



Cupertino Middle School Parent Teacher Organization

Board Meeting Minutes

Tuesday, February 23, 2020 | 3:30 – 4:30pm

Venue: Virtual (Zoom Meeting)

<https://us02web.zoom.us/j/85341058421?pwd=c0xYRWROdEIXUWt4RmVwUkMxaXM1dz09>

Meeting ID: 853 4105 8421

Passcode: gobears!

CMS-PTO BOARD 2020-2021

- | | |
|---|---|
| <ul style="list-style-type: none">● President – Sara Grignon● Secretary – May Bakken● Treasurer – Ronda Gieryn● Parliamentarian- Jenny Morrissey Absent● Fundraising – Abha Nulkar● Direct Donations Lead: Susan Gao Absent● Small Events Lead: Shruti Dixit● Large Events Co-leads: Natalie Hargrove and Keily Morales Absent● Online Communications Lead: Raka Agrawal Absent | <ul style="list-style-type: none">● Principal – Jean Wang *Absent● Vice Principals- Jeanine Woodell, Anu Iyer● Teacher Reps :<ul style="list-style-type: none">○ Jeanette Henke - 6th Grade○ Kimberly Pantoja -8th Grade○ Kate Huang - 7th Grade○ Meredith Shyy - 7th Grade |
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MEETING AGENDA

1. **Meeting call to order: 3.36**
2. **Unfinished Business**
 - ❖ CMS-PTO bylaw amendments/changes update - post by February 2021
3. **Officer & Committee Reports**
 - President's Report (Sara)**
 - **Item 1: CMS-PTO bylaw changes**

Bylaws have not been changed since 2018. Two changes requested so we can improve the roles and responsibilities of officers.

Change request: Section 5.3.6 – Treasurer's responsibilities and Section 5.6.4 Director's terms.
 - 5.3.6. Treasurer.** *The Treasurer shall keep record of the CMS-PTO's budget, file all required tax returns with the Internal Revenue Service and the California Franchise Tax Board, and prepare financial reports and projections as needed. The Treasurer shall collect and receive all monies due or belonging to the CMS-PTO. He/she shall*

deposit the same in a bank designated by the Board in the name of the CMS-PTO. The Treasurer's accounting books at all times shall be open to inspection by the Board and he/she shall report to them at every regular meeting the condition of the CMS-PTO finances and every item of receipt or payment not before reported. The Treasurer shall draft and present to the Board of Directors a full-year report at the end of each school year. The treasurer shall cooperate with a third-party audit of the CMS-PTO financial records, to be conducted a minimum of once per year, or more often as directed by the Executive Board. *The outgoing treasurer is responsible for closing the books for the prior fiscal year and preparing the necessary audit documents and should make a good faith effort to complete that task by July 31.*

5.6.4. Term. Directors' terms shall be **15 months**. Parent or guardian Directors and the Principal shall have a term from **May 1 to June 30** the following year to allow for proper transition of duties between the outgoing and incoming Directors in each position. Each outgoing and incoming parent or guardian Director shall attend the last Board meeting of the year in May, in order to prepare for school launch activities over the summer. . Staff Directors (teachers) shall have a term from the beginning of the school year to its conclusion.

❖ **Board needs to vote to approve changes.**

- Motion to pass changes to current bylaws by Ronda.
- Second by Shruti
- **Aye: 10** (Kimberly, Shruti, Jenny, Ronda, Abha, Jeanette, May, Sara, Kate, Anu)
- Nay -0 Abstain -0

Bylaw changes approved.

Additional Notes: We need to start recruiting new members since we are having elections in April.

Open positions – President

Sara will send a survey out to see who will be returning or know of anyone interested in running for a position on the board they can contact Sara.

Voting will be done online.

Item 2: Yes for CUSD donation

Measure A approved by the county. Voting will take place May 4.

Shruti is our CMS parent rep and she did a great job pulling a webinar to educate families about the campaign for this measure. They are still looking for volunteers, signs in yard and they are asking PTO for financial donations of \$999 to support this measure. All parents groups in cusd schools have donated and the ask is for CMS-PTO to donate also.

Shruti asked the Board to share links to friend groups to get more volunteers.
Encouraging volunteers to text. Making sure to know about the measure.

Discussions were raised on what will happen if this does not pass.

- ❖ No more discussions and the Board is ready to vote.
 - **Motion** was made by Ronda to support the Yes for CUSD campaign and to join the other 25 schools by donating \$999.
 - **Second** - Shruti
 - **Aye** -Ronda, Shruti, Jenny, Abha, Sara, May, Jeanette (7)
 - **Nay** -0 Abstain -Kimberly, Jenny, Jeanine (3)
- Approved to support Yes for CUSD with \$999.**

Special guest: Ms. Jeanna Fractus – Academic guidance counselor | angstmovie.com

Indy film – video 56 minutes stems around anxiety and the stigma and types of anxiety.

\$2500 – 56 min video. We can pick a time and watch the video at that time.

Followed after the film, we would have a panelist for discussion. This will be appropriate for our middle school kids.

48 hour video and given a code and we can watch it later.

They record the panel so they can watch the panel and listen to questions and responses

March 1 - \$2,000 (discount) - \$500 for filmmaker to be on the panel*

After March, it goes for up \$600 for the filmmaker to attend panel so it'll be \$2,500 + \$600

There are other videos such as “Like” (Social Media)

Capped for 1500 viewers. They are allowing 3 CMS Staff and 1 PTO can watch it

We can review all three videos.

