



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)
 Wednesday, June 7, 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: Gaffney Peglar Barnett, Katya Alekhina, Hiba Rajab, Ann Harren, Barbara Conte, Tami Dickins, Shilpa Daule,

Please note that background information, updates, and the detailed agenda are available through the June 2023 [Meeting & Agenda](#) Materials folder. The meeting notes below capture comments, action items, and decisions not outlined in the Meeting Materials.

Meeting was called to order at 7:06 pm by Manuela Silveira.

Meeting Minutes		
#	Agenda Item	Notes, Action Items , and Decisions

1

Principal
and
Teacher
Rep
Reports

Principal: Jean Wang

- **Updates**

- 8th-grade promotion practice ceremony today.
 - The kids looked good, looks like it will be fun.
 - Excited to see what practice looks like tomorrow.
- End of school year activities
 - The campus is buzzing with a lot of activities.
 - The students are being herded into class because they are socializing and enjoying the end-of-school-year activities.
- CMS Handicraft Club
 - They were invited to present to the Board tonight. About 11 girls showed up and shared all the things they've been able to create.
 - They made keychains for all Board members, EC, and any CUSD members at the meeting.
- **Student Focus Group (May 19th)**
 - This came about around school goal of sense of belonging.
 - Many of the students shared very similar experiences across the board about what they enjoyed about school.
 - **Group work:** they know they get off task, and teachers are there to remind them, but the opportunity to be off task and get to know other students socially was important to them.
 - Requested for more **Teacher selected groups** vs Student selected groups so they can meet more people.
 - Overarching theme was the chance to work in groups and meet other students.
 - **Mixed feelings about:**
 - **Cellphone use:** Some students wanted to be able to access their cell phones whenever they wanted, and others didn't want any access at all.
 - **Bullying:** Some don't want to be truthful when it comes to what is

happening with bullying/harassment because they are worried it would get worse, while others felt that when they reported it to a teacher or admin, the harassment actually stopped.

- **Activities:** Some wanted different activities. The leadership team formed volleyball and basketball tournaments to play during lunchtime, and those who couldn't play were happy to spectate. One student recommended international sports like cricket.
- **Older sibling report about middle school not as accurate:** Some had reports about middle school that weren't what they are experiencing, and they are actually enjoying themselves.
- Liked that there were moments during the school day that the students enjoyed being at CMS. Wanted to think about how to make more of those moments in the next school year.
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- **Clubs**
 - Doing a revamp on adjunct duty and Thinking of having some parents to come in and host clubs at the school during lunch or after school.
 - Will help expand how many clubs are available and could make a difference in how students are thinking and feeling, and more opportunities for socializing.

- **Follow-Ups**

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Teacher Reps: DJ Harting

- **Updates**

- 8th Grade CORE classes participated in a Civil War Simulation; created uniforms with decorated t-shirts, learned to march, played Civil War-style baseball, and simulated an epic battle with water blasters. - **Jean Malashock**
- [Foods](#) - **Sandra Kenzler**
 - Photos of cakes and cupcakes from Foods 1 & 2.
- Drama ([Clue #1](#) / [Clue #2](#)) - **Diana Brzozowski**

