



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)
 Wednesday, April 12, 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: Hiba Rajab, Meera D.,

Please note that background information, updates, and the detailed agenda are available through the April [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.

The meeting begun with a [special presentation](#) by Sharlene Liu about parking on the bike lanes on Homestead Road.

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"> ○ Students in SDC classes - 1st community outing since 2018 (Super Mario Brothers Movie) <ul style="list-style-type: none"> ■ Used to go out once a month to practice functional skills such as making purchases at CVS

- Rented out theater for \$200-\$300.
 - Students got to practice their communication skills, were able to make purchases themselves and practiced their manners. They did a great job buying popcorn on their own and engaged with the movie.
- Crepe Myrtle Trees 4/10
 - Installation of new trees already changed the feel of the area. Great improvement.
 - James LaMaster, one of the master arborists, came in to supervise that.
 - There was an immediate shift in how the space felt once the trees were in.
- Special Education 5th → 6th Grade Articulation
- Math Placement Time is here! Parents can anticipate the placement information coming in by end of this month.
- Building 2023-24 schedule
- Looking for WEB Leaders!
 - Need about 40 7th Graders. Great leadership opportunity and feeds into high school project of Just Do It. Great chance for parents to share this opportunity with their 7th graders (rising 8th graders).
 - Summer commitment: Web Orientation is scheduled for Aug 11th. Will be trained and have their community training on Aug 9th.
- Student Focus Group
 - Planning for this, getting ready to connect with the kids and find out what can be done, how their experience has been so far.
 - The discussion is modified for each grade:
 - For 8th grade, reflection of their year.
 - For 7th, how to make 8th grade great, and
 - for 6th, what did they enjoy within the year.
- Follow-Ups
 - **Spring Fling**
 - Jean will get PE activities map and number of high school

volunteers (Number we got is 4, according to Manuela).

- Requests

- **Science Tables** are almost twice as expensive so going back to the drawing board about cost. Going with a different company due to negative experience with previous company last year.
- **Discretionary from Jean Wang:** Bernardo Gym Projector Screen Installation, \$8,112.60. This help us to use both Bernardo and Event Centers as a presentation, teaching, communal space.
 - Because this is in the gym, there have to be a number of protections that are built around it to protect it, making it expensive.
 - The installation will happen this school year.
 - Manuela makes the motion to approve the proposal at a total cost of no more than \$8200. Ronda seconds.
 - 13 ayes, motion passes.
- **Technology, Jean Wang:** Chromebook Chargers in 7th and 8th Grade Classrooms, \$3,632.77. (Falls under academic support in the budget).
 - 3 chargers per teacher classroom (the teachers who use the chargers the most) including the office, total of 100 chargers.
 - Will be on existing power strips. Each strip has 5 different outlets and the chargers will take up 3 of them. The classrooms have existing outlets.
 - Any discussion about storing the laptops at school since some of the students only take them home to charge and don't use them there?
 - The funding source for the chromebooks was set up so that the students can take them home. They were intended to be take-home devices. However the challenge is that the students forget to charge them at home (challenge Ronda mentioned).

- There are about 20-25 charging stations at the library but the students don't notice that they're out of power.
- It would be interesting for the kids to be able to check in and out, but that could require more process and staffing.
- Jean will look into this (keeping the laptops at school) and get back to us.
- Manuela makes motion to approve purchase of Chromebook Chargers for 7th and 8th Grade Classrooms for no more than \$3650. Cindy seconds.
 - 13 ayes, motion passes.
- **Music, Jeff Yaeger:** [\(1\) Bass Drums: \\$1,806.75](#)
 - We approved 2 new tubas a few months ago for \$8,082.81).
 - Should we approve it for what is left in the budget for music instruments?
 - Ronda - With Chromebook charger request, we have \$11k left in the overall academic budget. Suggests we move some to cover teacher appreciation week.
 - If we spend \$6900, leaves \$4100 in that bucket.
 - Would move \$1500 from admin and \$300 from academic support.
 - Manuela - Let's cover the whole thing. It will be \$2k more than we had budgeted for but we can cover that for instruments that the students can use for a while.
 - (2) Horns (2 single, 1 double, 1 trumpet): \$7,040.00. (** Denomination exceeding the total \$15,000 will come from school funds **)
 - Manuela makes motion to approve purchase of new instruments for band program at total expense of 8,858.00. May seconds.
 - 11 ayes, motion passes.
 - Jean confirms that CMS-PTO will pay the full amount of \$16,929.56 and will let Mr. Yeager know.
 - **May** - What does the inventory of band instruments look like? What instruments does the band already have?
 - Would be great to have an archive or list of instruments that we have.

