



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

600 Church Street, Half Moon Bay, CA 94019

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

[CunhaPTO@gmail.com](mailto:CunhaPTO@gmail.com)

**Tax Identification Number 71-0909516**

Date and Location	October 12, 2017, 5:30 pm, Cunha Intermediate Library
Attendees	Michelle Spencer (PTO 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) Nicole Higaki (Teacher) Michele Oldman (Teacher) Lynn McVey (Parent)
Minutes Taken by	Kelly Rogers
Attachments	Treasurer's Report
Absences	Mark Alfaro (PTO Vice President)

**Introduction (Michelle)**

- Michelle calls meeting to order at 5:31 pm.
- Michelle asks for review of September, 2017 meeting minutes. Michelle motions to approve September minutes, Karen Hoffman seconds. All in favor. Minutes approved.

**Admin Report (Seth and Jean)**

- Jean: Parent/Teacher Conferences coming soon on Tues Oct 31. Some parents will get higher priority for conferences and then open window for all parents to sign up for conferences. Sign ups go live Friday 27<sup>th</sup> and conferences start Tues Oct 31<sup>st</sup>.
  - Seth: Met with School Site Counsel and want to make conferences next year later in the Fall sometime in mid-November. The current conference timeframes have an impact on both students and teachers due to their proximity to 6<sup>th</sup> Grade Outdoor Ed.
- Moving Back to School Night to the end of September for next year. This will give the administration time to get ready and have all materials translated into Spanish.
- Challenge Day (which has character building exercises) has been scheduled in February.
- The first dance is Oct 20<sup>th</sup>. Kids might "earn an exclusion" to the dance if they have too many tardies or trips to Ms. Kuznick's office. Tardies apply to all classes not just first period.
- Seth mentioned that with the construction of the new library, there will be major changes to the flow of traffic. The changes will be occurring in mid Nov or early Dec. Correas Street will be closed through June, 2018. The school, with approval from HMB City Council, will be reducing parking along Church street and creating a protected two-way bike lane. The Sheriff's department will start ticketing cars that fail to stop at the stop sign on Kelly/Church. Cunha will be installing new bike racks and have alternate entries into the school during construction.



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### PTO Business (Michelle):

- Teacher Representative for the PTO Board
  - Sven Gasser will be coordinating who will be attending the PTO meetings.
  - Nicole Higake was present for Language Arts
  - Michelle Oldman was present for the Math Department
- Review calendar / upcoming events (see list below)
  - 1<sup>st</sup> Dance will be Friday Oct 20<sup>th</sup>.
    - Lynn: Need more food – some parents don't know they should bring food.
      - **Action Item** – Jean to add this to the morning announcements
    - Parent volunteer or leadership kids could wait by the curb on Kelly Street and shuttle food up to the gym.
      - **Action Item** – Karen to talk to Mr. Cox or Jon
    - Sign up genius currently only being sent to 150 volunteers, but it could go to whole parent body requesting food.
      - **Action Item** – Karen to talk to Jon about publishing the Sign Up Genius on school loop via Jean if he is short dance food and chaperones.
- Resolution of Action Items from last meeting:
  - Karen working with Jared Milhous about volunteers for 7th grade fieldtrip to Fitzgerald and post on schoolloop.
  - Jean found a location for dance cameras/printers.
  - Michelle will attend ELAC meetings.
  - Karen working with Kristen O'Brien about the possibility of combining PTO & ELAC luncheons.

