



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

Wednesday, September 14, 2022, 7 pm

[Zoom Call](#)

**Attendees**

	Board Members	Present	Absent
1	President: Cindy Klaje	x	
2	President: Manuela Silveira	x	
3	Secretary: Denise Twum	x	
4	Treasurer: Ronda Gieryn	x	
5	Treasurer: Erin Iyama		
6	Fundraising: Abha Nulkar	x	
7	Fundraising: Marie Barrigar	x	
8	Community Events Lead: Shruti Dixit	x	
9	Community Events Lead: Thushitha Deepak	x	

	Board Members	Present	Absent
10	Community Events Lead: Anuja Surlaker	x	
11	Communications Lead: Raka Agrawal		
12	Communications Lead: Jenny McNeill	x	
13	Emeritus Officer: May Bakken	x	
14	Principal: Jean Wang	x	
15	Assistant Principal: Alvin Marquez	x	
16	Teacher Rep.: Dennis Harting	x	
17	Teacher Rep.:		
18	Teacher Rep.:		

Membership at large:

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

Meeting called to order at 7:01pm by Cindy Klaje

Cindy provides intro to new attendees on how the meeting is structured, invites everyone to participate.

Meeting Minutes		
#	Agenda Item	Notes, Action Items, and Decisions
1	Principal and Teacher Rep Reports	<ul style="list-style-type: none"> <li>● <b>Principal: Jean Wang</b> <ul style="list-style-type: none"> <li>○ Update           <ul style="list-style-type: none"> <li>■ Technology update. 7 years ago, district previously provided 1-to-1 iPads for middle school students when there were 1400 students. Right now only have around 550 iPads left (aged out or broken).</li> <li>■ Able to buy Chromebooks now for 7th and 8th graders due to ECF funds from COVID, on recommendation from teachers (iPads best for 6th graders' needs, Chromebooks for 7th &amp; 8th graders)               <ul style="list-style-type: none"> <li>● (FCC's Emergency Connectivity Fund)</li> </ul> </li> <li>■ Our technology is moving to 1-to-1 tablet to student again. Also have about 50 Chromebooks for students who don't have any at home, to request to use at home for the sch year.</li> <li>■ Also have Chromebook charging station in library and small number of iPads for 7th &amp; 8th grade teachers to use the camera feature, as Chromebook camera isn't great.</li> <li>■ Barely squeaking by with the devices</li> <li>■ Didn't have a Tech specialist available for most of last year. Now have R. Connor who set up the Chromebooks and iPads for the start of the school year, along with parent volunteers. Next up is resetting the school printers to set up more printing stations for students and teachers.</li> </ul> </li> <li>○ October - National Bullying Awareness Month           <ul style="list-style-type: none"> <li>■ This year feels different from last year and the year before.</li> <li>■ Music in the quad on Fridays. - Jean does yard duty 3 days a week in the quad, 7th and 8th graders request music (esp if they take a dance unit). Recently the song requested was the "Macarena" and a bunch of 6th graders went up to dance, changing the song lyrics to "Bear</li> </ul> </li> </ul> </li> </ul>

Pride". Great moment of joy to share in terms of plans for building community in the school this year, and for kids to feel that it IS their school.

- Funding Requests
  - From Diana Brzowski - CMS Haunted House with the Leadership and Drama classes
  - Thinking of opening it up to community and other schools
  - Has half of her CEEF fund (\$240), requesting \$550 from PTO
  - Hoping to have Haunted House ready for Fall Family Night if the students are able to set it up by then
  - The kids will set up the Haunted House, and the teachers will sign up to take their classes through during Drama period (10 minutes to go through). Also open to feeder schools to participate after school.
  - Never done it during Fall Family Night before, but with just the students it's never sustained any damage. Adults to supervise and explain the rules before people enter.
  - Shruti - move to vote?
  - Cindy - put it under the Leadership section in the budget? (Ronda - we don't track down to that detail). Looks like we can support it.
    - Cindy makes the motion to approve \$550 for the Haunted House. Seconded by Ronda.
    - Maunela explains the voting process for everyone on the call.
    - 12 ayes, 0 ayes, motion passes. \$550 request for CMS Haunted House is approved.
- Goals this year
  - Developing a sense of belonging for students (continued goal from last year)
  - All teachers are being intentional about their asks to help foster a sense of community and belonging
- **Vice Principal: Alvin Marquez**
  - Not a lot new. Just ramping up.
  - Leadership students have first social in October
  - Drama students thinking of partnering with leadership to create a haunted house
  - Question from Cindy
    - How can we (PTO) work with the leadership group, get them involved? How do we contact them?

