



## Notes

### Cupertino Language Immersion Program Community Organization (CLIPCO) BOARD OF DIRECTORS

Meyerholz Elementary School, 6990 Melvin Drive, San Jose, CA 95129  
Thursday, March 17th, 2022 at 7:00 pm ([meet.google.com/ysm-sazy-ybi](https://meet.google.com/ysm-sazy-ybi))

*Attendees:* Alice Hampton, Alvin Marquez, Amy Steele, Amy Ting, ChiaChing Lin, Chiahsin Chang, Ching Lien, David Chen, Diana Ong, Edison Chiu, Imelda Bambang, J Siripoke, Jenn Lashier, Jeremy Gaustad, Joan Cheng, Karen Wong, Ken Huang, Kevin Jung, Li-Chin Chiang, Loretta Lu, Margaret Chang, Patrick Chiu, See-Eng Phan, Stacy W, Tatiana Evstigneeva, Wendy Briggs, Yening Liang, Yi, Zhiyu He

1. Preliminary
  - 1.1. Call to Order  
Start at 7:07pm
  - 1.2. February Meeting Minutes Approval  
9 yays (Alice Hampton, Jeremy Gaustad, Tatiana Evstigneeva, Margaret Chang, Zh Zh, Imelda Bambang, Diana Ong, Chien Lien, Karen Wong) 0 nays, 0 abs
2. Officer Reports
  - 2.1. President's Report  
Bi-weekly meeting kicked off, good progress  
Visitor from Oregon Friday March 18th
  - 2.2. Vice President's Report  
Board Elections  
Shifted dates due to Spring Break
  - 2.3. Treasurer's Report  
February Income ~\$4k mostly from corporate matching and volunteer grants  
February Expenses ~\$9k adjunct hours, additional IA hours, instructional material and CNY event  
P&L Summary \$95k CLIPCO  
Balance Sheet \$835k  
PTA Balance will go to Muir and Dillworth (goes to kids)  
Edison signed off February statement
  - 2.4. Principals' Reports

*Amy Steele, Miller*

Counselors talked to 5th graders (incoming 6th graders) to fill out electives including Mandarin

Current 6th and 7th graders will choose electives in April

Implementing new schedule with 8:30am start time

0 period doesn't apply but still might move to 8am start time

End of third quarter this Friday

Progress report will complete next week

Tomorrow will have dance for 8th graders

Next week is spirit week

Promotion ceremony will be held at Homestead High at Thurs

6/9 1-3pm (last school for the year)

Also looking for chaperones Great America for 8th graders

*Jenn Lashier, Meyerholz*

Planning meetings are lining up

Field trip to look at Muir for CLIP and neighborhood to their respective schools

Start thinking about packing in stages

Access to new classrooms by Jul 1, 2022

Looking for a celebration for Meyerholz and other schools

5th graders will take AAPPL testing after Spring Break

Parent spectators for Basketball game

Parents need to wait at Parent Wait Zones

2.5. Teacher's Report

(will send out later)

