



**Cunha Intermediate School Parent Teacher Organization (PTO)**

600 Church Street, Half Moon Bay, CA 94019

<https://cunha.schoolloop.com/pto>

[CunhaPTO@gmail.com](mailto:CunhaPTO@gmail.com)

**Tax Identification Number 71-0909516**

**PTO MEETING MINUTES**

February 7, 2019, 5:30 pm

Location	Cunha Intermediate Library	
Attendees	Michelle Spencer (PTO President) Libby Garcia (PTO Vice President) Kelly Rogers (PTO Secretary) Kris Durham (PTO Treasurer) Jo Fry (PTO Financial Secretary) Mike Andrews (Interim Principal) Benjamin Bartel (Vice Principal)	Karen Hoffman (Member at Large) Shawnya Montoya (Dance Committee Chair) Carrye De Mers (English Teacher) Mary Beth Alexander (Parent / School Board Member) Rick Southern (CEF Representative) Lisa Zanette (Parent) Elizabeth Weather (Parent)
Minutes Taken by	Kelly Rogers	
Attachments	Treasurer's Report	
Absences	Marc Higaki (Director of Communications)	

**Introduction**

- Michelle calls meeting to order at 6:34 pm.
- Michelle asks for review of January 10, 2019 meeting minutes. Michelle motions to approve the January minutes. Mike seconds the motion. All in favor. Minutes approved.

**Summary of Email Communications Between Board Member**

- Kris motioned for a vote to spend an additional \$700 (total of \$1,000 as \$300 was already budgeted for the gratuity) to reimburse Its Italia for the \$1,600 Teacher Holiday Party which the Administration was unable to pay (the price was negotiated down to \$1,000). The PTO has agreed to pay this bill as a "gift" to the Administration in order to maintain goodwill with a very generous restaurant. It is our understanding the Administration is in a deficit position as former Principal Seth Feldman overspent all his Site funds as well as the Administration no longer has the correct type of funds to pay this bill (they are precluded from using Site funds). Michelle seconded the motion. Ayes: Jo, Marc, Karen (if a letter of explanation is sent to district), Nays: Kelly, No Vote: Libby. This motion passes.
- Coastside Gives – PTO spent \$300 to participate in Coastside Gives. Last year 36 non-profit organizations received a combined total of \$484,000: some more than \$150,000, others less than \$1,000. It all depends on marketing.
  - **Action Item:** Libby and Marc are working on marketing strategy for PTO for Coastside Gives.
- Coastside PTO Members Meeting Feb 8<sup>th</sup> - Snapshot of the meeting attended by Libby and Marc:
  - The District has a \$4M deficit
    - This deficit will have the greatest impact to all schools.
    - The current parcel tax will sunset, which is included in the \$4M
    - The School Board along with the District will be polling the community for a new parcel tax.
    - Overall Enrollment is down at CUSD.
      - State provides \$11,000 for each enrolled student
      - Many families have moved out of the area - more so than those "going to school over the hill;" Sea Crest's enrollment is also on the decline.
      - Fundraising was also a discussed topic.
    - Marc is the contact person working with the other reps from other campuses.



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- Mike Andrews asked for a \$312 piece of software that would allow the teachers to “scan” the ISBN numbers on their textbooks (like they do at the library) instead of having to write them all out by hand. Ms. DeMers was on hand at the PTO meeting to explain the painstaking process in detail. The library already has the software and hardware to scan the library books, this would essentially be more “memory slots” to add the textbooks to the system.
  - Cindy Chong, the PTO accountant, did the PTO tax return pro bono this year. Kris motioned we use this \$300 savings to fund the software Mike requested. There would be no additional cost to the PTO, simply a reallocation of funds that would have been used to pay for our return.
  - Kris motioned, Libby seconded and Kelly, Marc and Michelle Ayes. Motion passed.

