

Leland Bridge Parents Group

General Session 2025-2026 School Year - 2nd Board Meeting

Sep 2, 2025 at 7:30 PM

Location: In-person, Leland FDR

Attendees: Helene Pao, Haoqing Sun, Laura Wang, Elina Hue, Kathryn Tang, Claire Hua, Shirley Peng, Kathy Wang, Elaine He, Lei Hong, Haiwen Jiang

*Absent/Late: Jennifer Hu, Lynn Zhang, Rita Xing

MEETING MINUTES:

- I. Call to order
- II. Approval:  08052025 - 1st Board Meeting Minutes

Announcements of Upcoming Events and Important Matters:

1. **9/5 Friday 8:45AM - 9:45AM** Principal Meeting (Helene, Haoqing, Claire, Laura)
2. 9/18 Thursday 9:30AM Principal's Coffee
3. 9/25 Thursday 3:30PM - 4:30PM School Site Council Meeting (5 meetings/year)
4. **10/7 Tuesday 7:30PM - 9:00PM** Next In-person board meeting of school year 2025-2026

Past Business (Done):

1. 8/23 - 9th Grade Families Welcome Party (***Persons-in-charge: Haoqing, Shirley***)
 - Thanks to all board members, parent volunteers (decoration team), Leland alumni volunteer (Titus Hsu and Anthony Xie) for all of their hard work
 - Successfully completed, 46 of family signups, 42 of family attended
 - VIP Attended:
 - Principal - Ms. Bal (speech given)
 - Assistant Principal & 9th Grade Administrator - Ms. Ilsever (speech given)
 - Teacher & Robotics FTC 8404 Coach - Mrs. Arrington
 - Teacher & Robotics FRC 604 Coach - Mr. Tibbs
 - *9th Grade Counselor - Ms. Dinesh (recorded speech - video)
 - Leland Alumni - Alexander Lee (speech given & host club intro)
 - Clubs/Specific Classes Attended:
 - Leland Journalism
 - Leland Speech and Debate
 - Leland Yearbook

- Leland Medical Club
 - Leland Team HBV
 - 3D Printing and Modeling Club
 - Leland Quixilver Robotics FTC 8404 & FRC 604
 - Lion Dance
 - Chinese Calligraphy Club
 - Leland En Volante
 - Math Club
 - Computer Science Club
 - Reminder: Those who helped to purchase items, please submit reimbursement request form to Laura <https://forms.gle/Az5BpEV9N6fsjBjs8>
 - For reference and procedures: [📄 2025 9th grade Welcome Party](#)
 - Photos and Slideshow uploaded as of 8/23/2025 evening
 - Thanks to our photographer YongChun
 - Elina - To upload to our website
2. 8/24 - SCO registration renewal form (***filled out and submitted by Laura***)
- ***Status: Approved as of 9/2/2025***
3. 8/28 - Back To School Night / SCOs Open House (***Persons-in-charge: Helene, Jennifer***)
- Principal implemented new “open house” style to help introduce SCOs to all Leland parents by setting up booths inside the cafeteria
 - Principal given permission to have SCOs prepare donation flyers and distributed to every classroom
 - Principal added a 5 minutes slideshow after 3rd period for every teacher to play it in front of all the parents
 - Created new permanent LB promotion 16x20 poster board
 - Thanks to those board members who’ve signed up to participate
 - Thanks to the graduated parents who came back to help out during the 2nd shift
 - For reference and procedures: [📄 2025-2026 Back To School Night](#)

Status Update (On-going Business):

1. Various update for the website (***Persons-in-charge: Elina***)
2. School Related Matters (***Persons-in-charge: Rita/Helene***)
 - Leland Parent Club (LPC) board meeting
 - Principal’s Coffee
3. Business Sponsorship (***Person-in-charge: Kathryn***)
 - 2025-2026 Business Sponsorship:
 - [📄 2025 - 2026 Leland Bridge Business Partner Benefits.docx](#)

- College preps signup status
 - Elite agrees to the \$1200 business sponsorship package (If promotion on the newsletter isn't possible, Leland Bridge team will help promote via Leland Family Wechat Group)
 - FLEX College Prep submitted new customized proposal (can provide a sponsorship donation of \$300-\$500 per seminar/webinar)
 - C2 Education of Almaden is showing interest (need to follow up)
 - 7Edu was asking to see package details but stopped replying

- 4. Check with Ms. Bal for the finalized "Bucket List" (*Persons-in-charge: Helene*)
 - Ask the principal if there's any other changes to the bucket list
 - Ask the principal if LPC's most updated donation flyer is valid as they've added almost every item from the bucket list on it
 - Tentative meeting with other SCOs (or just LPC?) to further discuss the distribution of the items from the bucket list
 - Create new flyers/advertisements for future events, newsletter and social media - *Done by Helene*
 - Ap Chinese Concern (parents want to know why and what is the reason of canceling)