2.6. MCAC Report - Joan Cheng/Yi Ding

Talked a lot about budget

3. Public Address

None at this time

4. New Business

4.1. Konstella Membership Renewal \$599

Keep current Konstella account and update

CLIPCO will take over Konstella

Motion to approve \$599 for Konstella

10 yays (Alice Hampton, Jeremy Gaustad, Tatiana Evstigneeva,

Margaret Chang, Zh Zh, Imelda Bambang, Diana Ong, Chien

Lien, Kevin Jung, Yi) 0 nays, 0 abs

- 4.2. School Digital Marquee \$50k (\$30k + foundation + electrical work) Graphics and Bilingual  
Has important school dates  
Would be good to be able to change the school name  
Motion to approve \$50k for Digital Marquee  
District covers analog Marquee  
Continue to gather more info
- 4.3. Musical 2022-23  
Need to engage vendors a few months in advance  
PTA usually has funding of \$20k upfront, tickets will recover about 40% cost  
Looking for new vendors  
Possible bilingual musical
- 4.4. Survey Committee - Jeremy & Karen  
Ready to go, will send next week  
Survey is translated  
Survey Monkey test version available  
Send, receive response, analyze and target report in May
- 4.5. Graduation Committee - David He  
Before pandemic, parents pay for tickets \$15-20  
Current budget is \$4800 includes students  
8th grade promotion is the night before  
Would be meaningful after about 9 years with CLIP  
Asking additional \$5800 to cover two family members (based on 2018 all family participated)  
[Motion to add \\$5800 to cover two family members](#)  
[12 yays \(Alice Hampton, Jeremy Gaustad, Tatiana Evstigneeva, Margaret Chang, Edison Chiu, David Chen, Yi, Imelda Bambang, Diana Ong, Kevin Jung, J Siripoke, Zhiyu He\) 0 nays, 0 abs](#)  
One time ask of \$2500 for caps & gowns - keep tassels  
Might be hot with caps & gowns in June  
Total \$14,100 for promotion  
Middle school careful about calling this promotion  
8th graders probably like to dress up  
For CLIP this would be graduation since CLIP doesn't continue in high school  
Cap may not want to re-use  
Where would these be stored?  
[Motion to add \\$5800 to cover two family members](#)

8 yays (Alice Hampton, Tatiana Evstigneeva, Margaret Chang, Imelda Bambang, Edison Chiu, Diana Ong, Yi, J Siripoke), 3 nays (David Chen, Kevin Jung, Chien Lien), 2 abs (Jeremy Gaustad, Yening Liang)

4.6. Mid-Autumn Festival  
 Start Sponsorship Application  
 Will send out to CLIPCO Board  
 On website

4.7. Transition to Muir

4.8. 2022-23 CLIPCO Budget Review  
 (see Patrick's spreadsheet below)

Motion to allow exec board to commit up to \$5K for a deposit for the theater company

12 yays (Alice Hampton, Jeremy Gaustad, Tatiana Evstigneeva, Edison Chiu, David Chen, Yi, Imelda Bambang, Diana Ong, Kevin Jung, Zhiyu He, Karen Wong, Margaret Chang), 0 nays, 0 abs

