



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)  
**Wednesday, February 8, 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, Ava Chiao (trustee)

Please note that background information, updates, and the detailed agenda are available through the February [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 7:04pm by Manuela Silveira

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>○ Updates               <ul style="list-style-type: none"> <li>■ PSTAG last week. School Goals progress update.                   <ul style="list-style-type: none"> <li>● 71% were at or above grade level in Sep iReady reading assessment. Goal for this 2nd benchmark was a 6% increase. 79% of students hit it, and 80% of students were at or above benchmark for Math.</li> <li>● Having kids reading more (more time for them to read) and kids are taking the iReady assessment seriously. They are understanding what high stakes testing is and its importance.</li> </ul> </li> </ul> </li> </ul> </li> </ul>

- Executive Cabinet visited CMS today. The [Executive Cabinet of the Cupertino Union School District](#).
  - They visit every school in the district. Chance for them to see the school and for staff to share concerns.
- Homestead High Dance team visited CMS on Monday. Introduced themselves to the 8th graders and did a performance.
  - Some of the 8th grade girls went up to talk to the dance team, and so did some of the 6th grade girls. Not as much the boys.
- HHS and FHS had incoming Freshmen visit the schools (the 8th graders) and they were very excited about it, had many questions.
- Wanted to share some highlights that aren't in the Monday newsletter.
- 8th grade promotion party question
  - Post something on 8th grade WhatsApp group and on Konstella to get more people to help in the planning?
  - Planning to start after February break so need people ready to begin work then
  - Ronda will copy and share this request in 8th grade parents' group and Konstella.
- District time change for school start
  - Only one parent has reached out.
  - Question: If the goal was to move to after 8am, why couldn't CMS maintain our start time of 8:10am? (Senate Bill 828)
    - This was due to some of the Board goals where they wanted to see equitable learning time for all schools, and equitable planning time for all the teachers.
    - Historically, CMS teachers were teaching 6 periods out of 7 while the other schools had teachers teaching 5 periods out of 6, even

with the zero period. This change will allow CMS teachers to also have only 5 instructional periods and more time to plan.

- End time is now 3:05pm.
- CMS will gain more teachers of approximately 6-8 teachers.
- Will budget for teachers at start of school year be enough (\$6k to set up their classroom)?
  - Once Jean finalizes the teacher headcount, Jean will have a conversation with PTO. Need to decide whether to increase total amount or reduce amount given to each other.
- Start time clash with Elementary schools?
  - This issue has been discussed and there are already plans to stagger the start time of elementary schools to reduce pressure at dropoff.
- This change
- Follow-Ups
  - **Sameer Hinduja follow - up:** Jean to talk to leadership team about bringing him to talk to staff and parents, with PTO help → Not able to host this school year due to other district needs
  - **Parent Honor Roll Idea:** Any more work done or help needed for that...Community Building Team will discuss...
  - **Spring Fling:** It's a yes from PE!
  - **Photo permissions from field trip:** In discussion...At socials, the staff take the photos and share with the kids.
- Proposals
  - Mr. Yaeger sent proposal to purchase 2 new tubas. Total cost is \$8,082.01.
  - Mrs. Wang sent proposal for every student at CMS to have a student

handbook on the first day of school (2023-24). Cost is \$5,056.59 for 1200 handbooks. The teachers feel like every student needs to have one.

- The handbook is a planner with schedules and school guidelines and dates.
- Joy: Has a 6th grader who was using it but his teachers were trying to wean them off it since they wouldn't have access to it in 7th and 8th graders.
- Jean: Seems the staff prior to her joining moved away from using the planners in 7th and 8th graders, but now the staff want to bring it back to help the students develop those soft skills. This feedback was from the Staff Advisory Board.
- **Question:** Do we need to add any extra padding to cover taxes and shipping etc?
  - Round to \$8100 and \$5100.
- Manuela makes motion to fund purchase of 2 tubas for \$8100, Ronda seconds.
  - 8 Ayes, 3 abstentions. **Motion is passed.**
- Manuela makes motion to fund purchase of student handbooks for \$5100. Cindy seconds.
  - 8 ayes, 3 abstentions. **Motion is passed.**
- **Teacher Reps: Mr. Harting**
  - **Caroling**
    - Teachers heard about the choir students going caroling and some of the teachers would be happy to join the next time they come around.
    - Singing Valentines happening next week. Being sold during lunch.
    - Flash mob being organized by the Drama teacher, happening on Valentine's Day.