- 5. Committees - Each board member to help reach out and try to recruit new bloods, encourage them to fill out the Volunteer Interest form
<https://forms.gle/hh7tqTXPPMVUuv8RA>
 - **Kathy** to constantly monitor the response of the Volunteer Interest Form
 - **9th Welcome Party Committee - Lead: Haoqing Sun (VP)**
 - Co-lead (must be current 9th Grade Rep): **Shirley Peng**
 - Ex-9th rep/VP: **Vivian W/Jenny** (Supervisor)
 - Committee members: Zhen Qi
 - [Support] Flyer: (Board Secretary) **Claire**
 - [Support] Decoration Manager: **Helene**
 - [Support] Photographer: **YongChun**
 - [Support] Mailing list **Kathy Wang**
 - **Seminar Committee - Lead: Lei Hong (Academic Support Coordinator)**
 - (Webinar) **Lei Hong**
 - (Seminar - In Person) **Lynn Zhang**
 - (Seminar - In Person) **Lei Hong**
 - Ex-12th Grade Rep: **Lei Hong** (Supervisor)
 - Committee members: **Vivian Meng, Helene**
 - [Support] Flyer/Eventbrite: **Helene, Claire**
 - Newsletter editor: **Elaine**
 - Photographer: **YongChun**
 - Video record optional, can use iPhone
 - **Fundraising Committee - Lead: Kathryn Tang (Fundraising Manager)**

- Online Fundraising: **Lei Hong**
 - Committee members: **Haining Sun, Jennifer Hu, Lei Hong, Haiwen, Shirley, Haiqing**
 - Ex-fundraising manager: **Davina Liljenstam**
- **School Event Committee- Lead: Jennifer Hu (School Event Coordinator)**
 - Committee members: **Monica Lam, Haining Sun, Shirley, Vivian Wang**
 - ex-School Event Coordination: **Kathryn Tang** (Supervisor)
 - [Support] Flyer: **Helene/Claire Hua**
 - [Support] Decoration Manager: **Helene**
 - [Support] Photographer: **YongChun**
- **Newsletter Committee - Lead: Elaine He (Newsletter Editor)**
 - ex-Newsletter Editor: **Caren** (Supervisor)
 - Mailing List: **Kathy Wang**
 - Student Writer: **Teresa Sun? *will recruit more**
 - Student Aesthetic Designer: **Kayleigh Chang or MingYue Xiao**
- **IT Committee - Lead: Elina Hue (Webmaster)**
 - [Support] Website: **Danny Ju**
 - [Support] Flyer/Eventbright: **Helene/Claire Hua**
 - ex-Secretary: **Shelley** (Supervisor)
 - Social Media: **Helene**
 - Mailing list: **Kathy Wang**
- **Decoration Committee - Lead: Helene Pao (President / Decoration Manager)**
 - ex-DM: **Helene**
 - Committee members: **Elaine He, Vivian Wang, Vivian Meng, Zhen Qi, Lin Ren, Kathy-小玲, YingYe, 鳳兒, 燕子, 福星媽媽**
- **LBN Program Committee - Lead:**
 - Program Director: **Haoqing Sun**
 - Stage Manager: **MiaoMiao**
 - ex-VP: **Jenny Duan** (Supervisor)
 - (Finale Dance Choreographers) **Teresa Sun, Emma, (Kathryn daughter), Mingyue**
 - (Lion Dance Team Mom) **Laura, Janet, Bonnie**
- **LBN Food Committee - Lead: Jennifer Hu (School Event Coordinator)**
 - (grade rep)
 - ex-grade rep/SEC: **Kathryn/Haiqing** (Supervisor)
 - Committee members: **Monica Lam, Lin Ren**
- **LBN Check In committee - Lead:**
 - (grade rep)
 - Ex-grade/checkin rep: **Vivian Wang** (Supervisor)
 - Committee members: **Kathy Wang, Lynn Zhang**

New Business:

1. Establish Leland Bridge's WhatsApp Group
 - Purpose 1: To have our own channel catering to communicate with any Chinese-mixed race parents, any American born Chinese parents, and any other parents who are interested in connecting with LB but don't use WeChat.
 - Purpose 2: To announce and/or advertise any LB events
 - Confirmed volunteer group admin: **Helene, Elina, Shirley, Monica Lam**
2. Concerns on AP Chinese Class and Testing
 - In 2014 AP Chinese 1-2 was offered through SJCC - why was it cancelled?
 - Why in particular that AP Chinese Testing is not offered at Leland starting this year?
 - What are the other AP classes that Leland is going to stop offering?
3. LBN 2026
 - LBN Ticket and Flyer design (Helene/Student Artists: Kayleigh)
 - Due date: Draft ready end of July, final version must be ready by the beginning of August (two weeks turnaround time for ticket printing) - **Done**
 - **LBN Date: 1/31/2026** (Chinese New Year 2026: 2/17/2026)
 - See important dates
 - To-do: **Claire** - Leland Cafeteria reservation - check with Ms. Bal for facility booking
 - To-do: **Haoqing** - Inform San Jose Chinese School LBN schedule - **Done**
 - To-do: **Laura** - Insurance renewal on June 15th which is required by Facilitron reservation and send the certificate to Claire when ready - **Done**

