanimously approved.

### Mrs. Fong’s Book Request – class set of 30 books – cost $300 for paperback for $475 for hardback

Starry River of the Sky by Grace Lin, an English chapter book second in the series that she obtained last year. This book incorporates many traditional Chinese stories, culture, tradition and holidays. Approve under condition that they be owned by the school and available to other classes. Deduct from Library expenses on current budget. Audrey motioned to approve, Chi seconded. Unanimously approved.

### • 2015/16 Singapore Math Training Status

Greg will follow-up on coming date, pending scheduling by office coordinator.

Meeting adjourned at: 8:57 pm

Next board meeting: November 3, 2015

Respectfully Submitted,

Debbie James, Secretary