



Cupertino Middle School Parent Teacher Organization (CMS PTO) Board Meeting Agenda  
 Wednesday, September 8, 2021, 6pm

[Zoom Call](#)

**Attendees**

	Board Members	Present	Absent
1	President: Cindy Klaje	x	
2	Secretary: May Bakken	x	
3	Secretary: Manuela Silveira	x	
4	Treasurer: Ronda Gieryn	x	
5	Fundraising: Abha Nulkar		x
6	Direct Donations Lead: Susan Gao	x	
7	Community Events Lead: Shruti Dixit	x	
8	Community Events Lead: Thushitha Deepak	x	

	Board Members	Present	Absent
9	Communications Lead: Raka Agrawal	x	
10	Principal: Jean Wang	x	
11	Assistant Principal: Anu Iyer	x	
12	Teacher Rep. 6th grade: TBD	n/a	
13	Teacher Rep. 7th grade: Dennis Harting	x	
14	Teacher Rep. 8th grade: Cindy Burns	x	
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16			

Membership at large: Robin Gold, Ann Harren, Dianne Wood, Hiba Rajab, Kristine Perry Krop, Sunil Jadhav, Sheik, Sunil Jadhav, Surbhi Jain, Bee Chua, Shilpa

Please note that background information, updates and the detailed agenda is available through the [September Meeting & Agenda](#) Materials document. The meeting notes below capture comments, action items and decisions not outlined in the Meeting Materials.

Meeting called to order at 6:332pm by Cindy Klaje

Meeting Minutes			
#	Agenda Item	Action Items and Decisions	Comments
1	Board Updates	<p>&lt;all&gt; Send suggestions to Cindy for use under learning loss criteria.</p> <p>&lt;Jean&gt; Bring to back info to PTO about past donations asked of parents directly for classes or grade-levels.</p> <p>&lt;Cindy&gt; Recruit for SFTS Rep</p> <p>&lt;Vote&gt; <a href="#">PTO Budget</a> as proposed.</p> <p>&lt;Ronda&gt; Update PTO Bylaws to reflect decision on Board Officer term duration.</p> <p>&lt;Decision&gt; Move forward with the Konstella project.</p> <p>&lt;Manuela&gt; Launch pilot of Konstella with PTO Board Officers.</p>	<ul style="list-style-type: none"> <li>● <b>President: Cindy Klaje</b> <ul style="list-style-type: none"> <li>○ First CUSD PAC-DELAC Meeting on Sep 7           <ul style="list-style-type: none"> <li>■ CMS Reps: Brian Gin and Cindy Klaje</li> <li>■ Activity: How to spend about \$500K of resources to address learning loss in students (pandemic related)</li> <li>■ Next meeting will be DELAC only. Focus on ELA reclassification criteria. Push to use iReady only.</li> </ul> </li> <li>○ Safe Routes to School           <ul style="list-style-type: none"> <li>■ Looking for a parent rep for CMS to gather feedback from families and working with the City and CMS to improve the SRTS options for our students</li> </ul> </li> <li>○ Centralized Fundraising Portal Committee           <ul style="list-style-type: none"> <li>■ Initiative to centralize and streamline donation collection for all CUSD schools</li> <li>■ Decision for CMS not to join yet. There are about 5 schools in the district subscribed to it already.</li> <li>■ Cindy did a demo of the solution that was created for Lawson Middle School: (<a href="https://lawson.ceefcares.org">https://lawson.ceefcares.org</a>)</li> <li>■ Fundraising team feels like joining this effort for donations to the school (not necessarily just to PTO) could be helpful so parents have a clearer idea of who they are donating to.               <ul style="list-style-type: none"> <li>● Recent need for reimbursements of donations made to PTO when they were meant for the school.</li> </ul> </li> <li>■ Discussion about whether PTO should do all the fundraising for the school, including the grade-level, subject-specific asks.</li> </ul> </li> </ul> </li> </ul>

<Manuela> Work with Jean on plans for onboarding more families after the Konstella pilot.

<May> Add scheduled fundraising events to the PTO/School Calendar per notes in the Fundraising update.

<Abha> Order banner for the e-waste event.

