



**Cunha Intermediate School Parent Teacher Organization (PTO)**

600 Church Street, Half Moon Bay, CA 94019

<https://cunha.schoolloop.com/pto>

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**Tax Identification Number 71-0909516**

Location	Date and	September 14, 2017 at 5:30 pm, Cunha School Library
Attendees		Mark Alfaro (PTO Vice President) Kelly Rogers (PTO Secretary) Kris Durham (PTO Treasurer) Jo Fry (Financial Secretary) Karen Hoffman (Database) Seth Feldman (Principal) Jean Kuznick (Vice Principal) Sven Gasser (Teacher) Jared Milhous (Teacher) Carrye DeMers (Teacher) Caroline Naito (Parent) Amy Broome (Parent) Lori Malhoit (Parent) Lynn McVey (Parent) Colleen Henney (Parent)
Minutes Taken by		Kelly Rogers
Attachments		Treasurer's Report
Absences		Michelle Spencer (PTO President)

**Introduction (Kris)**

- Meeting called to Order at 5:30 pm by Kris.
- Introductions of all attendees.
- Kris asks for review of June, 2017 meeting minutes. Kris motions to approve June minutes; Jo seconds. All in favor. Minutes approved.

**Admin Report (Seth and Jean)**

- There are eight new teachers - Ms Cox 6<sup>th</sup> & 8<sup>th</sup> ELD, Mr. Ekis 8<sup>th</sup> grade math, Mr. Evans ELD and Spanish, Ms Lynes PE, Ms. Magee Resource Specialist, Ms. Plumb science/coding, Mr. Robles ELA/SLA, and Ms. Martina Learning Center and Special Ed
- Departments Requesting Funding
  - 1<sup>st</sup> and 2<sup>nd</sup> year teachers want funding
  - Department heads want \$500 each
  - Seth wants \$1,000 for the 9 ELA/ELD teachers
  - Teachers have requested that electives be considered a department.
- Spirit Day – Seth said that Spirit Day was the “superbowl of leadership.”

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- Students have asked for patio umbrellas for 7<sup>th</sup> & 8<sup>th</sup> grade lunch areas for when it is sunny or rainy. They have no covered areas to sit. They would like seven or eight umbrellas. Seth suggested putting them with the benches. Some discussion was made of how industrial/sturdy they should be due to salt air and general wear and tear from the environment.
  - **Action Item** – Discuss at future PTO meetings
- Seth was asked about the status of Building C and how soon it would be usable. He stated that it depended on who you ask. The construction manager is guesstimating 2-3 years; whereas Seth feels it is more likely 3-5 years since the building is in litigation.

**PTO Business (Kris):**

- Update on Annual Giving Drive (Kris) – The fundraiser is doing well. Our goal is \$50,000.
  - **Note:** On 9/17/17, Kris informed the PTO Board via email that \$45k has been banked, \$4,200 has been pledged but not paid, and \$7,400 is expected in corporate matching, bringing our total over \$57,000. Therefore, we are not extending the AGD another week as we had stated we would during the 9/14/17 meeting.
- At end of last year, we had a net cash balance of \$3,700. These “extra” funds are being rolled into this year's budget.
  - Kris amended the 2017-18 budget by adding \$500 back into the Printing/Stamps line item. This was originally deleted as the Cunha office staff said they would make copies for PTO. However, at beginning of school year, the office was too busy and was unable to make copies. PTO paid for copies. We need to vote on this amended budget, however, PTO attendees want time to review the budget before approving. Vote was postponed until next meeting.
  - Kris gave her email of [bubbleandsweet@gmail.com](mailto:bubbleandsweet@gmail.com) to anyone who has questions about the budget.
  - Some of the budget items people expressed interest in were the following:
    - Amy Broome – discretionary fund – going to AVID?
    - Seth stated we are expanding Avid through SIPSA funding (\$59,000 = Title 1 \$19k and Title 3 (ELD kids) \$40k). \$20k will be used to purchase Avid Excel, a supplemental 3-year program used for long term English language learners to become college ready.
    - Is teacher supply closet (\$1,000) necessary or do teachers want to roll these funds into Classroom Supplies? Ms. DeMers said supply closet is used by teachers and would be missed. Myra maintains the Supply Closet.
      - **Kris Action Item** – To ask Myra what is stocked in Supply Closet and who uses it.
    - Angel Fund is scholarship money for field trips like Outdoor Ed, Washington DC, Honor Roll field trips.
    - Staff & student recognition – pizza money, PBIS
- Vote on the basketball hoops funding increase
  - The PTO is purchasing portable basketball hoops to use in the new gym and on the tennis courts at lunch time. These were voted on and approved at a prior PTO meeting. However, the quote for the shipping was \$400 more than expected pushing the total cost from \$4,100 to \$4,500. Using a portion of the \$3,700 net revenue from last fiscal year, Kris requests a motion. Caroline Naito motions to approve the \$400 of additional shipping costs. Mark seconds the motion. All in favor. Motion passes.
    - **Kris Action Item** - Add \$400 additional funds to line item for basketball hoops

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- Need Bilingual Liaison – Michelle, who was unable to attend the meeting, has a lead for the Bilingual Liaison position. This position attends both the PTO and ELAC meetings and liaisons between the two groups.
- Back to School Night – Agreed to address this topic at next meeting.
- Ideas for Better Communication – The topic for more open, consistent, reliable communication with all of our constituents: parents, teachers and administration was briefly mentioned. Anyone with ideas were instructed to be email to Michelle at [michelle3spencer@yahoo.com](mailto:michelle3spencer@yahoo.com). This topic will be discussed in more detail at next meeting.

