



## Cupertino Middle School Parent Teacher Organization

Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)

Tuesday, Sep 12, 2023, 7 pm

[Zoom Call](#)

### Attendees

	Board Members	Present	Absent
1	President: Manuela Silveira	x	
2	President: Marie Barrigar	x	
3	Secretary: Denise Twum	x	
4	Treasurer: Hiba Rajab	x	
5	Treasurer:		
6	Direct Donations: Jenny McNeill		x
7	Fundraising: Gaffney Barnett	x	

	Board Members	Present	Absent
10	Community - Large Events: Amber Nicholls	x	
11	Communications Lead: Katya Alekhina	x	
12	Communications Lead:		
13	Principal: Jean Wang	x	
14	Assistant Principal: Oscar Guzman		x
15	Teacher Rep: Dennis Harting	x	
16	Teacher Rep: Cindy Burns	x	

8	Community - Small Events: Tamanna Prashar	x	
9	Community - Large Events: Thushitha Deepak	x	

17	Teacher Rep: Michael Jacobs	x	

Membership at large: Sefora, Atharv, Janet

Please note that background information, updates, and the detailed agenda are available through the Sep [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 7:02pm by Manuela Silveira

Meeting Minutes		
#	Agenda Item	Notes, Action Items, and Decisions
1	Principal and Teacher Rep Reports	<p>Principal: Jean Wang</p> <p>Updates</p> <ul style="list-style-type: none"> <li>• Tail end of iReady assessments for reading and math. <ul style="list-style-type: none"> <li>○ Intervention Courses of Reading and math are a Board priority. Students were entering middle school not at grade level for reading and were not at grade level when leaving for high school. Reading rolled out last year and math was rolled out this year (Math 180). District has obligation to provide intervention.</li> <li>○ This is not new to CMS. Had it in place when Jean first joined. There was not a math curriculum at that time but was called Reading Skills and Math Skills. Once the students are able to improve their reading and math level, they will be able to join an elective class.</li> <li>○ The hope and desire is that at some point the students won't need this intervention, but it's</li> </ul> </li> </ul>

now available to help the students level up.

- Intramural Sports
  - Several tournaments arranged by PE and Student Leadership
  - First tournament is Dodgeball
  - This came out of a discussion with students about what they enjoyed in middle school, and they wanted to have these kinds of sports.
- Clubs
  - Science Olympiad - There's a teacher who is interested in supporting the club and will be connected to other schools who have the Olympiad
  - Other academic clubs: Speech and Debate added back; Model UN, FBLA and math club will continue
  - Will share with parents once they are ready to launch the club and will be posted on website, Bear Bulletin and Student Square. Parents can access Student Square using their child's login information. All clubs will be running by end of this month.
- Minimum Day 9/21 (school ends at 1:34 pm)
- Learning Day 9/22 (no school for students)
  - CMS has the model schedule with start time at 8 am, ending at 3:05 pm and students have 2 electives. By 2024/25, all 5 middle schools in the district will move towards same schedule

#### Funding Requests

- Diana Brzowski - Drama, Dance and Bridge teacher.
  - Drama is putting on a Halloween performance "10 Ways to Avoid a Zombie Apocalypse"
  - Requesting additional panels to help create the space and art needed and allow for easier transition on stage. Panels can be re-used.
  - Performance is by a class and teachers sign up their classes to watch the performance
  - Ask is for \$369.21
  - Funding can come from the Performing Arts bucket \$15,000
  - Makes a motion to approve the request for Ms. to purchase screens and dividers to support the drama elective at a total cost of \$370. Hiba seconds. 9 ayes, no nays or abstentions.  
**Motion passes**
- Mara Milinic, ELD (English Language Development) teacher
  - Mrs. Milinic requests purchase of "Taboo!"
  - Taboo! supports language development. Students in the ELD class are all from non-English

speaking countries and this game helps with word association development

- (Hiba) Can this be covered by the \$10,000 for classroom supplies that CMS-PTO provided at the start of the school year? (Jean) That amount covers supplies that every student will need. These requests are specific to the classes
- Funding can come from Academic Support bucket
  - Makes a motion to approve the request of \$120 for the purchase of Taboo games for the ELD class. Marie seconds. 9 ayes, no nays or abstentions. **Motion passes.**
- Teachers will send invoices
- (Manuela) Will PTO receive a request for referee costs
  - Vendor change due to issues with previous vendor, John Green
  - Invoices should be submitted and will share with Board
  - Mr. Harting explained current process: ADs are asked to verify when officials show up through Arbiter system and approve the fund. Once all ADs have approved the officials are paid through the system. It is not clear if CMS will be billed at the end of the year or multiple invoices.

