



FRIENDS of MANDARIN IMMERSION PROGRAM
BOARD MEETING MINUTES: 5/28/2026
 24861 Vista Magnifica Laguna Niguel, CA 92677 *Virtual
 Called to order: ~6:05PM

Roll Call:

2026-2027 MIP Board Members			
<u>Officer</u>	<u>Present/Not Present</u>	<u>Officer</u>	<u>Present/Not Present</u>
President: Ken Chen	P	Secretary: Johanna Yang	P
Vice President: Jennifer Gerber	P	Community Liaison: Julianne Finkelburg	P
Treasurer: Wendy Lin	P	Co-Newhart Liason: Iris Lai	P
Financial Controller: Edward Lu	P	Co-Newhart Liason: Vanna Tran	P
Co-Outreach Director: Katherine Darst	P	Cap Valley Liason: Stacey Cartledge	P
Co-Outreach Director: Jessica Yang	P	Parliamentarian: Janey Sherman	P
Communications Director: Cindy Ong	P		

Other Attendees:

- Megan Holland
- Pauline Baytion
- Meli Gojkovich

Minutes

- **Acceptance of Previous Meeting Minutes:** Ken moved to accept the minutes from the May 14 meeting, Janey seconded the meeting minutes.



Principal and/or Teacher Requests

- **Bergeson Elementary School - Principal Dr. Linda Kim - P**
 - **Recognition Initiative:** Dr. Kim emphasized the importance of recognizing FoMIP volunteers and supporters at the last school assembly on June 4, noting that public recognition in front of families amplifies the impact of volunteer efforts and builds community appreciation.
 - **Enrollment:** Dr. Kim shared that there will be approximately 350 students projected for 2027-2028, including TK.
 - **Curriculum Discussions:** Dr. Kim mentioned that level learning is overlapping with STAMP testing and may consider eliminating STAMP testing for 2nd grade but is still in discussions with teachers and will inform the board.
- **Newhart Middle School - Principal John Bajorek - NP**
- **Capo Valley High School - Principal John Misustin - NP**

Other Business

- **Financials:** Wendy emailed the Treasurer's report, below is a summary.
- **2025-2026 Actual Spending vs Approved Budget:** Wendy presented actual spendings for 2025-2026 school year vs approved budget as a guideline of what is needed for 2026-2027 budget.



2025-2026 School Year		
Actuals 06/15/2025 - 05/22/2026		
REVENUE		
Direct Giving	\$ 193,177.10	
Corporate Contributions	\$ 32,362.15	
Gala Income	\$ 71,072.08	
Fundraisers	\$ 39,519.51	
Total for Revenue	\$ 336,130.84	
COST OF SALES		
Fundraiser COGS	\$ 16,809.82	Golf Ball Drop, Golf Event, Prizes, Merchandise etc
Gala COGS	\$ 36,861.34	Auctioneer, Merchant Fees, Venue, Service Providers, etc
Total Cost of Sales	\$ 53,671.16	
GROSS MARGIN	\$ 282,459.68	
CURRICULUM EXPENSES		
Bergeson iChinese Reader (K-1)	\$ 1,119.72	
Bergeson Level Learning (2-5)	\$ 11,025.00	
Newhart Mandarin Subscriptions	\$ 1,014.00	
Total for Curriculum Expenses	\$ 13,158.72	
STAFF EXPENSES		
Bergeson Instructional Assistants	\$ 136,682.00	Fan, Keyvan, Loy, Luu, Smith
Bergeson Professional Development	\$ 2,405.00	Substitute Teachers
Newhart 2 Mandarin Classes	\$ 61,656.00	2 sections with Loh
Total for Staff Expenses	\$ 200,743.00	
ON-CAMPUS CULTURAL & ENRICHMENT OPPORTUNITIES		
Bergeson Lunar New Year	\$ 500.00	Lion Dancers
Newhart Lunar New Year	\$ 1,377.89	
Lunar New Year Art Contest	\$ 582.00	
Bergeson Parties	\$ 1,371.23	Fall social, Trunk or Treat, Year end social, Classroom Competition Pizza
CVHS Global Cultural Edu Foundation	\$ 300.00	To GCEF
Total for Enrichment	\$ 4,131.12	
HARDWARE		
Bergeson Smartboard	\$ 5,550.00	
Total Hardware	\$ 5,550.00	
OPERATIONAL EXPENSES		
Tax Filing	\$ 763.00	Eaton Tax
Quickbooks	\$ 825.00	
Fundraising platform fees	\$ 3,401.73	Kindful, Paypal
Marketing	\$ 100.00	OC Lantern Booth Fee
Organizational Expenses	\$ 976.28	Insurance, Business Taxes, Organizational Costs
Website	\$ 231.10	
Misc	\$ (32.83)	
Total for Operational Expenses	\$ 6,264.28	
TOTAL EXPENSES	\$ 229,847.12	
NET INCOME (LOSS)	\$ 52,612.56	



