

# FRIENDS of MIP BOARD MEETING MINUTES

September 29th, 2016

Meeting called to order: 6:07 pm

**Roll Call/Introductions: Wade Shepherd - President, Joey Liu - Vice President (absent), Juintow Lin - Treasurer, Sue Hoeft –Secretary (absent), Joseph Munoz – Financial Controller (absent), Erich List– Communications/PR, Michelle Lee – Community Liaison, Karen Wu – Outreach Director, Ami Barrett –Parliamentarian, Greg Hauser – Principal (absent), Jie Gao – Curriculum Specialist, Phuong Lee – Parent**

## Minutes

**(VOTE)** Parliamentarian motioned to accept the September 1<sup>st</sup> Board Meeting Minutes; Community Liaison seconded; accepted unanimously. Discussion that meeting minutes have not been posted for meetings in this school year. Communications/PR Director will post on website.

Email motions since last Board Meeting adopted:

*Parliamentarian 10/11/16 motioned: “I move that we approve the attached amended contract from California Coast Auctions in the amount of \$2788 for Auctioneer at the 2017 Gala on March 4, 2017.”* Community Liaison seconded. All ayes. **Motion passed.**

*President 10/16/16 motioned: “I motion to approve to reimburse the purchase of wristbands in the amount of \$109.20”.* Financial Controller seconded. All ayes. **Motion passed.**

## FINANCIAL

### • Financial & Donation Reports

See Balance Sheet attached.

See Profit and Loss attached to Agenda, November 1, 2015 to present.

See attached donation report.

### • In-House Audit Update

Yuan Li Crouch volunteered to conduct our audit and will meet with Treasurer next Friday, Oct 7, 2016.

### • Reimbursement Requests/Cash Verifications

Petty Cash Form – reminder to not hand cash to Treasurer without the appropriate forms & verification.

A stamp for receipt of mail & donations will be acquired by the Treasurer to place in the mailbox to stamp the date of receipt on the incoming mail, invoices & donations.

### • Seller’s Permit for Merchandise

Vertical Advisors appears to be more knowledgeable about this topic. Treasurer has a meeting scheduled for next Friday (10/7/16) to discuss. There may be benefits to FoMIP for obtaining an exemption from the seller’s permit.

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## • Policy & Procedure

Discuss how to create policies & procedures next meeting.

## DONATION TRACKING (TREASURER)

Kindful appears to be best option. It has some processing fees (\$100/month). Checks have zero fees and get entered manually. It offers something for employer match. Quick Books integration is \$50 more, but not necessary at this point. It integrates with Mail Chimp for campaigns. PTA Fun Run is automated online, without other options. However, some parents complained about only having a single payment option online and not having an option to pay.

## CURRICULUM SPECIALIST (Jie Gao)

- All teachers' aides have been trained. She continues to work on the middle school curriculum.
- She is developing a sister school in Taiwan. Mr. Hauser has met the teachers via facetime. Next is for the Principals to meet over the phone.
- Monday, Wednesday, and Thursday she is at Bergeson. Tuesdays & Fridays she is at the district office working with the Language Immersion Advisory Committee.
- She is assessing the upper grades in Bergeson. Conducting 1:1s with each teacher on how to incorporate curriculum, how to assess, and how they are communicating with parents.
- In the lower grades, she is working with the teachers on having the students work in active learning groups & rotating through the groups.

## BUSINESS

### • Leftover Cash Update (President)

- This is a shared fundraiser between BESF, PTA, and FofMIP. The donation period has ended. Leftover Cash picked up the vault and is processing the donations. It will be several more weeks before the donations are converted and totaled, then distributed to BESF, PTA and FofMIP.

### • Mentoring Program (President)

- Was promoted at Back to School Night. Some parents expressed interest in mentors, but only 1 parent signed up to be mentor. We are in need of more mentors.
- Promoted signups on website. Outreach Director received some requests online. President to provide those that signed up at Back to School Night to Outreach Director to pair up mentors and new parents.

### • Calendar & Upcoming Events (President)

- Mandatory Parent Financial Meeting on Thursday, 10/6
- Dads of MIP event at Chuck E Cheese, 10/7
- MIP Coffee Talk 10/27 (date was incorrect on Agenda listed as 8/27 when actually 10/27)
  - Presentation by the Curriculum Specialist to address the following: her experience; what she has done and what her future plans are for elementary, middle and high school curriculum development; how parents support their students.

