



Cupertino Middle School Parent Teacher Organization (CMS PTO) [Board Meeting Agenda](#)
 Tuesday, Month XX, 20XX, 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
11	Community - Large Events: Amber Nicholls		x
12	Communications Lead: Katya Alekhina		x
13	Communications Lead:		
14	Principal: Jean Wang	x	
15	Assistant Principal: Oscar Guzman	x	
16	Teacher Rep.: Dennis Harting	x	
17	Teacher Rep.: Cindy Burns	x	
18	Teacher Rep.: Michael Jacobs		x

9	Community - Small Events: Priti Wirasinghe		x
10	Community - Large Events: Thushitha Deepak	x	

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Membership at large: Ida Hedborg, Hiroshi,

Please note that background information, updates, and the detailed agenda are available through the Jan [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 7:01pm 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"> ● Basketball Tournament - underway. Intramural sport. <ul style="list-style-type: none"> ○ Hot sport for many of the boys. ● Club Day - January 25 @lunch. <ul style="list-style-type: none"> ○ Refresher to the entire school so they learn more about what clubs are available. ● Semester 1 end

- Planning Schoolwide Safety Assembly with Neighborhood Resource Officer Spencer Chen (end of January/early February)
 - Will cover biking and pedestrian safety, and about their behavior and what that means if you are now breaking laws in the community.
- Electives and Master Schedule 2024-25 Planning
- High School transition time
 - High schools are coming out on Jan 24th to talk to students about what high school life will look like and what electives will look like.
 - Admin will keep 8th-grade families informed on the process and next steps.
 - HHS and FHS will have separate meetings. The counselors will be on hand to separate the students into the right groups. The school will also send reminders directly to students.
 - CMS doesn't have a say in which school the students go to. It's by residence, and the high schools are pretty strict about that. The transfer options available are not to FHS or HHS due to enrollment numbers.
- State of the District - February 2nd (2nd year this is being held).
 - The District board members will travel around to each CUSD school and learn what the day in the life of a student looks like.
- Incoming 6th Grade Parent Information Night - February 6th
 - Following that, the counselors will go visit the feeder elementary schools.

Proposals

- Requesting money for gift cards for the Bear Bazaar, \$500 total. Each will be \$10, and they will be raffling approximately 4-5 cards every month. However, the intent is to raffle off all 50 cards by the end of May.
- Teh kids enter the raffle by using their PBIS points.

- This was already budgeted for in the budget.
- Manuela makes a motion to approve this request. Gaffney seconds.
 - 6 ayes, motion passes.

Follow-Ups

- Volleyball Tournament Winners - Team Shnawgertons. Ms Burns played. :)
- Band - looking at purchasing large brass instruments (ex: tuba)
 - Mr. Yaeger is looking at deals for brass instruments. This is intended for students who cannot transport the tuba back and forth from home, so they can keep one at home and one at school (similar to textbook access).
 - Some of the tubas are also 20-30 years old.

Teacher Reps: Cindy Burns & DJ Harting

Updates

- Thank you from CMS teachers for the thoughtful Holiday gift cards :)
- First combined holiday concert (dance and band) was a smashing success! It was organized chaos, but it worked well (Discussion about various holiday concerts).
- Staff/officers vs winning volleyball [team](#). It was a fun community event.
 - The officers played in full uniform, with all their equipment on!
- Choir gearing up for singing valentines in February.
- Teachers and students are refreshed from a nice long winter break and ready for a successful rest of the school year!

		<ul style="list-style-type: none"> • More updates in February. • Halfway through the volleyball season. <ul style="list-style-type: none"> ○ 6th, 7th and 8th-grade boys volleyball teams are undefeated. ○ 6th, and 7th girls volleyball teams are doing pretty well and have only lost one game. 8th-grade team is struggling a bit. ○ No rainouts, but on par to do well and hopefully reach the playoffs. It will be nice for the kids to get some extra games and hopefully place in the top 3 in the league. <p>Follow-Ups</p>
2	Board Updates	<p>President: Manuela Silveira and Marie Barrigar</p> <p>Updates</p> <ul style="list-style-type: none"> • Time to think about the board next year. Intentions for CMS-PTO Board 2024-25 <ul style="list-style-type: none"> ○ Please complete this form ○ If you are a board member with a 6th or 7th grader, please do start talking to friends who also have kids in that grade, as • Advocacy: Artificial Turf in FUHSD sports fields <ul style="list-style-type: none"> ○ The group is very passionate about this issue and wants to get the word out. You can see their information flyer and the presentation they've prepared. ○ Information flyer

- [Presentation](#)
- New Parent Night - Feb 6
 - Manuela and Marie will be at that event to introduce the PTO to the incoming parents as well as start recruiting board members. The presentation will have some standard PTO slides.
 - New parent night starts at 6pm.

