Cupertino Middle School Parent Teacher Organization

Cupertino Middle School Parent Teacher Organization (CMS PTO)

Board Meeting Agenda

14 October 2026

Zoom Call

Attendees

	Board Members	Present	Absent
1	President: Behrooz Mahaseni	X	
2	VP (co-president): Karsten Manske	X	
3	Secretary: Avivit Weissman	X	
4	Treasurer: Hiba Hashlamoun	X	
5	Treasurer: Peggy Alavi	X	
6	Direct Donations: Mijung An		X
7	Fundraising: Ashka Vakil		X

	Board Members	Present	Absent
9	Communications: Jenny Passi Schwarzberg	X	
10	Communications: Sarah HaCohen		X
11	Community - Large Events: Niicole Basler,	X	
12	Community - Large Events: Gina Cardenas		X
13	Principal: Alison Zuniga	X	
14	Assistant Principal: Carmen Andrade		
15	Teacher Rep.: Matt Martinez	X	

Membership at large: Dr. Jennifer Hawn (superintendent) , Patty Miyasato, Rohit Dube

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 6:05pm by Behrooz Mahaseni.

Meeting Minutes		
#	Agenda Item	Notes, Action Items, and Decisions
1	Principal and Teacher Rep Reports	Principal: Alison Zuniga Updates • Fall Family Night: The event was highly successful, well-attended, and concluded right at sundown. It was also featured on the district's social media channels. • Breaking Down the Walls: The sessions have concluded. The school collected survey data and made logistical adjustments between Wednesday and Thursday. They will conduct check-ins over the next couple of months to evaluate long-term effects on school culture. • National Teams Day & Rally: Taking place this Friday. Students will work on grade-level challenges (6th: clean and safe campus, 7th: sense of belonging, 8th: leaving a legacy). It will be followed by an all-school rally in the quad run by the leadership class, featuring games and spirit point competitions. • Quad Umbrellas: The new blue umbrellas (funded by the PTO) have been installed, providing much-needed shade. As a result, a higher volume of students is eating lunch and brunch in the quad.

		• Lunch Line Beautification: Art and leadership classes are collaborating to decorate the lunch line area. Upcoming Schedule: • Tuesday: POL PD (Leadership team) will spend the day working on how to elevate "global contributor and resilient learner" traits in daily instruction. • Friday: No school for students; staff in-service day focused on universal norming. Proposals • Breaking Down the Walls: Requesting a $5,000 PTO contribution towards the $11,400 total cost of the event. • Digital Hall Pass System: Introduced a potential system (app) to track and limit students wandering the halls excessively, with timestamps and parent-teacher controls. (Presented for initial discussion, no specific funding amount requested yet). • Science - Atomic Model Kits: $419 requested by a new 7th/8th grade science teacher for hands-on atomic model kits to be used by 350 students across three teachers. • Science/Wheel - Gardening: $50 requested by Ms. Banerjee for two bags of garden soil and a bag of compost to revamp the gardening plots in the quad. • 3D Printers: $1,600 requested by Carolyn Kerner for two 3D printers to be housed on campus for school-wide creative projects (e.g., clarifying sorting options for compost/recycling). Follow-Ups(Action Items for Alison) • Digital Hall Pass: Alison to send more detailed information to the PTO regarding how the system works logistically, its integration, and data on its use in other schools (like Miller Middle School). • • 3D Printers: Alison to follow up with Carolyn Kerner to address PTO concerns regarding

logistics, student access, maintenance, ventilation, and the ongoing cost of materials (spools).

- Science Requests (Kits & Gardening): Alison to follow up with the science teachers about potentially using grade-level donations or science department funding for the $419 and $50 requests if the PTO does not cover them under the academic programs budget.

