



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

Wednesday, November 9, 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		
5	Treasurer: Erin Iyama		
6	Fundraising: Abha Nulkar		
7	Fundraising: Marie Barrigar	X	
8	Community Events Lead: Shruti Dixit		
9	Community Events Lead: Thushitha Deepak		

	Board Members	Present	Absent
10	Community Events Lead: Anuja Surlaker	X	
11	Communications Lead: Raka Agrawal	X	
12	Communications Lead: Jenny McNeill	X	
13	Emeritus Officer: May Bakken		
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: Matt Wycoffe

Please note that background information, updates, and the detailed agenda are available through the November [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 7:03pm by Manuela Silveira

Meeting Minutes		
#	Agenda Item	Notes, Action Items, and Decisions
1	Principal and Teacher Rep Reports	<ul style="list-style-type: none">● Principal: Jean Wang<ul style="list-style-type: none">○ Updates<ul style="list-style-type: none">■ World Kindness awareness day coming up (Sunday). Counselors will be running a Kindness Week activity and will get the kids involved.■ Staff Update: Kaycee Gray (Speech & Language Pathologist), David Ham (Night Custodian)<ul style="list-style-type: none">● In a much better place this year in terms of staffing.● Did not have a night custodian for the past 6 weeks. David Ham was the custodian at Hyde and used to work with Jean at previous school. Will come on board starting tomorrow.■ Learning Hubs -> Dec 2022 Start. Teaching staff have been secured.<ul style="list-style-type: none">● Start Nov 28th after Thanksgiving.● Targeting ELD 1, Reading and Math.● Invites will be sent out shortly.■ 8th grade - ramping up.<ul style="list-style-type: none">● Yosemite trip - getting all the paperwork done. Leave March 5th/6th and come back Sunday March 12th.<ul style="list-style-type: none">○ Any parents with kids going on this trip should shop around this time, as everything is on sale and there are many deals.● Mid-January, Fremont and Homestead High schools will come over to talk to the 8th graders about electives.● Promotion Ceremony - June 12, 2023 at 9am at Homestead High School. Good time slot as its not as hot. Chose the day before school ends so the students can come back to collect their diploma and paperwork, and also say goodbye.

- FUps
 - 6th grade trip: Good news and bad news.
 - No bus drivers that can support field trips. Takes a special license to drive the large buses and we don't have drivers who are licensed to do so. Field trips district-wide are being canceled, have to look for alternatives.
 - Found this out on Monday so Ms. Williams is working on alternatives.
 - The new cost difference is a little over \$3000 for chartering the buses (from the initial budget), so looking into that. Neelima is collating the donations that we've received so far.
 - Community event (documentary)
 - Jean will share with other principals to see if their parent groups will like to join.
 - Jen McDonough and Sarah Wong will be joining Jean on the panel for the "Chasing Childhood" panel.
 - Sense of belonging
 - Counselors are working on the Buddy group and revamping the Bear Buddy program.
 - Inspired Jean to think about parent buddies as well, so working with the District to expand the parent liaison into a group, as we are a very diverse campus.
 - We have a Korean-speaking parent (Rachel Kim), a Mandarin-speaking parent (Emma Zhou) and Manuela as the Spanish-speaking parent, to help and welcome them on the first day of school.
 - Jean will be meeting with them for the first time next week.
 - The kids are there for only 3 years, but they change quite a bit during that time. Want it to be meaningful and impactful, and walk out with great memories.
 - No teacher proposals today.
- **Teacher Reps: Dennis Harting**
 - Updates
 - Medieval Times (History) - Candy Castles with Ms. Hynes. Collaboration between Core and Science where students made catapults in Science and demonstrated them in Social Studies class.
 - Halloween
 - Band performed at brunch, Count Rockula
 - Halloween costume contest
 - Office team had words spelling Cupertino. Students had to find them all, line

