



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)
 Wednesday, January 11, 2023, 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

	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	

8	Community Events Lead: Shruti Dixit	x	
9	Community Events Lead: Thushitha Deepak		x

17	Teacher Rep.:		
18	Teacher Rep.:		

Membership at large: Joy

Please note that background information, updates, and the detailed agenda are available through the January [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 **7:07pm** 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"> ○ Caroling around neighborhood <ul style="list-style-type: none"> ■ About 20 kids, had many neighbors who put up the flyers and wanted to hear the kids. Learned that the school has the capacity to expand even further than where they went. ■ Mrs. Masters and the choir kids are very excited to do it again next year. ■ Neighbor (citizen on the Helena side) baked about 40 cookies for the kids who came by caroling. She thought the kids were wonderful. ○ Semester 1 ends 1/13, Semester 2 starts 1/17. Semester 1 Report Cards live in ParentVue 1/27.

- Admin Coffee and Tea with Alvin and Jean tomorrow 1/12 at 8am in the Bear Den.
 - When do the kids see their Sem 2 schedule?
 - Second Sem 2 schedule is supposed to go live at 4pm on Friday 1/13, but some students are already emailing to ask to change their schedules. Some students seem to have already seen their schedule for Sem 2.
- iReady Math - math course placement
 - 2nd semester iReady results are used for math placement so the team knows they are ready for 8th grade standards and so on.
 - Sending more communication about this for the students and parents so parents and students are aware that the 2nd benchmark assessment test is used for math placement.
- High Schools will be visiting CMS 1/18, Fremont will be in Bernardo Gym, Homestead in the Event Center. The kids are excited about it and are already talking about it.
- 8th grade trip to Yosemite - Need more chaperones
 - Contact Ellis Cerda, cerda_ellis@cusdk8.org
- Sameer Hinduja, doing great work around Cyberbullying and flipping it to the positive, focuses on cyberspace.
 - Cyberbullying.org
 - Considering bringing him to CMS to talk with the staff. Will need to connect with leadership team about it first.
 - He lives in Florida, so would want to capitalize on his visit and have him speak to both teachers and parents on that trip.
 - Has a space on his website with all the contact information of various orgs/apps/games so anyone can easily report cyberbullying.
 - Parent Honor Roll? A way to honor parents.

- Starbucks Upstanders - mini documentary stories sponsored by Starbucks.
- Shruti - Is he similar to the other speaker Josh we had?
 - Jean said he's better.
- **Mr. Marquez**
 - **Jan 28th - Annual disaster drill** so office might be shut down for about half an hour in the morning. Practice various things:
 - How to release students during a crisis
 - Perimeter and security
 - Building check
 - Search and rescue
 - **Elective selection for rising 7th and 8th graders**
 - Mr. Alcazar is in the midst of preparing the elective presentation and forms.
 - Ms. Fratus is out on medical leave and should be back in February.
 - Students will go in 2-3 classes at a time to the library and Mr. Alcazar will go over them with him, making sure the kids understand what they are selecting.
 - Open studio (2 days) - The elective teachers will have their classes open during a period so the students can walk around and take a look at what happens in each class.
 - **Changes in elective selection**
 - No more ranking. Will guarantee at least 1 from your elective list.
 - Once elective is selected, it cannot be changed. You cannot change electives once selected in high school. It changes the master schedule quite a bit.
 - Year longs are a little more assured eg. if you take Beginning Band, you'll most likely get intermediate band in the next cycle, as you want to grow a program.

		<ul style="list-style-type: none"> ● Form is set up with options: Yearlongs first and then semester electives. Children who select year-long electives are usually very interested as it is a long period of time. <ul style="list-style-type: none"> ■ No proposals. ○ Follow-ups <ul style="list-style-type: none"> ■ Started a shared drive for photos ■ Spring Fling - haven't had time to talk to the PE dept about that. Will meet with Mr. Wycoff next week to talk about it. The heart monitors are here so he's arranging for a training day for all the teachers (Yay!). ■ Photos from field trip - Jean is still working on this and has upcoming meeting. ■ 7th grade field trip - 7th grade teachers are discussing for 2023 - 2024 if there's anything appropriate. Due to transportation, field trip is not a possibility this school year. ● Teacher Reps: Dennis Harting <ul style="list-style-type: none"> ○ Updates <ul style="list-style-type: none"> ■ Girls' basketball, all the girls' teams won. ■ Boys 7-8 lost, other game was canceled. ■ HR monitors have arrived but haven't looked at them yet. Working on a date to get training set up. ■ Looking forward to the change in the semester, new students coming in as well. ■ Season 4 of sports will be starting in a few weeks. ■ Let him know what he can help with. Knows Spring Fling is coming up and they (PE department) are looking forward to help with that.
2	Board Updates	<ul style="list-style-type: none"> ● President: Cindy Klaje & Manuela Silveira <ul style="list-style-type: none"> ○ No updates ○ Follow-ups <ul style="list-style-type: none"> ■ Bylaws Review and Connecting with elementary school parent orgs are still outstanding.

