



FRIENDS of MIP BOARD MEETING MINUTES: 4/2/2026
 25302 Rancho Niguel Rd Laguna Niguel, CA 92677 *Virtual
 Called to order: ~6:05PM

Roll Call:

2025-2026 MIP Board Members			
Officer	Present/Not Present	Officer	Present/Not Present
President: Janey Sherman	P	Communications Director: Anne Yoon	P
Co-Vice President: Julianne Finkelburg	P	Secretary: Johanna Yang	P
Co-Vice President: Mel Gojkovich	P	Community Liaison: Open	
Treasurer: Pauline David	P	Co-Newhart Liason: Iris Lai	P
Financial Controller: Joseph Munoz	P	Co-Newhart Liason: Vanna Tran	NP
Co-Outreach Director: Cindy Ong	P	Cap Valley Liason: Stacey Cartledge	P
Co-Outreach Director: Katherine Darst	P	Parliamentarian: Kevin Welker	NP

Other Attendees:

- | | |
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| <ul style="list-style-type: none"> ● Ken Chen ● Calli Lewis Chiu ● Mike Vuong ● Amanda Yeung ● Jennifer Gerber ● Jeremy | <ul style="list-style-type: none"> ● Yunxia Liu ● Patrice Quintos ● Jason Lyon ● Thornton Oakenshoeld ● Isa |
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Minutes

- **Acceptance of Previous Meeting Minutes:** Janey moved to accept the minutes from the Mar 5 meeting, Julianne seconded the meeting minutes.



Principal and/or Teacher Requests

- **Bergeson Elementary School - Principal Dr. Linda Kim - P**
 - **Science Camp and TK Enrollment:** Dr. Kim reported that the 5th graders were at science camp and would return the next day, and shared that the school is close to securing enough students for a third TK class, pending inter-district transfer applications from families on the waitlist.
 - **Grant Submissions:** Dr. Kim announced the submission of a \$20,000 grant for the Mandarin Immersion Science Lab and ongoing efforts with Janet Lee to identify additional grant opportunities, including those for campus landscaping and beautification.
 - **4th and 5th Grade Structure:** Dr. Kim outlined a preliminary plan for next year's 4th and 5th grades, involving three teachers covering a full 4th grade, a full 5th grade, and a 4-5 combo class, with core instruction delivered to each grade separately and additional support from a six-hour aide and the Ed specialist, Haley Guadarrama.
 - **Third Grade Staffing and Model:** In response to Janey's question, Dr. Kim explained that efforts are underway with HR to recruit Mandarin immersion teachers for next year's third grade, aiming for two self-contained classes, and confirmed that the 50-50 instructional model would continue.
 - **Kindergarten Enrollment Projections:** Amanda inquired about next year's kindergarten numbers, and Dr. Kim shared that projections are strong, with about 29 students expected per class, indicating healthy enrollment.

- **Newhart Middle School - Principal John Bajorek - NP**

- **Capo Valley High School - Principal John Misustin - P**
 - **Student Achievements:** Principal Misustin announced that eight Mandarin immersion students won medals in the National Chinese Language Association of Secondary Students competition, with two gold and six silver medals among 700 competitors.
 - **Facilities and Recognition:** Principal Misustin reported the completion of the new stadium, which will host the upcoming graduation, and shared that the school was recognized as a 2026 California Distinguished School by the state.
 - **Staffing and Enrollment Planning:** John N Misustin discussed the potential need for an additional high school Mandarin teacher in the future if program growth continues, and committed to providing detailed attrition and enrollment numbers at the next meeting.
 - **University Placement and Senior Recognition:** Janey requested a list of university placements for MIP seniors for social media and newsletter recognition, and Principal Misustin agreed to provide this information at the next meeting.



Other Business

- **Financials:** Pauline emailed the Treasurer's report, below is a summary.

