

Minutes

Cupertino Language Immersion Program (CLIPCO)
Board of Directors Meeting
Meyerholz Elementary School
6990 Melvin Drive, San Jose, CA 95129
Thursday March 20, 2014 at 7:00 pm, GLC

- 1) Preliminary
 - a) Call to order 7:08 pm
 - b) Roll call
 - i) *Members present:* Novey Chou, Terri Shieh-Newton, Charlotte Fong, Trudy Whong, Michèle Huie, Jon Campbell, Brenda Huang, Elaine Pao, Cathy Lu, Betty Chan, Brian Leong, Mike Wang, Bill Steinmetz, Marge Sung, Liang-Hui Lee, Annie Kao
 - ii) *Members absent:* Wen-Kai Weng, Ann Ruckstuhl, Wendy Chew, Sofilina Wilhite
 - iii) *Administrators/Teachers/CAC present:* Drew Coleman, Steve Burrell, Ling-Ling Chern, Judy Peng
 - iv) *Administrators/Teachers/CAC absent:* Ching Pei Hu, Joanne Connor, Voon Choo
 - v) *Community members present:* Mishua Hicks
 - c) Approval of February minutes. *Changes needed:*
 - i) *2 b ii. Income now 30k corporate matching funds*
 - ii) *5 b i 2. 16 students sent to ANCCS. Change Cheng to Chen*
 - iii) *5 c 2 i. Change invitations printed to invitations designed.*
 - iv) *Next meeting: March 20.***APPROVED with changes as noted**
- 2) Public comments – Mishua Hicks presented for the Yes on Measure A campaign. Call for parents to help with phone banking to call school district supporters. It is especially important to have Chinese and other foreign language speakers for calls. No experience is necessary. Phones will be provided. Need 3 dates: Monday March 31, Monday April 14, Tuesday May 6. Time: 5:30-8:30pm.
- 3) CLIP Tour Budget.
 - a) \$500 CLIP tour budget to cover printing, labels, and other tour expenses. Monies are to be used as needed up to the \$500 allocation. Monies are to come from the general fund.
 - i) Vote: Move to approve the CLIP tour budget to be taken from the general fund of an amount as needed up to \$500. **APPROVED**
- 4) Officer's reports
 - a) Treasurer's report
 - i) We received \$3000 more from Direct Give as matching funds and extended payments were received.
 - b) Principal's reports
 - i) Steve Burrell (Miller)
 - (1) 6th grade information night and electives night were both a success.
 - (2) 8th graders are going to Yosemite next week, Sunday-Friday.
 - (3) Tomorrow is the 8th grade "fancy dance," a sit down dinner followed by the dance. 8th grade attendees will learn etiquette. The 7th grade cooking class is making and serving a pasta dinner.
 - (4) Swing dance competition winners were CLIP. Nicely showcases the integration of the CLIP program into Miller.
 - (5) The STAMP and high school diagnostic tests were administered.
 - (6) The 6th grade math diagnostic exam was held today. This test is an in depth test where students have to explain their thinking. Data from this test will be used for placement for next year.

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- (7) The math curriculum is changing to meet the new Common Core state standards. The changes particularly affect algebra and geometry. Current accelerated pathway students will be grandfathered through on the current track. The implementation of Common Core means that the school will no longer allow students to skip ahead in math. There are new accelerated tracks for talented math students which will compact classes. (Common Core 6th grade is standard. For advanced students there is a 4 courses in 3 years track starting in 7th grade. For the super advanced students there is a super track 5 courses in 3 years path.) **ACTION ITEM – Novey to send out link to website explaining new math pathways.**
- (8) Teachers will focus on instructional practices during the Staff Learning Day on March 31st. There will also be a speaker discussing “accountable talk.”
- ii) Drew Coleman (Meyerholz vice-principal)
 - (1) The school survey is live. Parents can find the web link on the school website or through the Bulldog Bulletin. Kids will receive a prize for turning in a printout of the finished survey page.
 - (2) Report cards will be celebrated tomorrow.
 - (3) CLIP acceptances will be sent out on March 31. CLIP is accepting 66 Kindergarten students for 2014-15.
 - (4) Successful code blue drill yesterday, March 19th. Code blue is the shelter in place safety drill.
 - (5) Meyerholz has purchased the stamp tests and dates were chosen for the SBAC testing period. Students will be using Chromebooks and iPads for testing. 5th grade diagnostics will be held next week.
- c) TOSA report
 - i) Ling-Ling Chern (Miller)
 - (1) STAMP tests were held March 3-6 during Chinese class time. Skills were tested one at a time over the four days. On Friday, two high school Chinese teachers administered the written test. The online reading and writing tests went ok with a few login problems. Problems were encountered with the speaking test where some students could not play back their answers and others could not login. The company says that full recordings were received despite the difficulties. Results are not yet available. If discrepancies in results are found, Ms. Chern will speak with the company. Individual reports will be sent if no big discrepancy is seen. Then results will be sent to the high schools for placement. High schools will send course verification forms to incoming students in April.
 - (2) Miller hosted a visitor from the Chinese Immersion program at Abraham Lincoln in the San Francisco Unified School District. The school has run a K-12 Cantonese program for many years with Chinese Language Arts and Biology taught in Cantonese. Their Mandarin program is currently at 7th grade and they are exploring the creation of a high school curriculum for Mandarin.
 - (3) Ms. Chern is compiling a spreadsheet inventory of Chinese books from Miller Middle School classroom libraries. This list will be shared with middle school teachers and Brenda Huang.
 - (4) The Miller portion of the strategic plan will be completed at the April meeting. The K-8 plan will be presented to parents at the May MCAC meeting.