- Students dressed up for drama performances throughout the year.
- Physical Education (May 31 & June 1) 5k Fun Run to end the school year! Some students participated in the run. - **PE Staff**
- 8th Grade Promotion Practice - Began today (Field Day during 6th period), signed their yearbooks.
 - More practice tomorrow morning, then Movie in the afternoon (7th period) Thurs
 - Great America trip on Friday for 8th graders.
 - Monday is the promotion day itself.
- 6th Grade Field Day (Thursday Block periods 1, 3 & 5) - **Angela Zipser**
- **Manuela - Feedback from PSTAG meeting to help with developing sense of belonging**
 - Students would like some more structured social engagement with staff during brunch/lunch.
 - PTO Small Events can help promote such events with the student council or a staff member who has a fun idea for something like this.
 - DJ can bring back some of these ideas from the teachers to the PTO.
- **Shruti**
 - Having the teachers join some of the small events would be lovely eg. During the cardmaking for seniors, some teachers stopped by and participated, and the kids were happy to see them.
 - If a teacher is excited/interested in something lightweight like that, the PTO could help.
 - Eg. a snack drive for the homeless during Thanksgiving or if the teachers want to walk by the school garden. One-off events that the PTO can help put up, nothing like a club that's an ongoing commitment.
- **Jean**
 - Loves these ideas about more teacher involvement.
 - Would also like PTO to understand the teacher contract that Jean has to work under. Teachers are contracted to have a 30min duty-free lunch.
 - If a teacher is doing anything during lunch, they are:
 - fulfilling adjunct hours,

		<ul style="list-style-type: none"> ● being compensated for it, or ● they are doing it out of the goodness of their heart. ■ The teachers can be encouraged to do it, but they are entitled to that lunchtime. ● Follow-Ups <ul style="list-style-type: none"> ○ Talent Show? - Not enough participants (only 3 or 4 people were interested in participating), so this was held on Friday in the Quad by volunteers displaying their talents.
2	Board Updates	<p>President: Manuela Silveira</p> <p>Updates</p> <ul style="list-style-type: none"> ● All new 2023-24 Board members have been voted in. <ul style="list-style-type: none"> ○ Tamanna Prashar for Small Events (need to vote in). Incoming 6th grade parent, came recommended by Shruti. ○ Still looking for a co-treasurer to work with Hiba. ○ Will run one more vote for small events and treasurer position once we find a co-treasurer. ● Planning conversations during the summer if any new members are around and would like to talk to Manuela about what their role entails. ● <u>2023-24 Meeting Calendar</u> - Second Tuesday of each month <ul style="list-style-type: none"> ○ Denise to add meetings to calendar and invite board members. ○ Proposing that we continue with Board coffee socials, as they are a great opportunity to meet outside of board work and get to know each other as people. ○ Proposing that our first meeting be Wed, Aug 23rd, as Tue Aug 22nd is Back To School night. ● Advocacy opportunities <ul style="list-style-type: none"> ○ Dedicated bike lane on Homestead Rd (see 2023-04-12 CMS-PTO Minutes) ○ Language programs in FUHSD schools <ul style="list-style-type: none"> ■ Because of declining enrollment, the decision was made to reduce the number

of language programs offered across the schools.

- The language that had the lowest enrollment number is being phased out i.e. they will stop offering level 1, then 2, etc until the current students have finished.
- Fremont will be phasing out French program and Homestead will be phasing out Chinese program. Some parents want to save the program and have reached out to the PTO so that anyone who is interested in advocating for maintaining this program should reach out to the school board, on the individual level.
- How the PTO gets involved is a different matter, and we need some ideas on how to do so.
- **Questions/Comments:**
 - **Shruti:** How are other middle schools that feed into these schools approaching this? And who do we write to? What other efforts does this group want - signature campaigns?
 - You can write to the FUHSD board as well as to the individual members.
 - Not sure what other middle schools are doing. The group that reached out is focused on Homestead High.
 - **Gaffney:** there is a change.org petition. Not sure if it will help but here it is -
<https://www.change.org/p/the-chinese-program-at-homestead-high-school?redirect=false>
 - **Jean:** For Chinese specifically, there are many Chinese afterschool programs so learning it at the high school level might not necessarily be a driving force. It would be good for some of the PTO members to also review the board meeting notes from the Homestead board meetings. Currently doing so and will share with the PTO.
 - **Shruti:** What will happen to our middle schoolers who are taking some of these languages now and will not have that program in high school? Is it already a lost cause. Would be happy that if everyone agreed, it might be nice to have a letter from the CMS-PTO as it feels like it's taking away an

opportunity.

