



Cupertino Middle School Parent Teacher Organization (CMS PTO)

[Board Meeting Agenda](#)

20 August 2025

[Zoom Call](#)

### Attendees

	Board Members	Present	Absent
1	President: Behrooz Mahaseni	X	
2	Secretary: Christa-Lynn Vampola	X	
3	Treasurer: Noa Matzliach	X	
4	Treasurer: Peggy Alavi	X	
5	Direct Donations: Mijung An	X	
6	Fundraising: Ilan Aliphas	X	
7	Fundraising: Ashka Vakil	X	

	Board Members	Present	Absent
9	Community - Large Events: Hiba Hashlamoun	X	
10	Communications: Jenny Passi Schwarzberg	X	
11	Principal: Alison Zuniga		X
12	Assistant Principal: Cory Morgan		X
13	Assistant Principal: Carmen Andrade		X
14	Teacher Rep.: TBD		
15	Community - Small Events: Nandana Kudeti		X

8	Community - Large Events: Donna Clements		X
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16	Community - Small Events: Juju Liang		X
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Membership at large: Marie Barrigar

Please note that background information, updates, and the detailed agenda are available through the [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 6:38pm by Behrooz Mahaseni.

Meeting Minutes		
#	Agenda Item	Notes, <b>Action Items</b> , and <b>Decisions</b>
1	Principal and Teacher Rep Reports	Principal: Alison Zuniga  Updates <ul style="list-style-type: none"> <li>• None (not present today)</li> </ul> Proposals None  Follow-Ups <ul style="list-style-type: none"> <li>• None</li> </ul>

		<p>Teacher Reps: TBD</p> <p>Updates</p> <ul style="list-style-type: none"> <li>● None (Teacher Rep to be appointed by the Principal)</li> </ul> <p>Follow-Ups</p> <ul style="list-style-type: none"> <li>● None</li> </ul>
2	Board Updates	<p>President: Behrooz Mahasseni</p> <p>Updates</p> <ul style="list-style-type: none"> <li>● Principal will nominate a teacher representative and we will add that person to the meetings going forward</li> <li>● There was not an extensive discussion about PTO during the transition from the previous Principal and the current Principal so Behrooz will meet with Allison to go over the approved budget. Marie may join the meeting if that is appropriate and helpful</li> <li>● The Principal inquired about classroom funding <ul style="list-style-type: none"> <li>○ There is an approved \$10K grant in the budget</li> <li>○ Typically requested by Nalimi and Noa can cut the check(s)</li> <li>○ Note: last year the auditor recommended that the \$10K is given in instalments so that it is easier to track expenses/receipts and then do not need to return additional funds if the full amount was not used</li> <li>○ The money does not go directly to the school, first it goes to District and</li> </ul> </li> </ul>

then the District distributes to the school site

- CMS-PTO Meeting dates and time: Monthly on the 2nd Wednesday at 6:30pm
- Additional items for discussion are covered at the end

#### Follow-Ups

- None

Treasurer: Noa Matzliach & Peggy Alavi

#### Updates

- Total income for the school year 2024-2025 was \$67,951
- Total expenses for the school year 2024-2025 was \$71,930
- Balance as of July 31, 2025 is \$142,421
  - Previous year checks cashed: \$10,252.22
  - Previous year checks still to be cashed: \$3,991.54
- For 2024-25: Total number of families donated is 140 families out of 300 forecasted
- We closed the 2024-25 year 70% from our income budget, so did not quite meet
- Average donation for 2024-25 was \$322 per family
- Average match request for 2024-25 was \$151
  - If match was at 100%, we would've met 95% of our income goal!
  - It is likely that a large proportion of donations were eligible for employee match
  - Consider a employer matching drive

- Matching has been low historically, there is room to improve
  - The Direct Donation position is relatively new (introduced ~3 years ago) but would be a good partner/lead for a donation matching drive
- For 2025-26:
  - Total Income Goal: \$103,000
- Discussion: It would be great to educate parents during Back to School night but presentation often gets lost in the rush. Some teachers will cover the slides but not all, tends to be the teachers that have benefited from PTO support in the past.
  - Some teachers are asking for donations from parents directly
  - Can we have teacher outreach/Liaison? Historically has gone through the Principal, also that's the role of the Teacher Rep on PTO to bring message and value of PTO back to the other teachers
    - **Action Item:** Behrooz will ask Allison what is her preference on this
  - In the past, teachers have been encouraged to go through PTO and/or the Principal if they want funding. Teachers don't always know that PTO is a source of funding. Also Principal has mechanisms depending on the class/activity (eg. they is specific funding for arts)
    - Marie recommended that when teachers ask for donations that we escalate to Principal
    - It's unclear if the donations directly to the Teachers via the QR codes provided are employee-match eligible (it should be but not as obvious how to do it as when the funds go through PTO or CEEF)
  - Also reminder: some employers match volunteer hours so Board members can request match for their time

