



Cupertino Middle School Parent Teacher Organization

Board Meeting Minutes

Tuesday, August 18, 2020 | 3:30 – 4:30pm

Venue: Virtual (Zoom Meeting)

<https://us02web.zoom.us/j/88235228421?pwd=OEM5YTMwQWtuUlpDSm9KTE4ybZ2Zz09>

Meeting ID: 882 3522 8421 Passcode: gobears!

<p>CMS-PTO BOARD 2020-2021</p> <p>President – Sara Grignon Secretary – May Bakken Treasurer – Ronda Gieryn Fundraising – Abha Nulkar Direct Donations Lead: Susan Gao Small Events Lead: Shruti Dixit Large Events Co-leads: Natalie Hargrove and Keily Morales Online Communications Lead: Raka Agrawal</p>	<p>Principal – Jean Wang Vice Principals- Jeanine Woodell, Anu Iyer Teacher Reps : § Jeanette Henke - 6th Grade § Kimberly Pantoja -8th Grade § Kate Huang - 7th Grade § Meredith Shyy - 7th Grade</p>
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MEETING AGENDA

1. Meeting call to order

Meeting commenced at **3.35pm**.

Roll call in attendance:

- **Present:** Sara Grignon, May Bakken, Ronda Gieryn, Abha Nulkar, Susan Gao, Shruti Dixit, Raka Agrawal, Jeanine Woodell, Anu Iyer, Jeanette Henke, Kimberly Pantoja, Kate Huang, Betsy Slattery and Meredith Shyy.
- **Absent:** Natalie Hargrove, Keily Morales, Jean Wang

2. Unfinished Business

- a. Betsy Slattery resigned her position as CMS-PTO President newly elected on Sunday, May 3rd 2020. Sara Grignon stepped in as acting President. We will formally vote in Sara Grignon as the new CMS-PTO President 2020-21.

According to CMS-PTO bylaws 5.7, when an officer steps down, we can fill the position with a majority vote.

Ronda Gieryn moves that Sara Grignon formally moves to fill the President role for CMS-PTO 2020-21. May Bakken seconds the motion. The following members say "Aye" : Susan Gao, Raka Agrawal, Kate Huang, Jeanine Woodell, Kimberly Pantoja, Jeanette Henke, Anu Iyer, Shruti Dixit and Abha Nukar.

Sara Grignon - Abstains from voting.

Sara Grignon has been formally voted in.

- b. CMS-PTO Bylaws need to be updated to reflect pandemic situations. Post suggestions for the community to review and vote on.

We will discuss and propose changes and post it so the greater community could review and provide feedback before voting changes.

- c. Discuss the idea of making the term for treasurer and maybe president and secretary to 15 months to cover the gap between when we're voted in and when the fiscal year is closed. That would give a little bit of transition time between incoming and outgoing officers.

Ronda Gieryn will put in a formal proposal to change bylaws for extending the time frame for each board member to hold office.

3. Officer & Committee Reports

a. President's Report

- i. Propose to change PTO Board meetings time (difficult for working board members)

The feedback was that this time is OK for everyone and if we need to adjust we can revisit the time at a later date. Teachers appreciate this time.

b. Direct Donations (Susan)

Susan has some companies who may be interested in donating to CMS-PTO if they could promote some of their offerings to our community. Possibly supporting a Fall Family night and have their logo on our FB or PTO website. We need to be careful that we, PTO, are not endorsing their services over others in

case of conflict of interest. The school itself cannot show that they are in favor or recommending vendor offerings over another.

c. Treasurer's Report (Ronda)

- i. Fiscal 2020 year-end accrual items (need input from the principals)
- ii. Treasurer's [Report](#)
- iii. Proposed 2021 [Draft Budget](#)
- iv. Review Checkbook Signature Process.

We heard feedback from everyone. It is recommended that we should have two signatures for amounts greater than \$500.

- v. Discuss setting up automatic bill pay from CMS-PTO bank account so we can just cut checks from there rather than handwriting them.

Due to pandemic and health risk, we will set up automatic bill pay in lieu of mailed checks. We will review this process post pandemic.

*New checks were ordered because we identified that the checkbook had the wrong spelling of the organization.

d. Communications Report (Raka)

- i. CMS-PTO Newsletter
- ii. Calendar Update
- iii. Facebook Group Update (All)

Raka is collecting content for CMS-PTO newsletter from the board.

e. Community Programs Report

- i. Parent CMS-PTO Talk Schedule 2020-2021 (Shruti)

First CMS-PTO Talk is all set - Thursday, September 10 @6:00pm Talk "Parenting a Virtual Learner" Dr. Korb

f. Student Professional Speaker Series Schedule 2020-2021 (Natalie & Keily)

Keily and Natalie are finalizing on details for the first professional series.

g. Community Events Report (Natalie & Keily)

- i. *Virtual Community Event: Fall Family Night & Book Fair - Friday, October 16, 2020*

We heard feedback on whether to host a virtual FFN event. We will take it offline to determine if we will move ahead with a FFN event. We will update in the next meeting.

- ii. Brainstorm Spring Event

h. Fundraising Report (Abha)

- i. Dine Out nights

Reminder: Tuesday, September 1 - Chipotle Dine out night. Details and reminders will be pushed out on Facebook and CMS email.