- **Manuela:** Not sure the PTO has a strong stance yet. What would the letter from the PTO say?
- **Denise:** Surprised to see Chinese on the chopping block as there's a large Asian population in this area.
- **Hiba:** It's good for the students to be able to continue what they've already been learning in middle school.
- **Katya:** Agree. And not a lot of parents can support language learning as an extracurricular. There are also non-Asian students who are studying Chinese.
- **Anuja:**
 - Note from FHS:
 - *We will not begin to reduce course offerings in World Language until the 2024-25 school year and it is important to note that all current high school students and middle school students in grade 7 who have already begun a course of study in a particular language will be able to finish their course of study in that language before they graduate.*
 - *some FAQs about high school language program:*
<https://resources.finalsite.net/images/v1681490387/fuhsdorg/ylcqbrlsal2f6ehbbvqa/FUHSDWorldLanguageFAQs.pdf>
 - *No new students will not be accepted in 2024-25.*
- **Jean**
 - College requires 2yrs of language to fulfill the A-G requirements.
 - Being able to take language at high school enables you to do AP testing for World Language.
 - The middle school language course doesn't count for college.
 - The students who are interested in French will be restricted to Homestead High.
 - Being able to take a second year of language in high school allows for AP testing for world language. This also impacts electives. If enough children don't take a language, that teacher might not be able to teach that class.

- **Shruti:** Can a child who wants to take French but is at Fremont, go to Homestead for those classes? Go to Homestead as their school, not to switch back and forth.)
- **May:** There might be a scheduling issue as French is quite popular at Homestead. (Can put a proposal together for the district.)
- **Manuela**
 - Having a more targeted, narrow focus and approach might be more beneficial i.e. addressing the future enrollment of our students who are studying languages in middle school right now. We can express our concern as we flow into the two schools from CMS and address the direct impact to CMS students.
 - Individual parents can also do what they feel they should do in terms of their advocacy.
 - **May** - Should we publicize the letter that was sent so parents can share/advocate?
 - We can. Make it available to those who are interested. Jean has no problems with us sharing this but she has no real control over this decision.
 - Financially it's difficult to run a classroom with 8 students. They have to consider whether they need to condense classrooms. Cannot fill electives if she has to build out 3 classes of Spanish.

- **Follow-Ups**

- Conflict of Interest doc
 - **Manuela will share with new Board members in August.**
- Science Olympiad (From Nov 2022 meeting)
 - Cindy/Manuela to explore how to bring some of these Olympiad experiences to the middle school for next year.
 - **Jean** is revamping adjunct and will get some staff members to discuss this early in the next school year. The desire is there but there isn't enough capacity in adjunct hours for the teachers to help.
 - **Manuela** - we had discussed partnering with Kennedy. Did anything come out of that?

- **Jean** - it's about the number of students and whether there is enough teacher and parent support. They will discuss it and see if some parents can take on some of the smaller clubs so the teachers will have the time to take on the larger academic clubs.

Treasurer: Ronda Gieryn

- **Updates**

- Received about \$1000 over the last month. Trickling in at this point, not expecting more between now and the end of the month, which is the end of our fiscal year.
- YTD we raised \$93.1k, which is \$7.4k more than budgeted
- We spent \$122.6k, that is \$42k less than budgeted (only \$11.9k less in committed funds). We still have a reserve in the bank due to not spending during COVID. We've been going through reserves and spending a little more than what we've been bringing in.
- We will incur ~\$7k in expenses this month for the graduation party.
- 2023-24 Budget review in light of latest expenditures -
 - We finalized the budget for next year a couple of months ago. Budget target was to bring in about \$86,000. We beat that this year. We send out newsletters and people donate.
 - We have a committed fund spend of about \$95k, eating into our reserves. We withdrew about \$20k in discretionary spending.
 - Looks like we will end the year with ~\$115k instead of \$125k, which means need to raise \$50.3k to maintain next year's budget.
 - Proposing that we change the starting balance from 125k to 115k (as that's what we will have). This changes how much fundraising we'll need during the year. We'll only need to raise about \$50k.
 - **Ronda** makes a motion to change the starting balance to \$115k for the 2023-24 budget. Manuela seconds.
 - 13 ayes, motion passes.

