FRIENDS of MANDARIN IMMERSION PROGRAM
BOARD MEETING MINUTES: 10/01/2026
24861 Vista Magnifica Laguna Niguel, CA 92677 *Virtual
Called to order: ~6:05 PM

Roll Call:

2026-2027 MIP Board Members

Officer	Present/Not Present	Officer	Present/Not Present
President: Ken Chen	P	Secretary: Ghazaleh F. Jazi	P
Vice President: Jennifer Gerber	P	Community Liaison: Julianne Finkelnburg	NP
Treasurer: Wendy Lin	P	Co-Newhart Liaison: Iris Lai	NP
Financial Controller: Edward Lu	P	Co-Newhart Liaison: Vanna Tran	NP
Communications Director: Cindy Ong	P	Cap Valley Liaison: Stacey Cartledge	NP
Outreach Director: Jessica Yang	P	Parliamentarian: Janey Sherman	P

Other Attendees:

- Amanda Yeung
- Linda Kim
- Diane Osborne
- Annie Chang
- Curtis Marcell

Minutes

- **Acceptance of Previous Meeting Minutes:** Ken moved to accept the minutes from the September 10 meeting, Wendy seconded the meeting minutes.

Key Discussions and Approvals

- **Interdistrict Transfer Policy Update**
  - Dr. Kim reported from the principals' meeting that MIP will continue accepting inter-district transfers (IDTs) because it is a specialized program, as long as the student's home district does not offer Mandarin immersion.
  - Four TK spots are available this school year for potential out-of-district transfer students.
  - The IDT policy is expected to continue into future school years.
  - A district committee of principals and administrators will be formed to give feedback on details such as sibling admissions.

- **School Capacity and Consolidation Committee**
  - The board is working with PTA on a joint letter to the CUSD School Capacity and Consolidation Committee.
  - The letter emphasizes that MIP is a specialized program requiring special consideration beyond the district's normal metrics.
  - The goal is to send the letter before the end of the month; board members and the community are invited to join the effort.

- **IRS Penalties and Tax Issues**
  - 2021: penalty was appealed and removed.
  - 2022: no issues identified.
  - 2023: penalty of $7,356 (including $697 interest) remains unresolved. An appeal appears to have been sent, but not specifically for 2023.
  - 2024: IRS decision is pending. No tax extension appears to have been filed, so another penalty is expected (rough estimate of up to ~$20,000 in combined fines).
  - 2025: conflicting information on whether an extension was filed.
  - Eaton Tax Services charges $763 per year but has not been proactive about filing extensions and responds slowly.
  - The board voted unanimously to authorize Janet Lee (PTA treasurer) to contact the IRS on behalf of Friends of MIP and obtain IRS transcripts for tax years 2023–2025 (estimated ~20 hours of work).
  - The board will revisit the penalty (pay now and seek recoupment vs. wait) at the next meeting after transcripts are obtained.
  - Switching tax preparers remains open; Edward has reached out to a parent who is a partner at a firm offering tax services and is awaiting a reply.

- **Staffing**
    - MIP paraeducator interviews are scheduled for Friday, October 2nd, with confirmed candidates and a teacher panel.
    - The goal is to hire the two 3-hour aides very soon after interviews.

- **Budget Approvals**
    - The board unanimously approved an additional $5,502 for the Level Learning budget to cover Newhart students. This corrects an error from the prior meeting, when only two of three vendor invoices were reviewed. The total Level Learning investment is now $16,952, up from the originally approved $11,450.
    - The $2,000 in-person training is intended for new teachers without Level Learning experience. Bergeson teachers may opt in if they wish. Substitute costs for in-person training will be covered by Friends of MIP.
    - The board will explore remote training as a possible cost reduction and ask Level Learning to clarify whether the $2,000 includes the three annual data-analysis sessions (beginning, middle, and end of year) included in the original contract.
    - The board unanimously approved $600–$800 in funding for three to four teachers (3 hours at $200 each) to chaperone Chinese Culture Night at Capo Valley High School. An existing $1,000 budget line for Capo High Lunar New Year was already approved.

Program Updates and Enrollment

- **Bergeson Elementary School - Principal Dr. Linda Kim - P**
    - Paraeducator hiring is underway (see Staffing above).
    - Dr. Kim thanked parent volunteers for their involvement, including the bake sale, science lab, and Mandarin centers on campus.
    - Dr. Kim has a meeting with Level Learning next Monday to review beginning-of-year data.
    - 1st grade has asked about renewing iChineseReader (no more than 60 students). Last year the rollout was delayed by a rostering issue.
    - The choir teacher, Rachel Wright, is willing to help students prepare Lunar New Year songs during music time using videos/audio for mimicry.