Teacher Reps: Matt Martinez

Updates

- Fall Family Night: The event was a huge success. Matt attended with his family for the first time and shared photos of the performances put on by the Drama 2 and Dance classes.
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- 6th Grade Science: Students (including in Matt's and Mrs. Banerjee's classes) are currently learning about the Big Bang Theory, galaxies, and gravity.
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- Student Presentations: In Mrs. Banerjee's science class, students are working on group projects to teach these topics to their classmates. This is helping them develop presentation skills and practice being "global contributors and resilient learners."
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Proposals

- None

Follow-Ups

- None

2	Board Updates	President: Behrooz Mahasseni Updates • Fall Family Night: The event was a great success. Special thanks to Nicole for her excellent organizational skills. • CUSD PTO Registration: The PTO registration with the district is fully complete. • PTO PO Box: The new PO Box has been successfully set up (thanks to Carsten) and will be used for tax returns this year. Proposals • None Follow-Ups • Fall Family Night Feedback: Board members are asked to gather constructive feedback from parents and the community. The formal discussion on how to improve logistics for next year is deferred to the next meeting when Nicole can be present. • • Facilitron & Insurance Policies: Behrooz and Alison need to discuss a better process for getting earlier updates on Facilitron registrations and insurance policies for future events to avoid last-minute hurdles. • Fundraising Events List: Behrooz to submit the list of PTO fundraising events to Alison to finalize the district requirements. • Conflict of Interest Forms: All board members (excluding teachers and Alison) who haven't done so yet must sign and upload their Conflict of Interest forms to the PTO Google Drive directory. • PTO Bylaws Review: Board members must read the PTO bylaws (link available in the Drive) over the next month. Any requested changes should be sent to Behrooz so the board can vote on the bylaws at the next meeting.

		Treasurer: Hiba Hashlamoun & Peggy Alavi Updates • Current Funds & Assets: Total funds are at $167,173. Total assets across the checking and savings accounts are $150,513. • Income: There was an increase in individual and corporate matching this month. A check from a recent fundraising event is expected soon. • Expenses: Expenses through the end of September totaled $7,337 (mostly on programs; this does not yet include Fall Family Night expenses). • Donation Drive: 40 families have contributed so far. The annual goal is a minimum of 100 families, so another donation push is needed before December and the holidays. • Budget Overview: Hiba reviewed the budget categories for the new board members (academic programs, sports, technology, community events, promotion party, etc.) and noted that every teacher has a $100 credit for classroom spending or small student gifts. Proposals • **Ms. Anne (Crossing Guard):** Requested funding for special t-shirts for a student cleaning team, as well as reimbursement/funding for snacks and candy she hands out to students who are waiting for late pick-ups. • **Online Treasurer System:** Hiba proposed adopting a paid online accounting system/software to replace the manual Google Sheets process, which is highly time-consuming (e.g., spending hours finding past audit errors) and prone to manual mistakes. • Follow-Ups • Budget Discrepancies: Hiba and Behrooz to connect offline to verify the approved budget numbers on the spreadsheet (Behrooz noted that the Academic Programs budget is $8,000,

		not $12,000, and Student Planners were reduced from $5,500 to $2,500). • Streamlining Funding Requests: Behrooz and Alison to work on streamlining the process for funding requests (including athletic jerseys and Ms. Anne's request). Moving forward, all requests should go through the principal first to check for available school funds before being brought to the PTO. • Online Treasurer System: The board generally supported the idea of moving to an automated system. Hiba to research specific online treasurer systems, get pricing, and • present the numbers at the next meeting for a formal board vote. Direct Donations: Mijung An • **Direct Donation Update:** The Direct Donation Director (Mijung) was absent. However, a discussion took place led by Jenny regarding donation data and trends to optimize future communications. The Treasurers noted that donations are historically heaviest at the beginning of the school year, on Giving Tuesday (December), and post-holidays (January). It was also reported that the new Zelle payment option successfully brought in a few donations during Fall Family Night. Follow-Ups • Jenny, Sarah, and Mijung will set up a separate meeting to plan direct donation messaging. Additionally, Jenny, Peggy, and Hiba will work offline to align communication pushes (flyers/announcements) with historically high-donation dates.

