



**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**

March 14, 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) Shawna McCartney (ELA Teacher) John Holm (CAB President)
Minutes Taken by	Kelly Rogers	
Attachments	Treasurer's Report	
Absences	Marc Higaki (Director of Communications)	

**Introduction**

- Michelle calls meeting to order at 5:37 pm.
- Michelle asks for review of February, 2019 meeting minutes. Typo on February 7, 2019 minutes: Meeting started at 5:34 not 6:34. Michelle motions to approve the February minutes with that correction. Kelly seconds the motion. All in favor. Minutes approved.

**PTO Business**

- Michelle to host a “Coffee before Cunha” meeting for incoming 5<sup>th</sup> grade parents interested in joining the PTO at Mezza Luna Cafe, tentatively scheduled for Friday, April 26<sup>th</sup> at 9 am.
  - Kristen O'Brien and Melissa McGuirk staying for next year to run Teacher Appreciation Luncheon.
  - Marc needs help with the Communication Committee
- Follow Up on Outstanding Agenda Items:
  - Two of the student water fountains installed: one outside the boys locker room and one in the D building outside Ms. Motes room. They are saving third one for the C building.
  - Teacher fountain – As long as the filtration system can be removed, the school can install it. Kris has information about a commercial RO filtration system to goes onto the tap. [Kris sent quote for the water treatment system to Mike on 3/15/19.]
  - In the future, the PTO will pay for the cost of the filters.

**Treasurer Report**

- At this point in the year, there are essentially two buckets of funds left to spend: Unspent funds from the teachers and Leftover funds (due to under budget or decision not to fund these line items).
- Unspent Teacher/Department Funds – Both Kris and Mike have been in contact with the teachers and department heads and they are on track for spending their funds. [On 3/15/19 Kris reached out to Mr. Ramos, Ms. Angst, Ms. Longaker, Ms. DeMers, Mr. Lynes about their unspent funds.]
  - Science teachers just bought light boxes with their funds.
  - Math Department bought, privacy screens for testing – A private donor allocated \$1,000 to Math and Science departments.
  - Shawna used ELA funds to purchase 100 copies of Hunger Games for 8<sup>th</sup> graders



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- Leftover funds total approximately \$12,000 from these major areas:
  - \$3,600 SEL
  - \$5,000 District now paying for Schoolloop
  - \$1,000 7<sup>th</sup> Grade Outdoor Ed
  - \$1,000 Honor Roll field trip – hasn't happened yet – going to Santa Cruz Beach Boardwalk
  - \$1,500 Angel Funds for Outdoor Ed – District never sent a bill although Seth said "he spent it all."
    - **Action Item:** Ben will follow up with Suzie about District bill for Outdoor Ed Angel Fund.
  - \$600 less for administration costs due to using AtoZConnect so we didn't incur \$300 in printing costs for orientation and \$300 savings as Cindy Chong did PTO tax returns pro bono.
- The PTO Board discussed and voted to fund \$727 with some of the "leftover" funds. Kris motioned, Michelled seconded, all were in favor, motion passed to fund the following:
  - \$205 - Mr. Macias for SLA wanted classroom copies off Roll of Thunder, Hear My Cry – he paid for some out of his department allocation, but needed a bit more to purchase a complete set.
  - \$350 - Suzie requested PTO to pay for a second Cub Lunch
  - \$22 - Mike requested funds to pay for a bus pass for a homeless student.
  - \$150 – Mike requested we add the Counseling Department as a line item for next year for \$300-400. For this year, he requested \$150.
- The administration requested \$1,000 towards the 8<sup>th</sup> grade Great America trip. The PTO board discussed reallocating the \$1,000 funds from the unused 7<sup>th</sup> grade Outdoor Ed field trip to the 8<sup>th</sup> Grade Great America trip. Michelle motioned, Kris seconded, all in favor, motion passed.
- FYI: George, the owner of Its Italia, told Kris he was very appreciative of the \$1,000 PTO funds for the Administration Christmas holiday lunch. He used it to pay for his staff's wages for the event and he donated the food.
- Ben asked what was budgeted for the following areas:
  - Promotion = \$750
    - CEF donates for snacks
    - Michelle, Coley, Kris on committee
    - For 2018 promotion PTO paid for reusable gowns and banner
  - Student Awards – engraved plaques - \$300
- John Holm, President of Cunha Athletic Boosters spoke about their needs.
  - Main sources of income are the Spaghetti Feed dinner, PE clothes, pajama pants and hoodies
    - Want to make Spaghetti Feed more of a recognition night (like Orange and Black ball)
  - Main expense for boosters are the coaches stipends which run about \$26k per year.
    - 2017-18 Boosters paid \$9,000 Boosters and district paid \$14,000.
    - 2018-19 Boosters paid \$11k
    - Need to prepare for more cost/cover more of the stipends; may have to cut teams in the future
    - District will let them know in middle of summer how much District will pay for stipends
  - Other expenses Boosters have budgeted are the following. However, due to bad weather, few people attended Spaghetti Feed and they are short funds.
    - Uniforms – wrestling team needs uniforms
    - Scorekeepers – students are paid \$10/game
    - Equipment – this wasn't discussed
    - Banners – Priority item for boosters. They want to recognize their champions with an Athlete of the Year (boy and girl) for each sport.
      - One time cost for the banners and then \$50 per year to put annual names on banner.
      - PTO discussed paying for banners in this year's budget depending on the cost. We are



