



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)

Wednesday, December 08, 2021, 6:30pm

[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: TBD		
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		
13	Teacher Rep. 7th grade: Dennis Harting	x	
14	Teacher Rep. 8th grade: Cindy Burns	x	
15			
16			

Membership at large: Hija Rajab, Robin Gold, Siva Kondapi Venkata

Please note that background information, updates, and the detailed agenda are available through the December [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 6:38pm by Cindy Klaje

Meeting Minutes		
#	Agenda Item	Notes, <b>Action Items</b> , and <b>Decisions</b>
1	Board Updates	<ul style="list-style-type: none"> <li>● <b>President: Cindy</b> <ul style="list-style-type: none"> <li>○ Recruiting           <ul style="list-style-type: none"> <li>■ Cindy contacted Erin Iyama for the position of Direct Donations. She has been doing this for the last 2 years at Montclair. She is not comfortable taking the official position in CMS PTO but agreed to do the work behind the scenes.</li> <li>■ Cindy spoke to Meera Desikamani and she will talk to Raka about coming on board to work with Raka on Social Media management.               <ul style="list-style-type: none"> <li>● <b>Once this is confirmed we need to give her the proper credentials.</b></li> </ul> </li> <li>■ <b>[Cindy]</b> Pitch to incoming 6th-grade families during Orientation about the importance of joining CMS PTO. Cindy will work with Jean to get this on the schedule.</li> <li>■ <b>Connect to feeder schools PTOs to identify leadership parents that are rolling into CMS.</b></li> </ul> </li> <li>○ Cindy and Ronda attended Jean's Department Leads meeting to discuss the option of CMS PTO doing fundraising for all classes to try to reduce the separate asks that are coming to parents.           <ul style="list-style-type: none"> <li>■ <b>Leads are tasked with thinking about ways of combining asks per grade level so that these can be all in one donation made by the parents.</b></li> <li>■ PE will continue as is because of uniform purchases and other specifics of their process.</li> <li>■ Electives are also separate since it is more difficult to combine their needs into one bundle.</li> <li>■ There is a concern about this becoming too large and PTO not being able to handle such a high fundraising goal.</li> <li>■ <b>Next steps: look at the estimated numbers that are coming from Leads and think about strategies on how to reach this goal.</b> <ul style="list-style-type: none"> <li>● Leads are leaning towards keeping things as they are but also finding ways to streamline the asks coming to parents.</li> </ul> </li> <li>■ Jean thinks PTO's funds can be used for larger more impactful projects such as funding the new benches.</li> </ul> </li> </ul> </li> <li>● <b>Treasurer: Ronda</b> <ul style="list-style-type: none"> <li>○ <a href="#">Treasurer's Report</a></li> </ul> </li> </ul>

- \$5,300 came in through Direct Donations on Giving Tuesday and \$2,200 the following day!
- \$52,600 total in donations so far this year (\$15k more than last year)
- Expenses are pretty much the same
- \$83k is the budgeted fundraising goal, but there isn't a fundraising strategy attached to it
  - ~\$30k to go
- [Ronda] Bring an update next meeting on how donations have flowed this year and what we can still expect (ex. Benevity).
- May asked for the expense from last year for Teacher Gifts = \$10k (for the entire year). She will use this information to gauge the purchase of gift cards for teachers for the holidays this year. Some surplus to be left for Teacher Appreciation Week in the Spring.
- Please send in expense reports as soon as possible. The template for the report is in the Meetings folder.
- 2019 taxes are recognized by the IRS, no further pending issues

- **Secretary: Manuela**

- Konstella membership has grown, however, there is still a lot of room for growth
- [Manuela and May] Work on the project of creating invitation cards to send home with the kids (target = 6th graders)

- **Fundraising: Abha**

- Rubio's fundraiser happening as we are having the meeting.
- Potential new fundraiser: Boba drinks
  - Event-based
  - Secure a minimum order (~150 drinks)
  - We'd need to find a date to host an event like this
    - Spring Fling could be an option, but unsure still if we will be able to have this in person.
  - Not allowed to sell food on campus during the school day
  - Jean is unclear on any realistic options on the calendar as of now: would need to be after school
  - Continue to think about potentially successful events for this
- [Abha] Organize another Chipotle fundraiser 6 months after the last one (target = April)
- [Abha] Think about smaller local businesses that we set up a fundraiser with. Mind their ability to service such a big community, what return they're offering us and whether their appeal is widespread enough.

- **Direct Donations: no presenter**

- Hima (parent in the community and Treasurer at Nimitz) suggested that we word the donation ask as a range instead of a single suggested amount.
  - Good strategy to try to bring in a little more donation past the holidays.
- Think about other strategies for ramping up donations in the case that we need to raise more than what we're hitting at the moment.
- There is a thought that there is a demographic composition in our community that doesn't favor donations. While there are some families with financial difficulties, there is also a feeling that there isn't enough clarity around what the money goes towards and hence, why to donate.

