



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

PTO MEETING MINUTES

Date and Location	February 8, 2018 5:30 pm, Cunha Intermediate Library
Attendees	Michelle Spencer (PTO President) Mark Alfaro (PTO Vice President) Kelly Rogers (PTO Secretary) Jo Fry (Financial Secretary) Kris Durham (PTO Treasurer) Karen Hoffman (Database) Seth Feldman (Principal) Jean Kuznik (Vice Principal) Sven Gasser (Math/Shop Teacher) Carrye DeMers (English Teacher)
Minutes Taken by	Kelly Rogers

Introduction (Michelle)

- Michelle calls meeting to order at 5:35 pm.
- Michelle asks for review of January, 2018 meeting minutes. Michelle motions to approve January minutes, Kris seconds. All in favor. Minutes approved.

Admin Report (Seth)

- On Feb 1st, there were two 5th Grade parents nights. Both went very well. Leadership kids did awesome job.
 - 60 parents attended the one conducted all in Spanish.
- There were numerous reports of safety issues regarding the students crossing Kelly St in front of the Event Center, at the crosswalk at Miramontes/Church and near the library construction site.
 - Some are adult issues, like running stop sign or not yielding at the Event Center crosswalk.
 - Some are student issues like walking across Kelly St by the Senior Thrift Store (no crosswalk) or walking past "Do Not Enter" signs on Correas where the library construction is happening.
 - Another issue is students crossing the street to purchase items from Lupe's cart.
 - Steps taken to increase safety:
 - Seth met with Safe Routes to School. Carlene is awesome!! She is working with the city to make some improvements.
 - The new HMB City Manager was onsite Thursday and Friday to assess the situation.
 - Requested no construction trucks arriving on Correas St. from 7:30-8:30 am.
 - Seth has asked the Sheriff to come twice a week at stop sign on Church & Kelly and ticket anyone who runs the stop sign.
 - **Action Item:** Michelle to contact the Sheriff to get more patrols between 8:15 to 8:30 and 3:05-3:20.
 - Mark suggested a Sheriff volunteer could potentially help. This worked at Farallone View.
 - Seth has been informing students that once they are dropped off the bus, they are technically "at school" and therefore cannot leave the campus (to walk over the the gas station market).
 - Seth discovered a rule that no-one is allowed to sell anything within 300 feet of the school. If we ask Lupe to move, students will still have to cross street to get to her cart. So can either ask her to sell on Church Street in front of school or over in front of the skate park.



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- Declining Enrollment – starting next year, and projected to last at least four years, there will be 60 fewer 6th incoming graders. Implications for fundraising efforts and restructuring of which courses to offer.
 - Will not offer *Intro to Spanish* to 6th graders as this is the same as *Spanish I* offered to 7th graders.
 - *Intro to French* will be offered in 7th grade.
 - *Study Hall* will be offered to all grades as an elective option (pass/fail class – no grade)
 - Seth queried 20 random students with A's and F's. Most said they were stressed out and had no place or time to do homework.
 - Will be taught by credentialed teacher
 - Students can come in and out of this course and use it for support (not a punishment). Can help when students have projects like Historical Figure, Science Fair, Tomb projects, Endangered Species, etc.
 - Will be part of wheel rotation in 6th, can take for a quarter in 7th and a semester in 8th. Depending on which electives chosen (like cooking, art, computer science), 8th graders might be able to take it for a quarter.
 - Class Restructuring Priorities:
 - Align all ELD classes so can transition from one level and another.
 - Math classes will be a little smaller as they are introducing a new pilot program
 - Revamp electives – as noted above
 - Rework ELD – adding Avid excel, replace ELD 4-5

PTO Business (Michelle):

- Calendar Items
 - Feb 9 – next dance
 - Feb 15th – Spaghetti Feed fundraising for athletics
 - Feb 28th Challenge Day
 - April 25 Weds Honor Roll Field – Chabot Space Science Center
 - May 21, 22, 23 7th grade fieldtrip to Fitzgerald
- Action Item Follow Up from Prior Meetings:
 - Michelle to meet with Seth for funding the 1-day 7th grade Outdoor Ed – done.
 - Michelle to talk to CEF (Amy Broome) in March to determine what CEF is funding to help PTO to better plan our budget in May. Meeting scheduled.
 - Set up 30 computers in Event Center during Back-to-School Night to allow parents to complete Parent Surveys. – This action item has been tabled for now.
 - Get t-shirts to all PTO members before Science Fair – former t-shirts are no longer available. Sven volunteered to have his Maker students design a t-shirt for us!!

Treasurer's Report (Kris)

- Kris wants to get teacher feedback on specific budget items like: Supplies Closet, \$100 for each teacher and professional development.
 - **Action Item:** Kris will create a survey (using Survey Monkey)
- Need additional Budget Restructuring meetings so Kris can present a proposed budget for 2018-19 school year at March PTO meeting (although she won't be at next meeting).
 - Scheduled for Feb 16th at 8:45 am after drop off in the Cunha Library.
 - Will flesh out questions for teacher survey at this meeting too.
 - Scheduled March 2nd at 8:45 am after drop off to review budget before the March meeting.
- Recently received an additional \$4,600 in corporate matching! Potential sources for this money:
 - Common Core Social Studies conference \$5,000 (joint effort between PTO and Cunha)
 - Gizmo for Science Department \$3,200



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- o CPM Toolkits for math department \$2,000
- o English/Special Ed pilot for two teachers \$750

Other Business:

- Sven said laser printer he ordered 1-1/2 year ago has finally shipped!
- Board of Education meeting tonight – Cunha students will be recognized for Science Fair achievements
 - o Kris noted the PTO awards \$100 get each student who advances to the State Science Fair.
- Seth requested that we do a *Welcome to PTO* video in June to be shown in August at registration.
 - o **Action Item:** Create Video.
 - o We'll wear our newly made PTO shirts created by the Maker students!
 - o Recruit new members onto the PTO board as at least four of us will have graduating 8th graders next year.
 - o Mark Alfaro to create a monthly PTO video next year.

Adjourn (Michelle)

- Meeting adjourned at 7:30 pm
- Next PTO meeting Board meeting at 5:30 pm on March 8, 2018 in the Cunha library.

Assigned	Action	Responsibility	Due Date
11/9/17	Meet with Sierra Plumb to plan something for students who don't go to Outdoor Ed.	Michelle	3/8/18
1/11/18	Talk to HS about EC buzzer volume.	Marc	3/8/18
2/8/18	Contact Sheriff to get more patrols between 8:15-8:30 and 3:05-3:20.	Michelle	3/8/18
2/8/18	Maker students to design a PTO t-shirt	Sven Gasser	4/12/18
2/8/18	Create Survey Monkey for teacher expenditures	Kris	2/16/18
2/8/18	Create <i>Welcome to PTO</i> Video	Michelle	6/7/18

PTO Meeting Schedule

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

March 8

May 10

April 12

June 7 (this is the 1st Thursday due to end of year on 2nd Thursday)

Important Dates

Dances 6:30-9:00pm 2/9/18; 7-9:30 pm 4/13/18, 6/8/18

ELAC meetings 6:00pm at Cunha Library - March 13, 2018, April 24, 2018

Honor Roll Field Trip – April 25, 2018

Book Fair - May ??

Teacher Appreciation Luncheon - May ???, 2018

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

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