		<p>them up in line to spell CUPERTINO, and then also make up as many words as they could. Top 5 students got ice cream.</p> <ul style="list-style-type: none"> ○ Haunted House by the Drama class. ○ CMS PE Shrek video <ul style="list-style-type: none"> ● Principal: Alvin Marquez <ul style="list-style-type: none"> ○ Updates: First gift card drawing and distribution tomorrow at school
2	Board Updates	<ul style="list-style-type: none"> ● President: Cindy Klaje <ul style="list-style-type: none"> ○ Updates <ul style="list-style-type: none"> ■ Heart rate monitors - report from Board members who attended demonstration <ul style="list-style-type: none"> ● Screen indoors for the kids to see what their heart rate is doing as they workout, and what each type of workout does to their heart rate. Great way for the PE teachers to educate the students on how workouts affect their bodies. ● Pleasantly surprised by the information you could see from the monitors - armband info was displayed only on the larger screen, but kids with the watches could view their info in real time on those as well. ● We can share the information gathered with the parents. Was a little skeptical about the amount but was very intrigued after seeing it in action. ● If there's enough curriculum built around it, that would be awesome. ● Mr. Wycoffe - Big focus on fitness (weekly), as well as running, which are lifetime skills. Understanding Heart rate will be a good tool for them to understand their fitness. Also helpful for other sports like volleyball, to see what happens to your heart rate during those events. <ul style="list-style-type: none"> ○ There's a curriculum for that in 6th grade, and its built upon in 7th and 8th. Goal in 8th grade is for them to use that as a tool to help them create their own customized workout plan. ● Question: Cost of armbands? <ul style="list-style-type: none"> ○ \$70 each, set of 38 would be \$2660, definitely more affordable. ○ Restrictive, have to use in indoor gym if you want the kids to see what's happening with their heart rate. Only teachers can see the heart rates if the armbands are used outside, on their iPads. ○ Watches offer more flexibility as to where they can use them (most of the PE classes are not indoors) and want the real time feedback for the students to see the impact of their workouts. ○ 2 sets of watches, 1 set of armband is not ideal, but they will make do. 3 sets of watches would be more helpful. ○ Bear Fit Challenge (BFC) held quarterly. Kids pair up and keep track of the

		<p>different exercise. 150-200 kids doing the challenge at the same time. Having them calculate it manually is a little challenging. 3 class sets would allow this to be done more easily.</p> <ul style="list-style-type: none"> ○ Mr. Judd Sickler has created the curriculum for the 6th grade. Going forward, someone in the PE department will be creating a curriculum around this for all the grades. <ul style="list-style-type: none"> ■ There is enough buy in from all the staff in the PE dept, and they are a powerful teaching tool, easy to use, and staff will use it once the curriculum has been developed. ● Mr. Harting: Was at the 3rd period demonstration. Was able to explain it to the children that everyone is at a different fitness level and their numbers will be different. With the monitors they could see their rate of perceived exertion on the screen and could also feel it. <ul style="list-style-type: none"> ○ The kids running and stopping due to a mental block, thinking they are tired. The HR monitors will give them physical data to help them get more motivated and use that information to improve their fitness. ● Manuela: We've had successful PE without the HR monitors. However we live in a data driven society and a tech-forward area, so if technology can help improve PE, we should also look into that. <ul style="list-style-type: none"> ○ Importance of sports and fitness as kids move to high school and college, so it would be helpful to get our middle school students prepped and ready, knowing how to think about and approach their fitness. ○ Good, palpable marketing opportunity for the PTO to share with the parents and families, showing the impact of their donations eg. had conversations with Jean and Alvin about 3k/5k in the spring to showcase how the HR monitors work. ○ For these reasons, and having set aside funds for this, comfortable with decision to move forward with this investment. Invites other PTO board members to share their thoughts. ● Jean Wang: In Silicon Valley, we want to teach the kids for the 21st century. Not only as students and learners, but promoting heart health and being fit. There's a lot happening in the fitness industry, and as part of Physical Education, our students deserve to learn this. <ul style="list-style-type: none"> ○ Building a foundation for healthy living for the rest of their life. Learn, grow and be healthy. And wants our teachers to also be on the cutting edge for our district. ○ Appreciate Mr. Wycoffe and Mr. Harting for tirelessly looking for good options for the heart rate monitors.
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- **Raka Agrawal:** Note of support. Has an 8th grade daughter who would like to join the basketball team. Was just talking to her about post-Halloween sugar highs.
 - Likes the holistic approach, thinking of heart rate and how nutrition impacts how you feel, and how you can push yourself. Not just about running, but how to bring your best self to PE and achieving what you can based on your body. Very supportive.
- **Mr. Harting:** During student teaching, his mentor said to focus on little p(physical) and big E(education). Most schools go by the big P(physical) and little e(education).
 - Focusing more on education, bringing them into 21st century and fitness for life.
 - CMS PE dept focuses more on education, bringing them into the 21st century and fitness for life. As they are preparing them for high school, talking about lifelong fitness and giving them the skills to use through college and beyond.
 - Mr. Sickler and Mr. Wycoffe have been at CMS for years and are always looking at creative ways to develop the curriculum to get and keep the students active and learning.
- **Denise Twum** - Also supportive because it shows the kids that there isn't just one way to do fitness. If you're looking at your Heart Rate and your zones tell you when you're working a certain way and your benefits, you can choose your own adventure. Gives the students flexibility to understand their body type and the fitness that will help them achieve their goals.
- **Manuela Silveira** - Want to clarify what we're agreeing to purchase.
 - Total of \$6000 for a full class set of watches that includes the cases for that class set (tax and shipping not included). Cases not included (about \$240).
 - \$18000 total for 3 sets, \$1800 for training. \$20,000 would cover all that.
 - Cindy makes motion to approve the purchase of 3 sets of heart rate monitor watches up to a value of \$20,000. May seconds.
 - Manuela set up a poll for us to use for voting.
 - 11 ayes, no nays or abstentions, so motion carries. **Motion Approved for the purchase of 3 sets of heart rate monitor watches up to a value of \$20,000**
 - We will issue a check directly to the company so we need to know who to write the check to, as the amount is pretty large.
- Jean thanks the PE department and all their hard work teaching the kids and adapting/improving the curriculum for the kids. Mr. Wycoffe leaves.
- PAC/DELAC Meeting update - Cindy.
 - State of the District meeting: District priorities and strategic plan. Some changes coming.