Fundraising: Ashka Vakil

The Fundraising Director (Ash) was not present, but provided the following update: A fundraising event is planned for next Wednesday (flyer to come). The previously considered Domino's Pizza fundraiser has been canceled after consulting with Alison regarding logistics.

Updates

- None

Proposals

- None

Follow-Ups

- Behrooz to email Marjorie (CC Alison) to add next Wednesday's fundraiser to the school calendar to avoid scheduling conflicts with teacher-led fundraisers.

Community - Large Events: Nicole Basler

Updates

- The Large Events Director (Nicole) joined the meeting to confirm the success of Fall Family Night and to initiate planning for upcoming events.

		Proposals • None Follow-Ups • Spring Fling Dates: Alison to consult with the drama and band teachers and provide 1-2 potential dates for Spring Fling within the next week so Nicole can begin planning. • Behrooz to email the relevant teachers (CC Alison and Nicole) to set up a coordination meeting regarding holiday plans and Teacher Appreciation Week. Hiba reminded the Board that there is a strict $2,000 PTO budget limit for purchasing gift cards. • Communications: Jenny Passi Schwarzberg, Sarah HaCohen Updates • **Highlighting PTO Projects:** Jenny plans to showcase PTO-funded projects (like the new quad umbrellas) in upcoming communications to demonstrate the tangible impact of direct donations to parents. She requested that the board provide her with photos and examples of any other supported projects. • **Video Content & Consent Guidelines:** Jenny inquired about the privacy rules for sharing videos of students. Alison clarified that for voluntary, after-school community events, standard privacy consent rules generally do not apply (as verified with district staff Erin Lindsay and Sandy Madeline).

		Proposals • None Follow-Ups • **Video Content Review**: Jenny will create some potential video content and will send any media featuring students to Alison for a final review against district protocols before posting. Secretary: Avivit Weissman Updates • Proposals • None Follow-Ups • None
3	Discussion Items	•

4	Open Comments & Questions	• **Sports Uniforms (Jerseys):** Nicole raised a question about how to secure funding for new sports uniforms. Behrooz agreed that current jerseys (like volleyball and basketball) are outdated and not uniform. Alison explained that CUSD sports are typically self-funded through player donations. • **PTO Sports Budget:** Hiba noted that the PTO has a $3,000 sports budget. However, she emphasized that PTO funds should ideally benefit a broad range of students (e.g., general PE equipment) first, though the PTO has historically helped bridge the gap for uniforms if the school covers part of the cost. Follow-ups **District Sports Funding:** Alison will contact Derek Jackson at the District Office (DO) and follow up with the new Athletic Director (Nick) to clarify the district's funding process for sports uniforms. • **PE Equipment Needs:** The Board and Alison will check with PE teachers and coaches to determine if there are any pending needs for general PE equipment before allocating the $3,000 PTO sports budget toward new jerseys. • **Action Items Review:** Behrooz will follow up on the meeting's action items with the relevant individuals and report back to the PTO board early next week.

Meeting adjourned at 7:04 pm by Behrooz Mahasseni.

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Minutes review and approval

Board Role	Name of reviewer	Date of review	Approval
President	Behrooz Mahasseni	10/29/2026	BM
VP/Co-president	Karsten Manske		
Treasurer	Peggy Alavi		
Treasurer	Hiba Hashlamoun	11/2/2026	HH
Direct Donations	Mijung An		
Fundraising	Ashka Vakil	11/9/2026	AV
Community Events	Nicole Basler		
Community Events	Gina Cardenas		
Communications	Jenny Passi Schwarzberg		
Communications	Sarah HaCohen		
Secretary	Avivit Wesisman	10/28/2026	AW
Principal	Alison Zuniga		
Teacher	Matt Martinez		