#### Follow-Ups

- None

Teacher Reps: DJ Harting, Cindy Burns, Michael Jacobs

#### Updates

- We now have 3 teacher reps and responsibilities will be split
  - Cindy Burns, returning rep
  - Michael Jacobs, new to CMS
- Field Trip to SJ Museum of Art / Mrs. Gotesman
  - Parent chaperones are needed
  - #1 - 11/8 (6 Chaps) 10:55 AM - 2:00 PM
  - #2 - 11/9 (5 Chaps) 8:25 AM - 11:30 AM
- 7th Grade Ancient Artifacts Presentations - Roman Legion at end of month in Social Science / Mrs. McClure
- Speech & Debate Club with Mr. Caesar will be starting in the next 1-2 weeks

		<ul style="list-style-type: none"> <li>• Drama &amp; Dance - Learning a dance for Fall Family Night and Creating Backdrops for Halloween Performance / Mrs. Brzozowski</li> <li>• Leadership is working on another Haunted House. It was a huge hit at the social last year's fall social.</li> <li>• 6th Grade Social Science classes have an "Early Man" Ancient Artifact Presentation this</li> </ul> <p>Follow-Ups</p> <ul style="list-style-type: none"> <li>• None</li> </ul>
2	Board Updates	<p>President: Manuela Silveira &amp; Marie Barrigar</p> <p>Updates</p> <ul style="list-style-type: none"> <li>• 2 new board officers <ul style="list-style-type: none"> <li>◦ Marianna Von Bieren - Co-Treasurer with Hiba</li> <li>◦ Priti Wirasinghe - Co-VP Small Events with Tammana</li> <li>◦ Manuela will set up a community vote for these roles.</li> </ul> </li> <li>• PAC/DELAC and PSTAG committees <ul style="list-style-type: none"> <li>◦ PAC/DELAC - Parent Advisory Committee / District English Language Advisory Committee District-wide information regarding education; monthly meetings</li> <li>◦ PSTAG - Parent Student Teacher Advisory Group for CMS; bi-monthly meetings. Students share their thoughts and opinions</li> <li>◦ Marie and Manuela are the current PTO reps on these committees. <ul style="list-style-type: none"> <li>■ Any parent can be a member on these committees; reach out to Manuela or Marie if you're interested</li> </ul> </li> </ul> </li> <li>• Missing Conflict of Interest Policy and Questionnaire for some Board members <ul style="list-style-type: none"> <li>◦ Reminder: Please fill out and send the conflict of interest form to Manuela.</li> </ul> </li> <li>• Peggy Alavi to be our Safe Routes to School (SRTS) liaison <ul style="list-style-type: none"> <li>◦ Parent of a 7th grader.</li> <li>◦ First meeting is tomorrow and Peggy will share any updates with the PTO.</li> </ul> </li> </ul>

#### Follow-Ups

1. PTO Board members to sign conflict of interest forms and forward to Manuela (PTO Board)
2. Community vote for 2 new board officers (Manuela)

Treasurer: Hiba Rajab

#### Updates

- Treasurer Report for month ending 2023-08-31
- Started with \$120,923.00
  - Wrote 2 checks for the school in August, \$10,000 and \$6364.
  - \$16,968 spent
- Current balance: \$106,367
- Donations pledged in CEEF will receive in October: about \$8000
- Donations pledged in Benevity not yet received: \$8738

#### Questions

- (Katya) Do the buckets in the budget change?  
(Hiba) The previous treasurer and board president set up the budget in April the previous year, so the board knows how much they can spend and how much to fundraise.  
(Manuela) Budgeting discussions start in February. In general things tend to fall in the same lines and buckets. We go through an approval process and then it's approved for the next school year.
- (Katya) Could we support furniture for some of the school counselors' offices in the common area?  
(Jean) There was an incident with a student and the counselor hasn't been able to put up furniture and decor yet. Counselor does have funding to decorate. The common area is used for occupational therapy.
- Bluhost: Suggest Google Workspace domain instead of Bluhost to save on cost <https://cms-pto.org/>
- CEEF website cannot be used for CMS PTO website. Portal purpose is different than CMS PTO website
- Suggest Google Meets instead of Zoom to save on cost

- Paid Zoom for this year but will be noted to move to Google Meet for next year.
- Suggest Google Workspace for PTO emails instead of the personal emails

#### Follow-Ups

- Determine if Google Workspace can be used for video conferencing and Board position emails (Manuela)

Secretary: Denise Twum (and Manuela Silveira)

#### Updates

- New members added to PTO and will need calendar invites. Send calendar invite to Google Group instead of individual emails

#### Follow-Ups

- Change calendar invites to Google Group instead of individual emails (Denise)

Direct Donations: Manuela Silveira for Jenny McNeill

#### Updates

- Direct Donation Campaign - working on streamlining our direct donation request
  - Flyers to be sent home with students distributed during 7th period
  - Gaffney will work on design. The flyers will have English, Spanish and Chinese
- License is still valid for drawings and will plan a prize

#### Follow-Ups

- Stats for Jenny (Jean)
- Provide number of students for each 7th period class (Jean)