### Admin Report

- 5<sup>th</sup> Grade Parent Night
  - Seven teachers participated. There was a carnival for students. It was a very rainy night, but there was a good turnout.
  - 30+ people are interested in joining/being involved with PTO next year. Libby got good feedback
  - Michelle will invite all interested parties to a Coffee before Cunha at Mezza Luna Cafe in March. Mike said he would stop by and greet all potential PTO members.
    - **Action Item:** Michelle to schedule Coffee before Cunha at Mezza Luna Cafe in March.
- Science Fair
  - Tons of people attended even though weather was horrible.
    - It was recommended that Administration and PTO create an “upcoming events” email communication 1-2 weeks before all events as not everyone checks schoolloop calendar.
- Spaghetti Dinner scheduled for Feb 13th for sports teams. Will meet teams and announce awards.

### Treasurer Report

- Science and the Math departments made aware of a donation from Gizette Sperinde at the end of the year. She donated \$1,000 to the math department and \$1,000 to the science department specifically.
- Michelle and Kris have contacted the president of the Sport Boosters, John Holm, and are trying to arrange a meeting with him to better understand what they fund and how they fund it.
  - **Action Item:** Michelle and Kris to meet with president of the Sport Boosters, John Holm, to better understand what they fund and how they fund it.
  - Mr. Lugo has many funding requests. Michelle asked him to prioritize his top five. Based on information gained from Sports Boosters, we’ll determine what we will fund for the PE department.
- The District paid for the \$300 PTO line item for Student of the Week/Month. The administration requested we use these PTO funds to pay for the Honor Roll bumper stickers instead. Kris motioned that we pay for the Honor Roll Bumper stickers, Libby seconded. All in favor. Motion passed.
- CEF – Apparently CEF has allocated funds to Cunha for SEL.
  - **Action Item:** Michelle to meet with CEF for more information regarding SEL funds for Cunha.

### Other Business:

- Rick Southern spoke from the HMBHS Health & Wellness Committee Initiative about vaping.
  - Rick started by giving us a short background on how the Health and Wellness Committee started. Four years ago when his daughter started 9<sup>th</sup> grade (she’s now a senior), school started at 6:40 am for zero period and 7:30 for 1<sup>st</sup> period. He spearheaded the creation of the Health & Wellness Committee which now consists of 25 members including teachers, administration, students and parents. After much research, the high school changed the start time to 9:00 for 1<sup>st</sup> period the first year and then to the block schedule the following year.



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- Last year the committee advocated and succeeded in acquiring an additional counselor.
- This year the committee is focusing on the issue of vaping. Based on research approximately 5-7% of middle school and 22% of high school students are vaping before, during and after school.
- The committee is looking for continuity between levels of schools: elementary, middle and HS. Thus, they invite a representative from Cunha PTO to come to HMBHS H&W committee and their representative will come to Cunha PTO meetings.
  - **Action Item:** Michelle volunteered to attend HMBHS H&W committee meetings.
- HMBHS H&W committee contains two groups: students and adults
  - Student Scott initiated a kindness campaign at HS which made a big difference. It has shifted the culture at the school. Scott leads a group of students to identify problems, research them and propose solutions.
  - The parent group is responsible for communicating issues and solutions with the parents. Mr. Nazar, HMBHS Principal, focuses on communications and even produces frequent 2-3 minute videos on various subjects.
  - Today there was a webinar sponsored by Stanford about the growing issue of vaping amongst today's youth. It explained what is in the vaping devices, what affect it has on the body and how to educate parents and students on the consequences of vaping. It linked Stanford Toolkit which has comprehensive information.
    - <http://med.stanford.edu/tobaccopreventiontoolkit.html>
- Rich recommended we start a vaping committee at Cunha for earlier intervention before students get to the high school.
- Mike stated that students are currently suspended if caught with any type of tobacco. Instead, he would like to offer an education/intervention training for parents and students. However, he doesn't currently have a class to send them to. Rick recommended Mike speak with Mr. Barnes, HMBHS Vice Principal, as he has been focusing on this issue for some time. San Mateo HS received a \$500k grant over two years for education and intervention of vaping on campus.
- Currently, Cunha 8<sup>th</sup> graders receive tobacco education as part of their social studies curriculum known as the choices campaign.