		<ul style="list-style-type: none"> <li>■ <b>Jean</b> - Contact Laura Hennessy, the leadership teacher (6 weeks advance notice, CC Jean on that email. Laura has a scope and sequence instructional plan for the class). The kids take on community projects in addition to school projects.</li> <li>■ Leadership students learn what leadership is, take initiative, planning for large events for lots of students, and how to plan for different types of groups within the students. <ul style="list-style-type: none"> <li>● Eg. talking to Laura about the leadership team taking on an Adopt a Pencil campaign - seeing lots of pens and pencils on the ground.</li> </ul> </li> <li>■ Student social is Oct 28 (after Fall Family Night). <ul style="list-style-type: none"> <li>● Checking with Voter Registrar about whether it's a set up day or community voting day, as registrar of voters will be coming by that week (midterm elections).</li> <li>● If that day is a community voting day, might move the social to the blacktop to separate students from the community coming in to vote (for student safety).</li> </ul> </li> <li>● <b>Teacher Reps: Dennis Harting</b> <ul style="list-style-type: none"> <li>○ <b>Heart rate monitors</b> <ul style="list-style-type: none"> <li>■ Spoke with Mr. Wycoff. Had problems with a rep from Polar, last year. The rep in charge of our account is no longer there. Working with a new rep now, meeting set up for next week. This one looks like it might be the best option for our kids.</li> <li>■ The new rep will send out some demo units shortly so some classes and teachers can test them.</li> <li>■ Jean - has pushed the Polar contract/agreement to the district to be reviewed. Once approved, will be ready for the pilot.</li> <li>■ Will send an update about this next month.</li> </ul> </li> <li>○ Afterschool sports <ul style="list-style-type: none"> <li>■ Started 2.5 weeks ago but was on-hold last week due to the weather</li> <li>■ Haven't lost a game yet. Boys Volleyball and Girls Softball</li> <li>■ Playing every team so everyone will have 10 games, then playoffs. Longer season compared to last year.</li> </ul> </li> <li>○ Question from May - can we preplan Spring Fling to include sports department, for next year? <ul style="list-style-type: none"> <li>■ Jean - Will check with Matt if the PE department can support that, so parents can see the types of activities the PE teachers do with the kids, and parents can also understand why they need to support fundraising for the heart monitors (Bear Fit Challenge is comprehensive and thorough).</li> </ul> </li> <li>○ FUp from Previous agenda - 1.2k, not 12k. Spent except for \$40.</li> </ul> </li> </ul>
2	Board Updates	<ul style="list-style-type: none"> <li>● <b>President: Manuela Silveira</b> <ul style="list-style-type: none"> <li>○ <b>Manuela</b></li> </ul> </li> </ul>

- Thanks to incoming and returning board members. Hope we can do more together as a group.
- Documentation Initiative
  - Currently has been in-person, and makes handover each year a little more challenging.
  - Documenting the roles and responsibilities of each role so we have written history across the year, helps onboard new folks easily.
  - [Master Calendar](#) for CMS-PTO school year, so we know ahead of time what needs to happen each month of the year.
- Missed Step
  - Need to review and approve meeting minutes at the end of each meeting. Need at least one person from each PTO group to review the notes, especially their department's section.
  - One week to review and sign off, before it's published on the PTO website, to make sure the minutes accurately portray information from each board group.
  - Denise - Send meeting minutes to board members so at least one person from each group will review and approve the minutes.
- Board officers as leads on Konstella
  - All board officers are Konstella leads on the classroom that your child is in.
  - Can approve requests to join a class, and can join/participate in that community.
- All FUPs have been completed.

- **Treasurer: Ronda Gieryn**

- [Summary of last year](#)
  - Fiscal year runs through Jun 30th.
  - Report is available in meeting folder for board members.
  - Raised \$93k in contributions, \$3k in other. Total of \$96k, which was \$12k more than expected.
  - Underspent our budget by \$100k in the discretionary category, mostly in academic support. Had fewer events as school and district put up more events.
  - Ending position was \$155k as compared to previous year (\$162k), so we only reduced our existing cash by \$7k.
- Question from May) - what is the guidance for spending? How much should we be spending?
  - Ronda - Good to have a rainy day fund. Plan was to have \$15k by EOY.
  - We had a few big ticket items at the beginning of school for supplies, teacher supplies and afterschool sports.
  - Need to think about that a bit more as the \$15k wouldn't have been enough.
  - Need to better understand/anticipate when our spend is highest (Sep) versus when most of the donations come in so we can plan better year over year.
  - \$50k at the beginning of the school year would be good guidance.