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>PTO Board 2023-24</b> <ul style="list-style-type: none"> <li>● Your plans for next year               <ul style="list-style-type: none"> <li>○ Whether you plan to participate on the board next year (please fill out the attached survey)</li> <li>○ Add names of any people you think might be great candidates for the Board</li> </ul> </li> <li>● Reached out to feeder elementary schools' PTO/A boards and got a parent from one of them already reaching out, interested in participating.</li> </ul> </li> <li>■ Website updated, thanks Meera! Asked her to change every update into a blog post so recent meeting information show up on the website.</li> <li>■ Bylaws Review               <ul style="list-style-type: none"> <li>● Intent was for monthly Board-only meetings (closed) and monthly attendance meetings for the whole PTO. This changed to just one monthly meeting as the information in the Board-only meetings could also be shared with the parent members.</li> <li>● Next Step: Have someone with a legal background review the changes and ensure that we won't affect our 501(c)3 status. Manuela will send it to Bryan Gin.</li> <li>● Once the legal review is completed, the updated Bylaws will be posted to the general PTO for some time, and then we will vote on them.</li> <li>● TTwo documents mentioned in the Bylws that need to exist.                   <ul style="list-style-type: none"> <li>○ <b>Treasury Procedures</b> - needs to be drafted. Will show what needs to be provided in order for our treasury to be in legal standing. Ronda will draft this.</li> <li>○ <b>Conflict of Interest Policy</b> - Everyone that holds a board position will indicate once a year that they understand how to not be in a situation where there's conflict of interest, and if they are, how to declare it.</li> <li>○ They are both available in the shared PTO drive so all board</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>
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members need to review them.

- **Treasurer: Ronda Gieryn**

- **Updates**

- Treasurer's Report as of Jan 31, 2023.

- \$1000 away from meeting our annual fundraising goal. Had a pretty good month.
- Spending: Tuba and handbook proposals will take about half of the committed funds.
  - Have some community events upcoming as well, as well as teacher appreciation
  - Need to decide whether we want to do some more discretionary spending or roll over to next year.

- **Follow-Ups**

- Raffle permit came in, copy is in our folder. If you want to do a raffle, we're good to go.

- Need to figure out whether we want to kick off another fundraising drive now or wait till the next school year.
- Permit runs Sep - Aug, so we may not be able to use next year.
- The most important part is when the raffle itself is held.

- **Secretary: Denise Twum**

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- **Fundraising: Marie Barrigar**

- **Updates**

- Pizza My Heart Fundraiser: \$333.37

- Second highest fundraiser. Chipotle was the highest.

- Lazy Dog: pending approval for March 14, Tuesday.

- Will confirm further details as well as flyer.

- Goodwill Fundraiser planned for April 1 or 2. Abha is putting it together.

- Montclair is having a Walkathon on April 1st so this might be better on April 2nd.

- - **Follow-Ups**

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

- **Updates**

- Valentine's Day Card making for Meals on Wheels
  - 150 cards were made and dropped off at SourceWise
- Parent winter social
  - Was really nice to see so many parents come out.
  - Some parents would like to do more on an ongoing basis, possibly with the next social (April 1st).
  - Also feedback was that it was too short so maybe make it longer.
  - Add a little speaker or talk for a few minutes and then have a small discussion.
- Movement workshop with Ommworks - Scheduled for March 22nd 7:45-9:15am
  - Location -TBD (Can we get the events center?)
  - Will have some snacks and drinks, but might be nice to have hot tea and coffee.
- Coordinating with the UC master gardener for the school garden.
  - There are 3 gardens: Teacher garden, 5 planters and Jay's garden.
  - Need help as the master gardener has shared a list of tools to purchase, and then a pruning day where parents can assist in cleaning out the shed and pruning plants.
  - The plan is to have this done by the end of this school year and plant the trees on Earth Day.
  - Jenny can include in the newsletter. Messaging will be to ask parents who are interested in gardening or learning to volunteer and help us plan for this project.
  - If we could come up with the skeleton of the project, we can start



working on parts of it.

