



Cunha Intermediate School Parent Teacher Organization (PTO)

600 Church Street, Half Moon Bay, CA 94019

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

CunhaPTO@gmail.com

Tax Identification Number 71-0909516

Date and Location	December 14, 2017, 5:30 pm, Cunha Intermediate Library
Attendees	Michelle Spencer (PTO President) Kelly Rogers (PTO Secretary) Jo Fry (Financial Secretary) Kris Durham (PTO Treasurer) Seth Feldman (Principal) Jean Kuznick (Vice Principal) Shawna McCartney (7 th Grade English Teacher)
Minutes Taken by	Kelly Rogers
Attachments	Treasurer's Report
Absences	Mark Alfaro (PTO Vice President) Karen Hoffman (Database)

Introduction (Michelle)

- Michelle calls meeting to order at 5:32 pm.

Admin Report (Seth)

- Sickness has hit the school. School had 130 kids absent yesterday but only 70 today.
- New Special Education Teacher starts in January. Seth will put together a Welcome to Cunha packet.
- School had five buses go to the Exploratorium for Honor Roll Fieldtrip. Will need six for the Spring trip.
- "C" building plans delivered to State – awaiting approval.
- Seth is calendaring a variety of tests:
 - Spanish Placement day – Jan 10th
 - Math 8 – January (during school hours)
 - ELPAC – late Feb
 - 8th grade science test – Early April
 - State assessment test, Caasst – late May.
- Three more dances – Last dance did not use the fans – sitting in a closet
 - Action Item** – Michelle to talk to Jon about setting up fans for each dance.
- Seth creates a Q&A video each week – The Q's range from serious to funny.
- Cunha is in last place for completing parent surveys.
 - Action Item** – Seth/Michelle: Set up 30 computers in Event Center during Back-to-School Night to allow parents to complete Parent Surveys that evening.
- PTO luncheon was fantastic – teachers felt appreciated
 - Action Item** – Thank you card for Kristen O'Brien and Melissa McGuirk. Perhaps each teacher could jot a little note about what they liked/appreciated about this luncheon and how it was different (\$20 bill for each teacher).

PTO Business (Michelle):

- Action Item Follow Up from Prior Meetings:
 - Great food items at the dance. – Seth said to watch this week's video about the dance.
 - Everyone was happy with the new DJ. He was given a play list.
 - The high school does not want us to plan a separate education night for Cunha parents. They will take care of everything in January.
 - Michelle delivered an orchid and a card to Joy Dardenelle in sympathy for her mother who passed in November. Kris delivered an Amazon gift certificate and a Freida Kahlo calendar to Mayra Rodriguez on her last day at Cunha.



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Treasurer's Report (Kris)

- Teacher Classroom Funds - \$4,770 is allotted for this line item. Kris wants to know how to allocate the funds to teachers and how to physically get the money to them. Kris showed us a huge folder with all the receipts/funding requests from last year.
 - Seth recommended we simply divide the total equally among all teachers. Jean confirmed the number is 37 teachers (does not include counselors or admin staff). This equates to \$128.91 per teacher. We decided to issue \$100 per teacher and hold back the remaining \$1,070 at this time.
 - To reduce the administrative overhead on PTO, Kris will issue one check to Cunha Intermediate School for \$3,700 (37 x \$100) and Suzanne will cut checks to the teachers. Teachers must submit receipts for money.
 - **Action Item:** Kris to cut check for \$3,700 to Cunha Intermediate School for Teacher Classroom Funds.
- Kris moves to approve additional asks from English Department (Lynn Cox) from last meeting. Michelle seconds. All in favor. Motion approved.
 - Holocaust Survivor Speaker --\$200
 - Lucy Calkins Writing Curriculum Sets (2) for 6th Grade - \$350
 - Cox Classroom Library - \$100
- Kris distributed a Thank You Card for all to sign for the Andrasic family who donated \$5,000.
- Kris distributed a color coded budget – Colored items were areas where she has not heard from anyone about spending these funds.
 - Seth mentioned we got a \$1,000 grant to buy 100 TI 84 calculators and physics graphing stuff as well as a \$10k grant for maker space.
- Shawna McCartney inquired about putting a giving tree / wish list on the website for each teacher.
- Kris wants to put a letter in each teacher's box to explain our budget process (to be more inclusive). However, Seth wants PTO to fund bigger things rather than nickel and dime items (e.g. SEL, 1-day for 7th grade Outdoor Ed, etc.)
 - **Action Item:** We all agreed to meet on Dec 22, 2017 at 8:45 am in the library to start the conversation about restructuring what/how PTO funds. Kelly to bring donuts. :)
- **Action Item:** Seth to submit Brain Pop invoice to Kris
- Seth met with Corrine Bucher and CEF. CEF is working on a plan for what they want to fund. They are primarily focusing on big, strategic district initiatives.

Other Business:

- Kelly brought up the issue of three 8th grade basketball teams having away games on the night of the 8th Grade Science Fair so that these students can't attend their own Science Fair. Not to mention the three 7th grade teams that also have away games the evening of Jan 18th.
 - Seth said we will undoubtedly have fewer teams next year as the coaching stipends are being cut. There may only be A teams for 7th and 8th grades, but Seth is insisting on A/B for 6th grades.
 - It was mentioned that we could possibly move the Science Fair during 6th Grade BB, but there was some concern about entry deadlines for district, county, and state fair competitions.
 - The idea of moving to a new league was mentioned.

Adjourn (Michelle)

- Meeting adjourned at 6:25 pm
- Next PTO meeting Board meeting at 5:30 pm on January 11, 2018 in the Cunha library.



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Assigned	Action	Responsibility	Due Date
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 th grade Outdoor Ed	Michelle & Kris	12/22/17
11/9/17	Meet with Sierra Plumb 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
12/14/17	Need to approve PTO minutes for October, 2017	Michelle	1/11/18
12/14/17	Michelle to talk to Jon about setting up fans for dances.	Michelle	2/9/18
12/14/17	Set up 30 computers in Event Center during Back-to-School Night to allow parents to complete Parent Surveys.	Seth/Michelle	9/1/18
12/14/17	Kris to cut check for \$3,700 to Cunha Intermediate School for Teacher Classroom Funds.	Kris	1/11/18
12/14/17	Meet in the library to start the conversation about restructuring what/how PTO funds. Kelly to bring donuts.	Seth, Michelle, Kris, Kelly & Jo	12/22/17 8:45
12/14/17	Seth to submit Brain Pop invoice to Kris	Seth	1/11/18
12/14/17	Thank you card for Kristen O'Brien and Melissa McGuirk for Teacher Appreciation Luncheon.	Seth/Jean	1/11/18

PTO Meeting Schedule

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

January 11 March 8 May 10
 February 8 April 12 June 7 (Is the 1st Thursday due to end of year on 2nd Thursday)

Important Dates

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
 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