# MINUTES

**FRIENDS of MIP EXECUTIVE BOARD**

**November 3, 2015**

Meeting called to order: 6:05 pm

## Roll Call: Ami Barrett - President, Treasurer absent, 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, Wade Shepherd – parent , Karen Wu –C.Chang + Fong room, Ginger Zhang – Fong room rep, Tammy Studt – C.Chang + Lee (joined 7pm).

## MINUTES

Audrey motioned to accept the October minutes; Katrina seconded; accepted unanimously. Email motions between Executive Meetings from May 2015 to present adopted:

Email – 5/28/15 President “I would like to request a motion and 2nd plus all ayes and nays regarding the following 2015/16 school year spend so that we can release the funds and Mrs. Loh can place the orders.

Better Chinese: **$11,843.04**  *K-4 licenses and materials*  
Mei Zhou: **$3,879.89 + shipping** *2-4 materials*Singapore Math: **$23,243.05** *K-4 textbooks and workbooks*Singapore Math: **$1,389.97** *Assessments*TOTAL AMOUNT: $40,355.95 + Mei Zhou shipping”

Seconded by Vice President 5/28, all ayes 5/28 & 5/29 (1 late 6/8)

Email – 5/28/15 President “I would like to request a motion and 2nd plus all ayes and nays regarding the following 2015/16 school year spend so that we can release the funds and Debbie [Raes] can place the orders through CUSD.

Instructional Assistants: **$39,000** *Rehire 3 existing IAs for 2015/16 academic year to start August 25, ‘15*  
 Chromebooks: **$8,247.36** *33 Acer Chromebooks + recycling fees*

Google Ed Licenses: **$808.50** *33 Google Management Console Licenses*

Headphones: **$233.44** *33 Califone Headphones*

Mouse: **$169.29** *33 Gear Head Mice*

Chromebook Cart: **$1,053.00** *1 Chromebook charging cart*

Document Cameras: **$1,201.25** *2 Samsung Digital Doc Cameras. This is a not to exceed estimate.*

TOTAL AMOUNT: $50,712.84 Please note that we have approximately $22,000 surplus in the CUSD gift account. We will plan to use those funds toward the above purchases, drafting a check for the remainder (approx. $28,712.84).”

Seconded by Vice President 5/28, all ayes 5/28 & 5/29 (1 late 6/8)

Email – 6/10 Vice President “Just got the contract for the golf tournament part of the Gala and it looks like there is a $500 deposit required now, along with a progress payment of $2,500 in December and the balance due the day of the event.  Their contract minimum is 100 which but we can have as few as 72 paid golfers without a penalty…  the start time to 9:00am which would make it end at around 2:00pm to 2:30pm, giving ample time … before our 6:30pm Gala start… If acceptable, may I please have a vote to authorize the $500 deposit payment due by June 24th?”

Discussion 6/10-6/11 with no motion on deposit, with intent to determine feasibility and cost effectiveness first.

Email – 8/5 President “I move that we approve the additional expenditure of $340.37 payable to Capistrano Unified school District. These costs [‘Price Increase on Purchase Orders’] represent increases that are above what the original estimates were when we approved the expense last school year. *[Treasurer], please get a check to Debbie [Raes] as soon as the board members respond with their votes. I believe [Community Liaison] is out of town so if you do not hear from her please proceed with writing the check*...”