#### Follow-Ups

- Peggy and/or Mijung to follow up on Direct Donation Drive topic

#### Direct Donations: Mijung An

#### Updates

- Will develop information for a Direct donation drive to go in the newsletter

#### Follow-Ups

- Peggy and/or Mijung to follow up on Direct Donation Drive topic

#### Fundraising: Ilan Aliphas, Ashka Vakil

#### Updates

- Dollars for Dining
  - Pizza My Heart, Sunnyvale on Mon 9/15
  - Monday night aligns with football schedule and Mexico's Independence to drive interest in ordering pizza/eating out
  - Status: application sent on 8/20 (expect to hear back within a week)
- Next set of actions
  - Advertising to make 9/15 event successful
  - Work on October event planning

- Potentially Wed morning boba at Gong Cha or similar to go along with the Wed morning late start
- Unfortunately Starbucks does not have dollars for dining program
  - Plan for E-waste event in December (and a second in the spring), these events generated a lot of revenue in previous years
- Discussion: Consider events at Bowling, Mini Golf or Chuck E Cheese on minimum days when students are dismissed at 1:30pm

Follow-Ups

- None

Community - Small Events: Nandana Kudeti and Juju Liang

Updates

- None

Follow-Ups

- None

Community - Large Events: Donna Clements and Hiba Hashlamoun

Updates

- Fall Family Night: extensive discussion on dates for FFN
  - Fri 11/7 4-6pm (after daylight savings time and also minimum day; Principal likely not available so consider Thurs 11/6?)
  - October (before daylight savings) may be preferable

- Last week of October conflicts with Book Fair, 10/24 is a staff learning day), but earlier in October may be tight on timing for planning/execution
- **Action Item:** Hiba will meet with Donna and make a proposal on CMS-PTO What's App for decision and then circulate flyer for promotion; Behrooz will communicate with Principal
- Spring Fling: Fri 4/24 5-7pm
  - This was communicated to the Principal, there was no objections
- Note: 8th grade Promotion Party is not a responsibility for Large Event Chairs, there is a separate committee. There is an approved budget line item for this as well.

#### Follow-Ups

- None

#### Communications: Jenny Passi Schwarzberg

#### Updates

- Goal: Make every family feel informed & connected
- In Motion:
  - Monthly newsletter (content call)
    - Will add Dining for Dollars
  - Working on an Editorial calendar and Flyer templates (can use for any event)
- Next steps:
  - We need to align on channels to communicate to parents/community
    - For Newsletters, we can post on WhatsApp and on ParentSquare (done by the Principal)
    - Flyers can be printed (we have marketing budget)
      - In past distributing flyers to students via the teachers did not work well
      - Can put them in the front office or put them around school
  - Determine core messages (eg. Donation and matching opportunities)

		<ul style="list-style-type: none"> <li>● <b>Action Item:</b> Behrooz will help with Canva account access for Jenny</li> </ul> <p>Follow-Ups</p> <ul style="list-style-type: none"> <li>● None</li> </ul> <p>Secretary: Christa-Lynn Vampola</p> <p>Updates</p> <ul style="list-style-type: none"> <li>● Agenda slides will be sent out 1-2 weeks before each meeting <ul style="list-style-type: none"> <li>○ Each member updates their slide ahead of the meeting</li> </ul> </li> <li>● Minutes will be circulated after each meeting for Board members to review and approve</li> <li>● Our Webmaster, Frank Dai, will post approved minutes to the website</li> </ul> <p>Follow-Ups</p> <ul style="list-style-type: none"> <li>● None</li> </ul>
3	Discussion Items	<ul style="list-style-type: none"> <li>● General board meeting? <ul style="list-style-type: none"> <li>○ All of our meetings are General Meetings so anyone from the community can join</li> <li>○ We share the Zoom link on the calendar and send reminders in the WhatsApp groups</li> <li>○ Send a one time message about meetings and how to join</li> </ul> </li> <li>● Conflict of Interest <ul style="list-style-type: none"> <li>○ <b>Action Item:</b> Behrooz to send via email, please review and sign</li> </ul> </li> </ul>

4	Open Comments & Questions	<ul style="list-style-type: none"> <li>● Need to develop a slide to post to WhatsApp about PTO donations, how it differs from what teachers are asking and that PTO membership is free/includes everyone in CMS <ul style="list-style-type: none"> <li>○ Will share slide from Back to School night</li> <li>○ Jenny can share on the 6th Grade group, Behrooz or Noa can share on 7th Grade group, there is no parent with an 8th Grader so Behrooz will post on the 8th Grade Group on WhatsApp</li> <li>○ Also need to add a plug for Corporate Matching</li> </ul> </li> </ul>
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Meeting adjourned at 7:53 pm by Behrooz Mahasseni.

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**Minutes review and approval**

Board Role	Name of reviewer	Date of review	Approval
President	Behrooz Mahasseni	09/10/25	BM
Treasurer	Noa Matzliach	09/09/25	NM
Direct Donations			
Fundraising	Ashka Vakil	9/9/2025	AV
Community Events			
Communications	Jenny Passi Schwarzberg	9/9/2025	JP
Principal	N/A		
Teacher	N/A		

