Meeting called to order: 6:01 pm

Roll Call – Board 2019 – 2020

<table>
<thead>
<tr>
<th>Title</th>
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<tbody>
<tr>
<td>President</td>
<td>Eric Chamberlain</td>
<td>P</td>
<td>Communications Director</td>
<td>Alexandra Welker</td>
<td>NP</td>
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<tr>
<td>VP</td>
<td>Melody Brown</td>
<td>P</td>
<td>Community Liaison</td>
<td>Amanda Yeung</td>
<td>P</td>
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<tr>
<td>Treasurer</td>
<td>Ingrid Feeny</td>
<td>P</td>
<td>Secretary</td>
<td>Megan Holland</td>
<td>P</td>
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<tr>
<td>Financial Controller</td>
<td>Mary Jia</td>
<td>P</td>
<td>Parliamentarian</td>
<td>Thanh Nguyen</td>
<td>P</td>
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<tr>
<td>Outreach Director</td>
<td>Lisa Yi</td>
<td>P</td>
<td>Principal</td>
<td>Greg Hauser</td>
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<tr>
<td>Middle School Liason</td>
<td>Jen Pang</td>
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*Not a board member, attendance does not qualify quorum

Other Attendees:
- Juan Araiza - Parent & PTA president
- Lily Chen - Parent

MINUTES


PRINCIPAL and/or TEACHER REQUESTS/NEWS - 10 minutes

- School News
  - Kindness month coming up in February
  - Discipline Data report
  - Had third 2nd Step lesson today
    - Combined grade levels
Teachers had positive feedback

- California Healthy Kids survey is coming up for 5th grade
- iReady math testing is coming up
  - Done 3 times per year for grades 1st - 5th
- Dibels reading testing is coming up
  - Done 3 times per year for grades 1st - 5th
- Reminder to park legally in Ralphs parking lot

- Staffing Updates
  - 3rd grade teachers have returned from leave, with students switching classrooms for English and Mandarin instruction.

- Chinese New Year performance
  - Assembly and class performances on 1/30
  - Principal Hauser and Melody to coordinate on VIP seats for grade level performances in MPR

- Mandarin Immersion Program Articulation Meeting (MIPAM) - Parent meeting in lieu of MIPAC
  - Working to create increased access to standardized curriculum on a website and standards based report cards
  - Need to determine cadence of meetings and timing of next meeting, potentially early February

- Other

DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER) – 10 minutes

- Financial Statements
  - Submitted Statement of Information (Form SI-100) to the California Secretary of State which needs to be done every two years
Submitted tax statements to Eaton’s Income Tax Service for preparation
FY2020 Budget numbers

- Invoice approval and expense reimbursements
  - Ingrid made a motion to approve additional hours for the long term sub for an additional amount not to exceed $800.
  - Ingrid motioned to approve check to CUSD for $20 for parking lot signs. Eric seconded. Motion passes.
    - Ingrid will work with BESF for the additional $40 for other signs.

- Other
  - Currently spend $1200/year on Kindful
    - Spent an additional $1800 on Kindful credit card processing fees
      - There may be a way to give people the option to cover credit card fees

OTHER BUSINESS
- Officer, Committee & Other Updates

President (5 minutes)
- Calendar & Upcoming Events
- Kindergarten Interest/Orientation meetings
  - Parent/family ambassador
- Weebly Pro auto renewal email
  - May have to do with the website?

Vice President (20 minutes)
- Gala planning
  - Extend ticket sale deadline to end of January
  - Promote how to book a room in Bark and on Facebook
  - About 30 silent auction items
  - About 7-8 live auction items
  - Use the 20 Disney tickets for last card up
  - Volunteers
Will need board members to help with check-in and check-out
  - Melody to share Donation request letter to the board

● Sponsorships
  - Just received about $7k in sponsorship from Sean Dezahd
  - Submitted sponsorship request to Kroger/Ralphs for teacher’s tables
  - Sending out letters for sponsorship

● Student Ambassadors
  - Chinese New Year Performance coming up, need to make another order
  - Melody made a motion to approve up to $600 for additional youth spirit wear for Chinese New Year Performance and general sale. Eric seconded. Motion passes.
    - Estimating ordering: 30 small, 10 medium, 10 large youth shirts

● Other fundraising
  - Spirit wear

● Other

**Outreach Director (5 minutes)**

● Student Ambassador event at San Clemente outlets

● Bake sale - 1/30/20
  - Need to continue the discussion and vote on it via email

● Traditional garment drive
  - People haven’t shown interest in purchasing used items
  - Sale on Friday 1/10 at dismissal

● Other
  - Working on a music or dance demonstration
    - Lisa to email Mr. Principal with details on the activity and he will coordinate with the teachers to determine date/time
Community Liaison (5 minutes)

- PTA/BESF updates
  - PTA
    - Variety show auditions coming up
      - Consider having cultural ambassadors perform at Variety show
  - BESF
    - Parent & Me dance on February 7
      - $10/adult
      - $5/kid
    - Next meeting Friday January 10 after assembly
- CUSD updates
  - Next meeting on 1/15/20
- LIPAC updates
  - Bergeson
    - All teachers should return after winter break, with the exception of 1 English teacher who will be going on maternity leave after winter break.
    - Establishing grade level benchmarks that are included in report cards
    - New report card format started 2018-2019
  - Newhart
    - Ensure Language Immersion program as seen as both TWIS and MIP

Secretary (2 minutes)

- Reminder that we should begin planning for next year’s board elections

Communications Director (2 minutes)
Anything for Bark needs to be sent by 11PM tonight, anything for newsletter needs to be sent by 10 PM tomorrow

**Middle School Liaison (2 minutes)**

- Chinese New Year performance
  - In previous years it was pretty informal, this year they want to perform to the entire school throughout the day.
  - Principal is looking to hire professional performers and looking for FoMIP to contribute to the cost
  - Jen to discuss further with Middle School principal and reach out to the board over email

**Parliamentarian (2 minutes)**

- N/A

**Open Discussion**

- Teacher Conference
  - Principal Hauser to follow up with the teachers to see who is interested and encourage early bird registration

**Motions**

- Approve Meeting Minutes dated November 7, 2019. Ingrid Feeny motions to adopt the November minutes. Mary Jia seconded. Motion passes.
- Ingrid motioned to approve additional hours for the long term sub for an additional amount not to exceed $800.
- Ingrid motioned to approve check to CUSD for $20 for parking lot signs. Eric seconded. Motion passes.
- Melody made a motion to approve up to $600 for additional youth spirit wear for Chinese New Year Performance and general sale. Eric seconded. Motion passes.

**Electronic Motions**

- N/A
Check Request:

- N/A

Meeting adjourned 8:14 pm
Next board meeting: Thursday February 6, 2020