



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)
 Tuesday, Nov 14, 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: Marianna von Bieren		X
6	Direct Donations: Jenny McNeill	X	
7	Fundraising: Gaffney Barnett	X	
8	Community - Small Events: Tamanna Prashar	X	

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

9	Community - Small Events: Priti Wirasinghe	X	
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Membership at large: Séfora Sampaio

Please note that background information, updates, and the detailed agenda are available through the Nov [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	<p>Principal: Jean Wang</p> <p>Updates:</p> <ul style="list-style-type: none"> • Volleyball tournament finals today and Champions play the teachers on Thursday • Clubs are running; academic clubs are in practice mode for competitions • PSTAG meeting was today • WEB leaders will be working with 6th graders in BRIDGE • Learning Hub launching in December, 4 days a week. Targeted to students who need help with homework • Fall Family Night - Jean has received positive feedback from multiple parents/attendees <p>Proposals</p> <ul style="list-style-type: none"> • From Diana Brzozowski, Dance Teacher, Performing Arts

		<ul style="list-style-type: none"> ○ Glassless, shatterproof mirrors on wheels ○ Total cost is \$2,288 ○ Requesting \$400 from PTO Performing Arts budget ○ Remaining will be funded by CEEF teacher grant, donations, CEEF dance/drama allocation, Prop 28 ○ Manuela put forward motion to approve, Marie second. Board approved proposal <p>Teacher Reps: Cindy Burns (8th Science), DJ Harting (7th PE), Michael Jacobs (7th ELA/SS + 6th Bridge)</p> <p>Updates</p> <ul style="list-style-type: none"> ● Field trip to SJ Museum of Art field trip completed ● Bear Fit Challenge will start tomorrow and HR monitor/watches will be utilized ● Dance unit will start after Thanksgiving break ● Science Olympiad team is running and students took entry test yesterday <p>Follow-Ups - N/A</p>
2	Board Updates	<p>President: Manuela Silveira & Marie Barrigar</p> <p>Updates</p> <ul style="list-style-type: none"> ● Safe Routes to School letter to City of Los Altos - Manuela request the Board to review the letter and make a decision on whether to co-sign. Montclair Principal is signing letter ● FUHSD Language Programs <ul style="list-style-type: none"> ○ CUSD Board met and decision is in final stages ○ Board is moving forward with a subset of the initial proposal ○ Two of the 5 high schools will keep language program as-is. Homestead will continue to offer Chinese but Fremont will likely remove French in a phased process with current 7th graders

		<p>taking French will be able to continue in high school but will be discontinued for subsequent 7th grade class</p> <ul style="list-style-type: none"> • PAC meeting - group reviewed CUSD Portrait of a Learner • Meeting format change <ul style="list-style-type: none"> ◦ presentation order will rotate ◦ time allotments for each presenter/update ◦ Manuela and Marie will act as timekeeper • December Board Social - Manuela will send out a poll • Co-Secretary - still recruiting • Board for 2024-2025 - Manuela recommends current Board members continuing to next year determine if they will need a co/partner next year <p>Follow-Ups</p> <ul style="list-style-type: none"> • Board to respond to Manuela regarding adding name and signing the Safe Routes to School letter by Friday, Nov 17 <p>Treasurer: Hiba Rajab</p> <p>Updates</p> <ul style="list-style-type: none"> • CMS "Treasurer Report 2023_10_31" - format has changed; first page is summary and second page has details • Administration Income - new line; any income to PTO that is not a donation • Hiba requests all reimbursement requests to be submitted to Neelima by end of week • Donations is higher at this time point compared to last year <p>Follow-Ups</p> <ul style="list-style-type: none"> • Hiba to contact Ronda to ask if new line "Administration Income" needs Board approval to be included in Treasurer Report
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- Manuela to ask Amber and Thushita to remind tables to submit reimbursement requests to Hiba

Secretary: Denise Twum

Updates

- N/A

Follow-Ups

- N/A

Direct Donations: Jenny McNeill

Updates

- Direct Donation flyers did not seem to make it to students to take home
- Jean will send a reminder to teachers to distribute to students; there were some substitute teachers that day but the emails were sent to teachers so the subs would not have seen the request
- Giving Tuesday - Gaffney can help with updating flyer which will be sent out digitally

Follow-Ups

- Jenny to email electronic copy of Direct Donation flyer to Jean

Fundraising: Gaffney Barrett

Updates

- MOD Pizza - made \$270.23
- Chipotle - scheduled for Dec 6
- Goodwill - Dec 9; Jean is working getting bathroom access
 - Others on Board and volunteers can help support the event and Gaffney by taking shifts

Follow-Ups

- Gaffney should receive MOD Pizza check in 2 weeks and will forward to Hiba

Community - Small Events: Tamanna Prashar & Priti Wirasinghe

Updates

- Refugee Resettlement Group - Paper bins placed near entrances with signs listing items needed
- More parent socials planned to coincide with student socials

Follow-Ups

- N/A

Community - Large Events: Thushitha Deepak (Manuela gave update)

Updates

- Lots of positive feedback for Fall Family Night
- April 26, 2024 for Spring Fling

		<p>Follow-Ups</p> <ul style="list-style-type: none"> • N/A <p>Communications: Katya Alekhina</p> <p>Updates</p> <ul style="list-style-type: none"> • N/A <p>Follow-Ups</p> <ul style="list-style-type: none"> ○ N/A
3	Discussion Items	None

4	Open Comments & Questions	<ul style="list-style-type: none"> • Club information was shared with students in Student Square; updated club information be shared on school website • Gaffney asked if there was information about a substitute teacher for one of the 6th grade teachers who is on leave. Jean stated there is now a consistent substitute who is being supported by other teachers and the teacher on leave should be back after Thanksgiving break • Hiba inquired if a stop sign could be added on Bernardo and Helena. Jean advised to contact the City of Sunnyvale. Changes to roadways requests should be submitted to the City of Sunnyvale and the City will do an audit of the street to determine if needed.
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Meeting adjourned at 8:08 pm by Manuela Silveira.

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	11/15/2023	MS
Treasurer			
Fundraising			
Community Events			
Communications			
Emeritus Officer			
Principal			

Teacher	<i>Dennis Harting</i>	Nov 15, 23	X
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