



Notes

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

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

Wednesday, April 24, 2024 at 6:00 pm (in person or virtual)

meet.google.com/ovy-gvfi-ggh

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	Kalila Spain Patty
Muir Principal	Jenn Lashier	
Miller Principal	Anu Iyer	
Miller Assistant Principal	Deborah Lopez	
	George Tsai	

Blue means present

1. Preliminary

1.1. Call to order at 6:21pm

2. Principals' Reports

*Jenn Lashier, Muir*

- 9 teachers went to the National Association for Bilingual Education (NABE) conference in New Orleans at the end of March. It was interesting being in another state that is also interested in multicultural language. We met people from other countries (South America mostly), because most 2nd language learning is Spanish. In the US won't be able to surpass Spanish speaking community, but you can still talk about

multilingual learning strategies, and it was energizing to see so many people that are also passionate about language learning. We toured a school that taught Spanish, French and Chinese. All the language teachers came from different countries and the entire campus community was multicultural. We also visited the feeder middle school, which was a magnet middle school that has the language component as a strand. The language teachers didn't teach just language, they taught the other subjects in target language as well.

- The National Chinese Language Conference will be held in Mountain View, and John Muir will be a host site for a school tour next Fri 5/3
- We had the Mulan musical before Spring break, and the entire thing was in Mandarin. Hats off to kids and parent volunteers. It was sold out before assemblies, and kids only got to see a snippet.
- APPL testing completed for the 5th graders, CAASPP testing ongoing for 3rd-5th grades
- Kinder orientation/volunteer training on 5/21 @2:15pm
- 5/30 Muir open house 6-7pm
- parent volunteers no longer need to do volunteer training every year

*Anu Iyer, Miller*

- absent

### 3. Officer Reports

#### 3.1. President's Report

- Principal Iyer proposes splitting middle school line item into two:
  1. translation of textbook
  2. revision of materials

For #1- we need to complete the translation of the 6th grade social studies textbook. There are 2 units left with 7 lessons each. Based on the time needed to complete the previous units, we anticipate needing 40 hours per unit (80 total) divided into 2 summers (Summer 2024 and Summer 2025). After Summer 2025, we no longer need this line item. 40hrs x \$66 adjunct duty = \$2640.

For #2- I did not see a revision of materials for middle school but I did see one for elementary. Elementary is receiving 45 hrs for revision of material. Previously, middle school received 15 hrs per teacher (45 total).

45hrs x \$66 adjunct duty = \$2970

These are the changes Principal Iyer proposes to the budget, which brings down the cost which is currently at \$9900.

- Chinese New Year Parade won 2nd place, CLIP was awarded the weekend before spring break, Alan Fong, Christine Wong, Barbara Wang received the award.
- 2024-2025 Board Elections- elections will be run at the end of Apr/beginning of May. We will have a full board next year (at least one person running for each grade). Thanks for everyone's efforts in recruiting.
- Mulan Musical Apr 5-6, offered 100 seats per night, added additional 70 seats (sold out quickly) There was also a World Journal article written about the musical
- Looking for Committee Leads  
 looking for Co-leads for Yearbook, Math Kangaroo, Science Fair, ASEP, CNY Parade  
 There will be no Musical next year because no one has volunteered to lead. If anyone is interested, reach out to us. (Musical needs to be booked one year in advance)  
 Yearbook - Ivy is the main lead but next year is her last year, so she needs to find someone to train to take over. No yearbook lead the following year means no yearbook
- Goals for next year- fundraising from sponsors and outside of our community, to fund "nice to have items" - playground maintenance, electronic marquee, Chinese signage, etc.  
 Re: recognition of donors - you can have banners, but not mounted to school (There is a written CUSD procedure) Also need to determine how comfortable is the board on having sponsorship listed on CLIPPER, around school, on t-shirt? Things to think about...

### 3.2. Board Vote Items

- March Meeting Minutes Approval

May motions to approve Feb meeting minutes, Kevin seconds  
 12 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 Yay	David Chen absent
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 no vote

#### 4. Treasurer's Report

- Updates
- March 2024 income
  - \$9k income :       \$3k from silent auction and delayed donations
  - \$3k from investment income
  - \$2k musical tickets
- March 2024 expenses
  - \$18k expenses :   \$8.7k teacher adjunct hours (2 months)
  - \$3.1k CLIP Art
  - \$2k RAFT science
- March P&L Summary
  - ~\$81.7k net income (last year spent \$100k apr-july) so might end up \$20k deficit. expenses on target
- March Balance Sheet
  - ~\$845k
- March financials - Jim sign-off

#### 5. Public Comment

#### 6. New Business

##### 6.1. DGC 2024 Update

**Proposed Dates: 9/3-10/3, one month earlier** (parents ready to donate at beginning of school year)

**Notable changes:**

- T-shirts will not be given out to everyone
- We will stuff Miller envelopes alongside other PTA asks
- No classroom competition, only grade level
- Email spam challenge (no emails first 2 weeks, just Thurs folder flyer, emails will start after that)

**Need confirmation:**

- Name list logistics for this year - Edison, Margaret
- Recommended donation amounts - Patrick, Board

## **New DGC feature proposals seeking feedback from board:**

1. Capital campaign - optional line item on top of DGC ask (playground, marquee) - to raise funds earmarked for these specific items.