Follow-Ups

- **DONE:** Manuela to ask Amber and Thushita to remind tables to submit reimbursement requests to Hiba

Treasurer: Hiba Rajab

Updates

- Contacted Rhonda to ask about admin income.
- [December 2023 Treasurer's report](#)
 - It includes the Nov numbers as well.
 - Total Income for the year - **\$61,505**
 - Total Expenses - **\$36,906**
 - Income
 - For individual contributions, there's a \$10,000 difference between last year and this year. Last year we received \$37,000, this year around \$46,000.
 - For Matching donations, we received around \$22k last year, but

only \$15k this year.

- Question around corporate matching - The situation with Benevity where they withdrew some of the matching grants due to confusion, but we're expecting a big chunk of money from them after their review. We could see a big jump in the corporate jump later on. Some companies send the money after 4 weeks or even after a couple of months. Eg. one company asked us to approve a donation so they could send the matching check in May.
- Total donations are about the same compared last year to this year (\$62k vs \$61k)
- Received the \$270 from the pizza fundraiser.
- We received \$50 as admin income, and return tax money for the PTO. This was added as the new "admin" line. Also received \$57 in bank account interest.
- Expenses
 - Out of \$52.5k budgeted for programs, we've used \$24.5k.
 - There's roughly \$13k left for the Arts programs, as we've used \$2900. (Jean: Yes, that will be incredibly generous. Tremendous success with the Dance elective. Will meet up with the staff to discuss what to invest in now to set things up for success next year.)
 - FFN cost around \$7724, promotions \$1357, and holiday gift cards

		<p>for teachers was \$3060.</p> <ul style="list-style-type: none"> ○ Balance from beginning of year was \$120k, and our new balance is \$132k. ○ The individual donations and corporate matching amounts will be sent from CEEF tomorrow and will show up in January's report when we meet in February. ○ 142 families have contributed so far. Our goal was to have 150 families donating. ○ Question from Jean. <ul style="list-style-type: none"> ■ AFter FFN, was there an increase in donations? Yes, 81 families before FFN, now at 142 families. ● Please pick up your check from the office. Some of the checks may not have been picked up or may not have been deposited yet. ● We don't know how much we have in Benevity until they deposit it in the bank. CEEF shows what we'll be receiving after fees have been removed. ● (Manuela compliments the treasurers on the new budget format, as it makes it easier to read). ● We need to approve a new line for restricted Donation Income and another for Restricted Expense in the budget, as some people add notes/restrictions in their text box when donating. These are usually situations when the family meant for the money to go to an elective or to go to a specific program. <ul style="list-style-type: none"> ○ Hiba makes a motion to add a new line for restricted Donation income and another for restricted donation expense in the budget. Gaffney
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seconds.

■ 7 ayes, motion approved.

Follow-Ups

Secretary: Denise Twum

Updates

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Follow-Ups

Direct Donations: Jenny McNeill

Updates

- How can we make the final push for donations
 - Was talking to Marie over the holidays about how to encourage more families to donate to help us reach our goal, as this is our first year having Direct Donations.
 - Believes there might have been a jump in donations after the donation flyer was sent home.
 - Asking Hiba to check if we can detect a giving trend across each month or right after an event.
 - 17 in November, 12 in Dec through CEEF. 21 families donated in

		<p>Dec through Benevity.</p> <ul style="list-style-type: none"> ○ The plan is to focus on Back to School Night as the main donation push for the upcoming year. ○ Ideas: <ul style="list-style-type: none"> ■ Maybe another donation flyer around Valentine's Day and remind them about the gift card drawing for those who donate. ■ Wondering if we can get any info on donation matching drives from companies in the area, so we could also look forward to and communicate that to families in the area. ■ (Jean) Wondering if CMS-PTO would like to host an incoming family event (early May, close to the end of the year) where the families can tour the school, there would be some food, and there would be an invitation for them to donate to the PTO. <ul style="list-style-type: none"> ● Could do a school tour for incoming families during Spring Fling and tap into the WEB leaders group. ● Gift card drawing <ul style="list-style-type: none"> ○ Will come from the marketing budget, so Jean can go ahead and choose the card. <ul style="list-style-type: none"> ■ Associate the gift card that goes with the theme for a final fundraising push, and then have the drawing. ■ (Hiba) See's candies fundraising at Nimitz. See's gives a good percentage back to the school, and people like to give chocolates. <p>Follow-Ups</p>
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Fundraising: Gaffney Barnett

