



Cunha Intermediate School Parent Teacher Organization
600 Church Street, Half Moon Bay, CA 94019

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cunhapto.org

Tax ID #71-0909516

Cunha PTO General Membership Meeting

Agenda

May 18, 2021 at 5:30PM via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/85044896259?pwd=Q2JBUEw5SMXFXd1AxTlhqTjEvYUJCQT09>

Meeting ID: 850 4489 6259

Passcode: 465874

I. Call to Order

II. Attendance

III. Meeting Minutes

1. Review and approve April

IV. Voice of the Community

1. Staff
2. Community Members

V. Administration Report – James Barnes

VI. General Business

1. 8th Grade Promotion Support- Funding
2. Coastside Gives Recap
3. Staff Appreciation Recap
4. Boys and Girls Club Recognition- Funding
5. Open Board Positions- 2021-22 New Board (Membership Vote)
6. 2021-22 Budget Review/Discussion, (Membership Vote)
7. PTO Board Celebration

VII. Financial Report – Stephanie Izzarelli

1. Financial Update
2. End of year Estimate

VIII. Bilingual Representative- Martha Schwartz

1. Update- DELAC Meeting Recap

X. Adjournment

Next meeting to be held June 15th at 5:30PM via Zoom

Remaining 2020-21 PTO Meeting Calendar

June 15, 2021 at 5:30PM (Wrap up and transition)

Upcoming Dates & Events

May 24-28- Vision Testing

May 31- Holiday

June 1- Field Day

June 2- 8th Grade Promotion

June 3- Last Day for students

July 1- Board Transition

Board job descriptions as written in Cunha PTO Bylaws:

**Article 6. Duties of Officers
Section I. Elected Officers**

The President shall:

- 1. Preside at meetings of the organization and of the Executive Board;**
- 2. Serve as a member of the Executive Board;**
- 3. Prepare the final agenda and send notice of meetings to members five days prior to the meeting date.**
- 4. Coordinate and supervise the work of the officers and committees of the organization;**
- 5. Serve as an authorized signatory of all PTO accounts;**
- 6. Perform such other duties as assigned by the organization.**
- 7. Have all newsletters, flyers and/or notices approved by the Principal or Vice Principal, prior to distribution.**

The Vice President shall:

- 1. Attend PTO meetings;**
- 2. Serve as a member of the Executive Board;**
- 3. Preside over PTO meetings in the event that the President is unable to attend;**
- 4. Assume the office of the President, should the President be unable to complete his/her term;**
- 5. Serve as an authorized signatory on all PTO accounts, if assigned;**
- 6. Perform such other duties as assigned by the organization.**
- 7. Serve as event volunteer coordinator or delegate a member to do so;**
- 8. Every 2 years review and submit updated By-Laws for the membership to approve.**
- 9. Notify officers of their election and chairpersons of their appointments**

The Secretary shall:

- 1. Attend PTO meetings and record the official minutes including all expenditures;**
- 2. Distribute a summary of the minutes;**
- 3. Prepare a list of all unfinished business for the use of the president and send him/her a draft agenda;**
- 4. Place copies of the minutes of General Membership Meetings in the school office**
- 5. Serve as a member of the Executive Board;**
- 6. Send out notices of executive board meetings.**
- 7. Preside over PTO meetings in the event that the President and Vice President are unable to attend;**
- 8. Serve as an authorized signatory on all PTO accounts, if assigned;**
- 9. Keep a current, signed original set of the bylaws and standing rules;**
- 10. Conduct all necessary correspondence of the organization upon authorization of the President, Executive Board, or organization;**
- 11. Send thank you letters to all those who give a monetary donation over \$25 or delegate a member to do so;**
- 12. Act as custodian of records and other materials pertinent to the history of the organization. (for example, keep a copy of a newspaper article about the Cunha PTO.)**
- 13. Perform such other duties as assigned by the organization.**

The Director of Communications and Marketing shall:

- 1. Attend PTO meetings;**
- 2. Serve as member of Executive Board;**
- 3. Serve as an authorized signatory on all PTO accounts, if assigned;**
- 4. Think strategically about PTO communication channels to increase parental involvement;**
- 5. Create a consistent PTO “branding” to expand PTOs visibility within the Cunha community;**
- 6. Develop and maintain an overall PTO communication and marketing strategy;**
- 7. Promote the PTO’s mission to foster a sense of support, pride and enthusiasm among all members of the school community.**
- 8. Maintain the PTO website or delegate a member to do so;**
- 9. Submit PTO news monthly to the membership via school newsletter, PTO newsletter, School Loop, or some other format; or delegate a member to do so.**
- 10. Maintain an up-to-date membership list, including members’ email addresses if available, and provide the Volunteer coordinator with this list;**
- 11. Update and distribute the yearly PTO Information Packet after it has been proofread by the President and principal;**

The Bilingual Liaison shall:

- 1. Attend PTO meetings;**
- 2. Serve as member of Executive Board;**
- 3. Serve as an authorized signatory on all PTO accounts, if assigned;**
- 4. Serve as a liaison between the primarily English speaking Cunha PTO board and Cunha's Spanish speaking families as well as the greater Spanish speaking community;**
- 5. Attend, or have a designee attend, Cunha's ELAC meetings to share events, ideas, issues and/or concerns between the two bodies;**
- 6. May be called upon to translate written PTO documents from English to Spanish for distribution to Cunha families.**