



FRIENDS of MIP BOARD MEETING MINUTES: 10/03/19

Meeting called to order: 6:05 pm

Roll Call – Board 2019 – 2020

Title	Name	Present	Title	Name	Present
President	Eric Chamberlain	P	Communications Director	Alexandra Welker	P
VP	Melody Brown	P	Community Liaison	Amanda Yeung	NP
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 Liason	Jen Pang	P			

*Not a board member, attendance does not qualify quorum

Other Attendees:

- Juan Araiza - Parent & PTA president
- Daniel Wong - Parent
- Paula Loh - Parent
- Rosalie Kuhlmann - Parent
- Jane Ngo - Parent
- Audrey Shaw - Parent
- Courtney Dezaht- Parent
- Debbie James - Parent
- John Misustin- Principal at Capo Valley High School
- Judith Murphine - Principal at Newhart Middle School
- Sally Lu - Parent
- Justin Harvey - Parent
- Karen Wu - Parent
- Polly Cheng - Parent

MINUTES



Approve Meeting Minutes Dated September 5, 2019. Melody motions to adopt the September minutes. Mary seconded. Motion passes.

PRINCIPAL or TEACHER REQUESTS/NEWS – 90 minutes

- Program Overview K-12
 - Capo Valley High School
 - Will be presenting at Newhart in January
 - Capture MIP-related questions to ensure they are addressed at that time
 - Course sequences - All taught in Simplified Chinese
 - Mandarin Language Arts - 9th grade
 - Honors World History in Mandarin - 9th grade
 - AP Chinese - 10th grade
 - IB Chinese Standard Level - 11th grade
 - IB Chinese High Level - 12th grade
 - Seal of bi-literacy requires 4 years of foreign language or passing the AP exam with a score of 4 or higher or the SAT II subject test with a score of 600 or higher
 - October 29th - Spooky Steam Showcase
 - Smallest comprehensive highschool in the district
 - US News & World Report's best highschool
 - Received RAMP model school counseling award
 - CIF Division 1 baseball champions
 - Principal to confirm if district will cover Chromebooks
 - Looking to hire for Mandarin teacher as soon as possible, ideally by February or March 2020
 - Board requested to get list of desired support by the end of October as we look to approve the budget in November
 - Newhart Middle School
 - Principal has a background in foreign language
 - Ms. Loh is STAP and lead teacher. Can be point person for MIP program at Newhart.
 - Newhart has Spanish and Mandarin programs on campus
 - Review of school culture
 - Curriculum & Instruction review
 - STAMP Assessment Review
 - Looking to set up Language Immersion meetings at Newhart
 - Parents expressed concerns around deviation from the curriculum and lack of consistency throughout the program
 - Bergeson Elementary School
 - School program overview
 - Ways to get involved



- Academic growth
- Social emotional growth
- Facilities
- Feedback from FoMIP attendees on challenges they have experienced in the program/at Bergeson
 - Staffing - difficulties in finding subs in Mandarin
 - Low numbers in English Program
 - Attrition in the Mandarin program
 - Kinder-3rd is full, 4th & 5th are smaller
 - Discussion of what is causing attrition from 3rd to 4th grade
 - Have heard that difficulty level increases from 3rd to 4th and parents make the decision not to continue
 - Student behavior
 - Tardiness/attendance
 - Constant shuffling of teachers
- Areas of Improvement Options
 - Overstaff to eliminate combos
 - MIP Program manager or committee that speaks the language to ensure curriculum is being followed and to provide checks and balances on teachers
 - Bring back MIPAC or something similar
 - Increased communication
 - Visibility into the curriculum year to year
 - State of the Union from principals about the program
 - Student experience
 - Test results
 - Trends year to year

FINANCIAL (TREASURER) – 30 minutes

- 2019/2020 Budget
 - Review of the proposed budget
 - Request from teacher for ELA teaching assistant
 - Determine if there are additional high school testing that needs to be accounted for
 - Determine if FoMIP would need to cover Chromebooks for high school, potentially 1 cart
 - Jen Pang to follow up with Principal
 - iChinese readers
 - Ingrid to look at usage reports
- Financial Statements



- Invoice approval and expense reimbursements (process and approvals)
 - Invoice from CUSD for gala program invoice in the amount of \$275.75
 - Melody motions, Megan seconds, motion passes.
 - Invoice from Bergeson for teacher release days in the amount of \$2,432 for the entire year for 3rd, 4th & 5th.
 - Melody motions, Mary seconds, motion passes
 - Invoice from Bergeson for teacher release day in the amount of \$256.00.
 - Megan motions, Mary seconds, motion passes.
 - Invoice for welcome back fliers in the amount of \$42.90
 - Megan motions, Melody seconds to approve, motion passes.
 - Invoice from Thanh for welcome back social location rental in the amount of \$75
 - Melody motions, Megan seconded. Thanh abstains. Motion passes.
- Chromebooks - tabled until next meeting
- Adult Mandarin Class
 - No financial support needed
- Venmo
 - The intention of Venmo is person to person and doesn't feel comfortable
- Audit status (led by Auditor - Audrey Shaw)
 - Need to amend June 2019 minutes to include board oath and remove amendment to bylaws
 - Need to swear in Mary and Lisa
- Audit report for grants
 - In order to get a grant, we may need to get an external auditor. Still researching what is required.
 - Working on grant through NY Life