Thursday, April 2, 2026

FoMIP Board Meeting - Treasurer's Report

ACCOUNT BALANCES (as of 1pm 4/2/26)

Checking - Wells Fargo	\$	204,111.66
Savings - Wells Fargo	\$	137,377.85
PayPal	\$	27,228.74

TOTAL BANK BALANCE	\$	368,718.25
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EXPENSES

		<u>STATUS</u>	<u>DATE</u>	<u>NOTES</u>
Quickbooks subscription (monthly)	\$	75.00 Paid - EFT	3/10/2026	
Gala - Qgiv Platform	\$	259.00 Paid - EFT	3/13/2026	
Newhart - LNY Lunch - Seafood Cove	\$	1,326.55 Paid - CC by Pauline	3/16/2026	
Gala - Supplies - Amazon	\$	70.80 Paid - EFT to Katherine	3/16/2026	Frames
Gala - Insurance The Event Helper	\$	264.00 Paid - CC by Pauline	3/19/2026	
Gala - Insurance The Event Helper	\$	191.00 Paid - CC by Pauline	3/19/2026	
Gala - Supplies - Amazon	\$	22.59 Paid - CC by Pauline	3/19/2026	sheer gift pouches
CVHS - Global Culture Edu Foundation	\$	300.00 Paid - Check	3/20/2026	30 Chinese Yoyos
Gala - Supplies - Amazon	\$	56.86 Paid - CC by Pauline	3/20/2026	
Gala - Crown Valley Community Center - Final Payment	\$	1,350.00 Paid - Check	3/23/2026	
Gala - DJ Hrod - DJ & Photo Booth - Final Payment (2 of 2)	\$	900.00 Paid - CC by Julianne	3/25/2026	Hrod
Gala - Auction Expense - for Yosemite Package	\$	150.00 Paid - CC by Julianne	3/25/2026	Pines Resort for Ducey's on the Lake
Gala - Auction Expense - Disney	\$	500.00 Paid - CC by Julianne	3/25/2026	Disney Gift Card
Gala - Auction Expense - Handels	\$	25.00 Paid - CC by Julianne	3/25/2026	
Gala - Auction Expense - for Yosemite Package	\$	80.00 Paid - CC by Julianne	3/25/2026	REI - Annual Pass
Gala - Atlantic City Games - Full Payment	\$	2,780.00 Paid - Check	3/27/2026	
Gala - Harbor Rentals	\$	2,068.81 Paid - Check	3/27/2026	
Gala - Centerpieces - Fresh Flowers	\$	471.00 Paid - EFT to Johanna	3/31/2026	
Gala - Centerpieces - Remote Control Candles - Amazon	\$	83.18 Paid - EFT to Johanna	3/31/2026	Remote control candles
Gala - Centerpieces - Frames - Amazon	\$	56.02 Paid - EFT to Johanna	3/31/2026	Small photo frames
Outreach - LNY - Supplies	\$	53.02 Paid - EFT to Cindy	4/2/2026	

TOTAL EXPENSES	\$	11,082.83
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GAINS

Fundraiser - Panda Inn	\$	163.43 pending
Fundraiser - Gala		

TOTAL GAINS	\$	163.43
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PROJECTED EXPENSES

Bergeson - PARA/Teaching Assistants 3 of 3 payments	\$	45,560.00	4/3/2026
Gala - Auctioneer - DK Consultant - Zachary Krone Final f	\$	4,000.00	Pending
Gala - Seafood Cove - food, labor, supplies	\$	-	Pending
Gala - Qgiv Transaction Fees	\$	-	Pending
Gala - Qgiv - Recurring fee (quarterly)	\$	-	Pending
Gala - Qgiv - Auction Package (quarterly)	\$	-	Pending
Gala - Raise Away (Trips)	\$	8,485.00	Pending
TOTAL PROJECTED EXPENSES	\$	58,045.00	

PROJECTED GAINS

TOTAL PROJECTED GAINS	\$	-
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● **Treasurer and Budget Planning:**

- **Current Financial Status:** Pauline reported that all expenses are within budget, including those for Lunar New Year and school-specific events, and noted that gala expenses are still being finalized due to pending transaction fee statements.
- **Preliminary Budget for 2027-28:** Pauline shared a draft budget for 2027-28, based on current student estimates, with minor increases for stamp testing and instructional assistants, and highlighted the need to update class numbers and confirm with principals before finalizing.
- **Class Period and Staffing Questions:** Amanda asked about the allocation of extra class periods for middle school, and Janey clarified that decisions depend on master scheduling and student numbers, with flexibility to shift resources as needed and board approval for any changes.
- **Instructional Aide Needs:** Janey requested that D. Kim communicate any changes in instructional aide requirements for the 4th and 5th grade model, and Dr. Kim indicated that hiring an additional MIP aide proficient in English would benefit the new structure.