Discussion:

- timeframe? put some numbers with the asks.
- Would be nice to have checkboxes with different amounts instead of blank amount. Need to determine if this is possible to do with cheddarup.
- If you get funds for playground, but end up using the money to fund something else, there is a potential parents might be upset about that.
- If you have pictures, people might be more willing to donate to the cause. But if you have a list of items you lose flexibility on how to use the money.
- Share list of improvements->explain why CUSD won't pay for it.
- Will those only be for Muir? - need to be clear
- Seems like the board thinks this is a good idea, Jim will go back and think about to implement this, some good points brought up

2. Modernize donor tracking, communication, and acknowledgement  
Currently, every year we need to start from scratch. Would like to transition from transactional to constituent donations. Think of parents as longtime donors vs just only when kids are at CLIP. If we use CRM software, we can track donors and have a history of all their transactions. We would also have a way to acknowledge donors. Could potentially also track volunteer hours, what events they attend, if they used corporate match, etc. We can also target parents to market specific things (i.e. email only the middle school parents about how they can still donate the elementary school ask even though their kids are in middle school now). At universities, 8% of alumni donate back to their school, this can add up to a substantial amount if we were to do the same and continue to ask parents with kids that have already graduated to continue to donate. Can consider "friends of CLIPCO" 2x ask- coffee with principals, special newsletter. Vision is to transition CLIPCO from a parent organization to a charitable organization where parents can add CLIPCO to their charitable funds portfolio.  
Researched 3 options: dp, neon CRM, LGL. pro: can save time.  
cons: would be another recurring cost, someone has to manage database (role that someone needs to play), hard to switch, siloed logistics.

Discussion:

- LGL+stripe is \$650/year, cheddarup \$360/year but stripe cc fees is 2.2% cc, cheddarup is 3.5% fee. Another option is zeffy, cc fees lower, geared toward non-profits
- Implementation requirements would probably take 2-3 years, is Jim willing to drive this for 2-3 years. Don't want to agree to make these changes but then no one to lead after a year. Jim says he is willing to see his vision through.
- Currently, cheddarup is really easy and 5 mins, vs neon which looks a lot more complicated. Can consider using LGL for just DGC. and cheddarup for other transactions during transition period. The promise of the system is to be more seamless.
- Is district ok with us keeping this information? Should have a way to opt out.
- Jim will continue researching CRM solutions and will bring a proposal to the board at a future time

## 6.2. CLIP Budget 2024-2025

3.4% increase from 23-24, does not include raises (the last 2 years, teachers have received a total of 13% raise). CUSD still negotiating with unions, likely will need expenditure approval in Aug. Staffing cost based on 2023-24 invoice and additional approval

Adjusted pupil count Muir 545, Miller 239

Changes: Muir removed musical (-\$13.5k), increased PD (+\$5k), Muir shirts for new students/staff (+\$2k), Miller curriculum refinement (+\$3k) Miller SS translation (\$2.6k for 2 years)

Projected budget for 24-25: \$730k

current \$800 ask : \$70k deficit (could be much higher since raises not accounted for yet)

\$850 ask : \$33k deficit

\$888 ask : \$6.5k deficit, will help address (likely) two consecutive years of budget deficits and possible staffing cost increases

Some suggestions:

1. Tiered increase yearly (\$850/\$900 vs jump 10% in one year)
2. Can we promise we won't raise for the next 2 years? No, can't make promises we might not be able to keep. It's unpredictable how much costs might rise year to year. Instead, we can publish why we need to increase the ask and explain the need

## 6.3. Move May meeting, currently 5/16, move to end of May/early June

#### 6.4. Bylaws meeting

Currently CLIPCO bylaws are not aligned with CA non profit corporate law. Lawyer advised using their standard template, and then layering in what makes it CLIPCO

Some key things: voting requirements, email accounts, meeting time.

We need to look at the compliant version vs our version, and see how far off we are. Will need to see if it requires a full membership vote to vote new bylaws in, or can board just vote it in. This is turning into a much larger thing than anticipated. No one knows if current bylaws were ever looked at by a lawyer. Current version is from 1999, so some things could have changed since then.

#### 6.5. Upcoming CLIP Schedule

- April 24 Chipotle Fundraiser
- End of April/Early May Board Elections
- May 2 RAFT night at Muir
- May 6-10 Staff Appreciation Week
- May 10 Muir Campus Cleaning Event
- May 17 ASEP Showcase at Muir
- May 21 Kinder orientation @2:15pm
- May 24 Volunteer Appreciation Breakfast at Muir GLC
- May 31 Miller CLIP 8th Grade Promotion
- May Fundraiser
- Jun 5 Muir 5th Grade Day
- Jun 7 Muir Family Picnic Day
- Jun 11 Last Day of School - Chuck E Cheese fundraiser

#### 6.6. 8th Grade Promotion Update

no new budget ask

#### 6.7. 5th Grade Day

still researching food options, certificates and photobooth in progress

### 7. ADJOURNMENT

Adjourned at 8:27pm

#### **Upcoming meeting**

Board meeting – Thurs May 16, 2024 (might be moved)