- CMS Drama Students performed their own choreographed dance routine at the State of the District - a Bollywood dance and a Halloween number.
- 2x2x2 meeting with Jean and other principals/city:
 - Happens a few times a year. CUSD, FUSD and City of Los Altos. Everyone gave updates, and principals were also in attendance.
 - Focus on traffic safety - what to do with bike lanes, traffic lights and crosswalks. Thinks there might be some improvements coming in our neighborhood in teh spring.
 - Drop off issues - Jean.
 - Will be putting up additional signage in the coming months.
 - Homestead corridor conversation a few years ago and asked for rubber pylons between the lanes on Bernardo to prevent 3 point turns by the parents during drop off.
 - Different parts of the city manage different parts of the roads.
 - Someone called Jaime mentioned that during the meeting so Jean will reach out to them.
- FUps
 - CEEF portal update: contract is signed and ready for mid-year donations to be the test run of the system.
 - Poll - created and used in this meeting.
 - Earth Day plans - small events section.
 - Community event messaging shared with other schools.
 - Konstella survey - not done yet.
 - Rotating order of PTO board members - starting that today.
- **Communications:** Jenny McNeill and Raka Agrawal
 - Updates:
 - Revisit incentives (drawings vs raffles). No clear answer on the technical differences.
 - May - Raffles are transactions, have done them before.
 - Cindy - Ronda doesn't want to take a risk.
 - PTA is different from PTO so the rules are different. Need a gambling license in order to do raffles, every year.
 - If we think it will be important to help us collect donations, we should look into getting one. Might be the initial application that would be onerous, but renewal would probably be easier.
 - It has to do with insurance, so we may have to contact our insurance company.
 - Cindy will reach out to the Montclair Parent org to see how they do it so we can learn from them. (At Montclair they do both drawings and raffles)