GALA 2026

			DK Consultant Inc.
Gala - Auctioneer - DK Consultant - Zachary Krone Deposit	\$	1,000.00	DBA CA Coast
Gala - Crown Valley Community Center - Deposit	\$	-	Applied 2025's deposit
Gala - Shadow One Security - Full Payment	\$	455.00	Paid - Check to Shadov
Gala - Atlantic City Games - Full Payment	\$	2,780.00	Check - to Manager day
Gala - Photo Booth - Deposit	\$	250.00	Paid - CC by Julianne tc
Gala - Party Favors - Customized Playing Cards	\$	759.09	Paid - CC by PBD
Gala - Large laminated Posters	\$	68.94	Paid - EFT to Meli
Gala - Insurance The Event Helper	\$	264.00	Paid - CC by PD
Gala - Insurance The Event Helper	\$	191.00	Paid - CC by PD
Gala - Atlantic City Games - Full Payment	\$	2,780.00	Paid - Check
Gala - Harbor Rentals	\$	2,068.81	Paid - Check
Gala - DJ Hrod - DJ & Photo Booth - Final Payment (2 of 2)	\$	900.00	Paid - CC by Julianne
Gala - Supplies - Amazon	\$	56.86	Paid - CC by PBD
Gala - Auction Expense - for Yosemite Package - Ducey's on the Lak	\$	150.00	Paid - CC by Julianne
Gala - Auction Expense - Disney - \$500 GC	\$	500.00	Paid - CC by Julianne
Gala - Auction Exepense - Handels	\$	25.00	Paid - CC by Julianne
Gala - Auction Expense - for Yosemite Package - Annual Pass	\$	80.00	Paid - CC by Julianne
Gala - Centerpieces - Fresh Flowers	\$	471.00	Paid - EFT to Johanna
Gala - Centerpieces - Remote Control Candles - Amazon	\$	83.18	Paid - EFT to Johanna
Gala - Centerpieces - Frames - Amazon	\$	56.02	Paid - EFT to Johanna
Gala - Auctioneer - DK Consultant - Zachary Krone Final Payment	\$	4,000.00	Pending
Gala - Seafood Cove - food, labor, supplies	\$	-	Pending
<i>Qgiv Transaction Fees</i>	\$	-	Pending
<i>Qgiv - Recurring fee (quarterly)</i>	\$	-	Pending
<i>Qgiv - Auction Package (quarterly)</i>	\$	-	Pending
<i>Raise Away</i>	\$	8,485.00	Pending
TOTAL	\$	25,423.90	

Gala - Qgiv Total



- **Board Member Recruitment and Role Transitions:**

- **New Board Appointments for 2026-2027 Academic Year:**

Title	2026-2027
President	Ken Chen
Co-VP	Meli Gojkovich
Co-VP	Jennifer Gerber
Secretary	Johanna Yang
Treasurer	Wendy Lin
Financial Controller	Edward Lu
Co-Outreach	Katherine Darst
Co-Outreach	Jessica Yang
Communications	Cindy Ong
Community Liaison	Julianne Finkelburg
Parliamentarian	Janey Sherman
Newhart Rep	Iris Lai Boror
Newhart Rep	Vanna Tran
Capo Valley Rep	Stacey Cartledge

- **Next In-Person Meeting Planning:**

- **Transition Planning:** Plans were made to install and transfer responsibilities to new board members at the next meeting, with the date to be coordinated to accommodate Trustee Gila Jones' attendance.
- **Showcasing Program Achievements:** The group agreed to highlight the STEM lab, student awards, and community engagement through a fact sheet or infographic, and to present Trustee Jones with student thank-you notes and possibly a dumpling making kit.
- **Student Performance Planning:** Ken offered to organize a live Mandarin song performance by third graders for the meeting, with support from the group for including student showcases.
- **Data Presentation:** Dr. Kim committed to preparing key data points, such as iReady Math growth and DIBELS results, for the meeting, with Cindy and others emphasizing the need for simple, impactful visuals.