Presented on 5.28.2026 Board Meeting			
			Raised: 155,311.08
		Shortfall -->	\$ (74,536.04)
	Budget Line	25/26 Approved	25/26 Actuals as of 5/22/2026
Mandarin Curriculum	Bergeson - Software & Subscriptions - Technology (iChinese Reader Grades K-1)	\$ 3,000	\$ 1,119.72
	Bergeson - Software & Subscriptions - Technology (Level Learning Grades 2-5, ~\$63pp)	\$ 11,025	\$ 11,025.00
	Bergeson - Books (Mandarin - Library)	\$ 300	TBD
	Bergeson- 2nd-5th STAMP Testing	\$ 5,600	\$ - .00
	Newhart - Software & Subscriptions - Technology (Loh - Cheng & Tsui - Book and Supplemental Readings)	\$ 1,014	\$ 1,014.00
	Newhart - Books	\$ -	\$ - .00
	Newhart Level Learning (new)		
	Newhart - STAMP testing (~\$38pp)	part of \$8925	\$ - .00
	CAPO - Software & Subscriptions - Technology	\$ 2,000	\$ - .00
	CAPO - Books	\$ -	\$ - .00
	CAPO- STAMP Testing (~\$38pp)	\$ 8,925	\$ - .00
	Mandarin Curriculum Total	\$ 31,864	\$ 13,158.72
Staff	Bergeson Instructional Assistants (25/26: Fan, Keyvan, Loy, Luu, Smith)	\$ 136,681	\$ 136,682.00
	Bergeson Teacher Professional Learning Community time. An informal on-campus collaboration between teachers (Pay for substitute teachers to allow for the meeting to occur) Originally called Report Card Release Days	\$ 5,000	\$ 2,405.00
	Teacher conferences and training cost	\$ 5,000	\$ - .00
	Teacher Professional Learning Community Time (Additional)		\$ - .00
	Newhart - Class Periods	\$ 61,656	\$ 61,656.00
	Staff Total	\$ 208,337	\$ 200,743.00
On-Campus Cultural & Enrichment Opportunities	MIP Fall Social	\$ 2,000	\$ 1,111.53
	Bergeson - Fall	\$ 100	\$ - .00
	Bergeson - Halloween (25/26 all parties)	\$ 200	\$ 259.70
	Bergeson - Lunar New Year	\$ 700	\$ 500.00
	Newhart - Lunar New Year	\$ 2,500	\$ 1,377.89
	Newhart - Recognition Expenses (new)		
	CVHS - Lunar New Year	\$ 300	\$ 300.00
	CVHS - Recognition Expenses	\$ 500	TBD
	General Outreach Expenses (banners, misc. supplies, LNY art contest)	\$ -	\$ 582.00
	MIP End of Year Social (new)	\$ -	TBD
	Cultural & Enrichment Total	\$ 6,300	\$ 4,131.12



	Budget Line	25/26 Approved	25/26 Actuals as of 5/22/2026
Hardware & Other	Bergeson Technology Upgrades (Classroom Equipment - Smart Boards)	\$ -	\$ 5,550.00
	Hardware Total	\$ -	\$ 5,550.00
Operational Expenses	Quickbooks subscription	\$ -	\$ 825.00
	Kindful/Bloomerang subscription	\$ -	\$ 3,401.73
	Accounting/Tax Fees	\$ -	\$ 763.00
	Insurance Fees (excludes gala)	\$ -	
	Paypal Fees	\$ -	
	Directors and Officers Insurance	\$ -	
	Other fees	\$ -	\$ (32.83)
	Organizational Expenses		\$ 976.28
	Website (new)		\$ 231.10
	Marketing	\$ 1,200	\$ 100.00
		\$ 7,000	
	Operational Expenses Total	\$ 8,200	\$ 6,264.28
Total Expenses		\$ 254,701	\$ 229,847.12
Cost of Goods Sold	Fundraiser Cost of Sales		\$ 1,250.00
	Fundraiser - Tijeras Creek Golf		\$ 10,381.20
	Fundraiser - Ball Drop		\$ 2,124.00
	Fundraiser - Newhart Ramen Party		\$ 309.97
	Fundraiser - Trunk or Treat		\$ 164.85
	Fundraiser - Amazon, Ralphs, Stater Bros		\$ 2,579.80
	Fundraiser Expenses Total		\$ 16,809.82
	Gala - Auction Items Consignment Cost		\$ 8,485.00
	Gala - Auctioneer		\$ 5,000.00
	Gala - Merchant Service Fees		\$ 3,282.82
	Gala - Other Costs		\$ 2,443.93
	Gala - Service Providers		\$ 17,299.59
	Gala - Venue		\$ 1,350.00
	Gala Expenses Total		\$ 37,861.34
Total Cost of Goods Sold			\$ 54,671.16



