



FRIENDS of MIP BOARD MEETING MINUTES: 2/5/2026
25302 Rancho Niguel Rd Laguna Niguel, CA 92677 *Virtual
Called to order: ~6:07PM

Roll Call:

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

Other Attendees:

- Loren Shrader
- Caroline

Minutes

- **Acceptance of Previous Meeting Minutes:** Janey moved to accept the minutes from the Jan 8 meeting, Julianne seconded the meeting minutes.



Principal and/or Teacher Requests

- **Bergeson Elementary School - Principal Dr. Linda Kim - P**
 - **STEAM Lab Soft Opening:** Dr. Kim announced that Bergeson will open its mandarin immersion STEAM lab in March, with parents volunteering to organize and inventory materials. The lab will feature translated science posters and hands-on experiments, with the goal of monthly class visits in the next school year. Dr Kim is currently working on a grant for the lab.
 - **Level Learning Program Progress:** Dr. Kim reported that the Level Learning program has shown an average of 20% student growth school-wide. The program is based on ACTFL proficiency levels rather than grade levels, and teachers are integrating 25 minutes of individualized online practice per week into classroom routines.
 - **Level Learning Program Cost Negotiations:** Dr. Kim and Pauline discussed discrepancies in the invoicing for Level Learning, with the initial agreement indicating \$49 per student for a three-year commitment, but invoices showing \$63 per student. Dr. Kim committed to following up with the vendor to ensure accurate pricing.
 - **Student Registration and Waitlist Management:** Dr. Kim explained the registration process for TK and kindergarten, noting that inter-district transfers cannot be processed until March, which affects the ability to move students off the waitlist. Guidance is provided to families to register at their home school as a backup while awaiting transfer approval.
 - **Fifth Grade Enrollment and Staffing Challenges:** Dr. Kim highlighted that the incoming fifth grade cohort is smaller than desired, potentially requiring a combined class or alternative staffing solutions. The board discussed outreach strategies to increase enrollment and considered the implications for teacher assignments and classroom support.

- **Newhart Middle School - Principal John Bajorek - P**
 - **Lunar New Year Celebration Plans:** Principal Bajorek announced that Newhart will host a Lunar New Year celebration later in the month, featuring lion dancing and participation from the MIP program students. The event is planned to be inclusive, allowing the entire school population to observe the festivities during lunch, and he expressed confidence in the logistical arrangements.
 - **Evidence-Based Grading Implementation:** Principal Bajorek detailed the school's transition to evidence-based grading starting in the third quarter, following parent meetings and board policy. The focus is on ensuring academic grades reflect students' mastery of content, removing late work penalties, participation points, and extra credit from academic grading, and aligning grading practices with content standards.
 - **Parent Engagement and School Tours:** Principal Bajorek described ongoing efforts to engage parents, including attending meetings at local elementary schools, conducting school tours for prospective families, and distributing school-branded items. He emphasized the importance of connecting students and families to school activities and highlighted the positive response from the community.
 - **Panther Zen Den Wellness Space Opening:** Principal Bajorek reported the official opening of the Panther Zen Den, a wellness space designed to support students' mental health. The opening event included board members, leadership students, and district representatives, and the space is already being used by counselors to provide a calming environment for students in need.
 - **Master Schedule and Enrollment Projections:** Principal Bajorek shared preliminary enrollment numbers for the upcoming year, noting that the school expects similar student numbers as the current year. He discussed the process for building the master schedule, the impact of school choice, and the recent attendance dip due to flu season, while affirming the school's commitment to meeting program needs.



- **Capo Valley High School - Principal John Misustin – NP**

Other Business

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

Thursday, February 5, 2026
FoMIP Board Meeting - Treasurer's
Report

ACCOUNT BALANCES (as of 2pm 2/5/26)

Checking - Wells Fargo	\$	151,309.58
Savings - Wells Fargo	\$	137,375.63
PayPal	\$	26,827.88
TOTAL BANK BALANCE	\$	315,513.09