- Question from May - how is the process of people donating through the new donation site/link?
  - [Treasurer's report](#) at 8/31 (Manuela to pull up and share)
    - Through Jul - Aug, brought in 8k total. 7k was individual, 1k from corporate matching.
    - About 6k was through the CEEF portal.
    - Compared to last year, we're down about \$4k. Not sure if it has to do with the change to CEEF, or something else.
    - Did not have Aug report last year, first report was in Sep. Donations might catch up next month.
    - Spent \$24k so far. Provide \$8k for afterschool sports out of the gate and they spend out of that.
    - 23 families have donated so far. Will have the numbers next month.
  - Cindy - need to think about other opportunities to ask families for donation, as waiting for Fall Family Night might be too late.
  - Question for Jean - are you planning to do any coffees with families?
    - Jean - working on Objectives and Goals meetings with Alvin, due Sep 23. Need to finish that before putting any coffee time on the calendar.
    - Cindy - might be a good opportunity to fundraise if we can see parents face-to-face.
  - IRS Update
    - Still haven't processed last year's. Contacted IRS but couldn't get through. Have to wait till we're delinquent to file.
    - This year's needs to be done electronically, may cost \$100 - \$200.
  - Reminder - submit expenses in timely manner.
    - Reimbursement forms available in CMS-PTO folder called "Payment forms".
  - FUps
    - All sorted out.
    - Manuela - missed the initial donations via CEEF portal but can set it up for elective donations for second semester. Will act as a soft launch to donate to specific classes so we can work out kinks, and have it ready for next year.
- **Secretary: Denise Twum / Manuela**
    - FUps
      - Konstella old data sunset, new families added by Manuela.
    - From Ronda
      - Go through old files to remove former board members? Found some in Events folder.
      - Action Item - All board members to go through their folders in the PTO drive to make sure they are shared properly and old members are removed.
  - **Fundraising: Marie Barrigar and Abha Nulkar**

- 2 fundraisers upcoming for next month
  - Chipotle fundraiser - Oct 3, 2022 Monday 4pm - 8pm
  - E-waste fundraiser - confirmed for Oct 8, 2022 at CMS parking lot (thanks to Marjorie and Jean)
  - Question from Manuela - Is the process for facility requests squared away?
    - Jean - It is. The process is to let Majorie know and she will share with CMS to put on the facilities calendar
- Question from Abha - can we get outside vendors use our gyms and facilities?
  - Jean - handled through the district. Some have used the gyms. The school gets first pass at any rooms/facilities, has a right to the facilities and can cancel if needed.
  - Abha - approached by a group who need a place with a sound system. Want to know if it can be used for fundraising.
  - Jean - any funds raised for use of school facilities goes to the business expenses fund, not directly to the school, so cannot do any fundraising with a group where they pay the school for facility use. All those funds will go to the district.
- Question from May - same vendor we used previously for the e-waste fundraiser, and is Hema included?
  - Marie - Hema is the one who set it up. We're still working with them.
  - May - raised about \$1200 for last e-waste fundraiser. Held 9am - 3pm.
- Jean
  - Plug for Homestead - HHS marching band is coming to CMS on Oct 3rd to show the students how the marching band works on the quad. A lot of middle school band members joined the marching band at HHS as well. They've come before. Last year the HHS cheerleaders came by.
  - May - Big drop in band enrollment in middle school, and those bands feed the high school, so hopefully this will inspire the kids to join band.
  - Jean - They've been at CMS before. Have also spoken to Mr. Yaeger about having the CMS bands go to elementary schools to showcase.
- Question from May - more fundraising events?
  - Marie - Yes. Pizza My Heart, California Pizza Kitchen, looking into other things.
  - Thinking of one per month.
- **Community Events: Shruti Dixit & Anuja Surlaker**
  - **Shruti**
    - **Evolving beyond speaker series as district and others are also doing some of those.**
    - **4 ideas - 2 for Fall, 2 for Spring - community building not just for the kids but also for the parents**
    - Tentative months for events:
      - Nov: Parent Social - Q&A with Dr. Leena Khanzode ([Chasing Childhood](#))