**Other Business: 10 minutes**

- Jared Milhous mentioned the Friends of Fitzgerald Preserve will fund a fieldtrip for all nine 7th grade science classes on May 21 (100 students), May 22 (100 students), and May 23 (80 students). Buses are being compensated from Friends of Fitzgerald coordinated through the district. This is a nice addition for the 7<sup>th</sup> graders as the 6<sup>th</sup> grade has Outdoor Ed and the 8<sup>th</sup> grade has the Science Fair. As always, need parent chaperones.
  - **Karen Action Item** – Will coordinate with Jared for which dates each 7<sup>th</sup> grade class will attend the fieldtrip so parents can volunteer on day their child is attending (if they so desire) and then post information on schoolloop.
- Jean requested Back to School Night be moved to a Wednesday as next day is late start.
  - **Michelle Action Item** – Via email, Michelle agreed to email Jean about changing days.
- Caroline wanted to know where to store the dance equipment such as cameras and printers for safekeeping. It was suggested they be stored in the mat room or in the empty office.
  - **Action Item** – Determine location for dance cameras/printers.
- Seth had a presentation at Moonridge and had parents from the following schools attend: Farallone View 7-8, Cunha 30, HMBHS 2. It was well received and he was able to provide answers to a list of questions from 6<sup>th</sup> grade parents within a few days. There is an ELAC meeting next week and Seth requested a PTO representative to go to ELAC meeting.
  - **Action Item** – PTO Board member attend ELAC meeting on Sept 19 at 6 pm in Cunha Library. No-one has yet volunteered.
- There was some discussion as to why we have two teacher appreciation lunches, one for PTO and one for ELAC. Some discussion was had as to whether these should be combined and more collaborative.
  - **Action Item Michelle** – Put on agenda to discuss at future PTO meeting.
- School Site Council has two openings, and Seth asked if anyone from PTO would be interested in joining. The meetings are the same days as PTO meetings but at 3:30 pm (School Board meeting is on same days but at 7:00 pm). The School Site Council is primarily responsible for approving the budget for the Title 1 & Title 3 funds. Ms. Angst is the chair and there are two students, Cameron Lane and Phillip Carrig, on the council.
- Karen wants to personally connect with the heads of all the committees (ELAC, book fair, dance, etc). Seth stated that Miss Isabel Preciada (sp??) can translate all Karen's communications into Spanish.

**Adjourn (Kris) – 2 minutes**

- Meeting adjourned at 6:31.
- Next PTO Board meeting at 5:30 pm on October 12, 2017 in the Cunha Library.

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<b>Assigned</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due Date</b>
9/14/17	Ask Myra about Supply closet.	Kris	10/12/17
9/14/17	Add \$400 to line item for basketball hoops	Kris	10/12/17
9/14/17	Will coordinate with Jared about volunteers for 7 <sup>th</sup> grade fieldtrip to Fitzgerald and post on schoolloop.	Karen	??
9/14/17	Via email, Michelle agreed to email Jean about changing dates for next year's Back to School Night.	Michelle	10/12/17
9/14/17	Determine location for dance cameras/printers.	??	10/12/17
9/14/17	PTO Board member attend ELAC meeting on Sept 19 at 6 pm in Cunha Library. No-one has yet volunteered.	??	9/19/17
9/14/17	Discuss at future PTO meetings the possibility of umbrellas in 7 <sup>th</sup> and 8 <sup>th</sup> grade lunch areas	PTO Board	10/12/17
9/14/17	Put on agenda to discuss at future PTO meeting combining PTO & ELAC luncheons	Michelle	10/12/17

**PTO Meeting Schedule**

*Second Thursday of each month at 5:30 pm in the Cunha Library (with the following exceptions)*

September 14	February 8
October 12	March 8
November 9	April 12
December 14	May 10
January 11	June 7 (this is the 1 <sup>st</sup> Thursday due to end of year on 2 <sup>nd</sup> Thursday)

**Important Dates**

6th Grade Orientation - August 17, 2017 9 am

Back to School night - September 7, 2017 6pm

Outdoor Education 6th graders - October 23-27, 2017

Dances 6:30-9:00pm – 10/20/17, 12/8/17, 2/9/18; 7-9:30 pm - 4/13/18, 6/8/18

ELAC meetings 6:00pm at Cunha Library - Sept 19, 2017, Nov 28, 2017, March 13, 2018, April 24, 2018

Annual Giving Drive - September 15, 2017

Honor Roll Field Trip – November 29 ??, 2017 and April ???

Book Fair - October 30-November 3, 2017 and May ??

Teacher Appreciation Luncheon - December 7, 2017 and May ???, 2018

ELAC Appreciation Luncheon – December 14, 2017

Science Fair - January 16-19, 2018

Washington DC Trip 8th graders - February 19-23, 2018

5th grade parent night - ?? 6pm

Open House - May 17, 2018, 6pm

Superbowl Trip – TBD

Promotion - June 13, 2018, 6pm

Last Day of School/8th grade field trip - June 14, 2018

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