



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

Wednesday, December 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		x
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	x	
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:

- Meera
- Seema Batavia
- Dhivya
- Fareeha Qureshi
- Foxy
- Geeta
- Genevive Logsdon
- Natalie Gavrielov
- Nimisha
- Surbhi Jain
- Oz Moses' mom
- Michal
- Aanal Panchal
- Suvarna

Please note that background information, updates, and the detailed agenda are available through the December [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 7:06pm by Cindy Klaje

Meeting Minutes		
#	Agenda Item	Notes, <b>Action Items</b> , and <b>Decisions</b>
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>○ Lots of exciting things.</li><li>○ Choir Concert tonight, Band concert pushed to January due to instructor sickness.</li></ul></li></ul>

- CMS Choir will be walking the CMS neighborhood (families that live directly or adjacent to CMS) and caroling at their homes next week.
  - Invites are early. Marjie is looking for people to go share the paper invitations to the neighbors. The neighbors who want the choir to visit will put up the invitation on their house.
  - Have 40 kids interested in doing so. Groups of 8-9 kids to allow the kids to cover a larger area.
  - Choir instructor (Eliza) has ordered CMS beanies for the choir kids who will be caroling, to protect their head and also show a sense of community.
  - Hot chocolate to close down the evening after the kids are done.
  - Looking at 45min caroling, allowing each group to potentially hit about 10 houses. Kids have to be there at 5:30, start caroling at 6, be back by 6:45pm and hope the kids will be home by 7:30pm.
    - Ratio will be 1 adult to 10 students, so the parents will be participating.
    - Can we get media consent and get videos?
  - First time doing it at CMS. Previously did it at another school.
  - Hoping to get a positive response from the community (way of saying thanks after dealing with traffic morning and evening when school starts at ends.
  - Focused on getting that sense of belonging and reaching out to the community. Did it when at DeVargas and Sedgwick Elementary
- iReady Reading now, iReady Math in January
  - Not teaching to the test, but want the students to understand that standardized testing is going to be part of their lives as they continue in their educational life.
  - Doesn't impact grades, but allows them to know where there are gaps and what interventions need to be done.
  - The children have shared that they don't take the assessments too seriously.
  - Kids love the Bear Time Reading time, and they've collected 50 books to distribute to teachers in the last 6 weeks.
  - iReady Math in January. Math dept is working on uniform messaging to share with family, as that is used for Math Placement.
- Movie Night by Leadership Group. Jean will be watching with the kids twice (The Emperor's New Groove). Hoping there will be interest by families to join.
  - No ticket sales, just bring money to buy popcorn.
- Basketball games - teachers will be playing each other for the teachers to watch.
  - Part of building a sense of community. Working on a teachers versus student game.

		<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Fun Friday - giving it a trial at lunch. Hoping no teacher gets hurt.</li> <li>■ Jean will be wearing her Jordans to support the teachers.</li> </ul> </li> <li>○ <b>Follow-Ups</b> <ul style="list-style-type: none"> <li>■ Attended Los Altos city meeting and understood what is happening on the north part of Bernado.</li> <li>■ Adding rubber pylons isn't as simple as it sounds. Had a conversation with Jaime and he will get back to her as it typically involves a traffic study.</li> <li>■ They will connect in January.</li> </ul> </li> <li>○ <b>Proposals</b> <ul style="list-style-type: none"> <li>■ No new proposals. Bear Den proposal upcoming but Jean hasn't received it yet.</li> <li>■ Have HR monitors been ordered? Not sure yet. Once proposals are approved, the teachers haven't shared any update with Jean yet.</li> <li>■ Ramsey exhibit <ul style="list-style-type: none"> <li>● The kids really enjoyed the Ramsey exhibit.</li> <li>● The first group went during a downpour. They loved it but some got sick.</li> <li>● The second group also had a wonderful time.</li> <li>● The cost was more expensive than previously planned for (bus cost), but it was a great experience as some of the kids shared that they had never visited an exhibit before, and this tied into the curriculum perfectly.</li> </ul> </li> </ul> </li> <li>● <b>Teacher Reps: Mr. Harting</b> <ul style="list-style-type: none"> <li>○ No updates from other teachers.</li> <li>○ Band concert postponed</li> <li>○ Gift cards and coffee bar - Staff appreciated both events.</li> <li>○ Cindy and Manuela enjoyed being there and we can repeat that for the teachers.</li> </ul> </li> </ul>
2	Board Updates	<ul style="list-style-type: none"> <li>● <b>President: Cindy Klaje &amp; Manuela Silveira</b> <ul style="list-style-type: none"> <li>○ <b>Updates</b> <ul style="list-style-type: none"> <li>■ <b>Staff Holiday appreciation:</b> No pictures taken, unfortunately. Just have to do it again.</li> <li>■ <b>Holiday Gift packaging collection drive</b> with Homestead High School National Honor Society <ul style="list-style-type: none"> <li>● HHS NHS reached out to ask if we'd like to partner. Environmentally-focused to help reduce packaging waste after holiday gift-giving.</li> <li>● Have collection bins on our campus and encourage the kiddos to bring them from home, and then the bins will be taken to the processing places later.</li> <li>● <b>Dates?</b> 2 dropoff dates: One on Dec 22nd, and the next in January.</li> </ul> </li> </ul> </li> </ul> </li> </ul>