- **Community Events: Shruti and Thushitha**

		<ul style="list-style-type: none"> <li>○ Josh Ochs recording is available for 30 days. Please share: <a href="https://vimeo.com/654389276/b8bcb79416">https://vimeo.com/654389276/b8bcb79416</a> <ul style="list-style-type: none"> <li>■ Attendance was roughly 100 people</li> </ul> </li> <li>○ No talks lined up for the rest of the year. Topics of interest: <ul style="list-style-type: none"> <li>■ Coping with Anxiety <ul style="list-style-type: none"> <li>● [Jean] will check which resources the High School community uses and see if they are adequate for MS level. She will connect to Shruti about this.</li> <li>● Reach out to CMS alumni that are in High School now to see if they can help bring insight to current middle schoolers.</li> <li>● This is timely since high school information is coming out in January</li> </ul> </li> </ul> </li> <li>○ Possible speakers could come from Taarika Foundation and Center for Children and Youth (<a href="https://ccy.jfcs.org/services-for-families/">https://ccy.jfcs.org/services-for-families/</a>).</li> <li>○ Fall Family Night <ul style="list-style-type: none"> <li>■ 7 of the 8 winners claimed their awards</li> <li>■ 3 books delivered and the rest will be delivered through the office</li> </ul> </li> <li>○ Spring Family Night <ul style="list-style-type: none"> <li>■ Still waiting on the definition of being able to have it in person or not. There really isn't visibility over what the situation will be like in May.</li> <li>■ The date is still not finalized.</li> <li>■ Jean will look into possibilities and will get back to us. She will also check about us submitting use permits for this now.</li> </ul> </li> <li>● <b>Communications: Raka</b> <ul style="list-style-type: none"> <li>○ Year-end message coming up to include: <ul style="list-style-type: none"> <li>■ Any donation helps and all donations are tax-deductible</li> <li>■ Josh Ochs parent talk link</li> <li>■ Join Konstella and also include the WhatsApp group links</li> <li>■ Thanking staff and wishing everyone Happy Holidays. Encourage thanking all staff, not only teachers.</li> </ul> </li> </ul> </li> </ul>
2	Principal and Teacher Rep Reports	<ul style="list-style-type: none"> <li>● <b>Principal: Jean</b> <ul style="list-style-type: none"> <li>○ Reached out to the feeder schools to include the 5th-grade families in schoolwide events. This was done for the viewing of "Like" and Jean plans to continue doing it moving forward to promote a connection between the feeder schools and CMS.</li> <li>○ We ran into a problem with the vendor for the new science tables and had to cancel the order. The district purchaser is working on finding a new vendor for this purchase that is close in magnitude to the approved request.</li> </ul> </li> <li>● <b>Teacher Rep: no presenter</b> <ul style="list-style-type: none"> <li>○ Update on health monitors: still testing but no decision yet.</li> </ul> </li> </ul>

3	Discussion Items	<ul style="list-style-type: none"> <li>• <a href="#">Funding requests</a> <ul style="list-style-type: none"> <li>○ Student Council T-shirts - \$660 (40 shirts) <ul style="list-style-type: none"> <li>■ Different than the previous ask that was shirts for Student Council Leadership. This is not a revision of the previous ask (Oct).</li> <li>■ These shirts are for the general membership of the student council.</li> <li>■ Motion to approve the purchase of the shirts for up to \$800.</li> <li>■ Motion: Shruti, Second: Cindy. Six votes aye. No nay votes. <b>Motion carries.</b></li> </ul> </li> <li>○ Bear Den Restock - \$504.30 <ul style="list-style-type: none"> <li>■ Motion to approve the Bear Den Restock for up to \$520.</li> <li>■ Motion: Cindy, Second: May. Seven votes aye. No nay votes. <b>Motion carries.</b></li> </ul> </li> </ul> </li> <li>• Honoring student who passed in Jan 2021 <ul style="list-style-type: none"> <li>○ Ponytail palm tree with a stake with a beautiful message. To be planted near the office, inside campus so it cannot be vandalized.</li> <li>○ Will be executed in January on the 1-year mark.</li> <li>○ <b>Jean</b> will share more about the logistics of how the honoring ceremony will happen.</li> </ul> </li> </ul>
4	Open Comments & Questions	<ul style="list-style-type: none"> <li>• Pick-up and drop off concerns <ul style="list-style-type: none"> <li>○ The unsafe behaviors have greatly increased since the beginning of the year</li> <li>○ <b>Jean</b> will stand outside at pick-up to promote better behavior among the parents</li> <li>○ <b>Jean</b> to resend guidelines for pick-up with emphasis on safety</li> </ul> </li> </ul>

Meeting adjourned at 8:26pm by Cindy Klaje