



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)
 Wednesday, March 8, 2023, 7 pm
[Zoom Call](#)

Attendees

	Board Members	Present	Absent
1	President: Cindy Klaje		
2	President: Manuela Silveira	x	
3	Secretary: Denise Twum		
4	Treasurer: Ronda Gieryn	x	
5	Treasurer: Erin Iyama		
6	Fundraising: Abha Nulkar		
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		
13	Emeritus Officer: May Bakken	x	
14	Principal: Jean Wang	x	
15	Assistant Principal: Alvin Marquez		
16	Teacher Rep.: Dennis Harting	x	

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

17	Teacher Rep.:		
18	Teacher Rep.:		

Membership at large: Brian Gin

Please note that background information, updates, and the detailed agenda are available through the March [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	Principal: Jean Wang <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Fremont dance team <ul style="list-style-type: none"> ■ The Featherets, will be performing at CMS on St. Patrick’s Day (next Friday) and also to recruit 8th graders to the team. 3 CMS alums are part of the team. ○ The team just came back from Nationals in Orlando. ○ It’s the first time that the Fremont Dance Team is visiting CMS.

- Yosemite trip
 - Working on a plan B. Kennedy wasn't able to go either, and Hyde may not be able to go.
 - The 3 schools will work together and try to plan something that's unique to 8th grade to ensure alignment and a shared experience.
 - This is the class of students who had to miss out on their 5th grade trip as well, so it is a bit of a double whammy.
- Semester 2 progress report
 - The grading period for those will start next week.
- CMS-PTO Yoga Event
 - Happening next week. Excited about that.
- WEB (Where Everyone Belongs)
 - This fall, we will be opening school with WEB (Where Everyone Belongs). Haven't been able to do it earlier because we needed teachers who were WEB trained.
 - 2 teachers are currently in Santa Cruz getting WEB training. The teachers are very excited and have ideas for school activities that they can implement in the fall.
 - Some middle schools offer WEB class so students can join and become WEB leaders. Once the teachers come back from training, they will decide how to select the WEB leaders in the fall.
 - Previously at CMS there was a leadership class AND a WEB group, but the way they are selected changes.

- Follow-Ups

- 8th grade promotion party

- Some parents didn't want to sign up because they didn't want to take on too much responsibility. Some others did call and sign up to help so there's a core group now who will be planning the party.
- Mr. Marquez will push out communication when he's back in the office to get meetings started.
- When it comes to the 8th grade party, the administration is really passive/hands-off, and they provide guidance and recommendation.
- Going to see if they can get teachers to sign up as well.
- For the future, it might help for the PTO to identify potential leads for this role and have them run with it, and look for volunteers. We don't need to configure it as a PTO event but we can support the administration by knowing who the chairpeople are for the committee.

- Requests

- No current prepped Requests this month but there are some upcoming. The teachers will submit as soon as possible so they can be presented during the April PTO meeting.
- Jean met with team and discussed the \$10,000 grant for the classrooms. Reiterated that the asks should be materials that all students will use eg. All 6th-8th graders use Math composition books, so that's an item that would be a good candidate for such an ask.
- (Need to start working on the budget).
- One request that came in today for one of the school clubs.

- CMS school clubs are student driven. Academic clubs are run by the school but other clubs are student-driven.
- New club - ping pong club. The current condition of the ping pong tables is bad. 2 of them are broken. The teacher, Mr. Fong, is requesting the purchase of 3 ping pong tables to expand the club so more students can participate. Total is \$874.35.
- Currently have 20 students in the club and would like to double that number.
- Mr. Jarvis had the ping pong class a few years ago and had some students who were very interested. One of the current better tables was donated by a student who was very excited about ping pong and had a newer table at home.
- May may be able to get 2 donated from her company. She will check and get back to Manuela tomorrow (Thu Mar 9). Can be folded and are compact.
 - Will need someone to transport it if we're able to get the ping pong tables.
- We'll make a motion and approve the request. We can then buy all 3 if we don't get the donation.
- Manuela makes the motion to purchase up to 3 ping pong tables for the ping pong club for a maximum of \$900. Ronda seconds.
 - 7 Ayes, 3 abstentions. Motion carries.

