



Notes

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

Muir Elementary School, 6560 Hanover Drive, San Jose, CA 95129

Thursday, February 15, 2024 at 6:00 pm (in person or virtual)

meet.google.com/ovy-gvfi-ggh

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Attendees:

Position	Name1	Name2
President	Edison Chiu	
Vice President	Margaret Leung	
Secretary	Diana Ong	
Treasurer	Patrick Chiu	Wendy Briggs
Kindergarten	Fori Wang	Lisa Sung
1st Grade	May Wong	James Pacella
2nd Grade	David Chen	Kimberley Seok
3rd Grade	Liz Lim	Selena Lee
4th Grade	Julie Siripoke	I Lin Chen
5th Grade	Michelle Lee	Summer Zhao
6th Grade	Simon Chung	Emery Kuo
7th Grade	Loretta Lu	Cindy Ying
8th Grade	Kevin Jung 6:34pm	Kalila Spain Patty
Muir Principal	Jenn Lashier	
Miller Principal	Anu Iyer	
Miller Assistant Principal	Deborah Lopez	

Blue means present

1. Preliminary
  - 1.1. Call to order at 6:21pm

2. Principals' Reports
  - Jenn Lashier, Muir*
    - no report

*Anu Iyer, Miller*

- Big event at Miller tomorrow. Happy Lunar New Year - LNY gala is the first year at Miller. 400+ attendees, looking forward to it. Thank you to CLIPCO for the hong bao for all the Miller students. Tomorrow is extended lunch schedule, CLIP teachers

have been working with their students to have some games and activities during lunch. We have also organized a lion dance for all the kids to watch during lunch in the quad. Last year they asked to feed the lion cabbage, hope it's happening tomorrow.

### 3. Financial Reserves Update from Jim

- Reserves are funds set aside to take care of unexpected costs and/or future obligations
- CLIP uses reserves to:
  - pay CUSD bills early in school year before DGC+match funding clears
  - accommodate fluctuations in budget & smooth donation request year to year (e.g. microphones)
  - set aside funds for special purposes such as one time expenses (e.g. water fountains, laptops)
- How much reserve do we need?
  - Minimum: enough to cover critical expenses and financial commitments next year
  - Maximum: general rule of thumb is 1-2x operating budget, if enforced

Proposal for reserve minimum: \$618k(critical costs only) + 15% buffer = \$711k

Proposal for reserve maximum: \$783k(entire budget) x 2 = \$1.566M
- 23-24 vs 22-23, personnel cost +31%
- CLIPCO Balance Sheet analysis : currently at ~\$881k, still have remaining FY23 expenses ~\$160k = ~\$721k in reserve
- Other local PTOs have reserves ranging from 2-3x budget
- CLIPCO ask: try to stay under budget for FY23 or generate offset income
- Principal ask: share roadmap for one-time expenses so we can plan

### 4. Officer Reports

#### 4.1. President's Report

- Muir staff lunch on Monday 2/12, joint Miller PTA + CLIPCO lunar new year snacks on Friday 2/9. Thank you Diana
- Stuffed 1800 red envelopes to give to all Muir and Miller students
- Thank you to Julie and girl scouts for Miller LNY decorations
- LNY gala tomorrow, need help with setup and cleanup
- CLIP LNY silent auction items - various items donated by parents & principals, will bid using a Google form

-Auction / bidding ends at 8pm. Winners to be announced at 8:15pm.

-You do not need to be present to win.

-Highest BID wins. If the highest BID is equal to another BID, first to submit wins.

- Chuck E Cheese Fundraiser raised \$560 for CLIPCO, next one is at the Stand on Mar 9.