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open to paying for one-time expenses to help out, but not ongoing expenses.

- **Action Item:** John Holm, President of Sports Boosters, to send PTO cost of the Athlete of the Year banners.
- Michelle wanted to reach out to the other booster groups at Cunha so as not to exclude anyone. Ben said there are only the Music and Sports Boosters. Mike said Ms. PS should be good this year and is not in need of additional funds.
- Ben, as part of his Safety Plan, had two requests for PTO funding:
  - Bright fluorescent vests, to separate staff from parents, in different colors for different teams (e.g. medical team, etc)
  - Three ID stamps, one for each grade level, to be used during an emergency to document that a parent has been checked in as an eligible person on a student's emergency card
  - Emergency kits – This was not mentioned as a need.
  - **Action Item:** Ben to send a quote for safety vests and stamps to Kris.

### Adjourn

- Meeting adjourned at 6:36 pm
- Next meeting is on April 11, 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 water. Kris sent quote to Mike on 3/15 for water treatment system.	Kris	6/1/19
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
3	2/8/18	Create <i>Welcome to PTO</i> Video – Marc sent emails (early March) to ask students, parents, teachers, and community to submit a positive video clip about "What PTO has done for them."	Marc Higaki / Leslie Wakasa//	4/11/19
4	6/1/18	Kelly to start an email to schedule PTO Board Retreat. Will do a new doodle poll with 3-hour windows.	Kelly	4/11/19
5	10/11/18	On the budget, identify areas where Angel Fund should be allocated and a percentage for each. Clarify on Dec 21 and decide on January 10 <sup>th</sup>	Kris	5/1/19
6	1/10/19	Get a copy of the current Master Schedule from Mike and then an updated one in end of May.	Kris	6/1/19
7	2/7/19	Libby and Marc are working on marketing strategy for PTO for Coastside Gives.	Libby/Marc	3/14/19
8	2/7/19	Michelle to schedule Coffee before Cunha at Mezza Luna Cafe in March for all interested parties interested in PTO next year.	Michelle	3/14/19



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No	Assigned	Action	Responsibility	Due Date
9	2/7/19	Michelle to meet with CEF for more information regarding SEL funds for Cunha.	Michelle	3/14/19
10	2/7/19	Michelle volunteered to attend HMBHS H&W committee meetings.	Michelle	3/14/19
11	3/14/19	Ben will follow up with Suzie about District bill for Outdoor Ed Angel Fund.	Ben	4/11/19
12	3/14/19	Ben to send quote for safety vests & stamps to Kris.	Ben	4/11/19
13	3/14/19	John Holm, President of Sports Boosters, to send PTO cost of the Athlete of the Year banners.	John Holm/Kris	4/11/19

**PTO Meeting Schedule**

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

March 14

April 11

May 9

\*June 6

**Important Dates**

Dances 7-9:30 pm - 4/5/19, 6/7/19

ELAC meetings 6:00pm - Sept 18, 2018, Nov 13, 2018, March 12, 2019, April 23, 2019

Honor Roll Field Trips - November. TBD, April TBD

Book Fair - October TBD and May TBD

Teacher Appreciation Luncheon - December TBD 2018 and May TBD, 2019

April 24-26, 2019 7<sup>th</sup> Grade Tidepool Trip to Fitzgerald

Open House - May TBD, 6pm

Superbowl – TBD

Promotion - June 12, 2019, 6pm

Last Day of School/8th grade Great America field trip - June 13, 2019