Teacher Reps: Mr. Harting

- Updates
 - PE - Heart Rate Watches Training Session last week (Feb 27th).
 - Received them after the break and everything is going smoothly.

- The monitors have been numbered and distributed and some of the teachers have already started using them.
 - Classes are beginning to utilize these in PE classes.
- PE - Li Rivera's (*6th & 8th Grades*) students are learning about the electronic timing system for their runs
 - Quarterly mile run and 2-mile run. There's a big clock used for time and the students pair up and record for each other.
 - Li and her husband own a timing company for races etc., and the PE teachers have been discussing getting more accurate timing.
 - Li has been working with her classes to use reusable chips attached to their shoe laces. Seems to be going pretty well.
 - Students are learning how to set up the electronic timing system equipment, taking care of it, the importance of each student's role when hand delivering the chips before starting each run, understand their role as chip distributors and chip collectors, simulating the scenario of 5k/10k road races, among other type of sports events
 - Students are being exposed to technology concepts related to sports events, organization & teamwork skills
- March 22, 2023 - 6th Grade Assembly with Astronaut Steve Smith (*Nikita Shetty-Science Teacher*)
 - Steve Smith has a background in space, business, engineering & diplomacy
 - Traveled 16 million miles in space, flew on 4 space shuttle missions & performed 7 spacewalks
 - 7-Time All American in swimming & water polo, 2-Time NCAA Champion with Stanford water polo and Captained the 1980 National Championship Team

		<ul style="list-style-type: none"> ■ At this point in time, cannot extend this event to the whole school. CMS has had an astronaut come over a while back. If this goes well, they can look into inviting the astronaut again. This particular event ties into the curriculum for 6th grade. ○ April - CMS Talent Show (<i>Gracie Hynes</i>) <ul style="list-style-type: none"> ■ It's been 3 years since the last talent show. The audition process will start in early April. ■ Will try to have 1-2 assemblies throughout the day (before Memorial Day weekend). ■ Always nice to see the talents that students have, that they're willing to share. ■ Question: Would Ms. Hynes need some volunteers and help? <ul style="list-style-type: none"> ● Mr Harting will bring this to her attention. ● Follow-Ups <ul style="list-style-type: none"> ○
2	Board Updates	<p>President: Manuela Silveira</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ New Family Night <ul style="list-style-type: none"> ■ Cindy, Manuela and Marie attended new family night for incoming 6th graders. ■ Put out feelers for new CMS-PTO board members and got 3 responses. They will be meeting with them soon.

- Board 2023-24 → working on recruiting
 - Manuela still working on recruiting and working with the PTO/A boards at the feeder elementary schools to see if we can get representatives from those schools on the board in the upcoming year.
 - Other board members to please share any suggestions and recommendations of potential board members.
 - Have some returning board members but still have open positions eg. Treasurer that still need to be filled.

- Bylaws
 - Documents practically ready (Bylaws, Conflict of Interest and Treasury Procedures). Review of these documents is almost done.
 - Brian has helped us review the documents to make sure we're staying accurate and true to our obligations as a 501(c)3.
 - Can the Treasury Procedures document be updated over time? Can changes be made without putting it to a vote?
 - Could be part of the Treasurer's monthly update instead of putting it to a vote. If we're recording any significant changes as part of the Treasurer's update, that should work for the due diligence we're doing.
 - Was debating making it one document or 2 but decided on one so there's only one place to maintain and update.
 - Manuela will send redlined document to Ronda to review and include any changes.
 - Process
 - Will send for review to the community and the Board,
 - One week to review and receive comments.
 - We will then vote during the April meeting to approve the modifications.