Individual Routines:

1. Each grade representative needs to read the Principal's weekly updates and Leland Counseling Department email, then send out reminders related to such updates to your WeChat group. (**Persons-in-charge: Shirley, Vivian W, Haiwen, Lynn**)
2. Finance Related: (**Person-in-charge: Laura**)
 - a. Remember to reimburse your expenses
 - LB Reimbursement Form 2025-2026:
https://docs.google.com/forms/d/1-nc0sl4fOXdDgOSVtbU2XpUnJ6_BC3JsT5stgXYqE6k/edit
 - b. Process donations and reimbursements
2. LB Mailing List (**Person-in-charge: Kathy**)
 - a. People who registered for LB events
3. Website (**Person-in-charge: Elina**)
 - a. Add meeting minutes (monthly)
 - b. Add Donation Drive report/chart (per LB newsletter) to keep parents updated on how their donations are being distributed
 - c. New events, albums, past event page

4. Events@lelandbridge.org google calendar update (**Person-in-charge: Claire**)
 - a. Update LB events
 - b. Update important school events monthly
5. Public Relations Matter (**Person-in-charge: Rita/Helene**)
 - a. Helene will be the one to attend LPC and school council meetings
 - b. Rita will continue to handle VIP invitations and communications

Important Dates: (Helene already submitted the schedule to Ms. Bal, will confirm about booking)

1. 2025-2026 LB board meetings will be held at **7:30 - 9:00 pm** in person @ **Faculty Dining Room** on the *1st Tuesday of every month*
 - 8/5 (zoom meeting)
 - Year 2025: 9/2, 10/7, 11/4, 12/2
 - Year 2026: 1/6, 2/3, 3/3, 4/7, 5/5, 5/26
2. 2024-2025 Monthly meeting with Ms Bal will be held at 8:45 am in person @ Principal's office
 - Year 2025: 5/23
3. 2025-2026 Monthly meeting with Ms. Bal will be held at 8:45 am in person @ Principal's office
 - Year 2025: 9/5, 9/ , 10/24, 11/21
 - Year 2026: 1/23, 2/27, 3/27, 4/24, 5/22
4. Leland Bridge Night 2026 @ **Leland Cafeteria**
 - Venue Booking: August 2025
 - VIP Invitation: August/September 2025
 - Volunteer Recruitment: September/October 2025
 - Audition: 11/28/2025 and 12/4/2025 (Friday) 5:30PM - 8:30PM
 - Planning Meetings: 1/6, 1/13, 1/20 and 1/27 (Tuesday) 7:30PM - 9:00PM
 - Student Volunteer Training: Tentative 1/10, 1/17, 1/24 (Friday) 5:30-7:00 pm
 - **Workstation overview and training with each event leader
 - Finale Dance Training (Choreographer: TBD)
 - Performance Rehearsal:
 - 1/12 - 1/15 (Monday - Thursday) 5:30PM - 9:00PM
 - 1/16 (Friday) 7:00PM - 9:00PM
 - 1/20 - 1/22 (Tuesday - Thursday) 5:30PM - 9:00PM
 - 1/23 (Friday) 7:00PM - 9:00PM
 - 1/26, 1/27 (Monday, Tuesday) 5:30PM - 9:00PM
 - Dress Rehearsal: 1/28, 1/29 (Wednesday, Thursday) 5:30PM - 9:00PM
 - MC Rehearsal: 1/28, 1/29, 1/30 ****Time TBD**
 - Decoration: 1/30 (Friday) and 1/31 (Saturday)
 - Part 1: 1/30 Cafeteria 5:30PM - 9:00PM
 - Part 2: 1/31 Photo Booth (Cafeteria), Outdoor area 10:00AM - 3:00PM
 - Part 3: 1/31 Clean Up 9:30PM - 11:00PM
 - Final Rehearsal: 2/1 (Saturday) 8:30AM - 12:30PM
 - Student Volunteer Check-in:

- Performers Check-in:
- Guest Check-in: 6:00PM
- **Showtime: 2/1 (Saturday) 6:30PM - 9:00PM**

Each event leader communicates with Elina on what should be updated on the website.

Board Members Tips:

1. 2025-2026 financial related form/sheets (Laura)
 - Leland School Sponsorship Application Form 2025-2026:
<https://forms.gle/EBvEhhbNAkYBVedcA>
 - Leland Bridge Reimbursement Form 2025-2026:
<https://forms.gle/Az5BpEV9N6fsjBjs8>
 - Leland Bridge Donation Drive and LBN Ticket Purchase 2025-2026:
<https://forms.gle/X6QXAQ3Ngvb8JdS28>
 - Leland Bridge General Donation 2024-2025 (No LBN ticket):
<https://forms.gle/V6UzCywhitjzUHq5>
2. **Never send internal meeting invites to events@lelandbridge.org.** Its calendar is public and used for our official website. (Claire)
 - **All event coordinators** are responsible for checking emails in inbox of events@lelandbridge.org

Next LB Board Meeting :

Time: 10/7/2024 7:30 PM

Location: (In-person) Leland FDR