- Ronda will finalize the budget and put in shared drive.

- **Questions/Comments**

- Katya: Are we seeing only 150 families donate?
 - About. Last year was 163, and that's about 15% of the families.
 - We had 1004 families at the beginning of this year.
- Manuela: A low participation rate, but hoping to improve that with Jenny's role this year.

- **Ronda:** One of the things to understand is that when you raise the funds you have to spend it, and that's been challenging for us. This is the first year we've spent close to our budget, as we aren't supposed to sit on it.

- **ALL EXPENSES MUST BE SUBMITTED BY 6/23 AND CHECKS CASHED PRIOR TO 6/30 TO ENSURE A CLEAN YEAR-END CLOSE**

- **Follow-Ups**

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Secretary: presenter

- **Updates**

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- **Follow-Ups**

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Fundraising: Marie Barrigar

- **Updates**

- May 21 Goodwill event raised **\$197.60** for 1,360 lbs.
- Total raised for the year **\$1854.70.**
- 7 events

- **Follow-Ups**

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Community, Small Events: Shruti Dixit

Updates

- **Garden**

- Goal is that we have a garden ready to go for the school, and we can see whether it becomes a parenting group or a club for the students.
- Garden clean-up is a massive undertaking, and the parents won't be able to do it. This will help provide a clean slate (make the space usable) so that there's a higher likelihood of usage.
- Got a quote from a gardener to do the cleanup, and the quote is for \$1000.
- Cleaning up Jay's Garden + the garden at the front for teachers.
 - Labor - \$450,
 - Hauling away - \$250 (but Jean says the district could do this, this one time). We can use this money to purchase plants or tools.
 - Soil+Compost - 2 cu Yards -\$300
- Two days of work by two people.
- **Questions / Concerns:**
 - **Hiba** - Is this a one-time request or a recurring annual charge?
 - This is a one-time charge to clean up the bed. Not sure how the garden will progress and whether it will become a club. We have to try it at least this year to see how it goes.
 - Will the school provide some money to cover costs for the garden?
 - **Jean:** We haven't received the budget yet, but there are usually funds for all student clubs. There's a potential that the funds might be limited. This is spread across all clubs and teacher timesheets, so there might be some funds for it.
 - This is one of the clubs that I would enlist parents to help manage on a year-to-year basis. There's one staff member who can provide some support but cannot lead the project.

