



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	June 7, 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) Jean Kuznik (Vice Principal) Sven Gasser, Teachers Carrye DeMers, Teacher Amy McVicker, Teacher Lynn McVey, Promotion Celebration Coordinator
Minutes Taken by	Kelly Rogers
Attachments	Treasurer's Report
Absences	Seth Feldman (Principal)

Introduction

- Michelle calls meeting to order at 5:33 pm.
- Michelle asks for review of May, 2018 meeting minutes. Michelle motions to approve May, 2018 minutes, Kris seconds. All in favor. Minutes approved.

Summary of Offsite Meeting

On June 1st, Michelle, Kelly, Kris and Karen met with Marc Higaki who has expressed interest in taking the soon to be created position of Director of Communications. We mentioned many areas this position (or team) can be responsible for but they centered around three main areas:

1. Information flow into PTO – find a better method for collecting parent data – investigate apps we can use for this purpose.
2. Information flow out of PTO – communicating with the parents as well as reaching out to and collaborating with various other groups: ELAC, music & sports boosters, PTOs of elementary and high schools, and HMB Review (to mention a few)
3. Branding/marketing the PTO so that we get exposure for what we use the fundraising dollars for.
 1. Key events for this are: Registration/Orientation (aka OrienStration), Back to School Night, Open House, newsletters

Action Item: Scheduled our PTO Board Retreat for Aug 25th – location and times TBD

Action Item: Need Business Meeting scheduled in August to discuss what we will be doing for OrienStration .

Summary of PTO Email Communications Regarding Funding Librarian

1. The Librarian position at Cunha is FULLY funded by the district at 6 hours. The union deems a middle school librarian to be a 6-hour a day position. The district cannot legally pay more for this position.
2. The overwhelming feedback the PTO received from teachers is that they consider Dena Grover specifically to be the best librarian for the position at Cunha and that she is an asset they deem worthy of additional investment in order to retain her at the school.
3. As Dena Grover has seniority in the district, she could, if she chooses, leave Cunha and take the librarian position at the high school (which is an 8-hour per day position).



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4. As an incentive to retain Dena Grover as our Librarian at Cunha, the PTO will pay her a premium. This "premium" will be one additional hour per day, making it a 7-hour a day position.
5. If for some reason, Dena leaves Cunha that "premium" funding would not be extended to the new librarian. This funding is an exception for a woman who has proven herself to be an asset to Cunha and has a skill set worth our support to keep her.

Treasurer's Report (Kris)

- Kris distributed the new 2018-19 PTO Budget for review. Kris motioned to approve the 2018-19 PTO Budget. Michelle seconds. All in favor. 2018-19 PTO Budget approved.

PTO Business: Changes to PTO By-Laws

- The PTO wishes to amend the By-Laws to add a new Director of Communications and Marketing position. The following changes as noted in italics are being requested.
 - Article 5. Officers and Their Election, Section I. General Policies, a. shall now read:
"The officers of the organization serve on the Executive Board and shall include a President, Vice President, Secretary, Treasurer, Financial Secretary, Bilingual Liaison, *Director of Communications and Marketing* and such other officers as the Executive Board may designate."
- Article 6. Duties of Officers, Section I. Elected Officers, Vice President had four duties (#6, 7, 11, 12) omitted and transferred to the the Director of Communications and Marketing position.
 - 6. Maintain the PTO website or delegate a member to do so;
 - 7. Submit PTO news monthly to the membership via school newsletter, PTO newsletter, School Loop, or some other format; or delegate a member to do so.
 - 11. Maintain an up-to-date membership list, including members' email addresses if available, and provide the Volunteer coordinator with this list;
 - 12. Update and distribute the yearly PTO Information Packet after it has been proofread by the President and principal;
- Article 6. Duties of Officers, Section I. Elected Officers, *Director of Communications and Marketing* shall be added with the following duties:
 - *"Attend PTO meetings;*
 - *Serve as member of Executive Board;*
 - *Serve as an authorized signatory on all PTO accounts, if assigned;*
 - *Think strategically about PTO communication channels to increase parental involvement;*
 - *Create a consistent PTO "branding" to expand PTOs visibility within the Cunha community;*
 - *Develop and maintain an overall PTO communication and marketing strategy;*
 - *Promote the PTO's mission to foster a sense of support, pride and enthusiasm among all members of the school community.*
 - *Maintain the PTO website or delegate a member to do so;*
 - *Submit PTO news monthly to the membership via school newsletter, PTO newsletter, School Loop, or some other format; or delegate a member to do so.*
 - *Maintain an up-to-date membership list, including members' email addresses if available, and provide the Volunteer coordinator with this list;*
 - *Update and distribute the yearly PTO Information Packet after it has been proofread by the President and principal."*