EXPENSES

		<u>STATUS</u>	<u>DATE</u>	<u>NOTES</u>
Quickbooks subscription (monthly)	\$	75.00 Paid - EFT	1/12/2026	
Newhart - Ramen Party	\$	309.97 Paid - EFT	1/9/2026	11-2025 Ramen Party
Gala - Shadow One Security - Full Payment	\$	455.00 Paid - Check to Shadow One Security	1/6/2026	
Gala - Photo Booth - Deposit	\$	250.00 Paid - CC by Julianne to DJ Hrod (Henry Rodriguez)	1/19/2026	Final Payment \$900 due March 26
Kindful - Fundrasing Platform/CC Fees	\$	369.15 Paid - EFT	1/13/2026	
Fundraiser: Annual Giving - Pizza Party	\$	41.15 Paid - CC by Julianne Costco and Ralphs	1/12/2026	TK won annual giving contest
Fundraiser: Ball Drop Top Sellers	\$	156.95 Paid - Gift Card	1/12/2026	(1) \$150 Visa GC
Operations - AP Design Professional Insurance Services	\$	348.00 Paid - EFT	1/9/2026	For MV Ambassador performnce
Fundraiser: Ball Drop Top Sellers	\$	100.00 Paid - Gift Card	1/9/2026	(2) \$50 Amazon Cards
Bergeson - PARA/Teaching Assistants 2 of 3 payments	\$	45,561.00 Paid - Check to Bergeson	1/21/2026	
Bergeson - Software & Technology - iChinese Reader via Nan Hai	\$	1,119.72 Paid - EFT	1/22/2026	6 months - First grade only (K confirmed did not want
Operations - AP Design Professional Insurance Services	\$	161.00 Paid - EFT	1/21/2026	Increased coverage For MV Ambassador performnce
Fundraiser: Ball Drop Top Sellers	\$	50.00 Paid - Gift Card	1/22/2026	(1) \$50 Amazon GC
Operations - Marketing - OC Lantern Festival	\$	100.00 Paid - PayPal	2/5/2026	Information/Marketing Table OC Lantern Festival in Costa Mesa
Operations - AP Design Professional Insurance Services	\$	243.00 Paid - EFT	2/5/2026	For Golf Tournament
TOTAL EXPENSES	\$	49,339.94		

GAINS

TOTAL GAINS	\$	-
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PROJECTED EXPENSES

Bergeson - LNY Lion Dance	\$	500.00	2/26/2026	
Bergeson - PARA/Teaching Assistants 3 of 3 payments	\$	45,560.00	4/3/2026	
Newhart - LNY				
CVHS - LNY				
Gala - Photo Booth - Final Payment	\$	900.00	3/26/2026	Hrod
TOTAL PROJECTED EXPENSES	\$	46,960.00		

PROJECTED GAINS

Fundraiser: Gala

TOTAL PROJECTED GAINS \$ -

- **Budget Review and Approval of Amendments:**
 - **Budget Line Item Review:** Pauline presented the proposed budget, detailing allocations for software subscriptions, instructional assistants, event funding, and operational expenses. The board reviewed each line item, including increases for Lunar New Year events and marketing.
 - **Event Funding Adjustments:** The board discussed and approved increasing Capo's Lunar New Year event budget to \$1,000 to accommodate rising costs for performers and supplies, ensuring parity with other schools' event funding.
 - **Level Learning Budget Considerations:** The board decided not to increase the Level Learning budget by \$4,000 at this time, pending further negotiation with the vendor and confirmation of multi-year pricing.
 - **Approval Process and Timeline:** After a line-by-line review and discussion, the board voted to approve the 2026-2027 budget at \$237,871, with plans to finalize the 2027-2028 budget by June and to solicit input for future budget needs.