Seconded by Vice President, 8/5 - 8/7 all ayes except no vote from Community Liaison

Email – 8/19 President “I'd like to call for a vote then, to purchase two Samsung  SDP-860 document cameras (refurbished) from eBay for $249/each.  *Upon completion of the vote I will purchase the cameras and submit the receipt for reimbursement.”*

Seconded by Vice President 8/19, 8/19 - 8/20 all ayes except no vote from Community Liaison

Email – 8/19 Vice President “I would like to make a new motion to spend $752.81 on the purchase of 71 MIP shirts (two additional shirts than previously voted) and 25 tote bags for MIP Spiritwear.  This new amount also includes a $35 rush charge  *We will recoup these costs over the course of the year with sales… “*

Seconded by President 8/19, 8/19 - 8/23 all ayes except no vote from Community Liaison

Email – 9/9 Vice President “I would like to make a motion to spend no more than $1,338.82 on the purchase of 25 MIP shirts, 55 hoodies, and 25 tote bags for MIP Spiritwear*.* In August, we paid $600.34 that did not include the tote bags.  *We should have these for Back to School night.  We will recoup these costs over the course of the year with sales…”*

Seconded by President 9/9, all ayes 9/9. Recalled 9/23 with new motion

Email 9/19 Treasurer “This is a motion to allow me to write two checks to BES as detailed below: one for $24,646 for MC Barrosa and second for $15,228 for Instructional Aides. See the details below for the amount applied from last year's payment.

For 2015-2016 school year:

**$15,228.00** *(remaining balance owing for 3 MIP aides\*) (normally is $39,000 for 3 Aides @ $13,000.00 each)*

**$24,646.00**  *(20% stipend for MC Barrosa as AP for MIP^)*

TOTAL AMOUNT: $39,874.00

\**MIP gave Bergeson $45,500 at the beginning of last school year (2014) to hire 4 Instructional Aides for the program. Every one of the aides was hired back at different times and after the school year started.  The total salaries in June 2015 for 4 aides was $22,057.03 (Chia Ching Lin resigned so we currently have 3 MIP Aides).  This means Bergeson owes a credit to MIP for $23,442.97. Total cost this school year (2015-2016) for 3 MIP Aides is $39,000 - $23,442.97 = $15,228.00*

^*Stipend for MC Barrosa was verified with our budget department and this is the actual amount due $24,646.00*.”

Seconded by President 9/17, all ayes 9/17

Email 9/18 Treasurer “Moving that I write this check for $100 to pay for substitute teachers so MIP teachers can attend Singapore Math training… *$100.00 to pay for a substitute to release the following MIP teachers (1/2 day each) to attend Singapore Math training with Dr. Henry on Monday, September 21, 2015… Annie Chang - 1st grade MIP; Amy Koch - 3rd grade MIP.*”

Seconded by Secretary 9/19, 9/19 - 9/20 all ayes except no vote from Communications chair.

Email 9/23 Vice President “I would like to make a new motion to spend $1,484.95 on the purchase of 25 MIP shirts, 55 hoodies, and 25 tote bags for MIP Spiritwear.  The only change to the invoice is the price of the zip-up hoodies. The zip up hoodies are $16.81 each verses $14.35 for the pullovers. *We tried selling the pullovers at BTSN, however, there was no interest.”*

Seconded by Treasurer 9/23, all ayes 9/23.

## FINANCIAL

### • Making Treasurer Position more manageable

### Tax Letter Committee – Debbie + Rosalie

### Annual Fund Tracking Coordinator – Rosalie Kuhlmann

Discussed donation ‘credit’ to proper family; Chain of information;

* Discussed verification of deposit of checks: photocopy before deposit, then staple deposit slip or receipt; or use Wells Fargo scan copy online.

### Volunteer for Treasurer – Juintow Lin

Absent - out of town

### Converting to Quickbooks Online

Current files are in Quickbooks – a proprietary file that can’t be converted to other software. Only option to use existing QuickBooks file without buying software and laptop to transfer from Treasurer to Treasurer. Multiple log-ins with varying security accesses so Board Members can review financials as needed. Juintow currently uses Quickbooks Online for her business and is comfortable using it. – $13/month or $26/month full version. Will research pricing/ benefits and trial for 30 days.

Ami moved that we begin using Quickbooks Online , Debbie seconded. Approved unanimously.

### Treasurer’s Report

No access at this time, tabled.

