**FRIENDS of MIP EXECUTIVE BOARD**

**MINUTES** **March 1, 2016**

Meeting called to order: 6:08 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, Michelle Lee – Community Outreach Liaison, Ron Pei & Chi Nguyen – A.Chang class parents, Jen Pang –Fong class parent, Mari Scott – Loh class parent, Stacy Cooper – Mainprize class parent, Michael Pratt – Koch & Lee class parent.

## Minutes

Parliamentarian motioned to accept the February minutes; Vice President seconded; accepted unanimously.

Email motions since last Executive Meeting adopted:

Email 2/19 Treasurer “Moving that we spend $300 to have a bookkeeper clean up our books and reconcile the previous year.” Alison Veltman will help set up the accounts correctly and reconcile the accounts for a fixed fee of $300 (ends up being less than $40/hr…. [another] bookkeeper costs $75/hr

Seconded by Parliamentarian 2/19; 5 ayes, 1 nay over 2/19-2/26; motion approved.

Email 2/24 President “Nomination of Michelle Lee as Community Relations position.” [To fill vacancy by Chi Nguyen’s resignation February 19]

Seconded by Parliamentarian 2/24; 5 ayes, 1 nay over 2/24-2/26; motion approved.

## FINANCIAL

**• Financial Reports**

-- Balance sheet March 1st provided. Profit and loss for current fiscal year. $18K direct giving, $8.5K employer match, $3K sponsors, and misc. fundraisers 🡪 total income $41K with anticipated expenses of $1600.

-- February donations $8.1K, year to date donations $31.1K

-- Bookkeeper spent 13 hours. She recommends to start cash receipt procedure for signing checks and deposits.

**• Credit Card Processing**

Credit card processing: Switching from Square to Paypal will save us $ but still in process. Using Intuit could potentially save us $1000 over current Square/Paypal system. ACH for checks is $0.50 per transaction. Set up payment acceptance on our account today to test credit card reader. Free for first 3 readers, then $10 for any others.

**• Quickbooks Upgrade**

$18.86 per month vs. current $13 allows multiple users and customized reports. Higher upgrade ~$29 per month for budgeting. Jen Pang suggests pro advisor INTUIT for discounted fees/rates.

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

Letters are up to date. Unable to locate second Gala donation ‘15 by Manoj Kulkarni to verify. Discussion that onus is on him to provide evidence of payment.

**• Clarifying Fiscal Year on Annual Fund Form**

## Need to add November 1-- October 31 fiscal year frame

## BUSINESS

### • Committee Updates

### -- Middle School Selection Update (President)

Just received email from Susan Holliday: District will still be recommending Newhart Middle School over 3 other options (Hanky middle, Hankey K-8, new MIP at Hankey K-8). All feed to CVCS. “The scheduling restraints at Hankey and the capacity of the site lead us to recommend [Fred] Newhart. We feel this is what is in the best interest of the fidelity of [mandarin immersion] program.”

Follow-up Survey Creation – allow opportunity for parents to provide feedback. Board and guests revised the background information directly in PowerPoint as discussed so file would be ready to send ASAP. Survey questions and answer choices developed with input from all in attendance.

### Survey and communication process – Ron, Chi

Letter presented and read to Board and guests. Voiced concerns and encouraged process. President responded to concerns about changes to Feb 4th survey while it was live and subsequent FoMIP Board recommendation to Trustees.

– Vice President

* **Gala Update:** 143 registered plus a few more today. Coordinators for night given duties. Silent auction booklet in works to be printed. Will distribute live auction items beforehand to garner interest.
* Sponsors/Affiliates: new Gold sponsor $1500 - Reflections by Stephanie (in addition to Sea View Pediatrics). New Affiliate -- Anything Goes junk removal $20 per referral from FoMIP
* BB8 Profit Share Agreement – K-2nd grade content, subscription service, $6.99/mo, we’d get 50% share. Vetted by MIPAC via Daniel Wong. Basically an affiliate.

-- Parliamentarian

Contract with Ferdinand Poon from LeftoverCash. We’ll sign one contract (to FoMIP) with proceeds split 3 ways for FoMIP, BESF, PTA. Audrey will draft document to other organizations so they understand it will be our contract.

--Communications

Website updated,

Annual Fund Update: Fund forms went go out with Gala letters.

### MIP Advisory Council meeting February 25th recap

-- Recommended to adopt Math Expressions instead of Singapore Math. It is geared towards common core standards. Ms. Fong trialed Math Expressions and found it more beneficial. Will need to communicate this change to the parents. Will start Fall 2016.

--Meijou vs Better Chinese: Greg explained teacher staff needs and that both books are still used. The district will be pitching in to cover our core MLA materials.

--3rd Grade 50/50 model: likely to continue this model for 4th and 5th grades. Students were polled, parents will be asked their feedback.

## 2016/2017 Board nominations (Secretary)

Timing per bylaws necessitates we begin nomination/call for candidates period. Need each board member to look over position descriptions so we may share with MIP families at March coffee talk & by email.

## PRINCIPAL or TEACHER REQUESTS/NEWS

### • Teacher hiring

Posting for Mandarin teacher will close in May. Greg will be able to hire and have person sign. Regardless 2 total teachers needed.

### • Enrollment for 2016-2017 school year

Two incoming kindergarten full classes of 32 with waiting list (19 from CUSD). Lottery recipients must accept by due date, then notifications go to wait list.

* **PTA request to help fund expansion of homework club $1000**

Discussion and agreement that PTA needs to continue to fund the homework club program to cover teacher stipends and other costs since most MIP parents are already PTA members who pay & donate to its funds.

* **National Chinese Language Conference**

$480 before 3/25/16, full program + $110 school total $660, $350 airfare, $100 taxi, $180 food, $189 hotel room/night. Per teacher avg. $1700-1800 for first, $1200 second. Komine and C.Chang interested in going. Board will ask lead teachers to vet out whether sending two attendees is necessary.

* **Coffee Talk**

Scheduled for Thursday March 10th *combined with BESF and PTA*? But have not confirmed from them. April 19th coffee talk on calendar for just Friends of MIP.

Meeting adjourned at: 10:04 pm

Next board meeting: April 12, 2016

Respectfully Submitted,

Debbie James, Secretary