



## FRIENDS of MIP BOARD MEETING MINUTES: 01/09/20

Meeting called to order: 6:01 pm

### Roll Call – Board 2019 – 2020

Title	Name	Present	Title	Name	Present
President	Eric Chamberlain	P	Communications Director	Alexandra Welker	NP
VP	Melody Brown	P	Community Liaison	Amanda Yeung	P
Treasurer	Ingrid Feeny	P	Secretary	Megan Holland	P
Financial Controller	Mary Jia	P	Parliamentarian	Thanh Nguyen	P
Outreach Director	Lisa Yi	P	Principal	Greg Hauser	P
Middle School Liaison	Jen Pang	P			

\*Not a board member, attendance does not qualify quorum

#### Other Attendees:

- Juan Araiza - Parent & PTA president
- Lily Chen - Parent

### MINUTES

Approve Meeting Minutes dated December 12, 2019. Jen Pang motions to adopt the November minutes. Melody Brown seconded. Motion passes.

#### **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



options

### **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