- Bin location on campus? Size of bins? Who supplies the bins?
      - We have to supply the bins. If we use boxes and it rains those would get wet.
    - HHS looks to us as a partner school which is a wonderful thing. Not the first time they've reached out to us post-Fall Family Night.
    - Jean - Not sure we can do the collection part at CMS given the lead time right now. Might have been different if we did this in January.
    - Response: We can't accommodate collection at CMS but we could promote it in our community and direct people to take the gift wrapping to Homestead. Might be easier for parents to drop off at a location.
  - Bylaw review (take up and complete)
    - Required to do them every 2 years.
    - Manuela has reviewed them, made some edits and proposed changes to reflect how we operate as an organization. Shared with some of the board members to also review.
    - Will bring back to board in January after they've been reviewed, and share any changes.
    - These do require some notification to the community before we adopt them.
  - Website review
    - Wanted to make sure that our website is up to date and reflected our current events.
    - Did some content review
    - Needs some new pictures (Jean to send new pictures of events that PTO has contributed towards, that we have media consent for or in which the kids are not identifiable).
  - Direct donation communication with new families (will go through in Treasurer's report)
    - Started to talk with Jean about orientation and parent info night (for incoming 6th graders next year), and start crafting messaging for PTO donations and what they are for.
    - Build the culture of giving and drive awareness of when and why to donate to the PTO.
- Follow-Ups
  - CMS-PTO Board social
    - Was great. Enjoyed those who attended and missed those who couldn't.
- Community Events - Large: Cindy Klaje for Thushitha Deepak
  - Updates
    - Spring Fling: 3K-5K in the Spring, fundraising/sports thing
      - Idea: Could we add a run to the Spring Fling? Or make the Spring Fling a run.
        - A run/fun fair thing would be great.
        - Have the run as an activity that's part of the spring fling

- Need more volunteers? We'll have more teachers.
  - Jean thinks so.
- (Jean) Figure 8 run that the kids do at school. Spring fling is usually intended to be a more active one, so it could be a good place to highlight the HR monitors, info session for the parents.
  - (Mr. Harting) We could have 1 or 2 figure 8 runs, and one run of the Bear fit challenge.
  - (Jean) 8th graders could run the events if they're interested, have the parents do a mini Bear Fit challenge. Could get the Leadership class or kids who are really into the Bear Fit Challenge.
- (Manuela + Cindy) Would add more structure to the Spring Fling, highlight what the PE department does and also highlight the heart rate monitors. Might be easier to do the BFC than do a run, especially with the heart rate monitors.
- Mr Harting can bring it up with the staff tomorrow and see what they think. Last year staff was out on different events and meets, and out due to illness. This year we're planning way in advance so he can check with the PE dept staff members and see if it's possible.
- Jean will meet with the PE dept and talk through what is feasible in the New Year. Plan is to highlight the great things the PE dept is doing.
- Possible date is Apr 28th. We will be happy to change it if the PE teachers aren't available for that date.
- **Treasurer: Cindy Klaje for Ronda Gieryn**
  - **Highlights from [Treasurer's Report ending 11/30/2022](#)**
    - 13 direct donations totaling \$3800 during the week of Giving Tuesday.
    - Raised almost \$45k YTD, compared to \$52k at this time last year (\$9.2k from a single benefactor).
    - Received \$500 from legacy Amazon program.
    - Correction to FFN spend, total was \$4.3k but our budget was \$8k.
    - Overall budget comparison
      - Raised \$45k of the total year budget of \$85.7k (52.5%). Need to raise the remainder.
      - Spent \$32k of budgeted funds and \$20k from surplus funds.
- **Communications: Raka Agrawal**
  - **Updates**
    - Hlghlights for Dec Newsletter
      - End of year donation push, highlight tax benefit
      - Giving Tuesday, Krispy Kreme and Panda Express Fundraiser info
      - 6th grade field trip - Any photos with media consent?
        - Need to go over what it means for students to take photos of events and

