Meeting called to order: 6:14 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>P</td>
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<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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<td>Treasurer</td>
<td>Ingrid Feeny</td>
<td>P</td>
<td>Secretary</td>
<td>Megan Holland</td>
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<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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<td>Outreach Director</td>
<td>Lisa Yi</td>
<td>P</td>
<td>Principal</td>
<td>Greg Hauser</td>
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<td>Middle School Liaison</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
- Justin Harvey - Parent

MINUTES


PRINCIPAL and/or TEACHER REQUESTS/NEWS - 10 minutes

- School News
  - Pilot report cards
    - Mandarin more standardized than in previous years
  - Kindness Week
Career Day
Teacher ACE Day

- Teachers met and reviewed recent test results and discuss approaches to address student abilities

**Staffing Updates**

- Ask from teachers: Looking to get funding for a half day to prepare for report cards
  - $100 per grade x 3 grades
  - Ingrid makes a motion to approve the cost for substitute teacher for half day to cover Kindergarten through 2nd grade for second and third trimester report card periods not to exceed $700. Eric seconded. Motion passes.

**Mandarin Immersion Program Articulation Meeting (MIPAM) - Parent meeting in lieu of MIPAC**

- Next meeting will be after the gala
- Upcoming meeting agenda topic will be Traditional vs Simplified
  - There was a presentation from 2014 that reviewed this
  - Will reach out to Nicole Loh

**Mandarin Conversation Center idea**

- Looking to potentially set something up for after school
  - Would cost $35/hour this year, and $50/hour next year with the likely need of doing 2 hours per session
    - Consider K-2, 3-5
  - Consider suggesting it to the YMCA to incorporate
  - See if Saddleback could add to their after school offerings

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

- Financial Statements
  - Have received almost $10,000 in ticket sales for the gala as well as an almost $8,000 sponsorship
  - Ingrid to look for $3,000 sponsorship that was made via Kindful in late October 2019, as it is not currently reflected under Sponsorships
- Invoice approval and expense reimbursements
- Tax Statements
  - Was able to get all tax statements out via email and physical mail
- Tax Returns
  - Working to submit to the IRS
  - Ingrid motioned to approve the invoice to Eaton’s Income Tax Services for $200, approve the invoice to Franchise Tax Board for $10 to cover the fee to the state, and approve the invoice for Registry of Charitable Trusts in the amount of $50. Eric seconded. Motion passes.
- D&O Insurance renewal
  - Annual rate will be increasing, Eric is going to look into additional insurance options
- Other

OTHER BUSINESS

- Officer, Committee & Other Updates

President (5 minutes)

- Calendar & Upcoming Events
- Kindergarten Interest/Orientation meetings
  - More than 64 students have applied

Vice President (20 minutes)
● Gala planning
  ○ Up to about 134 tickets sold, potentially 2 or 3 more
  ○ Thanh to help figure out projector logistics
  ○ Comping approximately 15 tickets
  ○ Silent auction items
  ○ Chinese New Year performance seats
    ■ 2 seats on each of the center aisle per grade level

● Sponsorships

● Grant update

● Other fundraising
  ○ Spirit wear
    ■ Alex to update website with current options

● Other

**Outreach Director (5 minutes)**

● Student Ambassadors
  ○ Will resume practice on 2/21

● Outlet performance

● Traditional garment drive
  ○ Will continue to collect them

● Enrichment program - March or April?
  ○ Potentially have Irvine Chinese School dance teachers come and showcase Chinese dances
    ■ K-2 session
    ■ 3-5 session
  ○ Target a day where there isn’t 4th & 5th grade music

● End-of-year social
  ○ DEFY
    ■ May 28
      ● Lisa to confirm that the date is still reserved and can still do the fundraising package
Community Liaison (5 minutes)

- PTA/BESF updates
  - PTA
    - Kindness Week
    - Variety show
      - February 27 is pre-rehearsal
      - March 12th is rehearsal
      - March 13th is the show
  - Spring Carnival
    - Could Ambassadors perform at Spring Carnival?
  - BESF
    - Parent & Me dance on February 7 6-8 PM
      - $10/adult
      - $5/kid
    - Joint coffee talk on March 13th

- CUSD updates
  - Next meeting is on 2/19

- LIPAC updates
  - Next meeting is February 25

Secretary (2 minutes)

- Reminder that we should begin planning for next year’s board elections
  - Alex to post on MIP at Newhart for Middle School liason, may need to add high school liason board position
  - May need to add the following roles/committee chairs, possibly as non-voting board members:
    - Ambassador Program Director, PR, Spiritwear
  - Eric to look at bylaws
  - Look at role descriptions and see what needs to be modified
Communications Director (2 minutes)

- Peking Opera
  - 6 Week Mandarin Program starting June 8th - 7/17 9AM - 12PM
    - Language and calligraphy
    - Estimated to be $395
  - Beijing Opera in the afternoon

Middle School Liaison (2 minutes)

- High school enrollment in progress
- Language Immersion Parent Night
  - Still trying to determine the date

Parliamentarian (2 minutes)

- N/A

Open Discussion

- N/A

Motions

- Ingrid makes a motion to approve the cost for substitute teacher for half day to cover Kindergarten through 2nd grade for second and third trimester report card periods not to exceed $700. Eric seconded. Motion passes.
- Ingrid motioned to approve the invoice to Eaton's Income Tax Services for $200, approve the invoice to Franchise Tax Board for $10 to cover the fee to the state, and approve the invoice for Registry of Charitable Trusts in the amount of $50. Eric seconded. Motion passes.

Electronic Motions

- Jen Pang motioned to spend an amount not to exceed $100 for Chinese New Year supplies for Newhart Middle School. Melody seconded. Motion passes.

Check Request:
● Jen Pang submitted a check request for $47.56 for supplies for Newhart Chinese New Year celebration

Meeting adjourned 7:50 pm
Next board meeting: Thursday March 5, 2020