# MINUTES

**FRIENDS of MIP EXECUTIVE BOARD**

**January 5, 2016**

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, Stacy Cooper – 2nd grade parent, Rosalie Kuhlmann – Annual Fund chairperson, Chi Room Rep

## Minutes

**Audrey motioned to accept the December minutes; Juintow seconded; accepted unanimously.**

Email motion since last Executive Meeting adopted:

Email 12/2 President “I'd like a motion to pay $200 for substitute teachers to allow Ms. [Amy] Koch and Mrs. [Cynthia] Chang to attend the district's second day of Chromebook training.  [Per Debbie Raes, ‘The District is offering this training on Dec. 15 to all teachers with Chromebooks however they will only pay for the substitutes for the district-issued Chromebooks which are 5th and 4th grade teachers. Both of the 3rd grade MIP teachers would like this additional training and Principal Hauser thought that Friends of MIP would be supportive of paying the $200 sub charges.’]”

Seconded by Secretary 12/2, 12/3 accepted unanimously.

## FINANCIAL

**• Financial Reports**

Balance Sheet as of December 31, 2015. Profit and Loss for December. YTD reflects since fiscal year start Nov. 1 and will be distributed by email.

**• Tax accountant Search**

Reaching out to potential CPAs for proposals. Understanding that corporations need to file by March 15, though our fiscal year ended earlier. Our portion of the filing last year was $250 with BESF. Anticipate under $800.

**• Credit Card Processing**

Square fee 3.5%. Plan to move to something more economical. PayPal has 2.2% for nonprofits. Wells Fargo offers a processing program, but that would tie us into them for at least 2 years. Will follow up with Costco and Amazon options.

**• Quickbooks Upgrade**

$10.36 current cost. Next level costs $18.86 enabling us to do more with reports. Not essential now, but may be useful later.

**• Insurance Quotes** (President) Propose to adopt least expensive quote from the two received so far -- $850 from Dealey, Renton & Associates versus $1000 from Kelly Risk Management for identical coverages. 1 million DNO liability; no general liability?; will confirm. May need to have a 1 day rider to cover events.

**• Tax Letters & Direct Giving Tracking Update** (Rosalie & Debbie)

Annual Fund Contribution Tracking page shows December and YTD. Mostly direct giving, but can track matching funds as well. Will do class participation by % not by $ amount, for fiscal year through end of school (Nov to June). Only matters for class competitions toward end of school year.

**• Auditor Position Update**

President looked at PTA website about volunteer Auditor. Will set up the position so that we have a review twice a year.

**• 501(c)(3) Correction Update** (President)

Forms are ready. Need the following checks for filing fees: $25.00 – Department of Justice; $20.00 – Scott Harshman (to reimburse for online filing fee for Statement of Information) since remainder of retainer was refunded.

**Debbie motioned to issue above checks, Susanne seconded; approved unanimously.**

## BUSINESS

### • Committee Updates

-- Secretary

 Kohl’s Associates in Action Grant Update

Contacted Laguna Niguel Kohl’s manager finally approved our 4th application in the grant management system. We verified and $500 grant approval eminent.

 Holiday Boutique Recap (w/ Christine Milliman) $113 spent on goods, “DVD for Dollars” donations were free. Sold out with $322, making $209 net. PTA sold out of items as well.

--Community Liaison

 MIP Parent Handbook. Received health information; awaiting School of Choice information from CUSD later this month. Will format content after final page count. Grayscale pictures ideal for each section heading.

 CUSD Board of Trustees meeting. Board positions changed with new president. Did not approve extension of charter school. January 20 “workshop” and January 27 are next two meetings.

– Vice President

 SmartRaiser Card Update: moving forward. Need to choose promotional materials. Should be ready in next week or two.

 Gala Update: Will start soliciting for donations with our volunteer list from SignupGenius. Menu for evening decided. Tickets slotted to go on sale this month. Graphics for brochures needed.

 Sponsors/Affiiates for 2016: Will check with Treasurer on Sponsors and Affiliates (payments).

--Communications

 Language Immersion Advisory Committee Meeting 12/2: Most discussion about feeder patterns for Spanish Immersion. Priority levels for School of Choice presented to Board was consistent with what we wanted. Next meeting at 4 pm on 1/26 at CUSD.

 Annual Fund Update: Rosalie tracking! As of yesterday, our webpage thermometer updated. Ready to get letter out after FoMIP board review.

 Micki Chyu, Chinese Women’s Association, looking to volunteer here for Chinese New Year.

 Oliver Chin, author, interested in doing book reading onsite. Will present to lead teachers to see their interest.

### MIP Advisory Council meeting 12/17 recap

See minutes attached to agenda. Discussion about middle school programming for Mandarin classes. Greg shared insights and discussion about subjects and electives in middle school, noting that social studies might be best in Mandarin. Need to know the site CUSD chooses first before planning on schedule. Would like to have MIPAC at middle school level to transition.

Board discussion about continuing fundraising through Friends of MIP for middle school.

Consultant search – lead teachers are working well together. Candidates being vetted.

### Middle School/High School Selection Update

President reached out to CUSD and Board of Trustees about our survey. Potential meeting from Superintendent’s office, perhaps with Daniel Wong of MIPAC. Office staff at Carl Hankey are working on setting up an open house for MIP families to tour. Will try to set this up before next school board meeting.

* **Global Business Academy**

President following up, but no response. Doesn’t look like they will be close to functional/operational or a language model that suits our needs to continue Mandarin.

## PRINCIPAL or TEACHER REQUESTS/NEWS

**• Singapore Math Additional Training**

For Annie Chang & Amy Koch on 1/7/16 (2 hours each). Instead of having a substitute and disrupting part of class day, the teachers are requesting if they can do training after hours with Dr. Henry and be paid for their time (4 hours @ $30/hour). $120 total versus substitute normally $100 for day.

**Audrey motioned to spend $120 for after school training; Debbie seconded. Accepted unanimously.**

### • Kindergarten Aide opening

### Greg interviewing for replacement. One candidate he will put application forward to the district. Lead teachers at MIPAC meeting need to decide on hiring second candidate for total of four aides this year.

* **Chinese New Year**

Three assemblies on Monday February 8th. Greg to check on times.

### • Enrollment for 2016-2017 school year

Flyers distributed. Attendance at information meetings good. Many new families (46) at orientations and about incoming 20 siblings. Good questions on the tours. Remaining Information Meetings Schedule: Thursday, January 07, 2016 and Friday, January 15, 2016 – both at 8 am in the MPR

Meeting adjourned at: 7:38 pm

Next board meeting: February 2, 2016

 Respectfully Submitted,

 Debbie James, Secretary