- \$500 to screen for a week
- Bring in a panel of the movie director and child psychologists to answer questions from the parents
- Noticing that high schoolers and middle schoolers are coming for therapy. Youngest is a 5th grader.
- Virtual event as pandemic is still around.
- Anuja - Dec: Student Holiday Themed Event - Holiday greetings for non-teaching staff and volunteers @ CMS - Ex: Crossing Guards, Custodians, etc.( potential collaboration with student leadership ? PTO to provide cookies ?)
  - Nice to show appreciation for crossing guards who help keep the kids safe
  - Can we collaborate with the leadership class? Set up during lunch and have the kids come and make the cards.
  - Leadership will help us distribute the cards later.
  - Cookies to thank the kids for participating.
  - Question from May - can we do for staff?
    - Yes!
    - Felt that student touch has been missing due to the pandemic, so it's a great idea.
- Shruti - Feb: Parents and Students - Music & Movement in the Quad (In-person with RSVP, Sat morning ? PTO provides coffee ?)
  - Question from May: Is the school open over the weekend? Will we have access? Do we need approval?
  - Jean - since it's a PTO sponsored event, we would have to check the calendar and make sure there's space. We would need to put it on the calendar and let vendors know that the space is unavailable for that day.
  - Send to Margie and copy Jean and Alvin.
- Shruti - April: School assembly in honor of Earth Day
  - Speaker from City of Sunnyvale - Sunnyvale Urban Forestry Association, non-profit group, happy to talk about trees on campus. Should PTO get a tree?
  - Students can help plant a tree
    - Shruti to Jean - tree planted for student?
    - Jean - No water in the spots where they wanted to plant a tree. Anna joined 6th grade during COVID so never met her. Instead, bought a ponytail palm for Anna Yamburg in a pot with "Joy" on it, so the staff can keep watch. A little memory box with a dangling heart as well in the office to remember her by.
    - Shruti - Empty plant beds behind the quad (3 of them). Can we add



		<p>plants? Do they have irrigation?</p> <ul style="list-style-type: none"> <li>■ Jean - Needs to double-check. CMS has 2 gardens - one by event center called Jay's garden. Has a hose. The other one is out front by music classrooms. Not clear if there's irrigation but there's a water system hooked up.</li> <li>■ Can plant flowers in those 2 places without needing district approval.</li> <li>■ Shruti - can add succulents, painted rocks from students, as it looked bare during recent Back to School Night.</li> <li>■ May - Jack Crane from the Boy Scouts, did he do anything to the garden area?</li> <li>■ Jean - He cleaned it up. Doesn't commute in that way anymore but will go take a look to see what it looks like now.</li> </ul> <ul style="list-style-type: none"> <li>● Anuja - Speaker Series (In-Person?) (could be in person or over Zoom) <ul style="list-style-type: none"> <li>○ Teaching Kids about Money and Finance</li> <li>○ (Shruti) Restarting - A Day in the life of... <ul style="list-style-type: none"> <li>■ May - wanted to inspire the kids to hear from folks with interesting/different careers and it was a virtual series</li> </ul> </li> </ul> </li> <li>● May - has a child in high school and was thinking of opportunities for community service (Fall Family Night might be a good opportunity). High school might be too late as the kids will be busier. Middle school would be a good time to introduce them. Have people come in to pitch age-appropriate community service opportunities. Introduce them BEFORE the holiday season, as all the opportunities will be during the holidays. <ul style="list-style-type: none"> <li>○ Action Item - Who will be reaching out to the community service orgs to come talk during Fall Family Night?</li> </ul> </li> <li>○ Fall Family Night (Manuela) <ul style="list-style-type: none"> <li>■ Different groups getting involved - Digital photography class and photo booth, Mr. Yaeger working on band performance (might be tricky as it's the Friday before a long weekend)</li> <li>■ Reached out to FHS and HHS to create volunteer opportunities for students there and cultural groups who want to come over and perform.</li> <li>■ Biggest hurdle is getting parent volunteers to run the booths. Hoping to send out an isolated communication with a flyer to get signups.</li> <li>■ Action Item: Manuela will work with Jean to send out Fall Family Night flyer, and add Thushitha as the point of contact.</li> <li>■ Already booked a DJ and booked a taco catering truck.</li> </ul> </li> <li>● <b>Communications: Jenny McNeill &amp; Raka Agrawal</b> <ul style="list-style-type: none"> <li>○ Main goal is to use PTO meeting to gather content to add into newsletter, send it the week after the PTO meeting</li> </ul> </li> </ul>
--	--	---