- **Gala and Fundraising Event Review:**
 - **Gala Results and Logistics:** Julianne reported that the gala raised approximately \$65,000 before expenses, with additional funds expected from the silent and online auctions, and described last-minute changes due to city regulations, such as replacing the raffle with a silent auction.
 - **Teacher Sponsorship and Attendance:** Ken suggested making teacher sponsorship options more prominent for future galas, and Janey confirmed that there was strong parent interest in sponsoring teachers, with plans to highlight this option next year.
 - **Future Event Planning:** The team discussed tentative plans for next year's gala, including a possible combined golf tournament and gala event, and the need to finalize the date and location.
- **Outreach and Community Engagement:**
 - **Lunar New Year and Community Events:** Cindy highlighted the success of multiple Lunar New Year events, including participation in the Great Park and Pacific Symphony events, and new invitations from other schools and organizations for cultural performances.
 - **Community Partnerships:** The outreach team discussed ongoing and potential partnerships with organizations such as the Southern California Chinese Cultural Association and local libraries, aiming to expand the program's reach and visibility.
 - **Advertising and Recruitment Strategies:** Ken proposed leveraging a popular local blogger for targeted advertising to the Mandarin-speaking community, and Jennifer suggested ongoing social media campaigns and monitoring community groups for potential new student recruitment.
- **Merchandise Planning and Communications Update:**
 - **Merchandise Pre-Sales:** Johanna announced the setup of a website for pre-sales of new t-shirts and hoodies, discussed pricing adjustments, and solicited feedback on whether to offer pre-sale discounts. The group decided to sell t-shirts only for now and sell hoodies and sweatshirts in the Fall.
 - **Year-End Social and Merchandise:** Plans were discussed for the year-end social event, possibly combined with a bake sale, with input from the group on sales strategies and event timing.
 - **Newsletter and Communications:** Anne requested submissions for the upcoming newsletter, including gala photos and board announcements, and Meli confirmed that gala photos are available in the shared drive.
- **High School and Middle School Liaison Updates:**
 - **Middle School and High School Activities:** Iris reported on the success of the Lunar New Year feast and upcoming 8th grade promotions, while Stacey shared details about the high school field trip to China and plans for year-end awards and performance training.



Follow-up Tasks

- **Board Meeting Scheduling:** Determine a new date for the next board meeting to accommodate Trustee Gila Jones and principal attendance, and communicate the updated date to all participants. (Janey)
- **Budget Preparation and Review:** Update the 27-28 budget estimates with accurate student numbers, add a column for current year actuals, and send the revised budget to the board and principals for review and feedback prior to the May meeting. (Pauline)
- **Budget Preparation and Review:** Respond with any needed adjustments to instructional aide staffing for 4th and 5th grade to be reflected in the revised budget once the model is finalized. (Dr Kim)
- **Gala Financial Reporting:** Compile and share the final net proceeds from the gala event with the board once all expenses and income are finalized. (Julianne, Meli)
- **Gala Planning:** Decide on the location and potential combination with the golf tournament for next year's gala, and communicate the finalized plan to the board. (Meli, Jennifer, Julianne)
- **Outreach and Community Engagement:** Coordinate with Stacey to pursue reserving the Mission Viejo Library gallery for next year's student art display, starting the process as early as possible. (Cindy, Stacey)
- **Outreach and Community Engagement:** Explore and initiate collaboration with the Southern California Chinese Cultural Association (SCCCA) for future outreach and performance opportunities. (Cindy)
- **Outreach and Community Engagement:** Work together to leverage the identified blogger dad for targeted outreach and advertising to the Mandarin-speaking community, including possible sponsored posts. (Cindy, Ken)
- **Merchandise Sales:** Set up the pre-sale for new merchandise, aiming to have items ready for the year-end social or bake sale. (Johanna)
- **Year-End Social and Bake Sale:** Plan and finalize details for the year-end social, considering combining it with a bake sale and holding it on campus, and solicit ideas from the community. (Cindy, Katherine)
- **High School Liaison Support:** Connect Stacey with the parent at Bergeson who teaches lion dance to explore training opportunities for high school students next year. (Cindy)
- **Board Meeting Preparation for Trustee Visit:** Coordinate a live or recorded performance by third graders of the Mandarin Mother's Day song for Trustee Gila Jones's visit, pending date confirmation. (Ken)