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- Article 10. Execution of Instruments, Deposits, and Funds, Section IV. Organization Bank Accounts, d. shall now read:
 - “Two (2) authorized signatures shall be required on all checks. Any of the following may be authorized to sign: President, Vice President, Secretary, Treasurer, Bilingual Liaison, *Director of Communications and Marketing*, Principal, or Vice Principal.”
- In addition, the PTO wishes to amend the By-Laws to enable the Executive Board to extend the term of any Executive Board member on an as-needed basis. We modified Article 5. Officers and Their Election, Section I. General Policies, f. to read:
 - “No officer shall be eligible to the same office for more than two consecutive terms *unless otherwise voted by the Executive Board* or hold more than one elected office *at the same time.*”
- Kelly motions to amend the By-Laws with the aforementioned changes. Michelle seconds the motion. All in favor. By-Laws amended.
- Karen motions to extend the Treasurer’s term by one year so Kris Durham can hold the position for a third term. Mark seconds the motion. All in Favor. Kris Durham’s term as Treasurer is extended through the 2018-19 school year.
- Kris motions to extend the Financial Secretary’s term by one year so Jo Fry can hold the position for a third term. Michelle seconds the motion. All in Favor. Jo Fry’s term as Financial Secretary is extended through the 2018-19 school year.

PTO Business (other):

- June 13 Promotion Celebration Status (Lynn McVey)
 - Final promotion meeting held May 30th. Fifteen people attended
 - Jean sent email requesting help and got 5-6 sixth grade parents volunteering to help
 - Walked through reception area (next to Event Center); Ms PS will have the band playing music and a slideshow will be playing inside Event Center.
 - Set up starts at 2 pm on Weds June 13 and students should arrive at 5:15 in holding room
 - 6-6:45 pm promotion
 - Clean up at 7 pm starting inside the Event Center and then moving outside
 - HMBHS want us out at 8 pm – they are putting up canopies
 - Purchasing 80 dozen cookies – CEF funded cookies (\$900) and providing napkins. HMB Bakery providing cookies as a discount
 - \$300 balloon arches are being purchased and donated flowers by Melanis (sp?) family
 - Committee purchased a 5’x20’ banner costing \$400 and a red carpet which we can reuse
 - **Action Item:** Lynn to put together a list of what she did to provide to next year’s committee.
 - **Action Item :** Jean to send note to kids about Promotion timing, venue, and attire
- Michelle met with Seth to discuss Back to School night and OrienStration
 - Back to School night will be held on Sept 12 – The PTO will have a timeslot to show our video.
 - If the video is ready, we can also play it at OrienStration – we will be the 1st table as gate keepers :)
 - The PTO can use the Chromebooks loaded with our app to collect parent information.
 - If the video is not ready for OrienStration, we can send it out to the parents who submit their info in our app.