<Shruti + Anu> Create a survey using Google Forms to gauge parent interest for future Parent Talks.

<Decision> Promote parent talks hosted by FUHSD among our parent community. Except the upcoming one since it conflicts with our first session. **May** is POC for this.

<Decision> Fall Family Night to be fully virtual. Proposed date/time: Oct 29, 7-8pm. This is a Staff Learning Day.

<Cindy B> Quote from staff for PTO Newsletter.

- This would require teachers to have a clear ask to PTO in early Spring.
- Needs/asks vary year-by-year and currently the teaching teams have a lot of flexibility based on planning for the year.
- Jean is working with staff to pull info from the past regarding all the different asks that go to parents.
- Complicating factor: we've had 3 different finance secretaries for the school in the last 6 years.
- Parents have expressed some confusion about how to donate, in particular when doing so online. Many platforms and lack of clarity over where the money goes in each case.

- PTO Meetings

- Every second Wednesday of the month
- Will use PTO Zoom Account

- **Treasurer: Ronda**

- Collection so far:

- \$11,060 in direct donations
- \$1k in corporate match
- Direct donations are tracking in line with last year.
- Corporate matching was significantly higher last year because of Appel's double match program.

- Ronda presented the proposed [PTO budget](#).

- Healthy balance in accounts due to decreased spending during COVID.
- Reduction of the balance to a more adequate level (~\$50k) means PTO needs to raise about \$66k this year.

- Approval of budget: Robin motions for vote, Shruti seconds

- 12 votes in favor, motion passes, budget approved

- Still in process with the IRS/CA Registry of Trusts regarding last year's taxes. Status remains Current.

- Bylaws document needs to be updated to reflect the correct duration of the Board Officer terms (15 months). This requires a 30-day notice to the community and then a vote.

- **Secretary: Manuela**

- Konstella project

- Manuela presented an [update](#) on the project addressing features, privacy concerns and next steps

- Questions:

- Can a family have more than one school on their Konstella?
- How do you opt out if you no longer feel it's