		<ul style="list-style-type: none"> ● We don't ask students for donations for a club. Any fundraisers will be funneled through the student council, but clubs don't have any required donations as it's a space where every student can participate. An example of a donation-based club would be math competitions, where it costs money to enroll the students in the competitions. If there isn't enough donated, the rest will come from the money already allocated to the club. ● Katya: <ul style="list-style-type: none"> ○ Is there a prioritization or ranking for which club gets how much? ○ Jean: If students come up with like ideas, we try to combine the ideas. Materials are purchased for the club, and sometimes teachers will also use some of that money for pizza. There's been underspending from this pot, so not too worried about running out. <ul style="list-style-type: none"> ■ Maintenance of the garden will have to be considered on an annual basis. ● Katya: Any examples of schools with this garden? <ul style="list-style-type: none"> ○ Jean: CMS had a previous staff member who was a green thumb so the garden was thriving, and the students harvested the food for Foods class prior to COVID. Special day students would also garden as part of their science curriculum, as the teachers had incorporated that in their plans. ○ Hiba: Garden at Central Park Elementary in Santa Clara. 12-15 parents help with the garden along with some of the students. They sell the produce from the garden and the money is going to support the school. ● May: Can donate a lot of cacti or aloe plants which are hard to kill. ● Gaffney: <ul style="list-style-type: none"> ○ Thinks there's an organization in this area that supports schools with this and they can make it a learning garden. ○ Will look into this and send information to the board/Shruti.
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		<ul style="list-style-type: none"> ○ Love the idea and thinks it's amazing, as was part of 2 schools in NY and Portland that had school gardens. ● Shruti: The UC master gardeners have a school advisory council that advises and has helped some other CUSD schools, but right now we need to clean up the garden as it is not usable in its' current state. ● Gaffney: Thinks we should wait till fall to clear up as weeds and other greenery can grow between now and fall. ■ Manuela - If there's going to be ownership and this will be used, then this makes sense. However, if all this work is done and no one makes use of it, that would be a shame. <ul style="list-style-type: none"> ● Ronda mentioned we would need to revise the budget we approved for next year. What will be the impact of approving this right now? Is this something we can make use of the funds right now? ● Ronda: When will the work be done, this year or next year? If it's done after the end of this month, then it's part of next year's budget. ● Manuela: Do we need to fundraise for that? ● Ronda: We can take it out of discretionary funds. The only change to be made will be the ending balance for this year, and that doesn't affect the rest of the budget. ■ Manuela: <ul style="list-style-type: none"> ● 2 parts - Jay's garden will have the vegetables, and the middle planter will be more of campus beautification. (More succulents and flowers.) ● Not opposed to us going ahead and giving it a try. We had wanted to try other campus beautification, including murals, but this will be a good way to try. Seems we have enthusiasm from some staff and parents. ● The kids will also have a calm, nurturing space they can hang out during lunch. We can give the gardens back to the school, and we won't know until we start it. ● If this is the jumpstart it needs to get this started and get the volunteers and students excited, it will be great. ■ Anuja:
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- Getting it done in August would be more feasible as summer upkeep would be challenging.
- It's worth trying out if there's money for it, and we have some teachers who are on board.

- **Denise:**

- It would be good to have it as a standing agenda item each month so we can get a progress report and know when to course correct.

- **Jean:**

- WEB is happening the 10th and 11th of August.
- Jean will be returning July 24th.
- Anytime between July 31st and August 9th works fine to have the garden cleanup done as the secretaries will be in the office.
- **Shruti:** Should the gardener just bag up and leave the plant waste?
 - Jean will work with Jason and let him know in advance when to pick up, as there is less gardening work to do in the summer.
 - Leave the clippings in Jay's garden.
 - We will decide on a date offline between Aug 1st and 9th (Manuela, Shruti and Jean).

- Manuela makes motion to request \$1000 for cleaning up Jay's Garden+ the garden at the front for teachers. Labor -\$450, Hauling away - \$250, Soil+Compost - 2 cu Yards -\$300.

- Shruti seconds.

- 13 ayes, 4 abstentions, motion passes.

- **Follow-Ups**

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Community Events: Thushitha Deepak

- **Updates**

- No updates
- **Manuela:** Do we want to start looking at dates for Fall Family Night?

		<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Jean: <ul style="list-style-type: none"> ● Oct 27th is the first Social. ● Oct 6th, 13th or Nov 3rd. ● Tentative date: Oct 13th. <ul style="list-style-type: none"> ○ No band conflicts on that day. No major holiday conflicts (Diwali, Yom Kippur). ● Jean will check about custodial costs that we'll need to plan for. ● Follow-Ups <p>Communications: Jenny McNeill</p> <ul style="list-style-type: none"> ● Updates <ul style="list-style-type: none"> ○ Last Newsletter went out 6/6/2023 - we were able to send out 7 newsletters. this year. ○ Jenny to forward copy of newsletter to Katya. ● Follow-Ups <ul style="list-style-type: none"> ○
3	Discussion Items	<ul style="list-style-type: none"> ● Guest Speakers - Shilpa Daule and Barbara Conte <ul style="list-style-type: none"> ○ Introduced by Thushitha Deepak. ○ Looking to bring a Rock Band charity event to CMS in November 2023. ○ 7th grade CMS students who have formed a rock band over the past 2yrs, and have performed at multiple events. ○ Would like to perform and raise money for CMS. ○ Proposal was written by Shilpa, Barbara, and Tami. ○ Audience: CMS students and families, about 350 or more based on venue. ○ Duration : Around one hour, indoor auditorium, Friday evening in early November. ○ The band has an instructor that works with them to prepare. ○ Cost: \$5 - \$10 per ticket. ○ The boys will create and print flyers and collect payment. They will keep track on a shared Excel sheet, and the parents will keep track of the money. After subtracting costs of the event, the remainder of the money will be donated to the school.

