



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	April 12, 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) Jean Kuznik (Vice Principal) Sven Gasser (Math/Shop Teacher) Shawna McCartney (English Teacher)
Minutes Taken by	Kelly Rogers
Attachments	Treasurer's Report
Absences	Jo Fry (Financial Secretary)

Introduction (Michelle)

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

Admin Report (Seth)

- State Testing Update
 - April 30th math testing begins, the following week ELA testing, final week Tues and Weds Science;
 - Hiring Debbie deRossi to run testing in Library for students who need a more structured/supervised environment.
 - Trying something new this year: Students will take tests during the period they normally have that subject (with their own teachers). (e.g. math test in math class).
 - Expectations for testing scores this year:
 - Anticipating Math to go up 10 points due to lots of emphasis on CPM
 - Anticipating English go up 2 points (put us at state average) as ELA and immersion students utilizing iReady
 - In future years, hoping to have two weeks of testing and then send students home.
- Master Schedule: Study Hall approved for next year. More kids want it than are spaces available.
- Staffing:
 - No resignations for next year,
 - All new front office staff next year
 - Adding Special Ed time for resource teaching. Combining 6th grade English and Reading; and 6th and 7th grade math. Administration will ask for PTO money for two days of substitutes for special ed planning
- Dress code adopted and effective August, 2018 – nipples must be covered, spaghetti straps approved, midriff can show but not your sides, and backside cannot show.
- Health and Wellness Committee has disbanded and will be part of School Site Council in 2018-19. Ashwini Gillian joined the School Site Council and Colleen (from Palo Alto).



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- Jean dealing with many tardies and behavior issues.
- Honor Roll fieldtrip April 25th – Students can get forms from the office
 - Note: 3.25-3.89 GPA is Honor Roll; 3.9-4.0 GPA is Principal's Honor Roll

PTO Business (Michelle):

- Karen: Discusses the potential elimination of the Volunteer/Database Coordinator position.
 - The function of the Database Coordinator is to manage the Googledoc which is populated from forms PTO collects at beginning of the year. It lists parents who expressed interest in volunteering for various functions.
 - Issues with the Googledoc:
 - Very labor-intensive to key all the data and a bear to manage.
 - It is not very reliable.
 - Currently we can ask for individual contact info from front office (schools database).
 - Jean (VP) has been willing and able to send emails to parents making the database obsolete.
 - Not all parents are in schoolloop database.
 - Next VP may not be willing to send emails.
 - Jean:
 - Due to the recent Facebook debacle, privacy issues have been raised of who has parents' personal contact data and how it is being used.
 - 95% of people were reached via text for recent security lockdown issue.
 - Karen proposes we change the position to enable better communication with parents, e.g. PTO newsletter; bigger more cohesive role in communications.
 - Farallone View created position called Director of Communications:
 - Send weekly news to parents – usually upcoming events and recognitions
 - Writes blurbs for newsletters
 - Takes on the coordination and distribution of the Welcome Back Packet.
 - Branding PTO decisions
 - Possibly two positions (one communicates, one who maintains database). – Seth suggests we keep Database position in case next administration is not as open/helpful.
 - There are communication apps (like remind.com) that we can investigate using
 - **Action Item:** research PTO apps – Michelle sent the following links after the meeting:
 - <https://www.simplycircle.com/pta/>
 - <http://www.pta-schoolapps.com/home.html>
 - <https://www.ptotoday.com/pto-today-articles/article/8497-text-messaging-apps-for-ptos-and-ptas>
 - Need to re-orchestrate where the PTO is positioned during the registration/orientation in order to reach more parents.
 - **Action Item:** PTO only meeting to discuss new position: Friday April 20th 8:00 Cafe Press
 - **Action Item:** Schedule an orientation meeting in August
 - Susie for registration – should be present
 - **Action Item:** Have a meet and greet on Thurs May 17 at the School Open House. PTO can greet parents of incoming 6th graders and reach out to current 6th grade parents to try recruiting parents for open PTO positions.
 - Open for 2018-19: Vice President and Communication Director



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- **Action Item:** Schedule a location for the June 7th 5:30-8:30 pm offsite party with PTO Board only
 - Purpose of this meeting: roles and responsibilities, lines between PTO and Admin
 - Discuss PTO Mission/Vision/Team Building
 - How we are going to promote ourselves next year
 - Discuss *Welcome to PTO* video / slide show
 - Video footage/photos of things we fund
 - Interviews with teachers about conferences we funded
 - Interviews with kids ; Interviews with parents? admin? (all PTO constituents represented)

Treasurer’s Report (Kris)

- Kris is finally getting receipts so bank balance is coming down.
- Looks like we may be able to put \$7-10k towards Avid Excel at end of the year is any leftover money.
- Handed out proposed 2018-19 budgeted.
 - Everyone liked buckets and percentages
 - Teachers liked individual teacher funds as well as buckets by department
- Administration will not fund Challenge Day next year – unrestricted budget will shrink by \$7k due to declining enrollment and Challenge Day was about \$5k – will ask for money from PTO
- Administration will ask for \$4k from PTO if we want to maintain the same number of hours for the Librarian
- **Action Item:** Kris will give the proposal budget to Dept chairs and they will discuss with their departments. PTO Board, Administration and departments will review the numbers on the budget and get it back to Kris by April 20th. She will compile all the number and bring to May meeting for final vote.
- Seth mentioned that Cunha gets about \$120k each year between Title and PTO funds. All this money enables our school to do some really cool things and Administraion is then able to supplement with their funds.

Adjourn (Michelle)

- Meeting adjourned at 6:46 pm
- Next PTO meeting Board meeting at 5:30 pm on May 10, 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. He met with Corrine and how they allocate money is apparently not going to help us.	Kris/Michelle	4/12/18
3/22/18	Michelle to investigate donations for ice cream. - Meeting scheduled.	Michelle	4/12/18
4/14/18	Kris will give the proposal budget to Dept chairs	Kris	4/13/18
4/14/18	Research PTO apps before April 20 th Cafe Press mtg	PTO Board	4/20/18
4/14/18	PTO only meeting to discuss new position: Friday April	PTO Board	4/20/18



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Assigned	Action	Responsibility	Due Date
	20 th 8:00 Cafe Press		
4/14/18	PTO Board, Administration and departments will review the numbers on the budget and get it back to Kris by April 20 th .	PTO Board/ Admin / Dept Heads	4/20/17
4/14/18	Have a meet and greet on Thurs May 17 at the School Open House. PTO can greet parents of incoming 6 th graders and reach out to current 6 th grade parents to try recruiting parents for open PTO positions.	PTO Board	5/17/18
2/8/18	Create <i>Welcome to PTO</i> Video or Slideshow to show at Open House for meet and greet	Michelle/Kelly	5/17/18
4/14/18	Schedule a location for the June 7 th 5:30-8:30 pm offsite party with PTO Board only	Michelle	5/20/18
4/14/18	Schedule an orientation meeting in August for PTO Board (old and new members)	Michelle	6/7/18

PTO Meeting Schedule

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

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 - 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