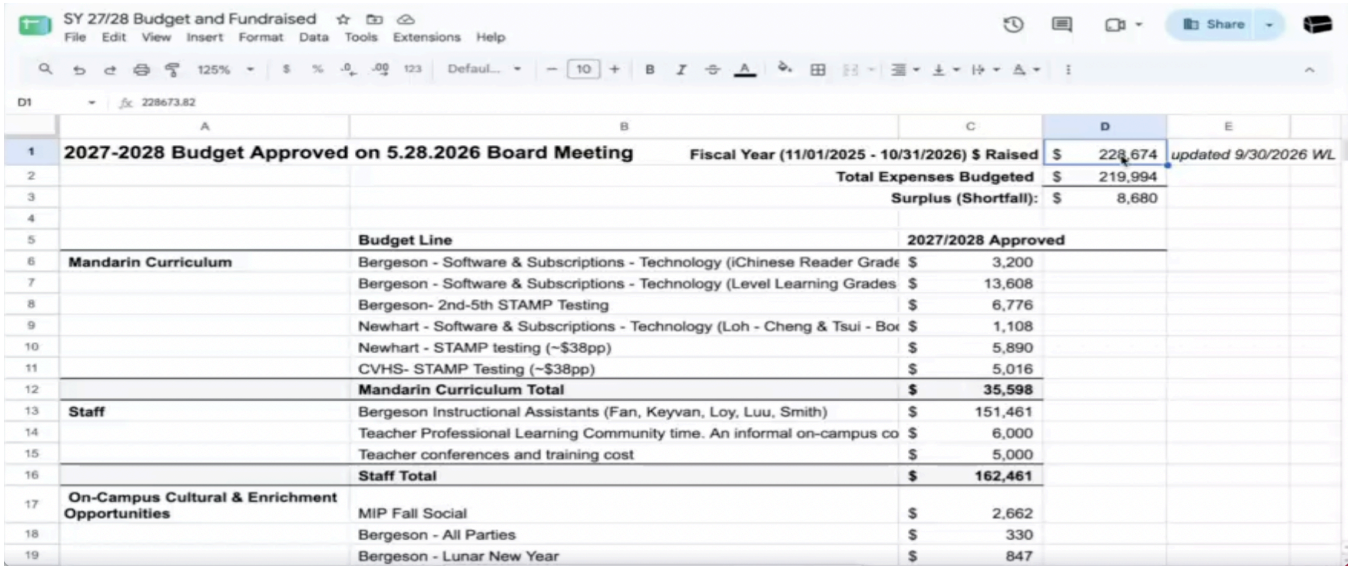
- **Newhart Middle School - Principal Bajorek - NP**

    - No principal update was given. Newhart students are being added to the Level Learning program (see Budget Approvals)

- **Capo Valley High School - Assistant Principal Curtis Marcell – P**
    - The year has started well; sports programs are in full swing. The homecoming game is on October 2nd night and the dance is on Saturday October 3rd.
    - Chinese Culture Night is planned for February, with over 100 high school students participating (up from about 97 last year). The funding request was approved (see Budget Approvals).
    - Chinese Culture Night is led by Ms. Komine; Ken will reach out for details.

Budget and Finances

- **Donation Update (Wendy):** The Friends of MIP has raised $228,674 for the fiscal year, leaving an $8,600 surplus against the approved 2027–2028 budget (pending upcoming changes not yet voted on). A total of $106,000 has been raised since the start of the current school year.



SY 27/28 Budget and Fundraised

1	2027-2028 Budget Approved on 5.28.2026 Board Meeting		Fiscal Year (11/01/2025 - 10/31/2026) $ Raised	$ 228,674	updated 9/30/2026 WL
2			Total Expenses Budgeted	$ 219,994	
3			Surplus (Shortfall):	$ 8,680	
4					
5		Budget Line	2027/2028 Approved		
6	Mandarin Curriculum	Bergeson - Software & Subscriptions - Technology (iChinese Reader Grade	$ 3,200		
7		Bergeson - Software & Subscriptions - Technology (Level Learning Grades	$ 13,608		
8		Bergeson- 2nd-5th STAMP Testing	$ 6,776		
9		Newhart - Software & Subscriptions - Technology (Loh - Cheng & Tsui - Boo	$ 1,108		
10		Newhart - STAMP testing (~$38pp)	$ 5,890		
11		CVHS- STAMP Testing (~$38pp)	$ 5,016		
12		**Mandarin Curriculum Total**	**$ 35,598**		
13	Staff	Bergeson Instructional Assistants (Fan, Keyvan, Loy, Luu, Smith)	$ 151,461		
14		Teacher Professional Learning Community time. An informal on-campus co	$ 6,000		
15		Teacher conferences and training cost	$ 5,000		
16		**Staff Total**	**$ 162,461**		
17	On-Campus Cultural & Enrichment Opportunities	MIP Fall Social	$ 2,662		
18		Bergeson - All Parties	$ 330		
19		Bergeson - Lunar New Year	$ 847		

