Meeting called to order: 6:06 pm

Roll Call – Board 2019 – 2020

<table>
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<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>
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<td>Treasurer</td>
<td>Ingrid Feeny</td>
<td>P</td>
<td>Secretary</td>
<td>Megan Holland</td>
<td>P</td>
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<td>Financial Controller</td>
<td>Mary Jia</td>
<td>P</td>
<td>Parliamentarian</td>
<td>Thanh Nguyen</td>
<td>NP</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 Liaison</td>
<td>Jen Pang</td>
<td>NP</td>
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*Not a board member, attendance does not qualify quorum

Other Attendees:
- Justin Harvey - Parent
- Casey Yarosh - Parent
- Juan Araiza - Parent & PTA president

MINUTES

Approve Meeting Minutes Dated August 22, 2019. Melody motions to adopt the August minutes. Alex seconded. Motion passes

PRINCIPAL or TEACHER REQUESTS/NEWS – 10 minutes

- School News
  - Continuing learning walks
  - Created two leadership teams
    - Instructional leadership team
    - Environment leadership team
- Staffing Updates
  - 3rd grade teacher has left due to family emergency
- Other
FINANCIAL (TREASURER) – 10 minutes
● 2019/2020 Budget
  ○ Ingrid, Eric, Melody, Megan and Mary to meet and discuss prior to back to school night.
● Financial Statements
● Invoice approval and expense reimbursements (process and approvals)
  ○ Will have two board members, who are not the President or Treasurer, sign the reimbursement form.

DONATION TRACKING (FINANCIAL CONTROLLER)
● Donation tracking update
  ○ $91,000 in donations shown in Kindful, but need to reconcile with Quickbooks
● Fundraising flyer
  ○ Create flyer to send home in the folders - target 9/19 - 9/20
  ○ Create flyer to be hung around campus

OTHER BUSINESS
● Officer, Committee, & other updates

President (5 minutes)
● Calendar & Upcoming Events
  ○ 9/12 Back to School Night and MIP Mandatory meeting
    ■ Board to provide updates to Eric and he will update the deck
● MIP Mandatory Meeting presentation discussion

Vice President (20 minutes)
● Committee interest
● Gala planning
  ○ Cocktail hour
    • $12-$18/person/hour depending on quality based on 150 people
    • Name a drink $500
● Sponsorships update
● Sponsor benefit and t-shirt
  ○ Consider adding sponsors to banner and t-shirts and marching in Laguna Niguel holiday parade
• Other fundraising
  o Spirit wear
    ▪ Several pre-order tank tops

**Outreach Director (10 minutes)**

• Outlets of San Clemente planning
  o No response so far, Lisa will continue to follow up

• MIP Welcome Social Success report
  o Newhart Middle school volunteers were super helpful
  o Pre-sold new spirit wear
  o Met several new parents

• Ambassador Program
  o Looking for at least one ambassador per grade

• Bake Sale
  o Board agreed to focus on culturally relevant events

**Community Liaison (10 minutes)**

• PTA/BESF updates
  o BESF
    ■ Club 180 Drive
  o PTA
    ■ Passed budget at 9/5 meeting
    ■ Reflections competition - Theme is “Look within” - Due date 10/1

• Upcoming Events
  ● 8/26 - 9/6 Paper Drive
  ● 9/5 - PTA Meeting
  ● 9/13 - Book fair - need volunteers
  ● 9/27 PTA Fun Run (50% of annual income)
    o Goal is $60,000
    o Fun Run kickoff is 9/18
• Looking for new room parent liaison and new teacher liaison

• CUSD

• LIPAC updates
  ○ Need to determine who will be the Bergeson representatives
  ○ Add to Back to School Night slide and put a sign up sheet out
  ○ The first Lipac meeting this year will be Oct. 29 from 4-5pm in the CUSD boardroom and there will be 3 more meetings during this school year

Secretary
• CUSD potential 2020 bond measure
• CUSD board member appointment

Communications Director (5 minutes)
• Newsletter
• BARK
• Newhart

Middle School Liason
  - Meeting scheduled with Judith Murphine (Newhart principal) re: MIP communications, MIP mailbox, and MIP-related cultural events
  - Newhart Back to School Night feedback
  - MIP Chromebooks at Newhart
  - LIPAC representatives from Newhart – Audrey Shaw and Jen Pang

Parliamentarian (5 minutes)

Motions
  - Ingrid makes a motion to fund additional planning costs for 3rd grade substitute teacher outside the contractual day not to exceed $1000. Eric seconded. Motion passes.
  - Megan motions to hire a 6th aid which is in the current budget, Amanda seconded. Motion passes.
  - Eric made a motion to approve $632.49 for payment of tank top order. Alex seconded. Motion passes.
Check Request:
- Check request for Megan Holland for $35.96 for Welcome Back Social
- Check request for Lisa Yi for $413.50 for Welcome Back Social
- Check request for Eric Chamberlain for $176.97 for Welcome Back Social
- Check request for Melody Brown for $152.46 for Welcome Back Social

Meeting adjourned 8:54 pm
Next board meeting: Thursday October 3, 2019