- Staff appreciation

- Need to start planning for Staff Appreciation. It's **historically in May**, 2nd week. **May 8th - 12th**.
- We have \$1800 left on the budget for this, so we will probably need to shift some money from another bucket here. **Manuela and Ronda will work on this offline (with May) and bring it up for a vote in the next meeting.**
- We also have some money leftover for General Admin purchases (\$1800 leftover) that we can reassign. We don't have any more bank fees (since we aren't using PayPal) so that has saved us some money as well.
 - Will be paying for domain soon, and we've already paid for Konstella for this year.

- Follow-Ups

- CMS-PTO website

- The issue has been fixed and we have new content on the website!

Treasurer: Ronda Gieryn

- **Updates**

- [Treasurer's report for period ending Feb 28th, 2023](#)
- We raised \$2.7k more than our annual budgeted income, \$88.5k in total.
- We have to spend \$91k to meet our budgeted spending (~36k regular spend left including \$8k for graduation, \$55k left in the discretionary spend that we can carry on to next year if we don't use it.)
- We have \$1.8k remaining budget to cover teacher appreciation to end of the year. Do we need to allocate more?

- We still have \$36k left to spend from our budget, and \$55k left in the discretionary spend which can be carried over to the next year.
 - Academic support has \$15.5k left unspent and Community Events has \$8.7k left unspent.
 - Community Events will include Spring Fling and other small community events such as talks.
 - The yoga event will be \$400, and we have Spring Fling with a planned budget of about \$7500.
 - We might need money for tools and supplies for the garden project. This could come from the discretionary budget.
 - Something like the ping pong table request that was just approved will come out from academic support, so now has \$14.5k left.
 - \$8k for graduation, \$8.7k for community events, \$1800 for Admin and \$1800 for teacher support.
 - We provided \$8k for the tubas last month so we **need to remind Mr. Yeager that he still has \$7k he can request for the music program.**
- We budget 150 families for donations and we got 153 so we hit our goals.

- **Follow-Ups**

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Secretary: presenter

- **Updates**

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- **Follow-Ups**

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Fundraising: Marie Barrigar

- Updates

- Lazy Dog Restaurant on March 14 (15% of sales)
 - Both takeout and dine-in. It runs all day.
 - The 8th grade boys have a basketball game that day so they're going after the game.
- Goodwill scheduled for May 21, Sunday.
 - Probably from 8am or 9am till 3pm.

- Follow-Ups

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Community Events - Small: Anuja Surlaker and Shruti Dixit

- Updates

- Coming Up: Kathi Donnelly's Parent & Child Movement Workshop! March 22 at 7:45am.:)
 - Kathi would like parents to RSVP so she has a better handle on who will be joining.
 - Hoping to get more signups and also invite the staff. It's for both kids and parents.
 - The movements will be partner-focused so we'd just need to have 2 people.
- Housekeeping:
 - Jean can prep the hot water at her house. The dispensers can keep the water hot for 10-12 hours.
 - Jean will double-check on the mic (need a wireless mic) and the speaker. She may have to borrow.

- School Garden Project
 - Parent Meeting - 3/7 with people who volunteered
 - 7-8 people responded and about 6 of them attended and were very excited to participate.
 - Garden access - parents would prefer a weekend but that would require an admin member to be on campus.
 - The plan is that next week, the parent volunteers would come together and take stock of what's available in the shed and what we need to buy. After that, the master gardener will come back to continue.
 - During the school day, they would have to let Jean know so they can escort them to the garden. They don't need to be fingerprinted or TB cleared if they aren't engaging with students. We will just need to inform the office in advance so they can support with the escort on campus.
 - Anuja has sent a Doodle poll out and will share date results with Jean.

- **Potential Earth Day Event with SUFA and City of Sunnyvale** - Mid April (April 12th ?)
 - Jean has emailed everyone who is on the approval for the project, confirming the type of tree and planned date of April 12th. Waiting to hear back from them.
 - Plant 5 *Callestemon citrinus* - Lemon Bottlebrush trees
 - The city of Sunnyvale is happy to donate and plant the trees so long as the District promises to maintain it. They will bring the soil and everything else that's needed.
 - School wide assembly in quad?
 - Jean and admin team would have to create a special schedule.
 - The event center can't hold all 1100 students so they use an A/B schedule and shorten the class periods.
 - What kind of topics should the speakers prep to share with the students, and how

long will they get?