### Treasurer's Report (Kris)

- 2017-18 Budget
  - Only change from budget submitted in June was putting \$500 printing cost back in budget.
  - Kris spoke to Myra regarding the supply closet. Myra wasn't aware of amount in budget that's why she didn't spend it all, but she said the supply closet is useful and necessary.
  - Kris moves to have the 2017-18 budget approved. Michelle seconds. All in favor. Budget approved.
- Kris mentioned there will be extra funds to distribute as the Annual Giving Drive was very successful. We can discuss future spending at another time. Please submit any ideas/proposals to Kris.
  - Michele Oldman mentioned the bus prices for Expanding Horizons went up to \$1,200.
  - Michele submitted a proposal to fund a math conference for various teachers.
    - **Action Item** – Kris to review extra funds to see how much could be funded.
- Inflatables day has been scheduled for the Thursday before the Veteran's Day Holiday which is November 9, 2017. All students will enjoy the hotdogs and inflatables during their PE classes. We are going to need people to monitor kids
  - **Action Item** – Karen to provide to Michelle email addresses of parents who signed up to be notified of any volunteer opportunities.
  - **Action Item** - Michelle to give Jean text about Inflatable Day and need for volunteers to publish on school loop.
  - All participating students will need signed waivers
    - **Action item** – Michelle to obtain waiver from inflatable company
    - **Action item** -- Seth to obtain waiver from the school district



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- **Action Item** – Michelle to determine which waiver to use
- **Action item** – Distribute waiver to students by ??
- **Action Item** – Collect all waivers and separate by PE class.

### Other Business:

- Sven Gasser – Len from Learning Tech approached Sven about doing an 8-week after school Maker/coding class. Len already has a grant and he wants to use the resources in the Maker Space. They are targeting starting this after winter break (January-ish)
- Seth is interested in getting grants for the following three programs:
  - #1 Sole Shop – which is a three-pronged approach for social and emotional learning: for parents (how to talk to teenagers), for teenagers and for teachers. It advocates student run peer mediation for their own issues.
    - **Action item** – Seth to send email to Michelle about the specifics of this program.
  - #2 Web – A year long program run by counselors.
  - #3 PK Institute – National program on parenting
- Karen mentioned the new reading specialist, Judith Magee, has experience writing grants.
  - Michele Oldman mentioned a parent, Gizette (sp?), of a former student, Haillie S (??), also has experience writing grants. **Action Item:** Sven Gasser to get Gizette's contact info.
- Lynn McVey expressed her safety issues concerns about a food fight which occurred today in new gym at lunch. The students were on a “rainy day schedule” due to the poor air quality resulting from the devastating North Bay fires. There were approximately 450 students in the gym with four adult supervisors.
  - After lunchtime, Seth went to each classroom to discuss situation in the gym. He challenged students to make good with the four adults who were in the room.
  - Will try something new tomorrow and evaluate the outcome.

### Adjourn (Michelle)

- Meeting adjourned at 6:37 pm
- Next PTO meeting Board meeting at 5:30 pm on November 9, 2017 in the Cunha library.

Assigned	Action	Responsibility	Due Date
10/12/17	Jean to add mention food donations for the dances during the morning announcements	Jean	10/20/17
10/12/17	Karen to talk to Mr. Cox about leadership kids shuttling food from Kelly Street curb to the gym on dance nights. If not, then coordinate with Jon about getting a parent volunteer.	Karen	10/20/17
10/12/17	Karen to talk to Jon about publishing the Sign Up Genius on school loop via Jean if he is short dance food and chaperones.	Karen	10/20/17
10/12/17	Kris to review extra funds to see how much could be funded for math conference for various teachers. Due to date of conference, this may be handled via email.	Kris	11/9/17



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10/12/17	Kris to review extra funds to determine if we can pay for increased bus fee for Expanding Horizons.	Kris	11/9/17
10/12/17	Karen to provide to Michelle email addresses of parents who wanted notification of any volunteer opportunities.	Karen	11/9/17
10/12/17	Michelle to give Jean text about Inflatable Day and need for volunteers to publish on school loop.	Michelle	11/9/17
10/12/17	Michelle to obtain waiver from inflatable company.	Michelle	11/9/17
10/12/17	Seth to obtain waiver from the school district for inflatable day.	Seth	11/9/17
10/12/17	Determine which waiver to use	Michelle	??
10/12/17	Distribute waivers to students by ?? (who?)	Michelle	??
10/12/17	Collect all waivers and separate by PE class.	Michelle	11/9/17
10/12/17	Seth to send email to Michelle about the specifics of the Sole, Web and PK programs.	Seth	11/9/17
10/12/17	Sven to get Gizette's contact info to Michele Oldman for possible grant writing.	Sven Gasser	11/9/17

**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 27-Nov 3, 2017 (Oct. 26 set up and teacher preview) 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