- Could set it up as a Discretionary Fund for campus beautification that the PTO is investing in.
- Set up a Gardening Club that involves the student body and they could participate in maintaining them. Not this year but starting next year.
- Our job will be to clean it up and get it ready this year before we hand it over to the teachers and students.
- **Jean:** Some more info
  - Previously the Foods teacher (Sandra) was helping a bit with the gardening. However because it's a large responsibility she couldn't maintain it by herself. However we could inform her when it's time to harvest.
  - STC classes could also assist with this.
  - Currently in the middle of articulation (planning for next year) and so can start thinking about capacity.
  - Neelima has a green thumb and is interested in supporting.
- **Alvin:** Used to have a garden in Miller as well. We could also tap into some of the Scout troops around if they needed some service hours, as well as high schoolers in FHS and HHS.
- **Manuela will work with Shruti and Anuja on a project proposal (think about long term plan of this project and also look at costs).**
- **Follow-Ups**
- **Community Events - Large: Manuela Silveira**
- **Updates**
  - **Spring Fling**
    - May 12, 4:30pm-6:30pm (could also be 5-7pm). Board members will need to provide support to Thushitha.
    - PE is on board to lead activities
      - Multiple activities
      - One to showcase the heart monitors in the Event Center
      - 8th graders to help out. Can get high schoolers to assist as well as the students in the Leadership class (Mr. Harting will keep

		<p>that in mind when planning the events)</p> <ul style="list-style-type: none"> <li>● PTO to provide: <ul style="list-style-type: none"> <li>○ Music/DJ?</li> <li>○ Food?</li> <li>○ Ice cream?</li> <li>○ Leisurely activities (non-PE) <ul style="list-style-type: none"> <li>■ Jenny: Photo Booth would be great, with props and backdrop.</li> </ul> </li> </ul> </li> <li>● <b>Communications: Jenny McNeill</b> <ul style="list-style-type: none"> <li>○ <b>Updates</b> <ul style="list-style-type: none"> <li>■ February Newsletter <ul style="list-style-type: none"> <li>● Highlight: <ul style="list-style-type: none"> <li>○ Valentine’s Day Card making for Meals on Wheels and Parent Social, and thank families for participating in various fundraisers</li> <li>○ Save the date for upcoming fundraiser</li> <li>○ Save the date for Spring Fling</li> <li>○ Highlight the open board positions</li> </ul> </li> </ul> </li> </ul> </li> <li>○ <b>Follow-Ups</b> <ul style="list-style-type: none"> <li>■ Will work with Raka on a potential drawing.</li> </ul> </li> </ul> </li> </ul>
	Discussion Items	<ul style="list-style-type: none"> <li>● <b>Jean:</b> <ul style="list-style-type: none"> <li>○ When EC comes to visit, it’s an opportunity for the staff members to share their feedback and comments. Jean highlighted the PTO’s efforts and collaboration with the CMS staff, and they thought that was fun, especially the Parent Social.</li> <li>○ Next admin coffee with parents, Jean will highlight that she will be available to answer questions about the bell schedule change.</li> </ul> </li> </ul>
4	Open Comments & Questions	<ul style="list-style-type: none"> <li>●</li> </ul>

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Meeting adjourned at Manuela Silveira at 8:50pm

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**Minutes review and approval**

Board Role	Name of reviewer	Date of review	Approval
President			
Treasurer			
Fundraising			
Community Events			
Communications			
Emeritus Officer			
Principal			
Teacher			