## BUSINESS

### • Committee Updates

– Vice President

Shared Smart Raiser local vendors. Confirmed card is for only 1 device. Meeting next Wednesday for moving forward. Pass on separate Jamba Juice buy one get one free card.

Decals on hold due to low interest. Main family characters: BaBa, MaMa, NuEr, ErZi; 50 of each parent, 100 each child. Sales price $5 each; cost of goods for 300 decals $425 + fees/tax. Audrey motioned to spend up to $450 from Fast Signs of Lake Forest; Debbie seconded. Accepted unanimously.

-- Community Liaison

Responsibility not necessarily to attend all District Board meetings, but to garner information and share with FoMIP. Single report from what’s prepared for PTA.

### • Language Immersion Advisory Committee for CUSD – Communications Chair

Meeting last week mainly concerning School of Choice, feeder patterns, retention, Seal of Bi-literacy upon HS graduation. SOC period much earlier for immersion programs so parents have notification prior to open SOC for district. Registration will be handled through district. Middle and High school locations sought for best suitability.

Draft from CUSD to advisory committee by Friday for notification to current families that they are “in” the schools/immersion programs. Greg Hauser shared there will be a message from Greg Merwin in the BARK.

### Communications

WEBSITE: Discussion about updating website homepage with more photos, less hard donation push, something to show where money was spent on.

### • 2016 Annual Fund Kickoff

Edits to current flyer for new fiscal year and $700 per scholar suggested donation. Had about 65% participation last year. Current proposed 2016-2017 budget as per last meeting. Suzanne questions pushing drive now – discussion to send home flyer in homework folders.

### MIP Advisory Committee meeting recap – see MIPAC minutes.

Meeting last week: Greg Merwin attended. Ami stressed to them our $100K funds raised for consultant. MIPAC went to teachers w/ MC Barrosa and got their input. Goal is to have someone in place by end of November. Lead Teacher roles discussed, Greg discussed stipend with Debbie Raes. Teacher aides discussed re: classroom need and request to be made to lead teacher or Greg. Funds available for this year. Singapore math vs Math Expressions (common core aligned) – teachers are looking into materials for adoption, perhaps with input from Dr. Henry. Zhuyin – teachers would like to re-introduce sounds in K-1, used in YMCA and Mandarin preschool; motioned & passed. Open meetings Thursday afternoons 1x month.

### Middle School Criteria Survey Results

Proactive attempt to gain parent input so district will have information in their decision making process. Have over 100 respondents. Survey Monkey Analysis shared. We would need to upgrade to paid service for one month to get access to all results ($26). Board agreed that current report sufficient as preliminary findings and to save access fee for our larger MIP survey feedback.

Karen shared that Global Business Academy – middle/high charter to include Mandarin Immersion, supported by petition signatures and teachers, may start next year. Pass on to Daniel Wong

## PRINCIPAL or TEACHER REQUESTS/NEWS

### Mrs. Fong’s Book Request

* (Revised) – Class Set of 35 Books – Cost $350 for Paperback or $550 for Hardback – Approved $475 at 10/6/15 meeting. Katrina motioned to approve $550 for 35 hardback copies of Starry River of the Sky by Grace Lin; Audrey seconded; unanimously accepted.

### • 2015/16 Information Meeting Tentative Schedule

Room scheduling limited with MC Barrosa and other events in MPR.

Thursday, December 03, 2015 – Location: YMCA room

Thursday, December 10, 2015 – Location: MPR – in place of MIP Coffee Talk

Thursday, December 17, 2015 – Location: YMCA room

Thursday, January 07, 2016 – Location: YMCA room

Thursday, January 14, 2016 - Location: YMCA room

Communications: To be shared on website and newsletter; press release. Print flyers were week last year; need enrollment chair.

Meeting adjourned at: 7:28 pm

Next board meeting: December 1, 2015

Respectfully Submitted,

Debbie James, Secretary