



## 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	November 9, 2017, 5:30 pm, Cunha Intermediate Library
Attendees	Michelle Spencer (PTO President) Mark Alfaro (PTO Vice President) Kelly Rogers (PTO Secretary) Kris Durham (PTO Treasurer) Karen Hoffman (Database) Seth Feldman (Principal) Lynn Cox (Teacher, Language Arts) Sven Gasser (Teacher, Math) Sierra Plumb (Teacher, Wheel -Computer Science) Jared Milhous (Teacher, Science) Corrine Bucher (Parent) Lynn McVey (Parent)
Minutes Taken by	Kelly Rogers
Attachments	Treasurer's Report
Absences	Jo Fry (Financial Secretary) Jean Kuznick (Vice Principal)

### Introduction (Michelle)

- Michelle calls meeting to order at 5:28 pm.
- Michelle asks for review of October, 2017 meeting minutes. Michelle motions to approve October minutes, Kris seconds. All in favor. Minutes approved.

### Admin Report (Seth)

- Sam Trans Bus #18 is changing its timetable to pick up at each stop nine minutes earlier starting Monday Nov 13<sup>th</sup>.
- Due to the closing of Miramontes Street during the HMB Library construction, the police are now monitoring the stop sign at Kelly and Church Street and handing out tickets to those who do not stop at the stop sign (at Seth's request). Along Church Street in front of the school, the curbs are being painted. The red zone is now white and the white zone is now red. Coming soon will be a 2-way bike lane. The gate entry on Kelly Street is now open at 7:30 a.m.
- iReady for immersion for ELD is here. Training with the teachers happened this week. Passwords active today. Some teachers are starting before and others after break.
  - District is so impressed with this system that they agree to adopt it district-wide.
- Avid Excel training has started. ELD will now be called Avid Excel. Students will be pulled out of their reading class and zero period will be eliminated (next year?).
- 7<sup>th</sup> Grade B Girls Volleyball Team beat Ralston and took the championship!!
- It has been approved that the 8<sup>th</sup> grade basketball teams for girls and boys will be going to tournament (far away) on a Friday. May be both A and B teams – depends on the district availability of teams.
- The 6<sup>th</sup> grade Outdoor Ed went well. Seth wants to partner with PTO and UC Berkeley or SF State for a one-day Outdoor Ed for the 7<sup>th</sup> graders. Cal has high ropes courses, rowing, and canoeing; SF State has both high and low ropes courses and team building. Cost per student is reasonable, but need funding for faculty stipends, substitutes, and buses.
  - **Action Item** – Michelle and Seth to meet about funding



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- Myra Rodriguez is leaving Cunha and taking a job at the district office. Her last day :( is Tuesday Susy McCormack is replacing her.
  - **Action Item** – Michelle or Kris to get her a card and gift.
- Joy Dardenelle recently lost her mom.
  - **Action Item** -- Michelle or Kris to get her a card.

### PTO Business (Michelle):

- Calendar Items
  - Michelle is going to ELAC meetings
  - Last dance – Food reminders helped, but food donations tends to drop off after 1<sup>st</sup> dance.
    - **Action Item** – Lynn McVey to remind Jean about putting food reminders in announcements before the next dance.
    - Kids complained about the substitute DJ at last dance. A new one was requested.
      - **Action Item** – Michelle to chose a different DJ from our list (if regular DJ is unavailable)
  - Book Fair was successful
  - Luncheons are being handled by Kristin O'Brien and Melissa McGuirk. We are not combining ELAC and PTO luncheons but they will be held during Teacher Appreciation Week.
- Inflatables Day – Went well but we will chose a different activity next year. Pizza (instead of hotdogs) was well received. Kids enjoyed having two slices each. Seth mentioned leadership kids did an amazing job with pizza distribution.

