



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	March 22, 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) Seth Feldman (Principal) Lisa Longaker (Teacher – Home Ec and PE) Yulanda Au (Teacher – Math) Lynn McVey (Parent) Sophia Layne (School Board Vice President)
Minutes Taken by	Kelly Rogers
Absences	Jean Kuznik (Vice Principal), Karen Hoffman (Database)

Introduction (Michelle)

- Michelle calls meeting to order at 5:34 pm.
- Michelle asks for review of February, 2018 meeting minutes. Michelle motions to approve February, 2018 minutes, Kris Fry seconds. All in favor. Minutes approved.

Review of Online PTO Discussions and Votes

The PTO has approximately \$40,000 which has not been spent this year. \$20,000 is earmarked for budgeted items to be funded in the coming months. Another \$20,000 is either windfall from additional revenue (mostly corporate matching) or budgeted items which no longer need to be funded. For the sake of expediency, the PTO discussed, via email, several ways for spending these funds.

- Utilizing a Board Quorum (4 of 6 PTO members), as we were allocating excess funds, we voted and approved the following items. They were passed with four ayes from Kelly, Kris, Karen and Michelle. There were no nays.
 - Increasing the 8th Grade Promotion budget line item from \$500 to \$1,500.
 - Lynn McVey is leading the committee for this event. Her first meeting was on 2/28/18.
 - Purchasing five 16-month teacher licenses for Gizmos for \$3,725.
 - Funding a guest Art Demonstration and pens for \$400.
- Seth withdrew his \$600 request for 18 CAASPP books as the administration paid for these.
- As part of the Professional Development budget line item, the PTO had previously voted and approved the funding of 2 CPM conference registrations, 2 per diem's and 2 subs for the Math Department totalling \$2,370. The administration subsequently paid for these items. Therefore, online, the PTO Board agreed to purchase CPM Toolkits for all grades totalling \$1904 instead.
- Further discussion and review are needed on the final four items
 - \$1,000 for Home Ec supplies (pyrex, bundt pans, oven mitts)
 - \$5,000 for PE equipment
 - \$1,000 for Ice Cream during testing week – After much discussion about the “sugaring” up of the students and whether some form of physical, outside activity would be better, it was discovered the testing takes place over three weeks during first period (A or B group) and there is only a 5-10 minute break between testing and resuming regular classes. In light of this, we were of the opinion that it would be better to simply get some form of ice cream bars from Costco and distributed them on the last Friday of the third testing week.



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- \$6,500 for Avid Excel teacher training in Sacramento. On the whole, the PTO is supportive of this line item, but requested more information. Here is an abbreviated summary that Seth provided:
 - Cunha administration is spending \$15,000 and request PTO pay \$6,500 to fund ten teachers to attend the training in Sacramento over the summer. Ten teachers are registered to attend and three more are on the waitlist.
 - The training is for teachers only. Since all teachers have ELD students in their classes it is imperative to have every department present so we can use a "train the trainer model." Every department (except PE) has a representative.
 - AVID Excel is our school-wide ELD curriculum; it was voted in by our School Site Council. The AVID Excel coursework accelerates students' academic language acquisition and increases their access to the 9th grade AVID Elective and college preparatory courses. The AVID Excel course sequence is made up of the AVID Excel Summer Bridge and the AVID Excel Elective with an emphasis on developing students' academic language proficiency in all domains—reading, writing, speaking, and listening—while also developing self-determination, leadership skills, and motivation. The goal of AVID Excel is to help students redesignate from ELD and to qualify students for classes in high school for UC a-g classes.

Treasurer's Report (Kris):

- Lisa Longaker presented funding requests for Home Ec and PE classes.
 - Home Ec - \$1,080 total. All ayes. No naves. All in favor.
 - \$765 Sewing Machines – need to replace existing machines. Costco has them on sale. She wants five at \$140 each plus tax.
 - \$53 for four heat resistant oven mitts. Existing ones are too thin.
 - \$264 for 36 adjustable aprons. Existing ones are falling apart and need to be replaced.
 - The pyrex dishes and bundt pans were purchased with admin funds as they relate to health.
 - PE \$4,870. All ayes. No naves. All in favor.
 - Upgrading the equipment in the fitness room. Most issues relate to the extreme differences in sizes between children 6th vs 8th graders.
 - \$283 for 15 Drum Stick sets and \$300 for 16 balance balls. Start small and see how they work.
 - \$1,550 for TRX system + \$765 for training. The bands are adjustable which is ideal for the students. Can't use the overhead variety. Can get a wall mounted version.
 - \$1,311 for 3 more ping pong tables. We currently have eight, but want a set for the entire class. They are also used at lunch and could be used at the dances. Seth wanted to note that no 8th grader has hit him with any ping pong balls. :-)
 - \$440 for Bosu Rack and \$220 for digital stopwatch
 - Can't use Title 3 funds for any of these items.
- Other Funding Items were approved:
 - Stacy Myrick to be reimbursed for \$397 spent on Challenge Day.
 - Math Dept wants computer mice for Chrome books for State testing. They are \$7.60 x 6 teachers x 35 students + shipping & tax. If PTO pays for \$1,600 Seth will pay for the rest.
 - The Math department didn't use PTO funds allocated to pay for overnight stays for Asilomar conference and they got a grant for Expanding Horizons transportation. They want to reallocate these \$1,600 in funds to pay for the mice.
 - Administration will pay \$1,000 for Ice Cream for the students during testing week (use Title 3 monies) ; Michelle possibly get donations.
 - \$1,000 PTO funds to be used for Avid Excel instead.
 - **Action Item:** Michelle to investigate donations for ice cream.



