



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	May 10, 5:30 pm, Cunha Intermediate Library
Attendees	Michelle Spencer (PTO President) Mark Alfaro (PTO Vice President) Jo Fry (Financial Secretary) Kris Durham (PTO Treasurer) Karen Hoffman (Database) Seth Feldman (Principal) Jean Kuznik (Vice Principal) Sven Gasser (Math/Shop Teacher) Carye DeMers (Teacher) Lynne McVey (Parent/8th Grade Promo Chair)
Minutes Taken by	Michelle Spencer
Attachments	None
Absences	Kelly Rogers (PTO Secretary)

Introduction (Michelle)

Michelle calls meeting to order at 5:33 pm.

Michelle asks for review of March, 2018 meeting minutes. Michelle motions to approve March minutes, Sven seconds. All in favor. Minutes approved.

Admin Report (Seth)

There is a district wide communication tool needed and a decision will be made once determined it can address all the school needs, most importantly EMERGENCY RESPONSE SYSTEM. This will also be linked to School Loop.

The chocolate slotted for Test week was more expensive than anticipated but it has been paid for.

All the students loved the chocolate!!! Thank you Seth.

PTO Business (Michelle):

Lynn: The 8th grade promotion planning is going well.

- They students will be wearing gowns.

ACTION ITEM * Lynn would like to have a “re use” care plan in place for storing. -There will not be food at this promotion.

-Potted plants are being donated.

-Leighs are to pricey and are available to parents who want to purchase on their own but it is too costly for every student to have one.

-There will be a slide show and the band will play.

-The reception area will be decorated to the right side of the gym with balloons, plants and a photo area.

- **ACTION ITEM** CEF wanted to donate to the promotion and Michelle to follow up on the amount they are giving and to cc Lynn. Stephannie Izzarelli 831-345-8900

- **ACTION ITEM** Lynn would like to recruit 7th grade parents to volunteer for clean up. Karen to send Jean verbage and she will send email to parents. Volunteers to help 7pm to 8pm.



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- **ACTION ITEM** They want to have a banner or Cunha flag stand “Congratulations, Cubs to Cougars??” Unsure of the use of words but Lynn will look into cost and type of banner. Mark suggested a stand up easy to store upright banner easy to assemble like used at trade shows.

- **ACTION ITEM** The Pto will be adding a board position “Communication Director” and Karen is to give Jean verbage for her to email to parents.

- Sven is going to have Pto T-shirts made for us! Yay and Thank you!

- OPEN HOUSE will not be attending by PTO as the majority of board has conflicting events that night. Please notify Michelle if you can attend and we will set something up for May 17th.

Treasurer’s Report (Kris)

Nothing to report on this years budget.

Kris added the Mission as the header for the budget. Nice reminder for us all.

The handout provided tonight was after the feedback from the Pto meeting and teachers input. We are still 8k over..

The next meeting is scheduled for Ma, 18th at 8:30am for Budget focus meeting. Kris will then send to the final to the department heads

On 6/6 at 3:30pm Michelle and Kris will attend the staff meeting to answer any questions they may have.

On 6/7 PTO meeting we will vote!

Discussion on the 0\$ Library Line, 8k SoulShopp, Challenge Day. To be continued.

Seth has a better understanding now of his “RU= Safe Funds” for 2018/2019. With this we hope to shed light on items that may not need to be included in our budget but that he can use safe funds for.

The inquiry arose of our Challenge day that it may be stealing thunder from HS. Michelle asked who in our district is implementing soul shop. Redwood City.

Karen suggested a look into CEF and emailed present time and received confirmation they do indeed have grants 1k each and future money for SEL. They have already wrote their budget so we would need to plan for next year.

ACTION ITEM contact them and find out how we can apply for grants and get on list for 2019/2020 for soul shop.

ACTION ITEM Kris brought up the 1k for water and will be looking into a filtration system 1x fee and this line item will go away.

Adjourn (Michelle)

Meeting adjourned at 6:28 pm

Next PTO meeting Board meeting at 5:30 pm on June 7th, 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	6/7/18
3/22/18	Talk to Antonio about EC buzzer volume.	Mark	6/7/18
2/8/18	Maker students to design a PTO t-shirt	Sven Gasser	6/7/18



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5/10/18	Lynn would like a “gown reuse and care system”	PTO Board	6/7/18
5/10/18	7th Grade Promo night Volunteers 7-8pm, email parents	Karen/Jean	ASAP
5/10/18	Follow up with CEF on grant money and next year adding us to budget for SEL	Karen/ Michelle/Seth	6/7/18
5/10/18	Budget Focus Group in Library May 18th 8:30-9:30am	PTO Board	4/20/18
5/10/18	CEF to donate to Promo night get \$\$ amount	Michelle	ASAP
5/10/18	New Board Position Recruit Splash to be made by Jean for Communication Director	Karen/Jean	6/7/18
5/10/18	Get Filtration system quote	Kris	6/7/18
2/8/18	Create <i>Welcome to PTO</i> Video or Slideshow to show at Back to School for meet and greet. Contact Pat Olsen up at HS.	Michelle/Kelly	6/7/18
4/14/18	Schedule a location/date for the offsite party with PTO Board only	Michelle	6/7/18
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