### Treasurer's Report (Kris)

- On October 18, via email, Kris sent out three motions for consideration:
  - 1<sup>st</sup> Motion: We divide the \$4,500 in Professional Development funds three ways, between the Math, Science, and Language Arts Departments (each department be given \$1,500) and let them bring us ideas as to how they want to spend their money. We had a quorum of five ayes. Motion passed.
  - 2<sup>nd</sup> Motion: We divide the \$3,500 in Substitute funds three ways between the Math, Science and Language Arts department (each department would be given \$1,167) to use for substitute teachers to allow the teachers to attend any Professional Development type programs. We had a quorum of five ayes. Motion passed.
  - 3<sup>rd</sup> Motion: To approve Ms. Oldman's request for a math conference at Asilomar (which she needs to register by October 20<sup>th</sup>) using the math department's \$1,500 allotment. We had a quorum of five ayes. Motion passed.
- Kris distributed a spreadsheet for additional "asks" from the Math, Science/Makers and Language Arts Departments for the extra \$5,000 in funds above what was approved in the budget. All but \$209 was requested.
  - Seth asked that we not fund anything as he would like to pay for Social and Emotional Learning (SEL) this year instead. After some discussion, he agreed to revisit this in May with a funding request for SEL for next year.
  - Kris mentioned there is still money coming in. We are expecting another \$3,000 from corporate matching donations.
  - Kris motions to approve all the expense requests on the spreadsheet. Michelle seconds. All in favor. Motion approved.
  - Language Arts (Lynn Cox) brought a request for funding from the Language Arts Department. Kris will review it and discuss at next meeting. Kris needs to see if there is already money in the budget to cover these expenses.



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### Other Business:

- Cabrillo Education Fund (CEF) – Corrine Bucher, CEF President is meeting with all PTOs in the district in an attempt to foster more collaboration between PTOs and CEF.
  - CEF is looking to fund district-wide programs
  - Corrine mentioned that HMBHS is also interested in SEL. It is one of the Local Control and Accountability Plan's (LCAP) top priorities. Since this is a priority for Cunha, she stated that there is a possibility could be funded through CEF.
    - Reference this webpage for more information about LCAP objectives:  
<http://downloads.capta.org/edu/e-school-finance/LCAP.pdf>
  - CEF meets in November of each school year with the Cabrillo School District personnel (e.g. Jane Yuster, Superintendent) and school principals to discuss their needs and strategize priorities. The information is then taken back to the CEF board to vote on it.
    - **Action Item** - Kris and Michelle to talk to CEF around March to determine what CEF is funding to help Cunha PTO better plan our budget in May.
  - Areas CEF funded in 2017-18 School Year
    - AVID expanded to 6<sup>th</sup> and 12<sup>th</sup> grades.
    - Awarded innovation grants to Cunha
    - Funding literacy in elementary schools and computer science in elementary and HS
    - Wrote Big Lift grant.
      - See this website for more information: <http://www.thebiglift.org/#home-01>
    - CEF is looking into funding a mentoring program for students while in college
  - Most of CEF funding comes from parent donors and now they are trying to get funding from over-the-hill companies.
- HMBHS Open House
  - Kelly mentioned the notification for this event was late and the Open House was not well attended (maybe 50-60 parents). This was an informative evening and provided much useful information for parents and students.
  - Kelly expressed the concern that students will only be given a week in January to decide which classes they wish to take their 1<sup>st</sup> semester of their freshman year. Seth mentioned class choices are fairly well set with only one elective and one language class to choose. However, the students do need to decide between regular classes, Advanced and AP courses.
  - Cunha staff has concerns about the timing (January) of testing for high school placement of Cunha students before they have finished their course year.
    - HMBHS needs testing done early for its master scheduling
  - **Action Item** – Michelle and Kelly to Plan an Education Parent Night with counselors and HMBHS Principal John Naser.
  - In March, Seth is planning an 8<sup>th</sup> grade countdown night.
- Sierra recommended something be planned for those students who don't go to Outdoor Ed.
  - **Action Item** – Michelle to follow up to Sierra

### Adjourn (Michelle)

- Meeting adjourned at 6:27 pm
- Next PTO meeting Board meeting at 5:30 pm on December 14, 2017 in the Cunha library.



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Assigned	Action	Responsibility	Due Date
11/9/17	Cards for Myra who is leaving on Tuesday and Joy who lost her mother	Michelle & Kris	11/13/17
10/12/17	Jared to get Gizette's contact info from Michele Oldman for possible grant writing.	Jared Milhous	12/4/17
11/9/17	Meet with Seth for funding the 1-day 7 <sup>th</sup> grade Outdoor Ed	Michelle & Kris	12/4/17
11/9/17	Lynn McVey remind Jean about putting food requests in announcements before the next dance.	Lynn McVey	12/8/17
11/9/17	Chose a new DJ from our list (if regular DJ is unavailable)	Michelle	12/8/17
11/9/17	Plan an Education Parent Night with counselors and HMBHS Principal John Naser.	Michelle & Kelly	12/14/17
11/9/17	Meet with Sierra to plan something for students who don't go to Outdoor Ed.	Michelle	3/1/18
11/9/17	Talk to CEF in March to determine what CEF is funding to help Cunha PTO to better plan our budget in May.	Michelle & Kris	3/1/18

**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