memories they're making during student trips and events. There are guidelines in place but those were also made 20 years or so ago.

- Jean will go back to middle school group to discuss whether these guidelines need to be reviewed/changed.
- Raka can find photos of the museum itself in the meantime.
- Holiday Event
  - Staff Appreciation social
  - Card making event at the school
    - Anuja and Shruti to share any photos where the kids aren't identifiable and photos of some of the cards made if possible
- How to reach a larger audience
  - Is there a way to see how many clicks and views of the newsletter in ParentSquare?
  - We could add the newsletter link to Jean's Monday email, and then send it again on Tuesday.
    - We used to have the newsletter as a link in Jean's email.
  - Jean - reviewing ParentSquare dashboard
    - 1896 students, 684 interacted with the newsletter (comments, posts, appreciated etc).
    - 72% of families interacting
    - 1856 emails, 98% receive the emails sent out.
    - 77% of parents have opted to receive text, but not sure how many of them opened the text.
- More info for the newsletter
  - Talk about upcoming PTO meetings and fundraising events etc.
  - Eg. caroling. If more students want to do this, then will investigate it as a short-term club for next year. For this year, only include it after the fact.
- PTO going to talk to families in elementary schools about 6th grade?
  - Jean would like to join to show that the administration is reachable and involved, and that parents can reach out. Jean will be on-hand to answer questions.
    - Heard about it but never done it before. Great idea!
  - PTO could reach out to the elementary school parent group and get them to know the PTO and how to join.
  - What about the incoming parents open house night?
    - Usually organized by all the middle schools together in February.
    - Once confirmed, Jean will share the date.

■ Follow Ups

- Drawings and raffles discussion: Cindy follow up
      - Ronda was adamant about our insurance not covering it.
      - Cindy will follow up and find out about the process and cost.
- **Secretary: Denise Twum**
  - No updates
- **Fundraising: Marie Barrigar**
  - **Updates**
    - Pizza My Heart scheduled for Jan 12
    - Krispy Kreme ended Dec 6
    - Panda Express raised \$62.50
      - Adding the fundraisers to Whatsapp seems to make a big difference in donations.
      - We did it ahead of the fundraiser and day of for Mod Pizza and that made a difference.
    - Still working on Lazy Dog for February. Non responsive through email so Marie will go there.
    - Abha will be working on a Spring Goodwill donation
  - **Initiatives (Cindy)**
    - **Sports Basement - Can add CMS-PTO to the donation list at Sports Basement, as Montclair and CUSD are on there but not CMS-PTO.**
      - Cindy will send marketing manager's email to Marie so we can reach out to them.
      - Do shoutout to parents about easy ways to donate money to CMS-PTO when going about your daily business.
    - Idea - Async discussions on Whatsapp, planned ahead and shared with the group. Can have one about why to donate to the PTO.
- **Community Events - Small: Shruti Dixit & Anuja Surlaker**
  - **Updates**
    - Holiday cards making event on Dec 9, 2022
      - PTO supplied cards and brought in sweet treats (candy cane, Rice Krispie treats) to usher in the holiday season.
      - Help from the leadership students.
      - 600/700 students stopped by
    - Need to plan parent/child event around Valentine's Day. Planned as an in-person movement class (breathing, mindfulness, yoga).
      - After school or weekend morning?
      - Make it a whole family event, have a hot drink cart and networking opportunity for the parents.
    - Idea (Jean)