25/26 updated budget and 26/27 approved budget

Budget Category	Budget Line	25-26 Approved Budget	26-27 APPROVED BUDGET	26-27 ALTERNATIVE BUDGET Raised: \$249,470 (\$23,652)
Mandarin Curriculum	Bergeson - Software & Subscriptions - Technology	\$ 3,000	\$ 3,000	\$ 3,000
	Bergeson - Software & Subscriptions - Technology	\$ 11,025	\$ 11,025	\$ 11,025
	Bergeson - Books	\$ 300	\$ 200	
	Bergeson- 2nd-5th STAMP Testing	\$ 5,600	\$ 6,160	\$ 6,160
	Newhart - Software & Subscriptions - Technology	\$ 1,014	\$ 1,044	\$ 1,076
	Newhart - Books	\$ -	\$ -	\$ -
	Newhart - STAMP testing	part of \$8925	\$ 5,250	\$ 5,250
	CAPO - Software & Subscriptions - Technology	\$ 2,000	\$ 1,000	\$ -
	CAPO - Books	\$ -	\$ -	\$ -
	CAPO- STAMP Testing	\$ 8,925	\$ 3,570	\$ 3,570
	Mandarin Curriculum Total	\$ 31,864	\$ 31,249	\$ 30,081
Staff	Bergeson - Instructional Assistants	\$ 136,681	\$ 143,565	\$ 143,565
	Bergeson - Report Card Release Days *	\$ -	\$ 3,922	\$ 3,922
	Newhart - (2) Class Periods	\$ 61,656	\$ 63,506	\$ 31,753
	Newhart - Instructional Aide	\$ -	\$ -	\$ -
	Teacher conferences and training cost	\$ 5,000	\$ 5,000	\$ 5,000
	50/50 Teacher Professional Learning Time	\$ 5,000	\$ 5,000	\$ 5,000
	* '25-'26: part of 50/50 Teacher Prof Learning Time			
	Staff Total	\$ 208,337	\$ 220,993	\$ 189,240
On-Campus Cultural & Enrichment Opportunities	MIP Social	\$ 2,000	\$ 2,200	\$ 2,200
	Bergeson - Fall	\$ 100	\$ 110	\$ 110
	Bergeson - Halloween	\$ 200	\$ 220	\$ 220
	Bergeson - Lunar New Year	\$ 700	\$ 770	\$ 770
	Newhart - Lunar New Year	\$ 2,500	\$ 2,750	\$ 2,750
	CVHS - Lunar New Year	\$ 300	\$ 330	\$ 1,000
	CVHS - Recognition Expenses	\$ 500	\$ 500	\$ 500
	General Outreach Expenses (banners, misc. supplies)		\$ 500	\$ 500
	Cultural & Enrichment Total	\$ 6,300	\$ 7,380	\$ 8,050
Hardware & Other	Technology Upgrades (Classroom Equipment)	\$ -	\$ 6,000	\$ 3,000
	SCCC membership Apparel			
	Other Total	\$ -	\$ 6,000	\$ 3,000
Operational Expenses	Quickbooks subscription (monthly)		\$ 840	\$ 840
	Kindful/Bloomerang subscription (quarterly)		\$ 1,320	\$ 1,320
	Accounting/Tax Fees		\$ 1,000	\$ 1,000
	Insurance Fees (excludes gala)		\$ 350	\$ 350
	Paypal Fees		\$ 100	\$ 100
	Directors and Officers Insurance		\$ 1,500	\$ 1,500
	Other fees		\$ 890	\$ 890
	Marketing	\$ 1,200		\$ 1,500
		\$ 7,000		
	Operational Expenses Total	\$ 8,200	\$ 6,000	\$ 7,500
Total Use/Expense		\$ 254,701	\$ 271,622	\$ 237,871