Target Audience: middle school students appropriate and for parents

When will it be shown? 48 windows to show it. Suggested: Wednesday and then we have up to Friday to watch it if we missed out. Available -13 different languages so families and turn it on for subtitles.

Counselor shared that there is an uptick in students experiencing social, emotional and mental health. Major depressive order. This movie will help guide those recognize and experiencing anxiety and how to reach out for help.

Action: Vote next meeting if we would like this for our kids.

b. Direct Donations (Susan)

Absent

c. Treasurer's Report (Ronda)

Treasurer's Update

There were 3 direct donations and they were all mistakes as they were supposed to be for CMS so we rerouted it to them back to the school.

We received \$43K for unspent grants for last year. End of Jan we have \$173K.

Since there is money in the bank, we should ask Teachers what they need to spend.

Anu raised that she will have a proposal for the next meeting for the National Junior Society.

PTO would like CMS to consider putting more benches around the campus.

We exist to support the school so we should get some requests in before the school ends.

Tax letters have been sent out electronically from CMS-PTO by Ronda for those who donated to CMS-PTO since we are a charitable organization. Those who donated to the company, they will get it from the company and not from CMS-PTO. Place this information in the CMS-PTO newsletter.

Jeanine asked Ronda to check to see if there is PTO mail as she thinks that there is a check from Julie Crane for Boys Scouts.

d. Communications Report (Raka)

§ CMS-PTO Newsletter

Absent

Raka provided a link to document for input into CMS-PTO newsletter.

§ Calendar Update

§ Communications Update

e. Community Programs Report

§ Parent CMS-PTO Talks (Shruti)

§ *March 4th @6pm* - Elisabeth Stitt hosted an hour-long workshop called "The Family Meeting: 4 Steps to Increasing Harmony and Calm in Your Home".

Teachers' Self Advocacy event tonight has been promoted.

§ Student Professional Speaker Series (May)

§ Looking for the next date for Artist Speaker Series (suggestions)

Date shifted due to speaker availability

- Hayley illustrator committed.
- Photographer suggestion welcome.
- Date to be determined as soon as speakers are locked in.
- Anu has a friend who is a graphic's artist at Pixar – the girl's hair. She will follow up.
- Shruti has a photographer friend who photographed during the pandemic on matters such as:Black Lives Matters. Photographers are contextual, socially oriented.
- Kimberly – B/f's son is a Graphic Designer who launched a clothing line.
- **ACTION: May to follow up on these leads.**

f. Community Events Report

§ Brainstorm Spring Event

- **Friday, May 14 @6:30pm**
- We should do a discussion group
- Ronda suggested that we tap into our contacts to see if we could get Mark Rober as entertainment (Nasa, Apple)
- *Mark B. Rober is an American YouTuber, engineer and inventor. He is known for his YouTube videos on popular science, do-it-yourself gadgets and creative ideas.*

g. Fundraising Report (Abha)

- Dine Out nights
 - *Chipotle Update - Feb 22*
 - **Raised \$193 from fundraiser**
- Amazon Smiles
- Brainstorm other ideas to help raise funds

4. Principal's Report (*Presented by Anu since Jean was absent*)

Item: 1: Yearbook and Pictures Update

School pictures are happening this week. Photographer coming Wednesday, Thursday and Friday to take school pictures. Yearbook kids want to build a yearbook especially this year.

Initially they asked for kids to submit selfies of the kids. Then two days later, the District allowed photographers onsite to take pics for kids safely.

Kids have been working hard on the Yearbook. Creative content has been worked on by the kids.

Pictures will be used for 8th grade promotion slideshow also.

Item: 2 Self-Advocacy talk - Funding our for teacher time

Teachers: Jenny Kim, Kimberly Pantoja, Jean Malashok, Ashly Voight (Counselors) have been working hard on this presentation

They will be taking student feedback and implementing that feedback. The teachers have spent 7 working hours each, 4 teachers (round up to 10 hours) \$41.53 Adjunct duty rate so it totals to: \$1661.

Ask: Would CMS-PTO split the costs with CMS and pay half?

\$830 to be paid for 4 staff members (\$207 per teacher for self-advocacy talk) for the work they have been doing for self-advocacy talk.

Discussion: Does district allow this?

Action: Anu to check with District HR and circle back before we slot this proposal for next meeting.

Item: 3 Thoughts about installing a digital marquee for CMS campus

Initial \$25,000

Jean asked for PTO thoughts on this (labor and maintenance) before getting a quote

Running an electricity – that needs to go through the district.

How does marquee benefit the school?

Anu: Large visual representation of what our school is doing. Easier to update the content for events happening at the school. Display for information than the existing one. Space limitations right now. This is a long-term investment.

Ronda: Traffic safety is a concern.

There is a suggestion that CMS-PTO Board put a list of big items we want to fund for this year and we then should prioritize what's important before voting on a big ticket item like marquee. We will be revisiting at the last meeting to see if there are funds available for this ask.

5. New Business - Including Proposals and Announcements

6. Adjournment 5.02pm

Next Meeting: Tuesday, March 16 – 3:30pm – 4:30pm

| CMS PTO Proposals | | | | |
|--------------------------------|---------------|---------------------|--|-------------------|
| Item# | Bucket | Requested By | Detailed Information/ Itemized Cost | Total Cost |
| 1 | | | | |
| 2 | | | | |
| | | | | |
| Total Cost of Proposals | | | | |