		<ul style="list-style-type: none"> <li>● What if we host a parent social event during the next school social after the kids are dropped off?</li> <li>● Meet other parents, have some snacks, relax.</li> <li>● Social is Feb 3rd, 4:30pm - 6:30pm.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Follow-Ups</b> <ul style="list-style-type: none"> <li>■ School Gardens and Earth Day Events           <ul style="list-style-type: none"> <li>● Jean checked and they have to check all the irrigation in the gardens</li> <li>● Anuja and Shruti will be meeting with the lady from the tree NGO in January.</li> </ul> </li> </ul> </li> </ul>
3	Discussion Items	<ul style="list-style-type: none"> <li>● 7th grade students would like a field trip!       <ul style="list-style-type: none"> <li>○ 150 parents are on board and students have started a petition and collected 233 signatures.</li> <li>○ (Seema B.) Wants to understand why the 7th grade students do not have a field trip, and what to do to get them on a trip. These 7th graders missed Science camp in 5th grade and no trip in 6th grade as well.</li> <li>○ (Jean) Not an issue of funding i.e. not true that all grades but 7th have funding for a field trip.           <ul style="list-style-type: none"> <li>■ The last field trip that the 6th grade class had was 2017/2018 school year.</li> <li>■ This trip came to the attention of the teachers in spring earlier this year, and was <b>directly tied</b> to Social Studies standards so they didn't want to miss this opportunity.</li> <li>■ Planning for the trip was challenging as there were limitations for how many people could go into the museum at once.</li> <li>■ Current challenge we're facing has to do with bussing. The district had to supplement \$3500 for the trip to occur. We also don't have enough licensed bus drivers to take the kids on these trips, and we had to break the trip up into 3. Transportation budget was cut for CUSD so we have less drivers across the board.               <ul style="list-style-type: none"> <li>● May not be able to take the 8th grade field trip due to lack of buses.</li> </ul> </li> <li>■ Across the Bay Area, there are fewer large bus drivers available. Some school districts have them but there are few of them. Our option is to charter buses and those are quite expensive.</li> <li>■ What CMS has done is do virtual trips and invite speakers on campus eg. a NASA scientist.</li> <li>■ Yosemite is the traditional one for 8th graders, but they went to Great America last year because they couldn't make it to Yosemite.</li> <li>■ Plans for 7th grade this year (Have funds to invite 5 presenters to campus this year.)               <ul style="list-style-type: none"> <li>● History of Art by San Jose Museum</li> <li>● Shakespeare is coming out doing a Midsummer's night dream</li> </ul> </li> <li>■ Usually more cost-efficient to bring experiences to campus than to take 350 kids out.</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ (Nimisha) The 7th graders were excited about the possibility of going on a field trip after seeing the 6th graders go on a trip.</li> <li>○ (Jean) Going on field trips is an enrichment to the curriculum and not a requirement. Our teachers do a lot to bring the opportunities to campus as it's more cost-effective. <ul style="list-style-type: none"> <li>■ Jean will take it back to the teachers that the community appreciates this kind of enrichment opportunities.</li> </ul> </li> <li>○ (Dhivya) Appreciate if you can take it back to the staff as the current 7th graders have missed a lot of trips due to COVID. If you can find some kind of enrichment in this regard, that would be super helpful.</li> <li>○ (Seema B.) Please look at us as part of the solution, if there is a way to get a trip lined up that could fit in with curriculum standards.</li> <li>● <b>Follow Ups</b> <ul style="list-style-type: none"> <li>○ Science Olympiad <ul style="list-style-type: none"> <li>■ Right now all our teachers are tapped in their adjunct hours and there's no opportunity for them to assist with this.</li> <li>■ (Jean) It's about identifying a teacher who would be willing to put in that time, not about funding. Still asking and still looking, even potentially partner with other schools. <ul style="list-style-type: none"> <li>● Time availability is the issue, not funding. Eg. Teacher who is interested in math and has taken on a math group.</li> <li>● This teacher is coaching 200 students, and proctor those who want to take that test.</li> <li>● One of the principals from another school also reached out to ask if this same teacher at CMS could adopt their 300 students as well and proctor them in the Math program as well.</li> </ul> </li> <li>■ It's not the money, it's the manpower. <b>Jean and Alvin will keep trying and asking.</b></li> </ul> </li> </ul> </li> </ul>
4	Open Comments & Questions	●

Meeting adjourned at 8:43 pm by Manuela Silveira

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**Minutes review and approval**

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	01/06/2022	MS
Treasurer			
Fundraising			
Community Events			
Communications			
Emeritus Officer			
Principal			
Teacher			