Expense Category	School	Category	SubCategory	Description (not account line)	19-20	20-21 (Miller & Meyerholz)	21-22 (Miller & Meyerholz)	22-23 (Miller & Muir)	Comments	YoY \$	YoY %	Better / (Worse)
CLIPCO Administrative	Combined School	CLIPCO Administration Costs	President Administ	President Administration Exp. - Teacher-Board get together	\$500	\$500	\$500	\$500		\$0	0.00%	
CLIPCO Administrative	Combined School	CLIPCO Administration Costs	President Administ	President Administration Exp. - Thank you gifts for outgoing board members	\$240	\$240	\$240	\$240		\$0	0.00%	
CLIPCO Administrative	Combined School	CLIPCO Administration Costs	President Administ	President Administration Exp. - Webteam appreciation	\$150	\$150	\$0	\$0	no longer needed	\$0	0.00%	
CLIPCO Administrative	Combined School	CLIPCO Administration Costs	Staff Appreciation	May end of year event	\$0	\$0	\$0	\$1,500		-\$1,500		
CLIPCO Administrative	Combined School	CLIPCO Administration Costs	Taxes	Tax Preparation and CA Charitable Trust Renewal	\$1,000	\$1,000	\$1,000	\$1,000		\$0	0.00%	
CLIPCO Administrative	Combined School	CLIPCO Administration Costs	Website & IT	Website & IT - Quickbook Online Plus	\$720	\$620	\$620	\$75		\$545	-87.50%	
CLIPCO Administrative	Combined School	CLIPCO Administration Costs	Website & IT	Website & IT - Survey Monkey	\$0	\$0	\$0	\$0		-\$300		
CLIPCO Administrative	Combined School	CLIPCO Administration Costs	Website & IT	Website & IT - Web and Domain hosting and Administration fees	\$150	\$150	\$125	\$0		\$125	90.00%	
Combined School Total					\$13,560							
Instructional Materials	Elementary School	Assessment	Testing	APPL Licenses (APPL per student, 30)	\$0	\$0	\$0	\$0		\$0		
Instructional Materials	Elementary School	Assessment Total	Duplication	Duplication Total	\$0	\$0	\$2,000	\$2,000		\$0	0.00%	
Instructional Materials	Elementary School	Duplication	Duplication (K-5)	Development of Chinese curricular materials, translated/printed materials for all	\$0	\$0	\$0	\$0		\$0		
Enrichment	Elementary School	Enrichment	Assemblies	Guest speakers, scheduled by office	\$0	\$0	\$0	\$8,900		-\$8,900		
Enrichment	Elementary School	Enrichment	Kindness week	\$700 - \$1000 per speaker	\$0	\$0	\$0	\$2,000		-\$2,000		
Enrichment	Elementary School	Enrichment	Project Connection	Books from YMCA, YMCA donation ask, activity supplies	\$0	\$0	\$0	\$1,500	\$300 was lower dr.	-\$1,500		
Enrichment	Elementary School	Enrichment	PBIS	Grades 4-5 positive rewards, district funds K-3	\$0	\$0	\$0	\$1,000		-\$1,000		
Enrichment	Elementary School	Enrichment	Recess 101	Reimbursement recess with 3rd party (\$20k district subsidy for two years)	\$0	\$0	\$0	\$25,000	external recess ver.	-\$25,000		
Enrichment	Elementary School	Enrichment	Safety Patrol	Grades 4-6 class through city of San Jose	\$0	\$0	\$0	\$900		-\$900		
Enrichment	Elementary School	Enrichment	Science Fair	Boards, medals, awards, certificated teacher (science night)	\$0	\$0	\$0	\$2,750		-\$2,750		
Enrichment	Elementary School	Enrichment	Theater Production	See Other Programs for partial Self-Funding (\$12k)	\$0	\$0	\$0	\$9,000		-\$9,000		
Enrichment	Elementary School	Enrichment	Walk-n-Roll	Walk to school (Meyerholz/Muir/Blue Hills)	\$0	\$0	\$0	\$150		-\$150		
Enrichment	Elementary School	Enrichment	Yearbook	600 yearbooks at \$23 each	\$0	\$0	\$0	\$14,000		-\$14,000		
Events	Elementary School	Events	Community Events	Back to school afternoon social (pizza/ice cream), Halloween, Movie Nights, Bike Si	\$0	\$0	\$0	\$8,150		-\$8,150		
Events	Elementary School	Events	Family Nights	Math / Science (gadgets and things via CDM) / Bedtime story (cookie decorating) in	\$0	\$0	\$0	\$0	Pending Lucy	-\$600		
Events	Elementary School	Events	Kinder Open House	August welcome event	\$0	\$0	\$0	\$300		-\$300		
Events	Elementary School	Events	Volunteer Appreciation Service Award / Volunteer Lunch		\$0	\$0	\$0	\$1,600		-\$1,600		
Instructional Materials	Elementary School	Instructional Materials	CLIP Art Material (K-CLIP Art Instructional Materials (\$1.50 to \$2.00 per student per class) plus \$400 to		\$4,900	\$4,973	\$7,020	\$7,000		-\$248	3.53%	
Instructional Materials	Elementary School	Elementary Library	Chinese Library Books		\$1,000	\$1,000	\$1,000	\$5,000		-\$4,000	400.00%	
Instructional Materials	Elementary School	Instructional Materials	Elementary Library	English Library Books	\$0	\$0	\$0	\$5,000		-\$5,000		
Instructional Materials	Elementary School	Instructional Materials	English Art Material	Not covered by district, art teacher manages budget	\$0	\$0	\$0	\$3,000		-\$3,000		
Instructional Materials	Elementary School	Instructional Materials	Staff Reimbursable	Psychologist, Speech Instructional materials (\$500)	\$0	\$0	\$0	\$1,000	Estimated, pending	-\$2,000		
Instructional Materials	Elementary School	Instructional Materials	Staff Reimbursable	OT, Counselor, CAP (\$250) Instructional Materials	\$0	\$0	\$0	\$1,000	Estimated, pending	-\$2,000		
Instructional Materials	Elementary School	Instructional Materials	Teacher Reimbursable	YCC-5 Instructional materials, \$1,000 per class (class size 24 assumption)	\$9,000	\$9,000	\$9,000	\$2,800	Estimated, pending	-\$14,000	155.56%	
Instructional Materials	Elementary School	Instructional Materials	Teacher Reimbursable	Grade level supplies (YCC-5) for whole grade activities (\$400/grade)	\$0	\$0	\$0	\$2,800		-\$2,800		
Instructional Materials	Elementary School	Instructional Materials	Chinese Reader Lic	Level Chinese Fiction/Non-Fiction Reading Assessment Licenses (Grades 2-5)	\$0	\$0	\$0	\$0		\$0		
Instructional Materials	Elementary School	Instructional Materials	Chinese Reader Lic	Chinese Reader Licenses (K-3)	\$0	\$0	\$0	\$0		\$0		