- **2026-2027 Budget Revision Approved:**

- **Level Learning Expansion to Newhart:** Vanna proposed having Level Learning available for Mandarin students in Newhart to expand the reading intervention tool following successful pilot results at Bergeson showing significant student comprehension improvements. Level Learning expansion to Newhart would cost \$8500 which includes volume discount from Bergeson. Ken motioned to enable plans for a demonstration of the program and implementation discussions with Newhart teachers and Principal Bajorek before adding the cost line item to the budget, board voted and motion passed unanimously. Expansion will be formally approved pending teacher buy-in after the demonstration is conducted.
- **Removal of Newhart Sections:** In the May 14 meeting, Principal Bajorek reported that the district will be covering the second section for the Mandarin students for the school year. As a result, Ken motioned to remove the costs for Newhart Section from the budget, board voted and motion passed unanimously.
- **Newhart Graduation Expenses:** Wendy proposed to add \$500 for Newhart recognition expenses adopting the CVHS model with Janey adding that the focus should be on outreach and support of Mandarin student recognition (special regalia, cords) rather than party costs. Ken motioned for graduation expenses to be added to the budget, board voted and motion passed unanimously.
- **Miscellaneous Budget Changes:** Wendy outlined additional funds for fall parties (combined trunk-or-treat and classroom competition for annual giving), general outreach increase including art contest expenses, end-of-year social fund and platform fees adjustments. Ken motioned to approve revised 2026-2027 budget, board voted and motion passed unanimously.



2026-2027 Revised Budget Approved on 5.28.2026 Board Meeting

School Year 7.1.2026-6.30.2026

Raised: \$ 230,291.99

Expenses: \$ 207,838.36

Surplus (Shortfall) \$ 22,453.63

	Budget Line	2026-2027 Approved
Mandarin Curriculum	Bergeson - Software & Subscriptions - Technology (iChinese Reader Grades K-1)	\$ 3,000
	Bergeson - Software & Subscriptions - Technology (Level Learning Grades 2-5, ~\$63pp)	\$ 11,025
	Bergeson- 2nd-5th STAMP Testing	\$ 6,160
	Newhart - Software & Subscriptions - Technology (Loh - Cheng & Tsui - Book and Sug	\$ 1,076
	Newhart - STAMP testing (~\$38pp)	\$ 5,250
	CVHS - STAMP Testing (~\$38pp)	\$ 3,570
	Mandarin Curriculum Total	\$ 30,081
Staff	Bergeson Instructional Assistants (Fan, Keyvan, Loy, Luu, Smith)	\$ 143,565
	Teacher Professional Learning Community time. An informal on-campus collaboration	\$ 3,922
	Teacher conferences and training cost	\$ 5,000
	Teacher Professional Learning Community Time (Additional)	\$ 5,000
	Staff Total	\$ 157,487
On-Campus Cultural & Enrichment Opportunities	MIP Fall Social	\$ 2,310
	Bergeson - All Parties	\$ 300
	Bergeson - Lunar New Year	\$ 770
	Newhart - Lunar New Year	\$ 2,750
	Newhart - Recognition Expenses	\$ 500
	CVHS - Lunar New Year	\$ 1,000
	CVHS - Recognition Expenses	\$ 1,000
	General Outreach Expenses (banners, misc. supplies, LNY art contest)	\$ 1,100
	MIP End of Year Social	\$ 500
	Cultural & Enrichment Total	\$ 10,230
Operational Expenses	Quickbooks subscription	\$ 840
	Platform fees (Kindful/Bloomerang/Paypal)	\$ 3,600
	Accounting/Tax Fees	\$ 1,000
	Insurance Fees (excludes gala)	\$ 350
	Directors and Officers Insurance	\$ 1,500
	Organizational Expenses	\$ 1,000
	Website	\$ 250
	Marketing	\$ 1,500
	Operational Expenses Total	\$ 10,040
Total Expenses		\$ 207,838
Cost of Goods Sold		
	Fundraiser Expenses Total	\$ 18,500
	Gala Expenses Total	\$ 40,500
Total Cost of Goods Sold		\$ 59,000