- **Need:**
 - Location with electric outlets and a sound system where the boys can set up their instruments
 - Early setup and breakdown time
- **Katya and Thushitha:** Are there any rules around having an event like this?
- **Jean will have to look into whether this is something they could do. Will take the proposal to Business Services to review.** If it's looked at as a school activity, we don't usually fundraise this way, and we don't know what the money will go toward eg. the band going to Disneyland, etc.
 - Anyone can rent the school premises after hours.
 - What specific thing will the money go to?
 - Band or arts program?
 - CMS Boosters - funds for music
 - CMS PTO also has some money allocated for band (\$15000 per year)
 - The band is going on a trip to Disneyland next year and that trip costs tens of thousands of dollars. That could be something specific.
 - Clarity on what the funding is for would be helpful eg. Funding to support something like the band's trip to Disneyland.
 - The boys want an audience and a venue, so clarity on the specific thing they are funding would be helpful.
 - **(Shilpa:** Can the boys have the event elsewhere and donate the funds raised to CMS?) CMS is always happy to receive donations. With the boys involved (as current students), wants to make sure about the guidelines around that.

		<ul style="list-style-type: none"> ■ Gaffney: Maybe these kids and the group of parents could help with the talent show and make it bigger than it has been previously. ○ Manuela <ul style="list-style-type: none"> ■ The boys have been working hard and would like an audience. We could think about separating the performance part from the fundraising. ■ They could start to play to an audience at the school at some of the CMS-PTO events such as FFN and Spring Fling. ■ They could also talk to Mr. Yeager about performing at some of the band concerts. ■ Next Steps: <ul style="list-style-type: none"> ● Shilpa will share the plan with Ms. Wang ● Invitation is open to them to perform at FFN or Spring Fling.
4	Open Comments & Questions	<p>Farewell to Outgoing Board Members, and Welcome to New Members.</p> <ul style="list-style-type: none"> ● Manuela <ul style="list-style-type: none"> ○ It has been an honor and a privilege to work with all of you this year. We will miss Cindy, May, Ronda, Shruti, and Anuja dearly. ● Cindy <ul style="list-style-type: none"> ○ Let me know if you have any questions. May not respond quickly but will respond. ● May <ul style="list-style-type: none"> ○ Happy that Manuela has documented a lot and the org is in a good place. Has a green thumb and is happy to help Shruti with the garden. (To Jean: Thank you for your support over the years.) ● Jean: Thank you all so much. It has been an absolute pleasure, (To Cindy. Been in denial for a little bit. With you and Manuela helping navigate one of the most difficult times for schools, you've been just amazing and supportive.) And for all the new board members. Excited to know them and work with you all.

		<ul style="list-style-type: none"> ● Ronda <ul style="list-style-type: none"> ○ The PTO is in good hands. ○ The yearbook group did a great job and it looks really good. (Jean: It looks very diverse. They really captured all the diversity of CMS).
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The meeting was adjourned at 9:18 pm by Manuela Silveira.

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	8/21/23	MS
Treasurer	Ronda Gieryn	7/17/23	RG
Fundraising			
Community Events	Anuja Surlaker	8/23/23	AS
Communications	Jenny McNeill	8/21/23	JM
Emeritus Officer			
Principal			
Teacher			