### PTO Business

- Meet and Greet with Mike Andrews
  - Mike stated on Feb 15<sup>th</sup> progress reports for 3<sup>rd</sup> quarter are due.
  - 6-7<sup>th</sup> graders will be receiving forms for signing up electives starting next week.
  - Construction on the C Building has made it difficult for the students to get to class on time. He has added a minute to each passing period. Currently, they are waiting for Dell to reprogram bell.
  - Since the bomb scare in September, Ben has been working on the School Safety Plan. He took it from 10-11 pages to 61 pages. It is now more comprehensive.
    - ICS is an organization that works with schools and the District on their safety plans. On the good side, the analysis from the bomb scare showed that Cunha wasn't too far off in their implementations for the day. However, changes with the new plan will require more prep and staging, more efficient evacuation, more responsibility for teachers on how, when and where all things occur.
    - The Safety Plan is about ready to sent to the School Site Counsel and then to the School Board in March. Joe Miramontes will do a training with teachers at the March staff meeting.



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- Follow Up on Outstanding Agenda Items:
  - A small amount of progress is being made on the water filtration in the teacher lounge. A part has been researched by Jose to allow a filtration tap to be added to the faucet in the sink that will be needed to make it function efficiently. This is not the original idea of a dedicated water bottle filling station, but the district is apparently not responding to requests for maintenance at this time.
    - The two other water bottle filling stations donated last year by Leadership to be installed over existing fountains for students are still in the boxes and yet to be installed. Leadership has put in two work orders to get theirs installed.
      - **Action Item:** Mike to follow up with the District on both the Leadership fountains and the issue with the fountain in the teachers lounge.
  - Kris contacted Arvin and apologized for the oversight of the Special Ed department in the budget. She extended the offer of \$300 for classroom supplies, which is in keeping with the general ratio used to allocate funds for the size and number of his classes.
  - Challenge Day – Per Janice Lee, most of the school staff were already signed up to participate in Challenge day because they wanted to be there. Three additional staff members signed up within the last week because there were not enough parent volunteers. Funding for staff substitutes was not part of the PTO’s understanding of what was needed to fully fund Challenge Day. In the end, the PTO funded one substitute. Next year will we include this funding in the budget, or make more of an outreach to get parent volunteers.
  - Soul Shoppe
    - Soul Shoppe will do a presentation to teachers at their February 12 and March 5<sup>th</sup> staff meeting
    - In April, the Soul Shoppe representatives will go into individual classrooms to present to the students.
    - Only four parents attended the parent Soul Shoppe meeting in English.
      - Feedback from parents regarding lack of participation was that the communication was not clear about what it was or why parents should come. It wasn’t engaging or exciting. The PTO and Administration need to do a better job of explaining these workshops as parents are very busy with conflicting obligations.
- The Science Department does wants to renew their Gismos subscription and the District will pay for it! They will pay for 1-year with the hopes of making a 3-year commitment in the future.

**Adjourn**

- Meeting adjourned at 6:42 pm
- Next meeting is on March 14, 2019 at the Cunha library.

No	Assigned	Action	Responsibility	Due Date
1	5/10/18	Want to eliminate the \$1k line item for teacher’s wa- ter. Jose from District is evaluating plumbing in walls for installation of automatic water bottle fillers.	Kris	6/1/19
1a	2/7/19	Mike to follow up with the District on both the Leader- ship and teachers lounge fountains delay issues.	Mike Andrews	3/14/19
2	9/13/18	Joey Vargas at Coastside Printers will print logo on PTO t-shirt, waterbottles and banner once PTO has decided on a design. Marc to help design the logo.	Marc	4/11/19