- **Lunar New Year and Community Event Planning:**
 - **Lunar New Year Art Contest and Performances:** Cindy reported a record 100 entries for the Lunar New Year Art Contest, including middle school participation. Winners will be announced at the upcoming flag ceremony, and artwork will be displayed in the NPR for back-to-school events.
 - **Community Event Participation:** Bergeson students will perform at the South Coast Plaza Lucky Lunar Fest and the Irvine Great Park Lunar New Year Festival, with additional performances at Mission Viejo Mall and the Pacific Symphony Lantern Festival. The events involve various grade levels and include parade participation and cultural showcases.
 - **Event Logistics and Volunteer Coordination:** Cindy outlined the need for volunteers, technical equipment, and event materials such as pipe and drape for stage setup. The board discussed strategies for managing event logistics, including borrowing equipment and coordinating with PTA for support.
 - **Marketing and Outreach Efforts:** The board emphasized the importance of leveraging these events for program visibility and enrollment growth, discussing the use of flyers, swag, and social media to promote the MIP program and attract new families. Cindy suggested possibly having a wheel with small prizes at the event tables. Stacey mentioned that in the past, MIP ambassadors would design and pay for tshirts used for performances which we could consider for next year.
- **Board Member Recruitment and Role Transitions:**
 - **Open Board Positions:** Janey listed the board positions that will be vacant due to term limits and encouraged current members and the community to identify and recruit candidates for these roles, including President, Vice President, Treasurer, Financial Controller, and Outreach Director.
 - **Succession Planning:** The board discussed the importance of continuity and the possibility for current members to transition to new roles, with Janey planning to serve as parliamentarian and Cindy considering the community liaison position.
- **Merchandise and Apparel Planning:**
 - **MIP Merchandise Inventory:** Johanna reported that only caps remain in inventory and suggested restarting the conversation about ordering new merchandise with the updated logo, considering both in-person and online sales options.
 - **Traditional Apparel Donations:** Cindy relayed a parent offer to donate traditional Chinese outfits, prompting discussion about organizing a community swap or sale to support families needing performance attire, with Johanna tasked to help for this initiative.
- **Gala and Fundraising Event Planning:**
 - **Gala Event Format and Ticketing:** Julianne announced that the gala will feature dim sum and casino games instead of a formal dinner, with ticket sales managed through Boomerang. Save-the-date communications will be sent out soon.
 - **Onsite YMCA childcare:** YMCA coordinators from Bergeson will be providing childcare onsite at the gala event from 6-10pm.
 - **Student Performances and Volunteer Coordination:** The gala will include performances by high school students, with Cindy and Stacey coordinating potential performers. Julianne requested volunteer help for event logistics and popsicle distribution for contest winners.
- **High School and Middle School Liaison Updates:**
 - **Capo Valley High School Chinese Cultural Night:** Loren announced the Chinese Cultural Night scheduled for February 20th, with ticket sales ongoing and student performers practicing for the event.



- **Community Engagement Initiatives:** Stacey described plans for the event potluck, use of colored name tags for networking, and efforts to secure media coverage for the event, including outreach to local news contacts.

Follow-up Tasks

- **STEAM Lab Grand Opening Publicity and Funding:** Coordinate with district communications officer for PR coverage of the STEAM lab grand opening and pursue the California Teachers Association grant application with five teachers for up to \$20,000. (Dr. Kim)
- **Level Learning Program Pricing Clarification:** Follow up with Level Learning to confirm and secure the correct multi-year pricing as previously quoted, ensuring accurate invoicing for the program. (Dr. Kim, Pauline)
- **TK Waitlist Communication and Management:** Ensure that CUSD TK waitlisted families are informed to register at their home school as a backup and clarify the process for inter-district transfers and waitlist movement. (Dr. Kim)
- **Fifth Grade Enrollment Outreach:** Develop and implement targeted outreach to increase incoming fifth grade enrollment, including leveraging social media and community connections, and consider contacting local Chinese cultural organizations and immersion schools for potential students. (Janey, Stacey, Dr. Kim)
- **Capo Lunar New Year Budget Adjustment:** Increase Capo's Lunar New Year event budget to \$1,000 for the next year to accommodate performance and event expenses. (Pauline)
- **Lunar New Year Event Resource Needs:** Explore options for obtaining pipe and drape for the Mission Viejo Mall showcase event, including potential donations, and coordinate logistics with the mall regarding insurance and vendor requirements. (Cindy, Stacey)
- **Friends of MIP Board Recruitment:** Announce open board positions (President, Vice President, Treasurer, Financial Controller, Outreach Director) in the newsletter, social media, and other communication channels to source candidates for the next term. (Janey)
- **MIP Merchandise Inventory and Swap:** Assess current MIP merchandise inventory, coordinate a call for traditional Chinese clothing donations, and organize a potential swap or sale event, seeking volunteer support as needed. (Johanna)
- **Capo Cultural Night Publicity:** Connect Stacey with Caroline Yang to facilitate local media coverage for Capo's Chinese Cultural Night event. (Janey)
- **Gala Event:** Start promoting fundraising gala event held on March 27 and reach out for audition items and sponsorship opportunities. (Julianne, Meli)