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5) Committee Reports

a) Fundraising Committees

i) Dining for Dollars Committee

- (1) Armadillo Willies fundraising night is next Tuesday March 25 from 5-9 pm.
- (2) Total earned from the Kong Tofu event was \$292.

ii) Books– Brenda Huang

- (1) The spring Scholastic book fair will be held April 8-10. Brenda is contacting Chinese Books for Children to see if they can run a concurrent Chinese book fair.
- (2) Room 26 is being turned into a resource center for teachers.
- (3) The new books are cataloged in a database.
- (4) ACTION ITEM: Bill S. to coordinate and monitor students to enter existing resource room titles into the database.**
- (5) Brenda H. will work with Mrs. Malison to catalog and correct existing records for the Meyerholz library Chinese collection over the summer.

b) Cultural Enrichment Committees

i) Chinese Language Competition - Cathy Lu

- (1) There will be a CLC assembly on March 27 featuring 2 students from the speech category and 3 from the read aloud category.

ii) ASEP - Wendy Chew

- (1) The ASEP spring showcase is coming in June.

iii) CLIP art

- (1) The call for volunteers produced some interest but only one new parent committed so far for Meyerholz. We have a volunteer to take over 6th grade next year, Jessie Cho.
- (2) CLIP art is still recruiting for K-3.

c) Community Outreach Committees

i) Technology & Communications – Novey Chou

- (1) Newsletter – The next newsletter will be sent out in June. It will cover the end of the school year, an overview of actions taken by the CLIPCO board, The ASEP spring showcase, the banquet. Novey will also accept student articles in Chinese or relevant to the CLIP program. **ACTION ITEM - Novey to send reminder for student articles to Ms. Chern.**

ii) Spring Banquet Committee –

- (1) Designs were finalized. Thanks to Chwen Lim for her help.
- (2) Invitations will be sent to the entire CLIP community. They will be sent home in the blue folders at Meyerholz. Target date for sending out invitations is April 2.
- (3) The 8th grade recognition breakfast will be held on the last Friday of school.
- (4) Students are making music video projects and movies for the banquet.
- (5) Suggestion: Invite the swing dance contest winners to perform at the banquet.

iii) Election Committee – Jon

- (1) Jon is waiting for confirmation from potential new CLIPCO grade representatives. We want to identify replacements by the April 24th meeting. Send names to Jon. Urgent- we still need a new treasurer for 2014-15.

6) Reflections on the Direct Give campaign – suggestions were collated in a google doc.

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- a) Identified problem: the Miller Foundation ask amount was the same as the CLIP Miller direct give ask amount so it caused some confusion for parents. Perhaps change our giving structure to differentiate ourselves.
- b) Should we put the direct give form in first day packets?
- c) CLIPCO will be migrating our CLIP website to a new host over the summer. We hope that this will mean that we can offer a better online donation form.
- d) Next year's committee should simplify the sponsorship form.
- e) There needs to be better communication with room parents for a unified message.
- f) Create an Honor Role to list donors for the entire amount given no matter how the money is allocated.
- g) Just as new families are being asked to sign a commitment to donate form, ask all CLIP families sign a commitment to donate form every year.
- h) The rewards system is causing problems (especially the T-shirts). How can we maximize monies raised while reducing the badgering needed to get donations?
 - i) Tiers for classrooms.
 - j) Reduce the payment options so that we accept check and credit card only. This will simplify the work for the treasurer.
- k) With the school's changing technology needs, do we still want HP equipment donations?
- l) Create an automatic receipt generator to reduce the workload.
- m) New reward ideas:
 - i) Donors donating above a set amount get free ticket(s) to the spring banquet.
 - ii) If the school exceeds the target for monies raised, hold a CLIP community event for that school.

7) Meeting adjourned 9:30 pm.

Action items:

Novey to send out link to website explaining new math pathways.

Bill S. to coordinate and monitor students to enter existing resource room titles into database.

Novey to send reminder for student articles to Ms. Chern.

8) Next Meeting: April 24, 2014