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- We agreed to fund \$7,500 towards Avid Excel teacher training.
 - There are 13 teachers registered to attend with one more on the waitlist plus Seth, Jean, and two counselors for a total of 18. For the 13 teachers, the total cost is \$23,132 (about \$1,779 pp)
- Teacher survey via Survey Monkey
 - Most teachers were in agreement on the various things they wanted.
 - Communication breakdown between teachers and PTO is an issue.
 - PTO members go to Staff Meetings – Seth says yes.
 - April 17 meeting is testing so Seth recommended Michelle and Kris attend on May 2nd.
 - Communicate how teachers get money and what PTO spends our money on.
- Kris handed out sample 2018-19 Budgets to discuss at next meeting. First is status quo and second is reorganized based on teacher survey feedback.
 - **Action Item** – All PTO Board Members need to communicate via email by Friday April 6th their opinions about the sample budgets. Which do they prefer and why?
 - Seth wants to take our budget to School Site Council to fill any gaps
 - Need to meet with CEF as well.
 - **Action Item:** Michelle will get clarity about CEF funding from Seth. He met with Corrine and how they allocate money is apparently not going to help us.
- Sarah Bunkin may not do the marketing for Annual Giving Drive next year. PTO has all the documentation, so we would just need to print and send. Seth cannot print any of these.
- Kris proposes to close 2017-18 Budget. All in favor. Should there be any additional funds after all allocated funds are disbursed, we agreed to spend any remainder towards Avid Excel Teacher training.

PTO Business (Michelle):

- Action Item Follow Up from Prior Meetings:
 - Michelle called Sheriff and they said the school already made the request for officers and they are going to have them in morning and at pick up times.
 - Mark called HMBHS about EC buzzer and district took his name and number but nothing more.
 - **Action Item:** Mark talk to Antonio since he sets up all the game equipment.

Admin Report (Seth)

- Jean Kuznik will not be returning as Cunha Vice Principal next year.
- Seth summarized a 6-minute video about local control accountability program LCAP. These are strategic district plans. Gov Brown wants us to focus on "local." Then he asked questions soliciting our feedback. Feedback is being solicited district-wide (from administrations, leadership teams, PTOs, Staff) looking for themes. Our feedback will be sent to Jane Yuster, Superintendent.
 - District Goals for LCAP:
 - Literacy and English learner reclassification – acquire academic language for school success
 - College **and** career readiness – create pathways for students to achieve skill sets
 - Parent Engagement – How to engage them? Want parents to feel welcome and heard.
 - Safety and school climate
 - What has helped students?
 - Challenge day, invested teachers, homework club, athletics, school counselors, honor roll fieldtrips, student of week and month, spirit activities (including dances), teachers who participate in extracurricular activities with students, Outdoor Ed, Student leadership, electives (students get to chose), Science Fair, School Loop, Makers Club, hands-on activities like Art
 - Something should be doing, that we aren't to help struggling students?
 - Parent involvement, feedback loop to parents (schoolloop posting of grades), dialog with teachers, close gap between children's issues, teachers consequences and parents awareness,



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Study Hall, mentoring program - 8th with 6th graders, longer classes, transportation (buses), bell schedule – block schedule – no zero period, teacher training for classroom control issues, no homework policies for weekends/holidays, summer school option

- What are we doing that doesn't work?
 - Want different activities for Honor Roll Fieldtrips, communication, no outdoor eating area for rainy days, athletic department needs coaches, recognition cases for awards, anti-bullying campaign, meeting rooms, school safety, fix C building and get rid of portables, new Band room, Thursday – late start – what to do with kids – make social time
- How could we better partner with families in supporting our students?
 - Community day with teachers/students/parents, interest groups with demographics locally, connect ELAC and PTO, 7th and 8th grade orientations to orient parents,
 - Educational series for the parents, speakers, social media issues, puberty
 - How to talk to your teen – in the evening
 - More volunteer opportunities for parents, Outdoor ed for families (weekend camping), Parent/child sports teams/activities, after-school activities (reach out to Library), Art in Action, 3rd party collaboration e.g. state parks (junior guard),
- What sort of school do you want to have? Admin, teachers, students, staff, district, and parents all have different idea.

Adjourn (Michelle)

- Meeting adjourned at 7:02 pm
- Next PTO meeting Board meeting at 5:30 pm on April 12, 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
3/22/18	Talk to Antonio about EC buzzer volume.	Marc	4/12/18
2/8/18	Maker students to design a PTO t-shirt	Sven Gasser	4/12/18
3/22/18	Contact Corrine at CEF? Get clarity about CEF funding from Seth. How they allocate is apparently not going to help us.	Kris/Michelle	4/12/18
3/22/18	Michelle to investigate donations for ice cream.	Michelle	4/12/18
3/22/18	All PTO Board Members need to communicate via email their opinions about the sample budgets.	PTO Board	4/6/18
2/8/18	Create <i>Welcome to PTO</i> Video	Michelle/Kelly	6/7/18

PTO Meeting Schedule

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

April 12, May 10, June 7 (this is the 1st Thursday due to end of year on 2nd Thursday)

Important Dates

Dances: 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

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