# MINUTES

**FRIENDS of MIP EXECUTIVE BOARD**

**December 1, 2015**

Meeting called to order: 6:07 pm

## Roll Call: Ami Barrett - President, Juintow Lin - Treasurer, Katrina Stoufflet – Vice President, Audrey Shaw - Parliamentarian, Debbie James - Secretary, Greg Hauser – Principal, Susanne Dachgruber -- Communications, Chi Nguyen—Community Liaison, Karen Wu –C.Chang + Fong room rep., Bena Tao *arrived 6:34* – C.Chang room rep.

## MINUTES

Audrey motioned to accept the November minutes; Susanne seconded; accepted unanimously. Email motion since last Executive Meeting adopted:

Email 11/19 Vice President “I would like to make a motion to pay substitute teachers for Mrs. Chi and Mrs. Loh for two days ($100/day) for a total of $400 while they attended the SDE Kindergarten Conference (11/16-11/17). The cost of the conference was approved at the board meeting on 10/6/15, however, the cost of the subs was not included in the vote.”

Seconded by Secretary 11/19, 11/19 all ayes except no vote from Parliamentarian.

## FINANCIAL

### • Juintow is getting current fiscal year entries into Quickbooks Online (11/1/15-10/31/16)

Audrey is helping get prior fiscal year entries into Quickbooks Online (11/1/14-10/31/15)

Looking in to whether BESF will file together or separate for the year that just ended.

### Treasurer’s Report

Profit and loss Nov. 1-22, 2015.

Looking into requesting volunteer Auditor and getting professional Accounting quotes.

**• Insurance Quotes – Follow Up**

To protect our funds. General Liability insurance, Directors and Officers insurance. Kelly Risk Management quote obtained so far. Awaiting three more quotes.

**• Tax Letters & Direct Giving Tracking Update**

### Tax Letter Committee – Debbie + Rosalie

Need to look back and see what letters are missing from Doug’s term. Perhaps Communications will send out a notice for those missing their tax letters to contact Secretary. Purchase stamps & reimburse for mailed via USPS.

### Annual Fund Tracking Coordinator – Rosalie Kuhlmann

Complete address database updated by Communications and provided.

## BUSINESS

### • Committee Updates

-- Secretary

 Kohl’s Associates in Action Grant Update

Contacted the Kohl’s Laguna Niguel manager who confirms he will approve before 14th in the grant management system. Then $500 will be on the way!

 Holiday Boutique Update (w/ Christine Milliman) December 16th and 17t in MPR. Oriental Trading & Hobby Lobby items only $80 or so; “DVD for Dollars” donation drive through the 15th.

-- Community Liaison

 MIP Parent Handbook. Strongly recommends printing for newly enrolled families. Then just update as needed. Refer to school calendar for final but include main events that are confirmed.

 CUSD board meeting recap:

* Regarding charter school OC Academy of Science application/petition for K-8 operation in 2016-2017, using non-school location.
* Community facilities – CUSD board will provide summary at the 12/9/15 meeting.
* School of Choice discussed. Will group MIP under Language Immersion. Crown Valley closure students will get priority.

– Vice President

 SmartRaiser Card Update: Program launch in January. Flyers to distribute – will confer with communications on graphics. Goal for 60 sales ($20 @) per grade level for $7000. Incentives – mini toy, pizza or PJ party.

### Communications

Language Immersion Advisory Committee Meeting of CUSD Recap

 Draft of School of Choice program outline and process is close to be finalized. Another meeting tomorrow and will get update then. As it stands now, the acceptance of incoming students – First, whomever has residence in boundary of Bergeson has priority, then sibling of any student currently enrolled in MIP, students of employees given priority at their worksite, then normal lottery process with in-district before out-of-district transfers.

 Next Language Immersion Advisory Committee meeting 12/2 @ 4pm (CUSD).

### • 2016 Annual Fund Kickoff

Annual Fund Kick Off

 Letter drafted, but need total fundraising for October 31 fiscal year end for 2015-2016 school year. Goal to launch in January once year end financials are figured out.

Rosalie Kuhlman to provide thermometer total to Communications (includes all income/profit and donations).

President looking into possible PayPal waive of fees for accepting donation.

### MIP Advisory Committee meeting 11/19 recap

* Preliminary phone interview with Dr. Luyi Lien. Her consultant fees are $1200+ travel, expenses PER DAY. (She uses Singapore math K-8). Second candidate to be vetted. Goal to have a decision/plan by end of December.
* MIPAC would like to do a curriculum assessment. MC Barrosa will facilitate teachers to critique their own classes in December.
* Lead teacher roles/responsibilities clarified. Stipends paid by us to office.
* Singapore vs. Math Expressions – need to decide by April when textbooks are ordered. Would like feedback from Dr. Henry.
* Kindergarten would like another teacher’s aide. Lead teachers will confirm need with others to possibly share additional aide.
* Middle School continuation discussion – Survey results shared and subject. Comparative look at LA middle school El Serrano that has 3 classes in Mandarin.
* Next meeting next week.

### Middle School Criteria Survey Results

Plan to put to Language Immersion Advisory Committee the middle school advancement after current School of Choice worked out tomorrow. Already gave them our survey results and initial positive reception. Seven high schools in district and feeder pattern will probably flow from there.

### • Enrollment for 2016-2017 school year

Press releases went out. Flyers printed and available for distribution.

* **Global Business Academy –**

President reached out via email to see what their program is about and since they intend to teach Mandarin if it would possibly be a fit for our middle school students. Will have meeting with contact.

### • Chinese New Year

Questionable viability of community carnival so close to Gala. Need to find out if teachers intend on planning a student performance.

## PRINCIPAL or TEACHER REQUESTS/NEWS

### • 2015/16 Information Meeting Schedule (revised dates)

Thursdays, December 03 and December 10, 2015 – 8 am, Location: MPR

Friday, December 18, 2015 – 8 am, Location: MPR

Thursday, January 07, 2016 – 8 am, Location: MPR

Friday, January 15, 2016 – 8 am, Location: MPR

Meeting adjourned at: 7:20 pm

Next board meeting: January 5, 2016

 Respectfully Submitted,

 Debbie James, Secretary