- Jean can ask and we can start documenting which of them are CMS-PTO purchases. Mr. Yeager has an inventory.
- If parents are donating towards PTO, wouldn't want parents to also have to pay a fee for instrument rental. Looking to make sure that there is transparency, as these are questions some parents may wonder about that.
- **Manuela** - may need to share some clarification on what the purpose of the fees are.
- **Jean** - The funding Mr. Yeager has has allocations for music, music rights and band shirts. Over the years he has **built music shelving** in the music room. Biggest ticket item has been the **repair and maintenance** of the instruments.
 - The bill for repair and maintenance come later on in the school year and can be \$5k - \$8k.
 - Next year the band will be going to Disneyland.
 - Some of the money is used to host events such as the CMEA and this year the CMS band will be hosting it.
- **May** - Good to document these reasons somewhere so people know why decisions were made. Hopes others can also join the meetings to make their voice heard and ask these questions if they're interested / vote on issues.
- **Manuela** - The money was allocated towards academic support and it wasn't used, so we're allocating it somewhere else where it will be used (still in the same academic support bucket), especially as it's towards the end of the school year.

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Teacher Reps: Mr. Harting

- Updates

- New Trees - Crepe Myrtle Trees (*Nikita Shetty - 6th Math/Science*) [Photos](#)
 - 3-4 classes were able to attend the tree planting ceremony.
- Astronaut Assembly - 6th Grade
 - Happened 2 weeks ago, and it appears to have gone very well.
- Ping Pong Tables Arrived!
 - The new ones that were ordered came in about a week ago.
- Completing Track & Field Unit in PE (*Track Meet Week!*)
 - All students in every period are participating in the track meet. 4 events on Monday, 3 on Tuesday and today (Wednesday) had relay. Will have high jump, and have a final ceremony on Friday.
 - Students get points for the places and it's pretty fun. There will be some awards.
- BEAR Sports - Season #4 Ends
 - All the teams were phenomenal and everyone made the playoffs.
 - 6th BBB, 7/8 Girls Soccer and 7th BBB made the Finals (7th Grade Champions).
 - 7th grade boys won their game.
 - Usually girls soccer and boys basketball are our strongest season and we have great coaches who work with them.
- Season #5 Began Monday - Track & Field
 - Some students have come up and want to sign up for High Jump.

- Follow-Ups

- **CMS Talent Show**

- Mr. Harting to ask Ms. Hynes if she needs some volunteers to assist with the talent show. (Mr. Harting hasn't spoken with Ms. Hynes yet but will check back with her.)

2	Board Updates	<p>President: Manuela Silveira</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ PTO board members cleaned out storage shed at CMS, and there are a lot of tarps and string lights that are available to be used by staff at the school as well if they need. <ul style="list-style-type: none"> ■ Found some ping pong paddles and balls that were given to Mr. Marquez for the ping pong club. ■ The supplies were photographed and categorized by Marie into a doc for easy reference. ○ Bylaws and Conflict of Interest Policy vote <ul style="list-style-type: none"> ■ Every new Board will receive a Conflict of Interest doc that they would fill out at the beginning of their board term. ■ We will put this to a vote. ■ Manuela will send out to current Board officers to fill out and send back. ■ Manuela makes motion to approve the changes to the Bylaws and Conflict of Interest Policy. Cindy seconds. <ul style="list-style-type: none"> ● 10 ayes, motion passes. ■ Cindy thanks Manuela for driving this. ○ 2023-24 Board Recruiting <ul style="list-style-type: none"> ■ Have been able to fill most of the positions. Some current members are returning and we have some new community members. ■ Manuela will invite all new Board officers to the next meeting to introduce themselves. ■ Still need to fill out these positions before May as we will vote for the new Board officers in May: <ul style="list-style-type: none"> ● Fundraising (Marie and Abha's role) ● Small Events (Shruti and Anuja's role)

- Jenny will reach out to Shruti and Anuja to profile them for next newsletter.