- **2026-2027 Approved Budget vs. Actuals (as of September 30th):** Wendy presented the actual spending for the 2026–2027 school year compared with the approved budget. The information was provided as a guideline for determining the funding needs and budget for the 2026–2027 school year:

    - First payment of Bergeson instructional assistance: $47,000
    - PLC time: $3,800
    - Conference reimbursements: $1,200
    - MIPS social expenses (Newhart and other locations): $1,239



	A	B	C	D	E
1	**026-2027 Revised Budget Approved on 10.1.2026 Board Meeting**				
2	**chool Year 06/17/2026 - 06/16/2027**		**Fiscal Year (11/01/2024 - 10/31/2025) $ Raised**	$ 234,780	
3			**Total Expenses Budgeted**	$ 238,251	
4			**Surplus (Shortfall)**	$ (3,472)	
5					
6				*updated: 9/30/2026 WL*	
7		**Budget Line**	**2026-2027 Approved**	**Actuals**	
8	**Mandarin Curriculum**	Bergeson - Software & Subscriptions - Technology (iChinese Reade	$ 3,000	$ -	
9		Bergeson - Software & Subscriptions - Technology (Level Learning C	$ 9,450	$ -	
10		Bergeson- 2nd-5th STAMP Testing	$ 6,160	$ -	
11		Bergeson/Newhart Level Learning In Person Teacher Training	$ 2,000	$ 2,000	
12		Newhart - Software & Subscriptions - Technology (Loh - Cheng & Ts	$ 1,076	$ 1,074	
13		Newhart - Software & Subscriptions - Technology (Level Learning $4	$ 5,502	$ -	
14		Newhart - STAMP testing (~$38pp)	$ 5,250	$ -	
15		CVHS - STAMP Testing (~$38pp)	$ 3,570	$ -	
16		**Mandarin Curriculum Total**	**$ 36,008**	**$ 3,074**	
17	**taff**	Bergeson Instructional Assistants (Fan, Keyvan, Loy, Luu, Smith)	$ 143,565	$ 47,414	
18		Bergeson Additional Part Time Aides (2)	$ 24,486	$ -	Per Dr. Kim $12,243 for (1) aide 3hrs/day
19		Teacher Professional Learning Community time	$ 3,922	$ 3,885	
20		Teacher Conferences and Training Cost	$ 5,000	$ 1,279	
21		Teacher Professional Learning Community Time (Additional)	$ 5,000	$ -	
22		MIP Teacher Appreciation	$ 500	$ -	
23		**Staff Total**	**$ 181,973**	**$ 52,579**	
24	**)n-Campus Cultural & Enrichment pportunities**	MIP Fall Social	$ 2,310	$ 1,239	
25		Bergeson - All Parties	$ 300	$ -	
26		Bergeson - Lunar New Year	$ 770	$ -	
27		Newhart - Lunar New Year	$ 2,750	$ -	
28		Newhart - Recognition Expenses	$ 500	$ -	
29		CVHS - Lunar New Year	$ 1,000	$ -	
30		CVHS - Recognition Expenses	$ 1,000	$ -	
31		General Outreach Expenses (banners, misc. supplies, LNY art conte	$ 1,100	$ 206	
32		MIP End of Year Social	$ 500	$ -	
33		**Cultural & Enrichment Total**	**$ 10,230**	**$ 1,445**	
34	**)perational Expenses**	Quickbooks subscription	$ 840	$ 114	
35		Platform fees (Kindful/Bloomerang/Paypal)	$ 3,600	$ 734	
36		Accounting/Tax Fees	$ 1,000	$ -	
37		Insurance Fees (excludes gala)	$ 350	$ -	
38		Directors and Officers Insurance	$ 1,500	$ -	
39		Organizational Expenses	$ 1,000	$ 48	
40		Website	$ 250	$ -	
41		Marketing	$ 1,500	$ -	
42		**Operational Expenses Total**	**$ 10,040**	**$ 896**	
43					
44	**otal Expenses**		**$ 238,251**	**$ 57,993**	
45					
46					
47	**ost of Goods Sold**				
48		**Fundraiser Expenses Total**	**$ 18,500**	**$ 500**	
49		**Gala Expenses Total**	**$ 40,500**	**$ 8,052**	
50					
51	**otal Cost of Goods Sold**		**$ 59,000**	**$ 8,552**	
52					

