Logo, company name

Description automatically generated **Cunha Intermediate School Parent Teacher Organization**

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**Cunha PTO General Membership Meeting  
Minutes**

**October 15, 2024 - In Person, Room D1 @ 6pm**

**—----------------------------------------------------------------------------------------------------------------------------**

**I. Call to Order 6:06pm**

**II. Attendance -** Introductions

1. Jeff Clinton, Amber Stariha, Julia McPherson, Becki Nowatzke, Megan Wilson, Breanna LaFontaine, Kristeen Nunziolti-Ament, Saskia Crowell, Kendra Holland, Brenda Curassco, (Guzman out sick)

**III. Meeting Minutes**

1. Approve Past Meeting Minutes - May 2024
   1. VOTE: Motion to approve, Megan. Second by Kendra. *Passed*

**IV. Voice of the Community**

1. Staff
2. Community Members (Breanna and pKristeen)
   1. Parent Cunha Community Survey
   2. Clinton to resend link for parents to fill out
   3. Flyers to go out to students on 10/16 and to give to parents at drop-off (Lead: Laura Butterfoss)
      1. Incentive for turning flyer in (PTO email to support efforts)
   4. Pumpkin pie serving @ Pumpkin Fest link - everyone to reshare
   5. Instagram and Facebook - links beneficial to share in CAB
   6. ACTION: Becki and Saskia to look into best location options for sharing links to gain the most traction

**V. Administration Report –** Jeff Clinton

1. 1st Quarter Closeout -
   1. Report cards will be sent out Thursday 10/17
   2. Parent portal is an accurate depiction of grades - let Clinton know if grades are not posted in the portal to follow-up with teacher
   3. Struggles with grading scales in Power School and Schoology - not synching
   4. IT guy (Yannis) on campus 10/15 to help with issues
2. Conferences
   1. October 28th - November 1st (Super Friday)
   2. Halloween day (Thur, 10/31) will be in the morning. Mini SST meetings
   3. Only called in if there is a need for student follow-up

**GENERAL**

1. Fingerprinting HMBHS on 10/17 (5:30-7pm) - priority to winter sports participants
   1. ACTION: COMMS to post to let people know about HMBHS fingerprinting
   2. Contact Fabiola to schedule a livescan location (according to Jackie)
   3. Target Spanish speaking population on Tuesdays and Thursdays until the new year (at Hatch)
   4. *Suggestion*: have fingerprinting during parent-teacher conferences
2. Challenge Day Nov.18th - not on agenda yet, need to connect with Janeese before advertising
   1. Targeting group of students (7th and 8th grades, approx. 100 students) - social/emotional activities. Increase awareness and empathy in students
   2. HMBHS is working hard to bring it back (and Cunha counselors ask for it)

**VI. General Business**

1. Secretary (Julia McPherson) and Co-Communications (Becki Nowatzke) Chair Votes
   1. VOTE: Motion to approve, Breanna LaFontaine. Second by Megan. *Passed*
   2. VOTE: Motion to approve, Megan. Second, Clinton. *Passed*
2. Voluntary Tuition Update
   1. Officially launched and leadership students are reminded during morning announcements and Tuesdays and Fridays
   2. Incentive programs - students to return to homeroom classroom and points at lunchtime activities.
      1. $8500 as of 10/15/24. Goal is $45,000
   3. Active through the end of October
   4. ACTION/SASKIA: Post the tracker and progress
3. Financial Secretary Needed
   1. Support of the Treasurer role and perfect gateway to Treasurer position
   2. Voluntary Tuition and Coastside Gives (Cunha’s 2 fundraising activities)
4. Approve Meeting Schedule
   1. Adjusted schedule below
      1. VOTE: Motion to approve adjusted schedule, Megan. Second, Becki. Passed
   2. Will be in person, pivot to Zoom if needed
5. Website Overhaul
   1. Out of date. **ACTION:** Comms to come up with a plan to update website. Create timeline
   2. UPDATE - section of meeting agendas and minutes, pictures, hidden tabs,
   3. When updated, start pointing people to the PTO website
6. [**Yondr Exploration**](https://www.overyondr.com/phone-locking-pouch)
   1. Pouch for phone to lock to not be able to use on campus. Each classroom has device to unlock phone
   2. Cunha to explore using this, what could this look like at Cunha? Is this schoolwide or just 50-100 as like a “strike 3” option
   3. District can’t afford to buy and implement, so would fall to PTO to support financially ($7-8/ea.)

**VII. Financial Report –**

1. Financial Updates
   1. Connected to Quikbooks
   2. Opened CD account for 3 years (22 months)
   3. Want to look at sponsoring bigger things - (1) $10K project per year
      1. EX: New Marquee out front of school, new cage, picnic tables with wheels (or some option for when it rains)
   4. Don’t have clear enough PTO logo - asking Kelly to get quote on cleaned up logo for stationary, checks, etc. *Need logo in all formats*
      1. Use media arts zero period class (Bickford)
      2. ACTION: Megan to email Bickford to propose updating logo
   5. Yearbook scholarship assistance given ($250)
      1. Option to sponsor another student
2. Bank Account Transfer Update
   1. Move from US Bank to Montara Credit Union
3. New teacher line item proposal $500
   1. New teachers currently get $100 for supplies
   2. BRAND NEW TEACHER PROPOSAL - get $100 from us, purchase up to $400 - subject to principal’s approval
   3. Merge dances with leadership on budget sheet (too intertwined). *Confirmed*

**VIII. Bilingual Representative -**

1. ELAC Updates
   1. Still looking for ELAC board members

**X. Adjournment  7:51pm**

ACTION ITEMS:

* ~~COMMS to look into best location options for sharing links (Ex: Facebook, Instagram)~~
* ~~COMMS to post to let people know about HMBHS fingerprinting updates (10/17)~~
* ~~Saskia to post the tracker and progress of Voluntary Tuition as of 10/15~~
* COMMS to come up with a plan to update the website. Create timeline
* Megan to email Bickford to propose updating logo

Proposed 2024/2025 PTO Meeting Schedule - 3rd Tuesday of the Month 6 pm (unless noted below)

~~September 17, 2024~~

October 15, 2024

November 19, 2024

December 10, 2024

January 21, 2025

February 11, 2025 (adjusted for Presidents Week)

March 18, 2025

April 8, 2025 *(adjusted for Spring Break)*

May 20, 2025

June 3, 2025 *(If needed)*