- **2027-2028 Proposed Budget:**

- **Fundraising Goal:** Wendy mentioned that the budget for 2027-2028 was increased by 10% from 2026-2027 budget. A total of \$119,557 has been raised that is going towards this budget since November 1, 2025 therefore \$109,787 is needed as our goal to meet the \$229,344 budget. Ken motioned to pass the proposed 2027-2028 budget, board voted and motion passed unanimously.

2027-2028 Budget Approved on 5.28.2026 Board Meeting		Raised:	\$ 119,556.75	as of 5/22/2026
		Expenses:	\$ 219,994.23	
		Surplus (Shortfall):	\$ (100,437.48)	
	Budget Line	2027/2028 Approved		
Mandarin Curriculum	Bergeson - Software & Subscriptions - Technology (iChinese Reader Grades K-1)	\$	3,200	
	Bergeson - Software & Subscriptions - Technology (Level Learning Grades 2-5, ~\$63pp)	\$	13,608	
	Bergeson- 2nd-5th STAMP Testing	\$	6,776	
	Newhart - Software & Subscriptions - Technology (Loh - Cheng & Tsui - Book and Sup	\$	1,108	
	Newhart - STAMP testing (~\$38pp)	\$	5,890	
	CVHS- STAMP Testing (~\$38pp)	\$	5,016	
	Mandarin Curriculum Total	\$	35,598	
Staff	Bergeson Instructional Assistants (Fan, Keyvan, Loy, Lua, Smith)	\$	151,461	
	Teacher Professional Learning Community time: An informal on-campus collaboration	\$	6,000	
	Teacher conferences and training cost	\$	5,000	
	Staff Total	\$	162,461	
On-Campus Cultural & Enrichment Opportunities	MIP Fall Social	\$	2,662	
	Bergeson - All Parties	\$	330	
	Bergeson - Lunar New Year	\$	847	
	Newhart - Lunar New Year	\$	3,025	
	Newhart - Recognition Expenses	\$	550	
	CVHS - Lunar New Year	\$	1,100	
	CVHS - Recognition Expenses	\$	1,100	
	General Outreach Expenses (banners, misc. supplies, LNY art contest)	\$	1,210	
	MIP End of Year Social	\$	550	
	Cultural & Enrichment Total	\$	11,374	
Operational Expenses	Quickbooks subscription	\$	880	
	Platform fees (Kindful/Bloomerang/Paypal)	\$	3,800	
	Accounting/Tax Fees	\$	1,030	
	Insurance Fees (excludes gala)	\$	361	
	Directors and Officers Insurance	\$	1,545	
	Organizational Expenses	\$	1,100	
	Website	\$	300	
	Marketing	\$	1,545	
	Operational Expenses Total	\$	10,561	
Total Expenses		\$	219,994	
Cost of Goods Sold				
	Fundraiser Expenses Total	\$	20,350	
	Gala Expenses Total	\$	44,550	
Total Cost of Goods Sold		\$	64,900.00	