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- **FY16, 17 & 18 Budgets** (President)
  - Reviewed current FY16 to date operating budget with estimated carryover into FY17 and updated proposed budget for FY17 and FY18 (FY16, 17, 18 budgets attached).
  - Minor change suggested to FY18 budget as follows:
    - Add \$1k for middle school teachers. Anticipate needing money for Teacher Conferences and Training Costs at \$1k/teacher. This increased the budget as presented from \$12k to \$13k.
  - Reviewed suggested donation per student fundraising for upcoming FY17 to fund FY18 operating budget – reduced to \$600/student.
  - **(VOTE)** President motioned to vote to adopt proposed FY17 & FY18 budgets as presented with the following exception: FY18 budget Teacher Conferences & Training be increased from \$12k to \$13k to include the middle school teachers and total budget numbers adjusted accordingly. Treasurer seconded the motion. All attending Board members voted unanimously in favor of the motion. Passed.
- **MIP Merchandise Status and Fundraising** (VP)
  - VP not in attendance. Community Liaison committed to counting inventory of Spirit Wear.
- **Grant Writing** – (Community Liaison)
  - Will receive results mid-October but it doesn't look promising. City Council posts the agenda prior to meetings. It has been suggested to show up and lobby for more support. Agendas are posted on Fridays. Also, suggested having the poem winners present to help receive more support for our grant.
  - Phuong is working with Foundation Center Database to look for additional grant opportunities.
- **CUSD** – (Community Liaison)
  - Board of Trustees receiving input from many parents
  - May extend deadline for decision on middle school
- **BESF** – (Community Liaison)
  - 180 Club drive ends soon.
  - Footprint Fridays need more volunteers to help.
- **Adult Mandarin Classes for 2016/2017** (Debbie James, Committee Chairperson)
  - Classes are full. Funding is provided, but will still need to pay Irvine. Noted in the current year operating budget presented at the meeting.
- **Classroom Representatives/Committee Volunteers** (Outreach Director)
  - Need representative for 3<sup>rd</sup> grade. Recruit Ann Glass.
- **Tai Chi** (Outreach Director)
  - Need to find out more from Vicki Ong if this is feasible as instructor may not be interested in providing free class at school – unsure what his goal is.

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## • Amazon Referral Program (PR/Communications)

- Separate from existing Amazon Rewards for BESF. Referral rewards can be compounded onto BESF rewards.
- Simple to do on website referring particular products through a link. Can do Chinese books or other items – Communications to research.
- Receive 4% of shopping cart purchase (not just referred item), paid monthly approximately 2 months after purchases are made.
- Direct debit \$10/month

## • Books – (All)

- 4<sup>th</sup> grade is short 22 copies of Where the Mountain Meets the Moon and another book (cannot recall name at the time).
- (VOTE) Community Liaison motioned to purchase two sets of 22 copies each of library books not to exceed \$500. Parliamentarian seconded motion. All attending Board members voted unanimously in favor of the motion. Passed.

## MIPAC

### • Curriculum Proposal

- Presented to District & Hanover (sending out a survey to parents)
- Goal of two Mandarin classes per grade. Suggesting high school to possibly have clubs, AP and/or college level courses
- Proposed classes to be taught in Mandarin by grade:
  - 6<sup>th</sup>: Mandarin Language (MLA) + Social Science
  - 7<sup>th</sup>: Mandarin Language (MLA) + Social Science
  - 8<sup>th</sup>: MLA + 2<sup>nd</sup> Choice Class TBD

## PRINCIPAL or TEACHER REQUESTS/NEWS

### • Professional Development Update.

- (VOTE) President motioned to pay \$415 + cost for substitutes for two days for professional development for Miss Chi to go to Kindergarten conference at La Mirada on December 1 & 2. Treasurer seconded. All attending Board members voted unanimously in favor of the motion. Passed.

Meeting adjourned at 8:53 pm

Next board meeting: Thursday, November 3<sup>rd</sup> at 6pm

Respectfully Submitted,

*Wade Shepherd*

President

(Additions and edit by Secretary, Sue Hoeft)