- **2027-2028 Approved Budget:**

	A	B	C	D	E	F
1	**2027-2028 Budget Approved**	**on 5.28.2026 Board Meeting**	**Fiscal Year (11/01/2025 - 10/31/2026) $ Raised**	$ 241,112	*updated 9/30/2026 WL*	
2			**Total Expenses Budgeted**	$ 219,994		
3			**Surplus (Shortfall):**	$ 21,118		
4						
5		**Budget Line**	**2027/2028 Approved**			
6	**Mandarin Curriculum**	Bergeson - Software & Subscriptions - Technology (iChinese Reader Grade	$ 3,200			
7		Bergeson - Software & Subscriptions - Technology (Level Learning Grades	$ 13,608			
8		Bergeson- 2nd-5th STAMP Testing	$ 6,776			
9		Newhart - Software & Subscriptions - Technology (Loh - Cheng & Tsui - Boo	$ 1,108			
10		Newhart - STAMP testing (~$38pp)	$ 5,890			
11		CVHS- STAMP Testing (~$38pp)	$ 5,016			
12		**Mandarin Curriculum Total**	**$ 35,598**			
13	**Staff**	Bergeson Instructional Assistants (Fan, Keyvan, Loy, Luu, Smith)	$ 151,461			
14		Teacher Professional Learning Community time. An informal on-campus co	$ 6,000			
15		Teacher conferences and training cost	$ 5,000			
16		**Staff Total**	**$ 162,461**			
17	**On-Campus Cultural & Enrichment Opportunities**	MIP Fall Social	$ 2,662			
18		Bergeson - All Parties	$ 330			
19		Bergeson - Lunar New Year	$ 847			
20		Newhart - Lunar New Year	$ 3,025			
21		Newhart - Recognition Expenses	$ 550			
22		CVHS - Lunar New Year	$ 1,100			
23		CVHS - Recognition Expenses	$ 1,100			
24		General Outreach Expenses (banners, misc. supplies, LNY art contest)	$ 1,210			
25		MIP End of Year Social	$ 550			
26		**Cultural & Enrichment Total**	**$ 11,374**			
27	**Operational Expenses**	Quickbooks subscription	$ 880			
28		Platform fees (Kindful/Bloomerang/Paypal)	$ 3,800			
29		Accounting/Tax Fees	$ 1,030			
30		Insurance Fees (excludes gala)	$ 361			
31		Directors and Officers Insurance	$ 1,545			
32		Organizational Expenses	$ 1,100			
33		Website	$ 300			
34		Marketing	$ 1,545			
35		**Operational Expenses Total**	**$ 10,561**			
36						
37	**Total Expenses**		**$ 219,994**			
38						
39						
40	**Cost of Goods Sold**					
41		**Fundraiser Expenses Total**	**$ 20,350**			
42		**Gala Expenses Total**	**$ 44,550**			
43						
44	**Total Cost of Goods Sold**		**$ 64,900.00**			
45						

Board Update

- **Annual Fundraising (Jennifer):**
  - **Annual Gift Drive:** This is the final month. Bergeson is at 50% of its goal, Newhart at 13%, and Capo at 8%. About $228,000 of the $300,000 goal has been deposited (not including the bake sale or recent donations). Jennifer's Kindful numbers lag Wendy's deposit-based numbers and exclude corporate matches.
  - **5th Grade Participation Gap:** Miss Lee's 5th grade class has only 5 of 34 donations. 5th grade historically donates at roughly 40%, and this same class donated at close to 60% in 4th grade. Room parent communications generated no engagement. Ideas discussed: a thoughtfully worded targeted flyer, messaging about how funds support aides and the transition to Newhart, and input from the middle school liaisons.
  - **Golf Ball Drop:** Thursday, December 10th at school, using a fire truck instead of a helicopter, at 12:30 PM when kindergarten dismisses. Melly is coordinating with the fire station.
  - **Golf Tournament:** Friday, December 11th, parents-only, 18 holes, teams of four, best ball. Positioned as a social event with prizes for the bottom two teams. Last year's pricing was $800 per team and $225 per individual; the ball drop was the main fundraiser while the tournament barely covered costs. Jennifer meets with the golf course manager on Friday, October 2nd..
  - **Gala and Sponsorships:** Gala is in February. Jennifer will develop 3 sponsorship tiers (e.g., a logo-only tier at about $1,250, a Bergeson banner tier, and a package with golf and gala tickets) and seek electronic approval before the next meeting so sponsorship requests can go out before October 31.
  - **Trunk or Treat:** Janet Lee is chairing and seeking a co-chair. Designed as a community recruitment event with craft and STEM tables and a taco truck (200-plate minimum). Friends of MIP may earn money from food sales depending on attendance.
  - **Recruitment Tours:** Starting inOctober, Bergeson tours need social media support.