- **Financial Initiatives:**

- **Bank Bonus Strategy:** Wendy proposed moving funds to promotional accounts to capture bonuses, then recalling funds back to Wells Fargo before the new school year begins. Expected income is \$4200 total from signup bonuses. Ken motioned to switch bank accounts, board voted and motion passed unanimously.
- **Quickbooks Downgrade:** Wendy proposed to downgrade QuickBooks from \$75/month to \$38/month (saving ~\$400 annually) by reducing from three users to one shared user account, as the organization doesn't utilize AI features, multiple currencies, or appointment scheduling. Janey and Megan brought up concerns of having one user instead of three for accountability, having shared credentials could create audit trail issues and security vulnerabilities. Ken acknowledged concerns, motioned to downgrade QuickBooks with the understanding that access will be carefully managed, board voted and motion passed (6 yes, 5 no, 2 n/a).
- **Password Manager:** Wendy proposed implementing 1Password password manager at \$50/year to enable secure credential sharing across six user roles with two-factor authentication, addressing security concerns about password transitions. She mentioned that it may be seldom used but can hold passwords in a central location and help with board transitions. Ken motioned to sign up to 1Password, board voted and motion passed (8 yes, 4 no, 1 n/a).
- **Zeffy Platform for In-Person Payments:** Wendy proposed to set up Zeffy payment platform to eliminate reliance on personal Venmo accounts for fundraising events, providing direct electronic payment processing to the FoMIP bank account with no transaction fees. Ken motioned to sign up to Zeffy Platform, board voted and motion passed unanimously.
- **Investment Exploration:** Edward presented research and present findings on establishing a non-profit brokerage account to invest the signup bonus income for long-term financial growth. Janey suggested that we need to have clear documentation of investment outcomes and fund allocation. Ken motioned for investment exploration, board voted and motion passed unanimously.
- **Kindful Modifications:** Jennifer suggested having smaller donation amount options (\$5, \$20) to use for smaller events such as student performances to allow small donations during the event. Julianne mentioned that the Kindful platform is limited however can explore the options without changing existing options.



- **Financial Control and Banking Structure:**

- **Bank Account and User Management:** As we have officially handed over board leadership to our new members during the May 14, 2026 meeting, all existing key executives listed in Wells Fargo will need to be removed and new members added on. The board voted unanimously to establish four key executives (president, vice president, treasurer, financial controller) with access to move funds and manage accounts.

- Key Executives to be **removed** are:

- Pauline Chantakriva Pauline B. Chantakriva date 6/3/26
- Sonya Mondragon
- Patricia Julianne Finkelnburg
- Jane Yu-June Sherman

- Key Executives to be **added** are:

1. President - Kenneth Chen [Signature] date 6/3/26
2. Vice President - Jennifer Gerber
3. Treasurer - Wendy Lin (current signer)
4. Financial Controller - Yu-Hao Lu (current signer)

- Wendy Lin and Yu-Hao Lu are currently signers and will be changed to become key executives. Additional signers to be determined at a later date.

- **Gala Planning:**

- **Date Decision:** Moved to February 20, 2027 (from February 27) to accommodate auctioneer Zach's schedule. Zach will be retained as the live auctioneer, having raised \$42,000 in live auction proceeds at the 2026 gala, significantly outperforming other auctioneers the board has observed.
- **Venue Strategy:** Jennifer stated that the Crown Valley Community Center that held 2026 gala is not available when auctioneer is available so she will be exploring all-inclusive venue options (including Renaissance ClubSport Aliso Viejo and other venues) that provide catering, rentals, and setup services to simplify logistics, though she noted that add-on fees often increase final costs beyond initial quotes.
- **Food Quality:** Board members emphasized that food quality is a key concern and will be prioritized in venue selection and tastings.

- **Outreach Updates:**

- **Sea Country Festival:** Jessica submitted an application for MIP to be represented at the Sea Country Festival Laguna Niguel on August 21-23, 2026, which will be led by Ghazeleh. The cost will be \$200 which will be coming out of the 2026-2027 budget. Stacey is currently recruiting high school students as volunteers to assist with this event.
- **End-of-Year Social & Bake Sale on May 29, 2026**
 - Features:



- Free boba bar with multiple drink options (Katherine spent the entire day preparing boba)
- Bake sale with PTA support (donating baked goods)
- Yearbook signing station
- Activities for children
- Merchandise sales table
- Volunteers needed:
 - Bake sale cashiers: Need 6, had only 2 sign-ups as of meeting time
 - Setup and teardown: Adequate volunteers
 - Activity supervision: Additional help needed
 - Y teachers: Will assist with supervising students during the social
- **Merchandise and Communications:**
 - **Merchandise Updates:** Johanna suggested adding black t-shirts, as requested by the community, in addition to black and red zip hoodies for the fall presale, board agrees. She mentioned she will also look into tote bags and licence plates to sell or present to donors for next school year.
 - **Communication Updates:** Cindy indicated that she will develop a monthly communications system to create a process for regular board input on newsletter content to ensure all important events are highlighted. She would also like to work with interested board members to develop strategies for website updates including potential celebration/shout-out page for donations.
 - **Last Newsletter:** Ken indicated that a sponsor was left out of the latest newsletter by mistake and proposed to send one last newsletter for the school year to thank them for their generous donations. Cindy will also include information on level learning summer resources, 8th grade celebration highlights from Newhart and senior graduation recognition.
 - **Sponsors List:** Ken proposed creating a sponsor list for all board members to access with detailed expectations of their needs, where and when the sponsors should be recognised.
- **Middle School Liaison Updates:**
 - **Graduation Activities:** Vanna mentioned that the Mandarin students 8th grade celebration was well received and appreciated from parents. She would like to have the success of the celebration mentioned in one last newsletter for the school year to highlight MIP in the Newhart community.
 - **Taiwan Tutoring Program:** Vanna described an online teaching program where middle and high school students tutor students at partner schools in Taiwan on Sunday nights, earning volunteer hours. More than half of the students participating in the program are from CVHS, and several CVHS students are attending the summer in-person trip to Taiwan.
 - Program Stucture:
 - Grades 7-8: Can shadow (observe) to learn the program
 - Grades 8-12: Can tutor and earn volunteer hours