- Filling the Small Events role is critical given the impact on the community.

- Please share with any community members who might be interested.

- **Staff Appreciation Week (May 8-12)**

- **May** has put together a week of events to show appreciation to the staff.
- **Manuela** has reached out to the community for gift cards and tech gadgets (Margie is handling that), and also asking for volunteers to help run some of the activities.
- **May** got some wines from a Napa Event and can put into gift baskets for the teachers for a raffle, so long as they don't drink it on school property.

- Jean to send May a spreadsheet of the staff members to be used for the raffle.

- Can have a buffet-style lunch for the staff if they are open to that.

- Will cut down the cost as well.

- All the district teachers are meeting at CMS that week.

- Tues, Thu and Fri will be open for CMS-PTO to host events.

- **Manuela** thanks May for putting this together.

- **PSTAG (Parent-Student-Teacher-Advisory-Group) Meeting #4**

- Manuela and Cindy represented PTO at the PSTAG meetings.

- The students were very articulate and engaged and shared their thoughts.

- They offered some great insights into what they were thinking and the patterns they were seeing. With a little nudge they were able to switch from speaking from themselves to speaking on behalf of the student body.

- **Follow-Ups**

- Ping Pong table request: no donation, purchase request approved and new tables have been delivered to the school.

Treasurer: Ronda Gieryn

- **Updates**

- [Treasurer's Report for month ending March 31st, 2023.](#)
- YTD we raised **\$91.2k**, which is **\$5.6k** more than our annual budgeted income, and spent **\$75.3k**, which is **\$89.7k** less than annual budgeted spend.
- We have \$34.7k remaining in committed funds and know we will be spending **\$8k** on graduation party, and **\$3.5 - \$4k** on teacher appreciation. There is still **\$7.3k** left in events to cover Spring Fling.
 - \$998 for branded water bottles (to Brand IQ).
 - Thushitha has paid cotton candy vendor and will send reimbursement request to Ronda. Will also send request for catering (the tacos and hot dogs).
 - Paid cash on FFN and got reimbursed from Ronda. Will do the same for Spring Fling.
 - Jenny has already sent payment request for photo booth to Ronda. Cost was about \$400 - \$500.
 - Ronda will send booth vendor information to May.
 - He has props.
 - Need to get any payment requests to Ronda now, but reimbursements can be done later.
- We need to move **\$1,800** into Teacher Support budget. Do we still want to increase it to \$3600 for the Teacher appreciation?
 - Propose that we move **\$1,500** from Admin and **\$300** from Academic Support. If we want to cover GC's for raffle, then can move more from Academic Support to cover.
 - We have \$1881 left to spend in Admin. Would like to keep \$300 just in case.

- Ronda makes a motion to move **\$1,500** from Admin and **\$300** from Academic Support to the Teacher Support budget. Manuela seconds.
 - **9 votes, motion passes.**
 - Review and vote on next year's budget
 - **Do we need to increase budget for After School Sports for next year?**
 - **Jean:** Not sure whether CUSD will keep using John Green as a referee for the next year. That cost was \$8000.
 - Not sure what the referee cost will be for next year.
 - Referee shortage all over for middle schools and a few sporting events didn't have referees this year.
 - We missed out on doing a yearbook page this year.
 - Added an amount for more HEart monitors for discretionary fund if we need that.
 - We like a reserve of \$50k for the start of the year as quite a few big budget items need to be paid for right at the beginning of school.
 - Total is \$115,300 of expenses for the year and total funding needed (including the reserve) is \$165,300.
 - We will have a starting balance of \$125,000, so fundraising needed during the year is \$40,300.
 - We will be voting on the summary. The fundraising amount and the program buckets. We can vote to change our budget at anytime during the year.
 - Question from Shruti - If we wanted to get a bench for the school, where would that go? - Under Programs or Discretionary.
 - Ronda makes a motion to approve the budget for next year, 2023-24. Manuela seconds.
 - **10 votes, motion passes.**

- **Follow-Ups**

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Secretary: presenter

- **Updates**

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- **Follow-Ups**

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Fundraising: Marie Barrigar

- **Updates**

- Goodwill May 21, 2023, Sunday, 9:00 am to 2:00 pm.