- ii. Amazon Smiles
- iii. Brainstorm other ideas to help raise funds

4. Principal’s Report

5. New Business - Including Proposals and Announcements

6. Adjournment - Meeting concluded at 4.53pm

Next Meeting: Tuesday, September 15 – 3:30pm – 4:30pm

CMS PTO Proposals				
Item#	Bucket	Requested By	Detailed Information/ Itemized Cost	Total Cost
1		Jean Wang	\$150 classroom supplies seed money for the 2020-21 school year for every CMS Teacher ● 63 Teachers (Jeanine and Anu will count as one teacher spearheading the Leadership class for this school year only given DL circumstances) x \$150 = \$9,450 total ● Teachers are to submit itemized receipts no later than November 18th (Wednesday, the week before November break). Receipts submitted after November 18th no longer qualify for \$150 reimbursement by CMS-PTO.	\$9,450 Approved
2		Jean Wang	\$1000-\$1500 to be set aside per course to provide “academic course kits” to support rigorous learning experiences for CMS students during distance learning for the entire 2020-21 school year; no more than \$20,000 for all courses → The revised request is for CMS-PTO to fund no more than	\$20K Approved

			<p>\$20,000 for academic course kits used during Distance Learning. The blanket request of no more than \$20,000 allows for other courses such as Science and PE to have more than the original budget of \$1000/course.</p> <p>CMS offers 16 additional courses in addition to California State five mandated of English Language Arts, Math, Science, Social Science, and PE ; grouped (see below) by student/parent feedback from Spring 2020 Distance Learning and teacher discussions around course needs</p> <ul style="list-style-type: none">● \$1000 request per course is similar to CUSD sister middle schools ask per “academic course kit” → CMS-PTO: I have funds I must spend down by December 2020 tied to the arts. These funds will be used by the courses below (see blue) ○ \$1500 only for Woods and Metals, all other courses \$1000 ○ The amount is intended to be spent “up to,” meaning courses could spend less on the academic course kits and/or may not need kits at all● Grade levels listed in chart; courses with no grade levels listed is for all 6th, 7th, 8th grades● Plan: Admin to discuss in detail with Instructional Leads (Dept. Heads) upon teacher return on August 10th → Instructional Leads have not the opportunity to meet yet	
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Total Cost of Proposals				\$29,450

APPENDIX

Request #1

Teacher	Assignment
Kirsh, Anna	ELA8 / Drama
Bauer, Michael	SS8 / Speech&Debate
Burns, Cynthia	SCI8
Summers, Bailey	MA6 / SCI6 / Wheel
Hennessy, Laura	ELA6 / SS6 / Bridge
Hamilton, Kaede	SAI MA8 / LS
Chung, Daphne	SAI MA67 / LS
Larson, Melinda	MA6 / SCI6 / Wheel
Woodell, Jeanine / Iyer, Anu	Leadership
Arisawa, Angela	MA6 / SCI6 / Wheel
McCulloch, Angie	ELA6 / SS6 / Bridge
Henke, Jeanette	ELA6 / SS6 / Bridge
Diep, Hayley	MA6 / SCI6 / Wheel
Huang, Kate	MA7+ / MA78Alg
Kim, Jenny	ELA6 / SS6 / Bridge
Williams, Anna	ELA6 / SS6 / Bridge
Sanchez, Patricia	Spanish1&2
Klein, Heather	MA6 / SCI6 / Wheel
Rebholtz, Hayley	MA6 / SCI6 / Wheel
Lo, Robert	MA6 / SCI 6 / SCI7
Iyengar, RJ	SCI8
Weinstock, Ronit	SCI8

Gaffney, Krista	SCI7
Mathur, Sunita	SCI7
Trice, Lucinda	Boost
Cerda, Eilis	ELA6 / SS6 / Bridge
Shyy, Meredith	ELA7 / SS7
Phillips, Tony	ELA6 / SS6 / Bridge
Chatow, Etay	ELA7 / SS7
Thakuria, Leena	MA7 / MA8Alg
Danewalia, Rajdeep	MA7+ / MA78Alg
McClure, Jillian	ELA7 / SS7
Pantoja, Kimberly	MA8
Lockwood, Shasta	ELA8 / SS8
Mohamed, Faisal	MA8ALG / GEO
TBD	SAI ELA8 / AC / LS8
Kirtley, Greg	ALG / GEO
Thai, Tiffany	SAI ELA7 / LS7
Malashock, Jean	ELA7 / SS7
Mattier, Balbina	ELA8 / Lit
Kim, Peter	SS8
Hynes, Gracie	ELA7 / SS7
Taberna, Jacob	ELA8 / SS8
Milinic, Mara	ELD
Hornung, Sharon	SAI ELA6
Bolsens, Anniek	French1&2
Lopez, Martin	Spanish1&2
Pantoja, Kimberly	Yearbook / Multimedia
Gotesman, Maytal	Art
Kenzler, Sandra	Foods
Green, Lew	Woods
Saunders, Matt	Metals
Bidondo, Bernadette	SDC M/M

Martin, Melanie	SDC M/S
Karas, Michel	PE
Lehman, Madeleine	PE
Harting, Dennis	PE
Jarvis, Mike	PE
Sickler, Judson	PE
Wycoff, Matt	PE
Yaeger, Jeffrey	Band
Masters, Eliza	Band / Choir
Costa, Robin	Speech Language Pathologist

Request #2

GROUP 1 - Priority Courses	GROUP 2	GROUP 3
Science Physical Education Woods (7th, 8th) - \$1500 <i>CMS to support with up to approx \$3000</i> Metals (7th, 8th) - \$1500 Art, inc. photography (7th, 8th) <i>CMS to support with up to approx \$3500</i>	Math Foods (7th, 8th) English Language Development Exploratory Wheel (6th)	English Language Arts Social Science Spanish (7th, 8th) French (7th, 8th) Computer Programming Media, inc. Yearbook Speech & Debate Band

		<i>CMS to support with up to approx \$3000</i> Choir <i>CMS to support with up to approx \$900</i> Literature for Pleasure (7th, 8th) Leadership <i>CMS to support with up to approx \$200</i> Drama <i>CMS to support with up to approx \$1000</i>
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