- Selection: 3 students per school selected from 12 participating schools
- In-person Trip: Two performers may be invited to Taiwan to teach in person
- Program Provider: Jennifer Hewitt, who has been running the program for 3 years across Southern California and Northern California school districts
- Transparency Note: Stacey clarified that this is a separate program from Ms Komine's spring break trip to China and that Jennifer Hewitt profits from the program, though it does provide legitimate learning opportunities for students.

Vanna will send program information to all board members for review before the board decides whether to formally endorse or promote the program.

- **High School Liaison Updates:**

- **Conference Approved:** Ken shared that Ms Komine has been approved for ACTFL Conference in Texas for \$2300 for professional development with the understanding that Ms Komine will conduct a summary review with teachers and board members.
- **Release Time Request:** Stacey brought up Ms Komine's requests for release time for grading, Chinese competitions and cultural night to be paid by MIP. Stacey shared the results of her communication with Principal Misustin confirms that high school teachers have built-in periods and grading is a core job expectation, unlike elementary school teachers. The board unanimously declined her request.

- **Community Liaison Updates:**

- Julianne reported that PTA was unable to sell the 2nd parking spot at Bergeson therefore proposed to explore different options for parents to make use of the spot for example monthly raffle drawing incentive to maximise fundraising potential.

- **Next Board Meeting:**

- The next board meeting is currently scheduled for September 10, 2026 however because MIP mandatory meeting and back to school night is scheduled for September 3, 2026, the board would like to schedule a meeting some time in August 2026, to be determined over the summer break.
- Vanna suggested alternate in-person board meetings between Bergeson, Newhart and CVHS for the next school year, pending principals approval at Newhart and CVHS.

Follow-up Tasks

- Ken: Decide on next meeting date in August
- Ken: Create a spreadsheet for to list sponsors
- Wendy: Downgrade QuickBooks subscription
- Wendy: Implement LastPass password manager
- Wendy: Message Jennifer about liability insurance cost from gala QuickBooks records



- Wendy: Implement bank bonus strategy
- Wendy: Set up Zeffy payment platform
- Edward: Research non-profit brokerage account
- Wendy/Ken/Jennifer: Categorize 2027-2028 budget by school to enable per-student annual ask amount before school starts
- Cindy: Send final newsletter in June highlighting Newhart graduation and thanking sponsors
- Cindy: Upload meeting minutes to website - Johanna to forward google drive containing all minutes
- Jennifer: Create school-specific fundraising flyers
- Jennifer: Finalize 2027 gala location and form a gala committee
- Jennifer: Explore Kindful donation page modifications
- Stacey: Communicate release time decision to Ms Komine
- Stacey: Clarify Ms Komine's conference approval status
- Stacey: Recruit high school volunteers for Sea Country Festival
- Vanna/Iris: Arrange Level Learning demos with teachers and principal
- Board: Vote on Level Learning for middle school (via email if approved)
- Vanna/Stacey: Verify staffing requirements with Principals for Newhart and CVHS to hold in-person board meetings on campus
- Vanna: Send Taiwan tutoring program information to the board
- Cindy: Develop monthly communications system, explore website improvements and celebration/shout out page
- Cindy/Johanna: Send all minutes from previous years to Cindy so that she can add them all into the website
- Johanna: Research into additional merchandise (hoodies, tote bags, licence plates) in preparation for presale in September
- Julianne: Explore PTA parking spot fundraising strategy