#### 4.2. Board Vote Items

- January Meeting Minutes Approval

May motions to approve Jan meeting minutes, Loretta seconds  
**13 yays, 0 nays, 0 abs**

Position	Name1	Name2
Kindergarten	Fori Wang Yay	Lisa Sung Yay
1st Grade	May Wong Yay	James Pacella Yay
2nd Grade	Kimberley Seok absent	David Chen Yay
3rd Grade	Liz Lim Yay	Selena Lee no vote
4th Grade	Julie Siripoke absent	I Lin Chen Yay
5th Grade	Michelle Lee Yay	Summer Zhao absent
6th Grade	Simon Chung Yay	Emery Kuo absent
7th Grade	Loretta Lu Yay	Cindy Ying Yay
8th Grade	Kevin Jung Yay	Kalila Spain Patty Yay

- Bylaws Update Legal Review  
Received 2 legal firm rates via email
  - CEEF recommendation: rhomberglaw.com at \$400 per hour (discounted rate to non-profits). 2 hours to read bylaws and make comments. Additional drafting etc would be more hours. Availability in 1-2 months
  - Hoge-Fenton: former CLIPCO board member works there. I do need my firm's executive committee to approve any work that's not charged at our regular hourly rate (\$675 for me and \$350 for my paralegal). FYI, I have gotten approval on other projects to charge half of our regular rates, and I can slip in an hour or two at no charge. It's

difficult to estimate how much time it'll take since it depends on the extent of changes needed.

- Approval request of \$2K to get a review of the committee's recommended changes checked. This is an up to amount. Will have Edison sign any contract.
- There is no requirement to have a law firm to review bylaws, but it would be nice to have and hopefully won't need to be amended for a while

Fori motions to approve \$2k for bylaws review from Hoge-Fenton with pro-rated rate, May seconds

13 yays, 0 nays, 0 abs

Position	Name1	Name2
Kindergarten	Fori Wang Yay	Lisa Sung Yay
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2nd Grade	Kimberley Seok absent	David Chen absent
3rd Grade	Liz Lim Yay	Selena Lee Yay
4th Grade	Julie Siripoke absent	I Lin Chen Yay
5th Grade	Michelle Lee Yay	Summer Zhao absent
6th Grade	Simon Chung Yay	Emery Kuo absent
7th Grade	Loretta Lu Yay	Cindy Ying Yay
8th Grade	Kevin Jung Yay	Kalila Spain Patty Yay

## 5. Treasurer's Report

Updates - \$500 from Cupertino Hsinchu Sister City Association for the chinese new year parade. The investments in the Fidelity account are mostly in US treasury bonds at 5%. In March, initial budget talk and budget approval in April. After Feb break will start the first pass at the budget.

- January 2024 income  
\$24k total in Jan - \$13k from Benevity (\$11k corp, \$2k individual), \$5k Redwood Empire
- January 2024 expenses  
\$7k total in Jan - \$3.8k teacher reimbursements, \$1.7k community events (mostly LNY), \$1.1k library books
- January P&L Summary  
~\$120k net income

- January Balance Sheet  
~\$881k
- January financials - Jim sign-off

6. Public Comment - none

7. New Business

7.1. Upcoming CLIP Schedule

- Feb 12-16 Muir Chinese Book Fair
- Feb 16 LNY Gala at Miller  
KTVU coming to 3:30pm parade practice and going to Ms. Chern's 7th period Chinese class
- Feb 24 SF CNY Parade, practice on Fridays
- Mar 9 The Stand fundraiser
- Mar 21 Muir Math Kangaroo
- April Muir Musical performance
- May 17 ASEP Showcase
- May 31 Miller CLIP 8th Grade Promotion
- Jun 5 Muir 5th Grade Day
- Jun 7 Muir Family Picnic Day
- ASEP  
On-going

7.2. Muir School Cleanup

try to organize for next school year - plastic and trash in the back, maybe organize something with grade reps monthly

7.3. 8th Grade Promotion Update

*Co-Chairs:* Josephine W and Nikki T

*Committee members:* Jeff W, Raymond Y, Lucy H, Maria, Elly P, & Simon C plus *CLIPCO reps:* 7th: Loretta and Cindy 8th: Kalila and Kevin  
First meeting on 1/31/24

Aiming to stay on budget (\$8,860, including the plaques)

Will be similar to 2023 (e.g. graduate + 2 tickets covered by CLIPCO)  
additional guests welcome but you need to pay

Food still TBD

Approx \$1K Miller rental + custodial fee

Next meeting is on 2/28 (post Winter break)

Will give the team a chance to see how the LNY Gala flows

7.4. 5th Grade Day - in process

8. ADJOURNMENT  
Adjourned at 7:33pm

**Upcoming meeting**  
Board meeting – Thurs Mar 21, 2024