- **Outreach Updates (Jessica):**
  - **Back-to-School Social:** 205 attendees; about $700 spent, 13% below last year's expenditure. A volunteer parent experienced in cooking large volumes prepared the food.
  - **Bake Sale:** $1,515 raised so far (Zelle and PayPal totals to be confirmed with Wendy).
  - **MIP Ambassadors for 2026–2027:** Lindsay will talk with Rachel about ambassador events. The team will review last year's events (the Mission Viejo Mall may be harder due to a new manager) and consider both prior and new local opportunities.

- **Communications Updates (Cindy):**
  - **Newsletter:** The September newsletter has gone out. The next issue will go out within two weeks to support the final Annual Give push, featuring the golf tournament, Trunk or Treat, bake sale recap, and October tours.
  - **Spotlights:** Cindy will email the principals for teacher and principal spotlights. Teacher spotlights have received positive feedback, and the Senior Spotlight series should continue.

- **Content Calendar:** A 30–60 day content calendar focused on "Why Mandarin Immersion," including content for non-Mandarin-speaking and non-Chinese families and a video feature from a Persian MIP family.
- **iChineseReader:** Cindy will request a renewal quote for 1st grade (partial year) and coordinate onboarding with Dr. Kim and the front office.

- **Middle School and Highschool Liaison Updates:**
  - Vanna, Iris, and Stacy were not present; no liaison updates were given.
  - Discussed a possible $500 annual high school scholarship (two $250 awards), volunteer-based rather than merit-based, to encourage ongoing community engagement. The proposal will be fleshed out before the next meeting.
  - **Ideas:** an honorary student board member from Capo, and a possible TSMC partnership for scholarships and annual Taiwan visits (Dr. Kim will meet with leadership and teachers first).

- **Secretary Updates (Ghazaleh):**
  - **December Bake Sale:** Richard Hsiao will provide hoodie samples for the December bake sale; the board will decide on colors and designs.
  - **MIP Logo:** Feedback suggested adding "Mandarin Immersion Program" text to the logo so outsiders understand what MIP means. This may only need a font size adjustment rather than a full redesign.

- **Community Updates:**
  - **Coffee Chat:** Superintendent Dr. Brown's coffee chat is on Friday, October 3rd, at 8:15 AM at Las Palmas. The next CUSD Board of Trustees meeting is October 15th.
  - **Trustee elections**: Election is on November 3rd and two candidates for the Bergeson-area seat are willing to host a town hall or educational session, with potential dates of October 21st and 28th in the evening at the MPR.

- **Next Board Meeting:**
  - The next board meeting is scheduled for November 5, 2026 at 6 PM at the Bergeson MPR (first in-person meeting).

Follow-up Tasks

- Janet Lee: Contact the IRS on behalf of Friends of MIP and obtain IRS transcripts for tax years 2023–2025
- Ken: Review all vendor quotes personally before board approval
- Ken: Reach out personally to Ms. Komine for Chinese Culture Night details
- Ken: Finalize joint FoMIP–PTA letter to the CUSD Capacity and Consolidation Committee
- Edward: Reach out to the parent offering tax services to discuss switching preparers



- Julianne: Reach out to teachers regarding Level Learning training preferences and specific needs
- Wendy: Email the iChineseReader contact for a 1st grade renewal quote
- Wendy: Connect with Dr. Kim and the front office regarding the iChineseReader onboarding process
- Jennifer: Create a targeted flyer for the 5th grade class highlighting the donation participation gap
- Jennifer: Meet with the golf course manager to finalize tournament details
- Jennifer: Develop sponsorship tier packages for the gala and annual gift drive
- Cindy: Reach out to Julianne for the Friends of MIP account number for printing flyers
- Cindy: Send the newsletter within two weeks highlighting Annual Give, events, and October tours
- Cindy: Email principals for teacher and principal spotlight features
- Cindy: Develop a 30–60 day content calendar focused on why Mandarin immersion
- Ghazaleh: Reach out to room parents for both 1st grades to share annual gift drive information
- Dr. Kim: Meet with the leadership team and teachers regarding TSMC Taiwan visit plans
- Melly: Continue coordinating with the fire station regarding the December 10th golf ball drop
- Lindsay: Talk to Rachel about MIP ambassador events for 2026–2027