Updates

- Chipotle Fundraiser 12/6
 - We raised an additional \$416 for CMS. Last year we made \$544 in October.
- E-Waste/ Goodwill Drive
 - The CMS fundraiser brought in a total of 6,500 lbs of donations which means CMS will get a check for \$945. Last year we made \$300 in the fall and \$195 in the spring.
 - We advertised with flyers at multiple Starbucks, libraries, Konstella, Nextdoor, and Neighborhood groups and got a lot of patronage.
 - Hema also posted flyers around the neighborhood.
 - Added notices in the school office and teachers' lounge as well.
- The next restaurant fundraiser will be in Feb. Restaurant TBD.
 - Pizza My Heart in Cupertino made \$333 last January, so sent them an email.
 - Does anyone have any other recs? Starbird sent something about school donations.
 - Hiba suggested See's candies for Feb. Gaffney will look into that for Feb as chocolates will work well for Valentine's drive.

E-Waste fundraiser scheduled for APRIL 27

- AJ Recycling for ewaste event at CMS on Saturday, April 27th.
- Wanted to remind the school to collect their e-waste for the drive.
 - (Jean) District books and electronics have to be disposed of in a particular way based on the funding received for those items.

Follow-Ups

Community - Small Events: Priti and Tamanna

Updates

- **Valentine's cards for Seniors on Meals on Wheels program**
 - Wednesday, January 31st (checking with Marjorie if gym is available)
 - Over lunchtime; will provide snacks/treats for completed cards
 - Will advertise with posters outside the gym, morning announcement, and Jean's newsletter (if possible)
 - Will request custodians (through Marjorie or Jean) to set up tables and chairs like last year
 - Expected spend: \$250
- **Next parent socials to coincide w/student socials (2/2 and 5/10)**
 - 2/2 - confirming theme. Discussing whether to make it more structured or leave it as is for parents to just mingle.
 - Leena confirmed she could speak in person on 5/10 during the parent social; topic TBD

Follow-Ups

- Donation drive for refugees went well
- Collected a trunk full of items

Community - Large Events: Thushitha Deepak

Updates

- Spring Fling date - April 26
- Started planning and will work with Principal Wang on it.
- Jean to talk to DJ Harting and the PE department to see if they will host activities.
- Question: Is the 8th grade party a large event?
 - No, it's not considered a large event but is planned for separately as it's only for the 8th-grade students and doesn't include the rest of the grades. Shruti and Anuja will be leading the 8th-grade party this year.
 - The promotion ceremony is organized by the school.
- Question: When is graduation or promotion?
 - Principal Wang will share this information next week. The location will not be at HHS, so waiting for a confirmed location before emailing the families.
 - Will share the date and time next Monday.

Follow-Ups

Communications: Manuela for Katya

Updates

- Katya has been sending out the call for events, so please keep your eye out for that so you can fill out your part. It's been working out very well for the newsletter.

		Follow-Ups
3	Discussion Items	<ul style="list-style-type: none"> ● Guest Speaker: Doug Kunz, District PTA (partner in PTSA) <ul style="list-style-type: none"> ○ Parent at Homestead High, talking about changes to how Board of Education members are elected. ○ FUHSD goes from up the Bay all the way south to Saratoga; 250k people are covered. Some students live 5 miles away from the school. <ul style="list-style-type: none"> ■ Concerns around maintaining enrollment and diverse course offerings, getting a ride to school, as well as safe walking and biking routes. ○ The changes are being made to ensure that the board is representative of the areas that the district covers, more diverse representation. ○ Trustee Area elections - the lines of the trustee areas have to get drawn, and that's where the group Doug represents is coming in. Their job is to gather input and talk to the community to figure out what they consider their neighborhood/community. They are helping the district with community outreach. ○ How to give input: <ul style="list-style-type: none"> ■ Email address to send input to - trusteeareas@fuhd.org ■ Website: https://www.fuhd.org/newsroom/trustee-areas/ ○ Is there a window for sharing input/receiving comments? <ul style="list-style-type: none"> ■ Yes. They are working backward from the 2024 elections. They are doing intensive outreach in January, synthesizing the input in February, and sharing with the committee afterwards. So the deadline will be this end of this month. ○ Can we share this information with parents in the CMS community? <ul style="list-style-type: none"> ■ Yes, please do. The district is having trouble trying to get the word out. They don't want people to feel that they've been caught by surprise.

4	Open Comments & Questions	<ul style="list-style-type: none">
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Meeting adjourned at 8:18 pm by Manuela Silveira.

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Manuela Silveira	1/23/2024	MS
Treasurer			
Fundraising	Gaffney Barnett		
Community Events			
Communications			
Emeritus Officer			
Principal			

Teacher			
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