- Map out communication plan - things to share in addition to newsletter
 - Teacher testimonials (PTO funding important initiatives)
 - Parent testimonials (how PTO funds helped support his/her child)
 - Focus upcoming marketing on how to increase donations
 - Giving Tuesday coming up on Nov 29 (single biggest day of donations last year). Brainstorm and figure out why this day is important. Wrap up the benefit of donating to the PTO, donating to the PTO is a great plan and highlight the tax benefit as well.
 - Communication on that day, and include those key testimonials
 - Manuela thanks the Comms team for stepping in and taking on the direct donations part of our work.
- **Treasurer:** Cindy and Manuela for Ronda Gieryn & Erin Iyama
 - Updates
 - [Treasurer's report through Oct 31st.](#)
 - Came under budget for FFN (Fall Family night). Cost \$3300. Didn't know what the cost would be as it was a first time event. Now know that we can spend more to get more food, ice cream, tacos etc.
 - Donations increased almost \$10k from last month. Question from Raka about whether it was one family or multiple families. Last year we had one family with a big donation.
 - Sep: 7 contributions, \$1470
 - Oct: 19 contributions, \$5500
 - Nov: 1 contribution so far. Doesn't look like it was one family. Still short of our goal though, so need to keep fundraising and giving people the why to donate.
 - Auditor's report available in meeting drive. Need to create standing rules.
 - Annual flings have been submitted.
 - The auditor had some suggestions for us for next year but was happy with how the books were looking.
 - Question from Raka - should we start talking about the HR monitors in the marketing material, or wait till we receive them? Any pictures taken during the trial?
 - Manuela - Only photos from the manufacturer's website. No photos from the trial and won't have any in time for Giving Tuesday.
 - Jean - Will need media consent for any kids who appear in the photos.
- **Secretary: Denise Twum**
 - **No updates**
- **Fundraising:** Marie Barrigar + Abha Nulkar
 - Updates

- \$261.72 raised from MOD pizza event. \$1308 total sales.
 - Krispy Kreme is now live until Dec 6, put together by Abha.
 - Panda Express scheduled for Dec 12
 - Pizza My Heart scheduled for Jan 12
 - Manuela thanked Marie and Abha for the scheduled eatery fundraising events.
 - Marie - trying to schedule one for each month. Putting in a request for Lazy Dog in February.
- **Community - Small Events:** Anuja Surlaker
 - Updates
 - Chasing Childhood parent education panel on Nov 16
 - Film screening is from Nov 11 - 16
 - Thanks to Jean for getting the panelists together.
 - Will send another email blast the week of the screening to include the Zoom link.
 - Cindy and Manuela reached out to the other PTOs of the middle schools but haven't heard back. Will forward the emails to Jean so she can forward to the principals. Goals are:
 - To fill the 500 viewing spots
 - Suggest that if they want to make a donation to the Taarika foundation, \$50-\$100 would be good.
 - If we haven't heard back from the other schools by the middle of the week, we can let Lena know so she can reach out to others.
 - Anuja - Content of video is also pertinent to elementary schools. If we don't hear back from the middle schools, can we reach out to the elementary schools?
 - School gardens
 - Started talking with Neelima about the school gardens
 - There's irrigation by the front garden (near music room by Bernardo) and the one by the Event Center. The boxes that Shruti and Jean looked at seemed to have irrigation setup but no water.
 - Jean to check with grounds team about possibility for irrigation in the gardens that are missing any.
 - Anuja and Shruti will share with us and work on any events that we can do around Earth Day and do some planting.
- **Community Events - Large:** Manuela Silveira for Thushitha Deepak
 - Updates
 - Fall Family Night wrap-up
 - Huge success
 - Areas of growth (from feedback surveys and direct feedback from attendees)
 - More food (ran out too soon), especially those who came late. -