- Marie will double check whether they do ewaste collection as well.

- Lazy Dog Fundraiser on March 14, 2023 raised \$48. Storm and power outage likely cause for low turnout by community

- Lazy Dog Fundraiser redo April 11, 2023. Raised \$155 so the had about \$1000 in sales (we get 15%). That was the last fundraiser for the year.

- **Follow-Ups**

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Community Events - Small: Shruti Dixit

- Updates

- Held **Movement workshop** but not enough people attended. May need to rethink the date/time.
- A lot of events that incorporated the kids or the parents were very successful, so we can do more of those next year. (eg. Parent social, card making event).
- **Gardening club** met up, and would like to keep that going as the garden will need maintenance. It will be an ongoing sort of thing.
 - They can get to it by the end of summer so they can plant then.
 - Jenny will add another reminder in the newsletter and let people know that the work will start after the summer (in the fall).
- **Earth Day** was a success! Thank you to Jean for coordinating with James at the city of Sunnyvale and supporting the project.
 - Going to hold a naming contest for the trees at the school. Could probably put out boxes at Spring Fling or have a little board or placard with information that the attendees could read.
 - Took a lot of effort so it was gratifying to see these positive results.

- Follow-Ups

Community Events - Large: Manuela Silveira

- Updates

- **Spring Fling**
 - **Thushitha** thanks the board for stepping in while she was out.

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| | | <ul style="list-style-type: none">■ PTO Board Participation Survey<ul style="list-style-type: none">● Wants to have an idea about who plans to be there and wants to have a specific role.● Board members to fill out the survey linked above.■ Planning is well underway and have volunteers for the events (parents and high schoolers).■ Waiting on more info from PE about the activity stations<ul style="list-style-type: none">● The names they'll be using for the activities so we can add them to the map and promotional materials.■ Already reached out to the feeder schools (members/PTOs). Jean already sent the flyer to all the feeder elementary schools including the alternative schools.■ Use permit<ul style="list-style-type: none">● Jean believes it has been and we're good to go.■ For Shruti and Anuja: have tours of the garden so people see what's happening?<ul style="list-style-type: none">● Shruti will go back to gardening group to see if anyone is interested in being there to showcase/recruit. Shruti will let Manuela know.■ Volunteer Start time and setup time<ul style="list-style-type: none">● Manuela will be there by 3:30pm● Jean requested use of facilities from 3pm - 9pm. Campus will be cleared by 3:10pm.● Gates will be open for vendors to drive in. |
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- Follow-Ups

Communications: Jenny McNeill

- Updates

- For April Newsletter

- Showcase Spring Fling Flyer

- Graphic artist (Gaffney) did a great job!

- Highlight Earth Day tree planting event (photo clearance)

- Jean will need to double check the kids in the photos to make sure that they are cleared to be in media.

- Shruti and Jenny will review the photos to use and share those with Jean.

- Recruit PTO Member(s)? Volunteer for a "spotlight"?

- Goodwill Fundraiser reminder

- Any other save the dates?

- Include the 8th grade promotion party event.

- Date is Friday 9th June, 6pm - 9pm, and it's for 8th graders only.

- Include a call for volunteers.

- Ronda will get some information for Jenny.