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• **Action Item Follow Up from Prior Meetings:**

- PTO Retreat scheduled for Sat August 25th. Location TBD.
- PTO banners are anticipated for August before Orientation on August 16 & 17th.
- Michelle will contact CEF in the Fall regarding grants and being on their list.
- Michelle requested that Maker Club have our t-shirts ready for Orientation on Aug 16.
- The Athletic Boosters will let Michelle know an inexpensive place to order t-shirts. Order 12-15.
- Matt Hogan, the new CEF President, is meeting with Michelle meeting next week.
- Kris has information from CEF and knows where they will be funding next year. CEF may fund SEL in 2019-20, and implement an integrated district-wide program. CEF has committed to wanting to support SEL programs in general, and has very specific criteria about quality of programming, quality of implementation and evaluation, and clarity of how the program/initiative will eventually be funded by another source; their funding investment is to get good things off the ground. They have a January deadline for proposal for funding.

Admin Report (Jean)

- Youth Summit for 8th graders – It was an all-day event and a huge production with lots of community support including: HMB City Managers, Sheriff's Office SWAT truck, food trucks and several others. Giveaways were a yellow bicycle, Chromebooks, gift cards, and headphones
 - It was a little tricky to manage that event and hold classes for the 6th and 7th graders
 - This is the 3rd or 4th year for this summit.
- Open House – only a couple of families came, Sven had lots of 5th graders (he had laser cutter going)
 - The timing of the event was tricky: Parking lot was full due to soccer games and many parents were absent due to track finals.
 - The purpose of the Open House is to display/discuss what was done during the year.
 - We brainstormed a few ideas to make this event more successful:
 - Combine 5th grade orientation and Open House
 - Sven mentioned that at an SF school, each student is given a card (like a passport) which gets stamped at each classroom they visit and then are awarded an ice cream if card is completed.
 - The HS kids used to come back to visit; there often was food
 - Jean said she would love for Cunha to have a visual performing arts "Showcase" where kids from the drama classes do a performance, band students play songs and art classes show off their art.
 - Need committee member to revamp Open House

Adjourn (Michelle)

- Meeting adjourned at 6:15 pm
- Next PTO meeting Board meeting at 5:30 pm on September 13, 2018 in the Cunha library.

No.	Assigned	Action	Responsibility	Due Date
1	5/10/18	Kris brought up the \$1k for water and will be looking into a filtration system 1x fee.	Kris	6/7/18
2	6/7/18	Jean to send note to kids about Promotion timing, venue, and attire		6/13/18
3	6/7/18	Sven to send PTO picture of PTO t-shirt artwork	Sven	6/30/18



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No.	Assigned	Action	Responsibility	Due Date
4	2/8/18	Make students to design a PTO t-shirt – Michelle requested before Aug 16	Sven Gasser	8/16/18
5	2/8/18	Create <i>Welcome to PTO</i> Video or Slideshow to show at Orientation and Back to School Night	Marc Higaki	8/16/18
6	4/14/18	Research PTO apps for communicating with parents	Marc Higaki	8/16/18
7	5/10/18	PTO banners are anticipated for August before Orientation on August 16 & 17 th .	Michelle	8/16/18
8	6/1/18	Need a Business Meeting scheduled in August to discuss what we will be doing for Orientation	Michelle	8/16/18
9	6/7/18	Boosters to provide us information for getting cheapest t-shirts. Order 12-15 in varying sizes	Michelle	8/16/18
10	6/1/18	Scheduled our PTO Board Retreat for Aug 25 th – location and times TBD	Michelle	8/25/18
11	11/9/17	Meet with Sierra Plumb to plan something for students who don't go to Outdoor Ed. Meeting scheduled 9/7/18	Michelle	9/7/18
12	5/10/18	Contact CEF and find out how we can apply for grants and get on list for 2019/2020 for Soul Shop. – Revisit in September	Michelle	9/13/18
13	6/7/18	Lynn to put together a list of what she did to provide to next year's committee.	Lynn	9/13/18
14	3/22/18	Talk to Antonio about EC buzzer volume. Michelle emailed Antonio.	Michelle	9/13/18



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