Fundraising: Gaffney Barnett

Restaurant updates

- MOD Pizza **10/12** - 20% of proceeds
- Chipotle fundraiser **12/6** in progress
- Pizza My Heart (mt view) submitted 9/11 targeting for end of year
- Reached out to Panda Express and Starbird (Sunnyvale)

Goodwill/ E-waste updates

- Goodwill truck at CMS Dec 9
  - Will need to add to school newsletter and post to Nextdoor, FB and other school boards
  - Requires open bathroom so will work with Marjorie on figuring that out or it will be added to permit (Manuela/Marjorie will take care of permit)
  - Gaffney to source volunteers from volunteer list
    - Gaffney will follow up with Marjorie for permit use in Facilitron
    - The bathrooms in the snack shack near the fields are overseen by the school and is too far from the Goodwill event and school has no access
    - Will need to assess the cost of the bathroom permit relative to potential proceeds from Goodwill. Could shorten the time Goodwill is at CMS if the permit cost is too high
- E-waste for April 2024

Community - Small Events: Tamanna Prashar

Updates

- **October:** 27 Parent Social October - Card/Bookmark Making for the Refugee Camp
- **November:** Proposal: Week Prior to Thanksgiving - Prepare food for a local community
- **December:** Proposal: Build a Bike and Donate it to a local children's home (Children come to receive their bikes). Approximate cost ~\$2,500-5,000
  - Cost is not within current budget; can plan for next year and consider fundraising to support



- Tamanna will look into a sponsorship from Build A Bike
- Food drives at school need input from Jean to determine storage and logistics.
  - (Jean) [West Valley Community Services](#) provides support to families in the area and we can work with them for food drives.

#### Follow-Ups

- Provide Tamanna with details from Refugee Resettlement Group (Denise)

#### Community - Large Events: Thushitha Deepak

#### Updates

- Change FFN event date to **Nov 3** due to Homestead Homecoming
  - Need to change use permit
  - (Jean) Nov 3 looks good on the CMS calendar
  - Oct 13 is Homecoming Day and Football Game
    - Parade is 3:30 - 4:30pm, followed by football game and band performance
    - A lot of our volunteers will be coming from Homestead High, and CMS families also have kids at HHS.
  - Need to check new date with:
    - Taco vendor and DJ
    - Volunteers who have already confirmed
    - Teachers and clubs who have already confirmed attendance (Jean will handle this).
- Reachout to recruit more country tables
  - Thushitha to ask Amit and Manuela to help with setting up the announcements in Konstella.
  - Katya will also work with Thushitha to write out a call for volunteers in Newsletter
  - Last year, we didn't have a lot of volunteers at the outset as well. Need 8-10 tables to get an interesting mix of cultures and countries represented. Will continue to reach out directly to people.
- Need help from Mrs.Wang/Mr.Guzman:
  - Approach CMS Clubs to participate
  - Firetruck and Police car at the event

- Invite Ann Ballard and Michael Madison to attend-Intro them
  - Jean will ask them if they would like to attend.

#### Follow-Ups

- Need to change use permit (Thushita)
- Need to check new date with:
  - Taco vendor and DJ (Manuela and Thushita)
  - Volunteers who have already confirmed (Thushitha)
  - Teachers and clubs who have already confirmed attendance (Jean)
- Ask Amit and Manuela to help with setting up the announcements in Konstella (Thushitha)
- Invite Ann Ballard and Michael Madison to attend-Intro them (Jean)
- Ask if Sunnyvale Fire Department and Sunnyvale Police can attend (Jean)
- Ask CMS Club Advisors to showcase at FFN (Jean)

Communications: Katya Alekhina

#### Updates

- Newsletter
  - Draft ready for review
  - Tentative launch date: Sep 14
  - Welcome Letter (review and approval by Marie and Manuela)
  - Newsletter has five main blocks of info: Welcome message, CMS community spotlight, Direct donation drive, curriculum corner, and events)
  - Suggest changing "Curriculum corner" name; school/teachers are responsible for curriculum. Katya will think about another title
  - Small plant donation information postponed for future newsletter
  - Jean will publish through ParentSquare which allows selection of preferred language
  - Katya will create a spreadsheet with the publishing schedule and send a call for content once email draft is ready. Gaffney can include dates of restaurant fundraising.

#### Follow-Ups

- Jenny to forward copy of old newsletter to Katya - Completed

		<ul style="list-style-type: none"> <li>• Spreadsheet with publishing schedule (Katya)</li> </ul>
3	Discussion Items	<ul style="list-style-type: none"> <li>• None</li> </ul>
4	Open Comments & Questions	<ul style="list-style-type: none"> <li>• None</li> </ul>

Meeting adjourned at 8:36 pm by Manuela Silveira

\* \* \* \* \*

#### **Minutes review and approval**

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	9/21/2023	MS
Treasurer			
Fundraising			
Community Events			
Communications			
Principal			
Teacher			