- Follow-Ups

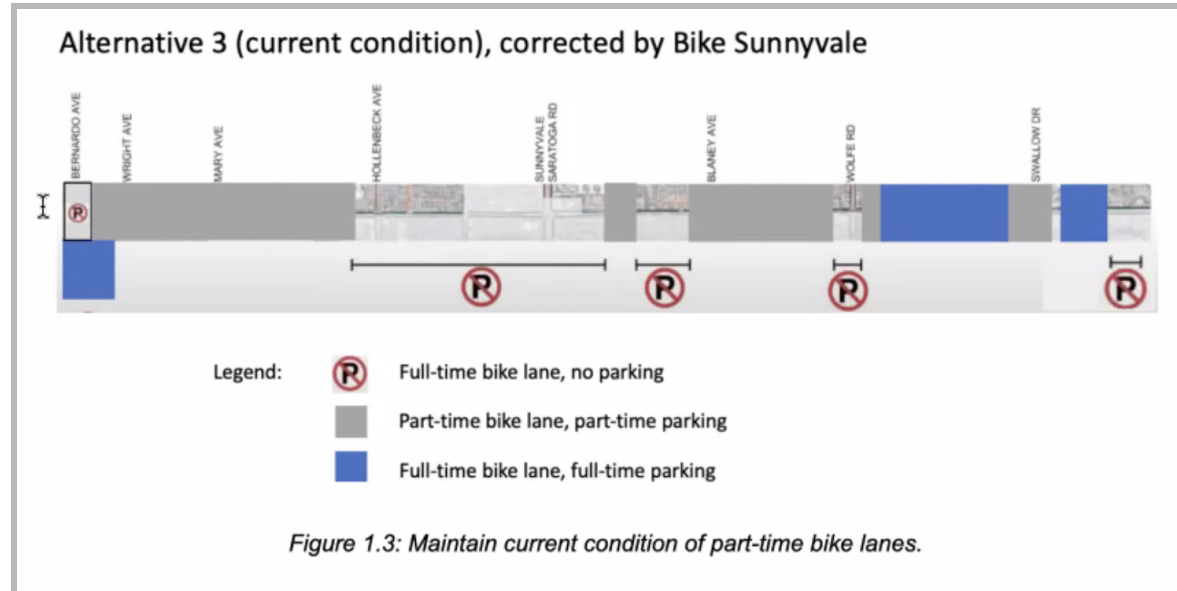
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Discussion
Items

- 8th Grade Promotion Party
 - Marie: In charge of activities
 - Possibility of using ping pong tables and whether they can have them moved to the quad (Jean says yes and will have them moved and ready).
 - Potential airbrush tattoo artist
 - Jean will double check with Alvin on whether this vendor needs to be fingerprinted or not (previously worked at a Miller promotion party so may already be in the system), and if they have TB clearance.
 - The report will say “cleared” or “not cleared” and sent to the district. No other details. The whole district would have access.
 - Need a use permit but Jean will fill that on behalf of the committee.
 - The event will be on the same day as the Great America trip.
- [Guest Speaker: Sharlene Liu - Biking and Parking on Homestead Road](#)
 - Contacted CMS-PTO as it affects students at CMS.
 - Lead of Bike Sunnyvale and does bike advocacy to get more bike lanes in the city to make it safer for more people to bike around the city.
 - City considers various projects throughout the year.. The next project that’s coming up for the city are the Homestead bike lanes.
 - The bike lanes are part-time and become parking lanes from 6pm - 7am the next day, and are also parking lanes over the weekend. This makes it dangerous for biking later in the day as cyclists have to weave into traffic when they encounter a parked car. It’s a very dangerous maneuver.
 - HOMestead Road is a major county bikeway and is very Important for students and commuters to Apple and other companies. A lot of people use it for recreation on the weekend as well.
 - City of Sunnyvale policy says biking takes priority over parking, but the City Council sometimes doesn’t always know the complete policy.

