



Cupertino Middle School Parent Teacher Organization (CMS PTO)

[Board Meeting Agenda](#)

10 September 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.: Michael Jacobs	X	
15	Community - Small Events: Nandana Kudeti		X

8	Community - Large Events: Donna Clements		X

16	Community - Small Events: Juju Liang		X

Membership at large: Krista Condie, Tina Lee, Manali, Sarah L, Patty Miyasato

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 6:34pm by Behrooz Mahaseni.

Meeting Minutes		
#	Agenda Item	Notes, Action Items , and Decisions
1	Principal and Teacher Rep Reports	<p>Principal: Alison Zuniga</p> <p>Updates</p> <ul style="list-style-type: none"> ● Great start to the year, getting to know staff and students and building culture ● Instructional focus on portrait of a learner: <ul style="list-style-type: none"> ○ 2 characteristics in focus: effective communicator and inclusive collaborator ● Question from teachers: what form should teachers use if they are interested in PTO funding? <ul style="list-style-type: none"> ○ Behrooz will share the approved budget with Allison ○ The Proposal form is linked on slide 4 of the Agenda

		<p>Proposals</p> <ul style="list-style-type: none"> • None <p>Follow-Ups</p> <ul style="list-style-type: none"> • None <p>Teacher Reps: Michael Jacobs</p> <p>Updates</p> <ul style="list-style-type: none"> • This is Michael's 3rd year as our PTO Teacher Rep • Diana Brzozowski: Drama 1 is preparing for the Halloween Play, Harry Potter and the Sorcerer's Stone <ul style="list-style-type: none"> ○ Drama 2 is preparing for their Halloween Play and Disney audition later this month ○ Dance is working on self choreographies <p>Follow-Ups</p> <ul style="list-style-type: none"> • None
2	Board Updates	<p>President: Behrooz Mahasseni</p> <p>Updates</p> <ul style="list-style-type: none"> • Friday 09/12 DLAC meeting needs a parent rep - can be from this group or any parent from the community, Action Item: Behrooz will get back to Allison • Teacher t-shirt request <ul style="list-style-type: none"> ○ Not in this year's budget, recommend that we include it in budget for next year

- Organizing our Google Drive and Canva folders
 - Ask: when adding content to the Google Drive, please use CMS PTO accounts not personal accounts

Follow-Ups

- Conflict of Interest forms were sent via email prior to meeting today
 - Board members to review, sign and upload the completed form [here](#)

Treasurer: Noa Matzliach & Peggy Alavi

Updates

- **Total income** for the school year 2025-2026 is **\$3,742**
- **Total expenses** for the school year 2025-2026 is **\$255**
- Balance as of August 31, 2025 is \$138,738
- Total number of families donated is 13 families out of 300 forecasted.
- We are at 4% from our income budget.
- Current average donation is \$286 per family (not including corporate matching).

Follow-Ups

- Donations made via Parent Square are eligible for employer matching, funds go to school site

Direct Donations: Mijung An

Updates

- Direct Donation Guide was previously translated into Spanish and Chinese
 - Mijung will translate into Korean and is planning to translate into additional languages as well eg. Japanese (will send request for help via WhatsApp)
 - Alison recommended Hebrew and there are Hebrew speaking parents on PTO currently who are willing to help

Follow-Ups

- None

Fundraising: Ilan Aliphas, Ashka Vakil

Updates

- Sep 15 - Pizza My Heart, Sunnysvale location is confirmed
 - Coupon Code: CMS915
 - Flyer was shared in parent WhatsApp group
 - Local advertising planned for next week on non CMS groups
 - Reminder to be sent on 9/14 and 9/15 on CMS whatsapp group
- Oct restaurants Outreach
 - No progress
 - Ashka needs access to fundraising alias so outreach to restaurants can be made

Follow-Ups

-

Community - Small Events: Nandana Kudeti and Juju Liang

Updates

- None

Follow-Ups

-

Community - Large Events: Donna Claments, Hiba Hashlamoun

Updates

- FFN 10/17 from 5-7pm
 - We reserved taco truck, drink stand (mocktails) and tables
 - Confirmed that we can use school AV and sound system which will help us avoid hiring a DJ
 - Allison will help get Hiba set up with how to use the system etc
 - Need schedule for performances (band, drama, choir etc)
 - Can we send flyer through Parent Square?
 - Allison happy to do that in Friday update and in standalone post
 - Will there be a clubs display in the gym?
 - We are covered until December to do a Raffle - will need to decide what is the gift
 - Behrooz recommended Hiba and Donna decide
 - Need copy of insurance for reservation on Facilitron
 - Action Item: Noa will send insurance certificate
 - There will be fingerprinting for new families
 - Concern from West Valley families about overlapping dates for community events

between CMS FFN and WV Multicultural Festival

- There were many constraints on dates for FFN which left only 10/17
- Would need to inquire with the District about whether a reservation on the calendar for one school site precludes a reservation for another site on the same date but no one is aware that this would be the case
- In the future we will work closely with the feeder elementary schools to communicate about events and do our best to align calendars when possible

Follow-Ups

- None

Communications: Jenny Passi Schwarzberg

Updates

- Flyers are complete (Fall event + Dining for Dollars)
- Newsletter was sent via WhatsApp
- Templates have been created (set up for reuse — will save us time going forward)

Follow-Ups

- None

Secretary: Christa-Lynn Vampola

Updates

- Reminder to review and approve August Meeting Minutes

Follow-Ups

3	Discussion Items	•
4	Open Comments & Questions	•

Meeting adjourned at 7:22 pm by Behrooz Mahasseni.

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Behrooz Mahasseni	09/12/2025	BM
Treasurer			
Direct Donations			
Fundraising			

Community Events			
Communications			
Emeritus Officer			
Principal	Alison Zuniga	9/12/25	X
Teacher	Michael Jacobs	9/13/25	MJ