		19-20	20-21	21-22	22-23	21-22 vs 22-23		
Expense Category	Description	Amount	Amount	Amount	Amount	Better / (Worse)		
IA	Instructional Assistants (Elementary)	\$154,200	\$154,198	\$158,427	\$184,100	(\$25,673)	(\$25,673)	16.20%
Non-IA Personnel	Homework Club, CLIP Art teachers, Teacher AdvantEd Hours, Assessments	\$81,732	\$89,849	\$89,099	\$159,870	(\$70,771)	(\$70,771)	79.43%
Technology	MS Laptops, App subscriptions, etc	\$48,000	\$4,200	\$2,000	\$6,200	(\$4,200)	(\$4,200)	230.00%
Professional Develop	Teacher Training, Conferences, and Memberships	\$27,060	\$31,110	\$31,110	\$31,160	(\$50)	(\$50)	0.16%
Instructional Materi	Books & Supplemental Materials, Library Books, CLIP Art Materials	\$25,479	\$25,552	\$30,960	\$68,008	(\$37,048)	(\$37,048)	119.00%
Graduation	Offset the cost of student ticket cost (\$25 per student) & Plaques	\$0	\$3,400	\$1,800	\$1,800	\$0	\$0	0.00%
CLIPCO Administ	Innocence, Tax Prep, Direct Give Expenses, President Admin Expenses, Communit	\$13,560	\$13,560	\$11,985	\$18,090	(\$6,105)	(\$6,105)	50.94%
Enrichment	Assemblies, Theater, Science Fair, Yearbook, Kindness Week				\$64,500	(\$64,600)		
Events	CNY, Halloween, Autumn Festival, Movies, Bike Safety				\$12,650	(\$12,650)		
School Supplies	Elementary PE Recess Sports equipment, First Aid Kits, Lost and Found				\$7,700	(\$7,700)		
<b>Total</b>		<b>\$350,051</b>	<b>\$321,569</b>	<b>\$328,381</b>	<b>\$557,178</b>	<b>(\$228,797)</b>	<b>(\$228,797)</b>	<b>69.67%</b>
<b>Other Programs *spend impact*</b>								
ASEP			\$712	\$712	\$712	\$0		
Chinese New Year Parade Expenses			\$0	-\$500	-\$500	\$0		
ELIPCO + other Expenses			\$0	\$0	\$0	\$0		
Graduation	Not included above.		\$0	\$0	\$0	\$0		
Theater Production					\$0	\$0		
<b>Total \$'s all Areas</b>		<b>\$350,051</b>	<b>\$322,581</b>	<b>\$328,503</b>	<b>\$557,300</b>	<b>(\$228,797)</b>		
Breakouts	Elm	\$253,253	\$264,671	\$272,047	\$400,030	(\$217,092)	\$217,092	79.54%
	Middle	\$83,238	\$43,638	\$43,440	\$47,640	(\$4,200)	-\$4,200	9.67%
	<b>Total School Budget Asks</b>	<b>\$336,491</b>	<b>308,309</b>	<b>316,306</b>	<b>\$537,688</b>	<b>(\$211,292)</b>	<b>-\$211,292</b>	<b>69.94%</b>
	Combined			\$11,085	\$10,400	(\$7,305)	-\$7,305	62.60%
	<b>Total Asks</b>			<b>328,381</b>	<b>\$557,178</b>	<b>(\$228,797)</b>	<b>-\$228,797</b>	<b>69.67%</b>

5. ADJOURNMENT  
Adjourned at 10:28pm

**Upcoming meeting**  
Board meeting – Thursday, April 28, 2022