DONATION TRACKING (FINANCIAL CONTROLLER)

- Donation status update
 - \$90,706 raised so far
 - Melody to make a Facebook post
 - Consider putting a check drop box in the office
 - Consider a class competition or sharing the percentages
- Fundraising flyer and other communications - final month push
 - Put fliers in folders for the rest of the weeks

OTHER BUSINESS

- Officer, Committee, & other updates

President (5 minutes)

- Calendar & Upcoming Events



- MIP Mandatory Meeting feedback
 - Received positive feedback from parents who attended
- Swearing in of board members
 - Mary Jia - Financial Controller
 - Lisa Yi - Outreach Director
 - Motion by Melody, seconded by Jen. Motion passes.

Vice President (20 minutes)

- Committees
- Gala planning
 - Reviewed historical bids and noticed that people are attending but not spending money
 - Working to open up silent auction items to mobile bidding
 - Working to create the Save the Dates
- Sponsorships
 - Melody working to update levels based on previous discussions
- Other fundraising
 - Spirit wear
 - Looking to get website up and running
 - Looking for volunteers to help sell shirts in the morning
 - Need to do an inventory and create a process
- Beach clean-up on November 2nd 9 AM-11 AM
 - Need 35 people including kids

Outreach Director (10 minutes)

- Outlets of San Clemente planning
 - Date still TBD
- Student Ambassador Program
 - Information session 10/9 8AM-9AM in P29
 - Community outreach
 - Mandarin competition
 - Looking for participation from all grades
- LA Galaxy OC
 - Can do a free day of soccer and potentially donate equipment to the



school. Looking to work with PTA and BESF to coordinate an invitation to LA Galaxy OC.

Community Liaison (10 minutes)

- PTA/BESF updates
 - BESF
 - Although the Club 180 drive is over, BESF is continuing to accept donations for BESF
 - Structured PE recently started at school (YMCA staffed)
 - Just a reminder, everyone can continue to help Bergeson by shopping at Ralph's and registering/linking proceeds to go directly to Bergeson (Code# : 83476). Please note that even though parents may have registered Bergeson's code to their account last year, they must relink it every year. In addition, we also get proceeds from Amazon Smile as well.
 - PTA
 - Bookfair was successful and made over \$6,000
 - Fun Run exceeded their goal and raised \$27,000
 - Planning to dunk Mr. Hauser during 10/11 morning assembly
 - Teacher Report
 - Teachers are trying to create school rules for both kids and parents
 - Family movie night 10/18
 - Red Ribbon Week 10/21-10/25
 - Healthy living & Say no to drugs
- CUSD
 - 9/18/2019 CUSD board meeting: nothing specific to the MIP at Bergeson. "Expansion of the Mandarin Program (pk-12)" was mentioned as a 2015-2019 Accomplishment.
 - Not-related to MIP, agenda included the YMCA of Orange County Laguna Niguel to provide the PE program for students at Bergeson. Stated \$20,000 funded by BESF.
- LIPAC updates
 - Bergeson representatives: Amanda Yeung and Casey Yarosh
 - Newhart representatives: Audrey Shaw and Jen Pang
 - The first LIPAC meeting this year will be Oct. 29 from 4-5pm



Secretary (5 minutes)

- CUSD potential 2020 bond measure

Communications Director (5 minutes)

- Newsletter
- BARK
- Newhart

Middle School Liason

- Update re: meeting with Judith Murphine (Newhart principal)

Parliamentarian (5 minutes)

- N/A

Motions

- Melody Brown makes a motion to approve the gala program invoice from CUSD in the amount of \$275.75, Megan Holland seconds. Motion passes.
- Melody Brown makes a motion to approve the invoice from Bergeson for teacher release days in the amount of \$2,432 for the entire year for 3rd, 4th & 5th, Mary Jia seconds. Motion passes.
- Megan Holland motions to approve the invoice from Bergeson for teacher release day in the amount of \$256.00, Melody Brown seconds. Motion passes.
- Megan Holland motions to approve the invoice for welcome back fliers in the amount of \$42.90, Melody Brown seconds. Motion passes.
- Melody Brown motions to approve the invoice from Thanh for welcome back social location rental in the amount of \$75. Megan Holland seconds. Thanh abstains, motion passes.

Check Request:

- N/A

Meeting adjourned 9:14 pm

Next board meeting: Thursday November 7, 2019