- **Drawings and raffles** - if we fill out the form now, it will cover us through the end of August.
 - Ronda is filling out the form and will send it. Will use the tentative date of Spring Fling (Apr 28th) for the form.
 - It costs \$30 for the year (Sep - Aug)
 - Worth it to get it so we can try new things eg. Spring Fling, incorporating some drawings in the newsletter etc. It's an opportunity to try using it.
 - Not legal to do online sales of raffle tickets.
 - **Question from Raka** - Could we say Donate to PTO, name will be entered into raffle to be drawn at Spring Fling, will that will be fine? (YES!).
 - Can also give out raffle tickets at Spring Fling if we wanted to.
 - Cost of prizes is 10% of donations. If we want to spend more than that, that would be extra reporting.
 - That amount is only what we raise since we make the announcement.
 - **How soon can we put in the request for next year?**
 - Ronda will check on that and let us know, as it can be 60-90 days for the application to be approved.
 - **Prizes** - Has to be attractive, not exactly a high monetary value, just high value.
 - Designated parking spot for a year at CMS? (Idea from May)
 - Have 100 staff and 10 itinerant staff, so it might be difficult to do this.
 - Jean will look into it. Happy to give up her spot or a secretary spot.
 - Principal for a Day? (Idea from May)
 - Disneyland family passes were always popular pre-pandemic prizes and we got it for free if we write to Disney with our 501(c) 3 status.
 - Coffee with kid's teacher (parents don't get a chance to meet

with teachers)? Food students will prepare a meal? Lunch with Jean?

- Can use the license multiple times after you've gotten it. We can use it for different events.
 - Events like Fall Family Night and Spring Fling. Can put the entries in a spreadsheet and select.
 - Have a Christmas/Holiday Fair?
- Need to have a good selection of higher value and lower value prizes to include
 - **Fundraising** - Sports Basement is no longer registering new schools for fundraising.
 - **Spring Fling** - Presidents will connect with Thushitha to start planning when she returns. Will get things in motion when we hear back from Jean and the PE dept.
- **Treasurer: Ronda Gieryn**
 - **Updates**
 - [Treasurer's report ending 12/31/2022](#)
 - In December we received \$17k in contributions (\$10k direct individual contributions, \$7k Match). We need to raise \$23k to meet our annual budget
 - We spent \$5725 on Gift Cards and Coffee for staff in Dec, we have \$1800 budget remaining for teacher appreciation for the year.
 - **Total Expenses:** We have spent \$60k vs annual budget of \$165k (\$49.5k left for annual spending and \$55k left for discretionary spend)
 - %-wise, we're at the same place as we were last year for participation rate. Average amount of donations is about \$100 lower per person than we were last year.
 - (Cindy) Instead of underspending, could we be overbudgeting?
 - (Ronda) Need to look at the budget again as we may have overbudget due to the uncertainty due to the pandemic.
 - (Raka) Need to be sensitive about our messaging if we say that we

need \$23k to meet our fundraising goal but we aren't spending what we've already raised.

- (Manuela) Do we have any upcoming large budget items that we haven't spent yet?
 - Graduation party - **\$8k**
 - **\$9k** for community events (token amounts for speakers, still have Spring Fling)
 - **\$15k** grant that we typically give to the music program that we haven't yet.
- Spend for **Teacher appreciation lunch** from last year. It was about **\$2k**.
- **Teacher gift cards during Christmas** - decision made to give everyone \$50 gift card made the staff very happy, removed any distinctions. This took more money than previously done as we gave all staff that amount, so we'll need to move some money.
- Birthdays - tried in previous years and some teachers didn't want to share that information so that was scrapped. We should stick to the things we do and do very well.
- **Outreach to Mr. Yeager** (May) - needs our help to pitch and get more students to join the music program at CMS. He needs more funding due to the pandemic. We will feel the pinch in the next year or two as kids move into high school, as the enrollment in the music program is dropping.
 - Jean and Mr. Yeager have had some ideas eg. 6th grade incoming family night, have the beginning band play for them and welcoming the parents, so they can see what the children can do in just a few months of music training.
 - Mr. Yeager will take them to the Elementary schools or have the students come to CMS to hear the bands. (Afterschool program at Montclair that could feed into the Middle school collapsed).
 - **Playing at community events?** - HHS marching band has parents support to transport parents, but maybe it's something we can talk to Mr. Yeager about.

- Manuela will reach out to Mr. Yeager to find out what he needs and how we can help. (He will be happy for the help!)