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| | <ul style="list-style-type: none">○ The people opposed to this are some of the people who live along Homestead Rd and will lose their street parking. Bike Sunnyvale has done parking counts and could only see 5% street parking usage right now for the areas that would be affected by the full-time bike lanes. There's parking available on the side streets.○ They also counted average parking spaces for homes along the road and average is 6 as most people have long driveways.○ They also counted empty parking spaces on the driveways on a typical night and about 90% of the homes had space for parking extra cars. They feel pretty confident that people will come around once the changes are made.○ 2021 - Maude Ave. Originally had no bike lanes and residents were resistant to putting bike lanes on there due to loss of parking spaces. City decided to have a 6-month trial and it didn't cause as many issues as people expected, so the bike lanes are now permanent. Maude is not as big a bike thoroughfare as Homestead is.○ The ask: Advocating for fulltime bike lanes immediately (change sign from part-time parking to No parking). This can be done with very little cost and practically no time.○ The alternative that the city is considering will result in full time bike lanes but that will take a while. They are thinking of reclaiming 15 parking spaces by narrowing parts of the road, but will require working with the city of Cupertino and could take a long time. It also involves restriping of the road and could take an indeterminate amount of time.○ The Cupertino side of Homestead already has full-time bike lanes.○ Homestead bike lanes are a little treacherous as there's no buffer. They really need to put up buffer of 3ft or more and a barrier so it's safer for people to bike on there.○ Most CMS students are not currently affected right now as the switch to parking happens at night, but once they move to High School, HHS is very affected as high school students have events and clubs (cheer, marching band, robotics) that occur when the bike lanes switch to parking spaces after 6pm. |
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- Stretch is from where CMS is (Bernardo) to Hollenbeck, all the way to Lawrence. The solid grey areas are now part-time bike lane/ part-time parking and Bike Sunnyvale is advocating to make all those parts full time bike lanes.



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- Ways to support
 - All the Council members support the safety of school children.
 - Two ways:
 - You can write a letter of support of these fulltime bike lanes to the City Council. **Ask for the signs to be changed now.** Use PTO logo and email it in to the council before they vote on it. City Council meeting is in **July** so send in the email approx. 2 weeks before the meeting.
 - On the day they deliberate on it, go and speak in person. Talk about personal opinion as a parent with children who will be affected. Identify as a member of the CMS PTO.

- **Manuela** will reach out to Sharlene with our decision after the PTO board discusses this request. Sharlene will also reach out in June after she finds out when the meeting date is.

- Board Discussion

- **Cindy** - The city likes to see letters from organizations like ours so it would be a simple but powerful thing to do.
- **Denise** - This would support the kids' independence as they grow, and with the Safe Routes to school initiative it might be good to support.
- **Jean** - If the CMS-PTO is for every family, then if there's a family that's affected by this initiative and doesn't support it, it wouldn't be a fair representation for them.
 - Distinction that it's from the CMS-PTO board rather than the whole org, in case some of our members ARE impacted by the loss of the parking spots if the motion passes and those spaces become full time bike lanes.
- **Marie** - Has encountered a similar issue in her neighborhood, off of Homestead. Same or similar org had wanted to put a bike lane through to Stevens Creek, near West Valley. The lane would have taken part of some people's yards and people were very angry.
 - The city council meeting can be contentious, if anyone plans to go.
- **Manuela** - We heard from one side, and we wouldn't be losing anything for supporting this. However thinking about it from the homeowner viewpoint is also important, and how it impacts their whole life.
- **Shruti** - We need more information about some of the city plans as well.
 - **Cindy** - Stretch on St. Joseph from Foothill to Montclair. When oldest was in Kindergarten, they spoke with the city to make it a bike lane. It's NOW being worked on after 10 years, and the oldest is in 9th grade.

		<ul style="list-style-type: none"> ■ Statement: As the CMS-PTO Board, we support the existence of permanent and protected bike lanes on the Homestead thoroughfare. ● PTO Thank you and Welcome in May <ul style="list-style-type: none"> ○ Use May or June meeting to have an end of year party for the outgoing/incoming board members. ○ June meeting is June 7th, school is still in session. ○ May might be a better time given some constraints (8th grade promotion party, some board members will not be available in June).
4	Open Comments & Questions	<ul style="list-style-type: none"> ●

Meeting adjourned at 9:09pm by Manuela Silveira.

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	6/1/2023	MS
Treasurer			
Fundraising			

Community Events	Shruti Dixit	6/1/2023	SD
Communications	Jenny McNeill	6/1/2023	JMc
Emeritus Officer			
Principal			
Teacher			