- need to be more creative (add more tables?).
 - Asking parent volunteers to make more food might be more challenging.
 - Took too long to start serving food (waiting until after the performances felt like it was dragging)
 - Shorter/fewer performances
 - Better sound system for announcements as they were hard to hear.
 - Keep in mind when hiring DJ next year.
 - Discomfort around ice cream being charged after quota was gone, especially as we advertised free food.
 - Try another location for info booths that were in the Bernardo Gym
 - Some said there was reduced foot traffic, but other said the lower noise meant they were better able to talk to visitors who came to their booths.
 - Ice breaker activities so people can get to know each other
 - Still waiting on photo booth pics from Ms. Gotesman
- Spring Fling: get it on the calendar.
 - May: Date is usually whatever date Jean gives to us. :) Whatever date that doesn't affect graduation.
 - Fri Apr 28th or Fri May 12th. Apr 28th might be the best date.
 - Jean will hold Apr 28th.
 - Cindy to check with Thushitha about Apr 28th.
 - Going to ask the teacher organizing the social to move from May 5th as that is Cinco de Mayo.
 - Try to get it earlier in May as there was a lot of other activities - Spring Fling, student social, 8th grade party. Would be great to spread it out a little bit.
 - Also want to get the PE teachers to be part of the activities.
- Question from Alvin: Who chooses the 8th grade party date?
 - Historically it is the week before the 8th grade graduation.
 - Will 8th grade trip to Great America happen?
 - Busing is an issue because of no licensed drivers for school buses, and the price of hiring outside buses is expensive.
 - Can we ask other schools? - Those school districts have their own plans, and Great America is also not open all the time.
 - Palo Alto Unified - their buses were available but the timeframe wouldn't work as they would have to push it by 2hrs. Going with the charter is the best option but it's an additional \$3500.
 - Does PTO handle the 8th grade party?

		<ul style="list-style-type: none"> ○ PTO provides \$8k for the party, but it is organized by the 8th grade parents. ○ Assistant Principal usually oversees, part of the group to make sure that logistical questions about what can/can't be done are answered.
3	Discussion Items	<ul style="list-style-type: none"> ● Science Olympiad <ul style="list-style-type: none"> ○ Discussion from 7th grade Whatsapp group. ○ Must be attached to a school (so has to be CMS-sponsored), and it takes a lot of hours, requires weekend hours. Used to be run by RJ. ○ Teachers already work 20hrs on adjunct work that's outside of classroom hours. Majority of the teachers are almost at those hours. (Used to be 25 hours but it was reduced to 20h upon agreement with the union. Lots of hours reduced now.). ○ We would need to find a teacher who would be willing to do this, and there might need to be a financial compensation. ○ Alvin - Experience at Miller, the parents were very involved and the teacher would sign off, more as a supervisor. However the teacher had to be present for all the events and practice, especially on school grounds. <ul style="list-style-type: none"> ■ Competitions could be 2-day long and require travel. ■ Does not remember how much compensation it was, but probably the adjunct duty pay (about \$50/hr during the week, and fees over the weekend is different). ■ Do students have to pay a participation fee? No, it's a club so it runs off donations. ○ Jean and Alvin will go back and talk to the teaching staff to see who would be interested. ○ Have a teacher who is passionate about math and is managing a math competition group. Has 150 students, also hosting kids from other schools who don't have teachers to manage those. ○ May - if your first exposure to these Olympiads is high school freshman year, you may be at a disadvantage. <ul style="list-style-type: none"> ■ Would be good to explore how to get some of these experiences, as we're planning next year's budget. Will give CMS a good reputation as well. ■ Cindy/Manuela to explore how to bring some of these Olympiad experiences to the middle school? ○ Would love to hear from Alvin about how the clubs are going during next meeting's Principal update. ● CMS-PTO Holiday Social <ul style="list-style-type: none"> ○ Evening social at Manuela's place. Want to foster a sense of belonging among the board members. ○ Manuela will look at the calendar and share some dates with us. ● Gift cards for staff (May) - usually discuss in November, planning for December.

		<ul style="list-style-type: none"> ○ Usually send Amazon gift cards to the teachers in December, and also hold a lunch for them. ○ About 100 staff (everyone, not only teaching staff) ○ Do physical cards and send it to the staff
4	Open Comments & Questions	<ul style="list-style-type: none"> ●

Meeting adjourned at 8:55 pm by Manuela Silveira

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	11/28/2022	MS
Treasurer			
Fundraising			
Community Events	Anuja Surlaker	11/28/2022	AS
Communications			
Emeritus Officer			
Principal			
Teacher			