- **Follow Ups**

- Taxes filed in October 2022, still waiting for updates from the IRS.

- **Secretary: Denise Twum**

- No updates

- **Fundraising: Manuela for Abha Nulka & Marie Barrigar**

- **Updates**

- Pizza My Heart scheduled for Jan 12
- Lazy Dog request pending
- Spring Goodwill Event

- **Follow-Ups**

- Discussed in newsletter section: Primer on easy ways to donate.
 - Add information in newsletter to share easy ways to donate money to CMS-PTO when going about your daily business.

- **Community Events: Anuja Surlaker & Shruti Dixit**

- Jan 27th at the gym, Valentine card making with Source wise, during lunch in the gym.
- Kids can pick up at lunch and drop off Feb 1st at the office.
- Shruti and Anuja will look them over and drive them over to location in Santa Clara by Feb 6th.
- PTO and Principal Wang will provide some of the materials. Jean has 5 x 7 envelopes, about 200 of them. Will pick up about 350 sheets.
 - Don't give the kids the envelopes as you would have to take the cards out and do quality control (QC).
 - May can donate cardstock and envelopes if we need more.
 - Jean will get the logistics of the space ready for the card making. Target is 1/27.

- Post QC, Shruti and Anuja will let us know so the PTO members can assist with stuffing the envelopes.
- If PTO board can select favorite cards, Jean and team will send some rewards to those kids.
- Happy to provide treats (they didn't cost that much last time) but will need another volunteer to man the treat table.
- **Valentine treats for kids?** Will do treat at the card table OR hand out the little goodie bags.
 - Feedback from last year - the kids loved it. Logistics for teachers to hand out the treats was ok.
 - Anuja will connect with Shruti to discuss putting together the goodie bags for the students (tomorrow Jan 12th).
- **Parent-child movement workshop**
 - Spoke to Kathy Donelly of Om Works, focus on mental health and community, runs programs in different schools.
 - Can come for 1.5hrs on a Wednesday morning. (Feb 15th or Mar 15th would be good dates, per Jean).
 - March might be better as Feb has a lot of events, when people come back from ski break. Mar 15th would be best.
 - Shruti to confirm date with Kathy Donelly and get back to us with details.
- Earth Day - in April.
- **Follow Ups**
 - **Photos for newsletter:** Anuja already shared what she has. Will take some new photos at this card making event.
 - **Winter social** - Feb 3rd from 5pm - 7pm in the quad. Parent get-together at that time too?
 - Hold in **Bear Den** to give the children some independence.
 - Jean will include in her weekly update, and we should also include in comms about the winter social.
 - Jean and Alvin can tag-team and swap with one going to the social and the other attending the parent mixer.
 - **6pm - 7pm** for the parent mixer. Snacks, sparkling water, mocktails?

- **Communications: Raka Agrawal & Jenny McNeill**

- **Updates**

- No Dec newsletter so focusing on Jan version
 - Will share Holiday Events and gifts, 6th grade field trip and Upcoming PTO Events
 - Avoid words like raffle and focus on drawings and donations (once we're approved)
- To increase donations to meet our annual budget, we could have drawings so everyone who donates will be entered in the drawing.
- What other ways could we encourage parents to donate? Would highlighting/supporting field trips be the way to go?
 - **Field trips have to be tied to the curriculum**, so those are mostly up to the teaching staff and PTO would be happy to support.
 - **Highlighting the additional things the PTO does provide**, such as the **Fall Family Night** and **provision of HR monitors**, so the parents will see why they should donate.
 - **Community building** - opportunity for families to have an active part in the middle school experience, as the students are growing and becoming more independent (parent education sessions, Fall Family Night, small events)
 - (Jenny) Feels like the newsletter isn't enough to encourage people to donate. Will it have to be someone getting up on stage at the different events to encourage people to donate?
 - (Manuela) We need a direct donations team so there is a more concerted effort. Working on getting this information out to families starting with the 6th grade orientation.

- **Idea -**

- Under the Fundraising section, discuss/describe different ways for donating to the PTO (eg. Amazon Smile)
- Highlight the PTO board members in the newsletter, like an interview-style?

		<ul style="list-style-type: none"> ○ Follow-Ups <ul style="list-style-type: none"> ■ Primer on easy ways to donate: Add information in newsletter to share easy ways to donate money to CMS-PTO when going about your daily business.
3	Discussion Items	•
4	Open Comments & Questions	•

Meeting adjourned at **8:32 pm** by **Manuela Silveira**

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	Jan 26	Yes
Treasurer			
Fundraising	Marie Barrigar	27 January 2023	Yes
Community Events	Anuja Surlaker, Shruti Dixit	January 26	Yes
Communications	Jenny	January 25	Yes

Emeritus Officer			
Principal			
Teacher			