		<ul style="list-style-type: none"> <li>○ For October, highlight: <ul style="list-style-type: none"> <li>■ Direct Donations</li> <li>■ Events: Chipotle Night, eWaste, Fall Family Night</li> </ul> </li> <li>○ Develop little nuggets to share via Konstella and FB. Plan is to have an initial save the date, send an invite the day of as well</li> <li>○ Any thoughts about frequency? <ul style="list-style-type: none"> <li>■ Denise - send out a reminder a day or so before the dinner events, so people can plan ahead for that</li> <li>■ Cindy - sending it out earlier is good, day of is also fine.</li> <li>■ Started docs with text and schedule for when to push things out, and shared with Meera.</li> </ul> </li> <li>○ Budget to give raffles and giveaways to drive direct donations and Konstella sign-ups? See who is reading it and getting them more involved. Is there a budget for it? (examples: \$20 boba gift card, Bear Wear etc.). <ul style="list-style-type: none"> <li>■ Encouraging families to read the newsletter and doing a giveaway for that.</li> </ul> </li> </ul>
3	Discussion Items	<ul style="list-style-type: none"> <li>● Jean <ul style="list-style-type: none"> <li>○ Oct is National Bullying Awareness Month. Looping CMS-PTO in early.</li> <li>○ Showed film "Like" last year about social media, and there is a part about bullying.</li> <li>○ 7th and 8th graders already saw it, but going to talk to 6th graders to see if they'd like to watch it as part of Social Science</li> <li>○ Different movies that can be screened parent and child. <ul style="list-style-type: none"> <li>■ Angst - movie about anxiety, give parents the chance to talk to their kids about that</li> <li>■ Upstanders - movie about bullying, contains a segment about the effects of suicide</li> </ul> </li> <li>○ Would CMS-PTO would be interested in supporting these movies for National Bullying Awareness month?</li> <li>○ Have 800 views so 800 families can sit and watch them at home. Have a week to watch them. The idea is to get the word out to them.</li> <li>○ Shruti - can the school counselors do a panel after the viewing? Families watch the movies at home, then we have a separate panel with the counselors.</li> <li>○ Manuela - Can we piggyback on programs that are going on at school about this and get the parent community clued in, so we are supporting the school programs?</li> <li>○ Action Item: Jean will pull in Manuela, Jean, Shruti and Anuja to share plan from Mental Health team meeting, so we have a plan to support the National Bullying Awareness Month initiatives.</li> <li>○ Shruti - could it be around the week of the book fair? Is it open to parents? <ul style="list-style-type: none"> <li>■ Jean - It's open the whole week, and the community is also welcome to come in that week.</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>■ The counselors usually will have something planned for the students and the whole community.</li> <li>● Shruti - grateful to Anuja for joining to help</li> <li>● May <ul style="list-style-type: none"> <li>○ Has CMS-PTO banners if someone wants to take to the school</li> <li>○ Jean - Have 2 different CMS-PTO bags at the school, one has Fall Family Fair on them. What if we use them for the book fair bags?</li> <li>○ Cindy - Reach out to the company sponsors to see how they feel about that? <ul style="list-style-type: none"> <li>■ Action Item: May knows the sponsors and will reach out to previous company sponsors (and see if they want to provide financial support as well?).</li> </ul> </li> </ul> </li> <li>● Cindy and Manuela <ul style="list-style-type: none"> <li>○ Will go to the school to look at the bags. Give one out at book fair and one at Fall Family Night?</li> </ul> </li> </ul>
4	Open Comments & Questions	<ul style="list-style-type: none"> <li>● Marie - question for Jean: Do we have to contact Margie to book events at the school? <ul style="list-style-type: none"> <li>○ Jean - yes, and copy Jean and Alvin.</li> </ul> </li> </ul>

Meeting adjourned at 8:46 pm by Cindy Klaje

\* \* \* \* \*

**Minutes review and approval**

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	09/27	MS
Treasurer			
Fundraising			
Community Events	Anuja Surlaker, Shruti Dixit	09/27	AS, SD

Communications	Jenny McNeill	9/28	JM
Emeritus Officer			
Principal			
Teacher			