- Shruti and Anuju will check with them to see if they have a set presentation that they've done at other schools before, to see what kind of content they have.
- Jean will look at the different schedules and share with us. The schedules depend on which presenter is coming. Jean will work directly with the presenter.

- Follow-Ups

- School Garden Project
 - Manuela will work with Shruti and Anuja on a project proposal (think about long term plan of this project and also look at costs).
 - Parent Meeting - 3/7 with people who volunteered

Community Events - Large: Manuela Silveira

- Updates

- Spring Fling, April 28
 - Working with budget of \$7,500
 - Estimated attendance: 400
 - Suggested time 5-7pm
 - Location: open area around the volleyball courts near the Event Center, in addition to the PE stations
 - Layout:

- Carnival feel, with some food stands and booths.
- perhaps a Photo Booth,
- some unstructured games or crafts, and
- some info tables (PTO and maybe some non-profits like we had at Fall Family Night)
- Have a QR code that shares the event map.
 - Jean to share a map of the school that we can use.
- **Suggested Schedule**
 - Setup: 3-5pm
 - Kick-off: 5pm-5:20pm
 - Welcome from Jean and PTO
 - Band concert
 - Choir performance?
 - Activities and food: 5:20pm-7pm
 - PE structured activities (eg. heart rate monitor demos) will be in Event Center. 5:30pm - 6:30pm for the events and tear down starting then.
 - Jean and PE dept team to let us know if they need high school volunteers to help with the activities and how many you'd like at each of those stations.
 - Jean will talk to Mr. Wycoffe to see if the PE structured activity time can be extended.
 - Other activities: Photobooth, a DJ playing music and helping with announcements, cornhole and games like that for those who don't want to take part in the structured activities.
 - Tear-down and clean-up: 7-8pm
- **Food**
 - One dinner-type offering (hot dogs, or tacos, or chicken/waffles, etc.)

- No open grill but a hot surface to keep the hot dogs keep warm and people can put in a bun and add their toppings.
- Kettle corn
- Cotton candy
- Water filling stations (small water bottles as PTO giveaway)

- **Spring Fling: next steps**

- Waiting on more info from PE about the activity stations and need for volunteer helpers
- Finalize food plans
 - Families to bring picnic blankets to each/sit/relax on the field
- Waiting to hear about Band/Choir performances to kick off the event
- Submit use permit to Margie (Jean will let her know to submit for facility use from setup to teardown).
- Tables/chairs for activities and booths (put in request)
 - Need about 20 tables and one stack of chairs (50 chairs)
- DJ: music and announcements
- For Shruti and Anuja
 - Do a tour of the garden so people see what's happening? The garden is right in the area where this event will be happening.
 - Can put up a large planter with some flowers so people see that something is happening.

- **Follow-Ups**

Communications: Raka Agrawal

- **Updates**

Planning for the next newsletter.

		<ul style="list-style-type: none"> ○ Save the date <ul style="list-style-type: none"> ■ Movement workshop with Ommworks - Scheduled for March 22nd 7:45-9:15am ■ Spring Fling ■ Goodwill Fundraiser (May 21) ○ Other Highlights <ul style="list-style-type: none"> ■ Include call for volunteers for the garden project. ■ Include call for new board members ■ Do another profile of a board member (Reach out to Raka if you'd like to include your profile) ■ Thank the parents for helping us meet our goal. ■ Add a volunteer appreciation corner to one of the newsletters? ● Follow-Ups <ul style="list-style-type: none"> ○
3	Discussion Items	<ul style="list-style-type: none"> ●
4	Open Comments & Questions	<ul style="list-style-type: none"> ●

Meeting adjourned at 8:24pm by Manuela Silveira.

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	3/30/2023	Yes
Treasurer			
Fundraising	Marie Barrigar	04/03/2023	Yes
Community Events	Anuja Surlaker	3/30/2023	Yes
Communications			
Emeritus Officer			
Principal			
Teacher			