			<p>useful?</p> <ul style="list-style-type: none"> <li>■ Onboarding of families: This is identified as a challenge to the launch of the platform. Maybe teachers can help? Idea: all LA teachers share with their parent community.</li> <li>■ Decisions: <ul style="list-style-type: none"> <li>● Start with the free version and pilot with PTO members.</li> <li>● Work with Jean on more plans around onboarding families.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● <b>Fundraising: Abha</b> <ul style="list-style-type: none"> <li>○ Scheduled fundraising events: <ul style="list-style-type: none"> <li>■ Sep 27 - Pizza My Heart fundraiser (TBC)</li> <li>■ Oct 11 - Chipotle fundraiser - 4pm-8pm</li> <li>■ Oct 23 - e-Waste event</li> </ul> </li> <li>○ Need to make a banner for the e-waste event</li> </ul> </li> <li>● <b>Direct Donations: Susan</b> <ul style="list-style-type: none"> <li>○ Will connect with Cindy directly to find ways to build the direct donations</li> </ul> </li> <li>● <b>Community Events: Shruti and Thushita</b> <ul style="list-style-type: none"> <li>○ First parent speaker event scheduled for Sep 16, 6:30-8:00pm. Speaker: Elizabeth Stitt.</li> <li>○ <u>Survey</u> for gauging parent interest for other talks. Shruti will work with Anu on setting something up on Google Forms.</li> <li>○ Discussion about promoting parent talks hosted by FUHSD among our parent community. All in favor of this idea, except the upcoming one conflicts with our first session.</li> <li>○ <u>Fall Family Night</u> <ul style="list-style-type: none"> <li>■ Will be fully virtual this year because of COVID restrictions</li> <li>■ October 29th possible date (this is a Staff Learning Day)</li> <li>■ 7pm-8pm</li> </ul> </li> <li>○ More updates for next PTO Meeting: <ul style="list-style-type: none"> <li>■ Fall Family Night</li> <li>■ Spring Family Night</li> <li>■ School Play</li> </ul> </li> </ul> </li> <li>● <b>Communications: Raka</b> <ul style="list-style-type: none"> <li>○ PTO Newsletter <ul style="list-style-type: none"> <li>■ Will be included in Jean's Monday email following the Board meetings.</li> <li>■ Possible topics: <ul style="list-style-type: none"> <li>● Direct donation update: current participation and calls for families to contribute</li> <li>● Parent talk promotions</li> <li>● Chipotle fundraiser</li> </ul> </li> </ul> </li> </ul> </li> </ul>
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			<ul style="list-style-type: none"> <li>● E-waste event</li> <li>● Virtual Fall Family Night (date, time, zoom link)</li> <li>● Teacher quote: Great things PTO has done for our school.</li> <li>● Details on how PTO money is spent on school programs</li> <li>● Info on existing WhatsApp groups for parents to connect</li> </ul>
2	Principal and Teacher Rep Reports	<p><b>&lt;Decision&gt;</b> OK to use left over photo frames, cell phone chargers and starbucks gift cards for Student Store.</p> <p><b>&lt;Vote&gt;</b> Approved expenditure of up to \$3200 for purchase of 2 new iPads for the music program.</p> <p><b>&lt;Jean&gt;</b> Resume conversation about request for PTO to fund referee for after school sports (estimate \$8k)</p>	<ul style="list-style-type: none"> <li>● <b>Principal: Jean and Anu</b> <ul style="list-style-type: none"> <li>○ Wonder about whether it will be possible to host an in-person Book Fair this year because of contact-tracing issues on campus</li> <li>○ Heart monitors           <ul style="list-style-type: none"> <li>■ PE department still investigating ideal solution</li> </ul> </li> <li>○ No COVID exposure at CMS so far (hallelujah), but contact is difficult to control during brunch and lunch. Ask that families talk to their kids about ways to stay safe and keep others safe too.</li> <li>○ After School sports:           <ul style="list-style-type: none"> <li>■ Indoor: no spectators. Looking for ways to livestream.</li> <li>■ Outdoors: spectators OK as long as wearing masks.</li> </ul> </li> <li>○ Request for PTO: Left over photo frames, cell phone chargers and starbucks gift cards → Anu would like to repurpose those for Student Store           <ul style="list-style-type: none"> <li>■ Agreement from Board Members to go ahead with this</li> <li>■ Only problem would be if it were a grant that hadn't been used</li> </ul> </li> <li>○ Request for PTO: iPads for Music (Mr. Yaeger)           <ul style="list-style-type: none"> <li>■ Request for two new ipads for the band and music program to update technology and support learning outdoors due to COVID restrictions (<a href="#">see slide 13 of the agenda for more details</a>)</li> <li>■ Purchase must be done through the District due to discounts and onboarding the devices to district networks</li> <li>■ Amount requested: \$3,116.33</li> <li>■ Motion to approved the purchase for up to \$3200</li> <li>■ Cindy motions to approve the purchase, Shruti seconds.</li> <li>■ 10 aye votes, motion passes</li> </ul> </li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ No discussion over request for referee for after school sports. Cost estimated at \$8k.</li> <li>● <b>Teacher Rep: Cindy and Dennis</b> <ul style="list-style-type: none"> <li>○ No updates</li> </ul> </li> </ul>
3	Discussion Items		<ul style="list-style-type: none"> <li>● Consider changing donation requests from a per-family control to a per-student control. <ul style="list-style-type: none"> <li>○ This would be necessary particularly if we decide to do all fundraising through PTO, including classes, electives and so forth (per discussion outlined in the President's report).</li> <li>○ Some families coming into CMS are used to this from their previous Elementary school, but not all (ex. Montclair does donations per student; Nimitz does an ask per student but there is a sibling discount).</li> </ul> </li> </ul>
4	Open Comments & Questions	<Anu> Reach out to parent volunteers.	<ul style="list-style-type: none"> <li>● <b>Volunteering at CMS</b> <ul style="list-style-type: none"> <li>○ A parent in attendance asked about ways to volunteer at the school.</li> <li>○ Anu will be reaching out to volunteers in the coming days.</li> </ul> </li> </ul>

Meeting adjourned at 8pm by Cindy Klaje