



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

April 23, 2019 6:00 pm

Location	Cunha Intermediate Library	
Attendees	Michelle Spencer (PTO President) Libby Garcia (PTO Vice President) Kelly Rogers (PTO Secretary) Kris Durham (PTO Treasurer) Marc Higaki (Director of Communications) Mike Andrews (Interim Principal)	Tom Cox, Social Studies Teacher Dena Grover, Librarian Tim Lugo, PE Teacher/Athletic Director
Minutes By	Kelly Rogers	
Attachments	Treasurer's Report	
Absences	Karen Hoffman (Member at Large) Benjamin Bartel (Vice Principal) Jo Fry (PTO Financial Secretary)	

Introduction

- Michelle calls meeting to order at 6:03 pm.
- Michelle asks for review of March, 2019 meeting minutes. Michelle motions to approve the March minutes.. Mike seconds the motion. All in favor. Minutes approved.

PTO Business

- Coastside Gives Status (Libby)
 - Libby posted information on Cunha Facebook page regarding Coastside Gives.
 - People can schedule donations for May 2nd.
 - Need to get kids involved; the non-profit with the most pictures with #CunhtoPTO and #CoastsideGives gets \$1,000 extra; Leadership can help; Michelle will go talk to them 12-12:45 this Friday.
 - New Leaf has a sign/poster for all the sponsors
 - If Cunha raises \$250, then Sandhill Foundation will donate \$250 to Cunha;
 - Celebration at the Brewing Co on May 3rd for everyone who participated.
 - **Action Item:** Michelle to ask Ben to post on schoolloop about Coastside Gives
 - **Action Item:** Marc to add text link on AtoZconnect. Get bonus for most money in one hour.
- New PTO Board - Friday at Mezza Luna Cafe from 9-10 am for 5th Grade Parents – Michelle to discuss how PTO functions and why someone may want to volunteer; she has list of 39 people; need to build communication team for Marc
- Staff Appreciation Day is Thursday May 9 11-3 pm in Home Ec room.

Treasurer Report

- 2019-20 Budget – Kris handed out copies and asked for feedback.
 - Notes: Both the expenses of \$5,000 for Schoolloop and \$1,400 for 2-year Gizmos licenses are now being paid by the District. These funds were reallocated and explain the bump in most areas of the budget from 2018-19.
- Mike had some questions about the proposed 2019-20 budget.
 - Challenge Day - Mike questioned why PTO is funding Challenge Day. He stated it has traditionally been paid for by Sheriff's Dept of San Mateo Co. (all sandwiches, travel costs, speakers, and substitutes,etc). All they need is a facility.



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- **Action Item:** Mike to talk to Sean, our San Mateo Co. Sheriff's liaison, about SMC Sheriff's paying for Challenge Day; Mike to talk to counselors too
- Tom Cox Leadership – There was some confusion about how much the leadership budget amount (\$3,000 vs. \$2,500) and who pays for and gets funds from the pizza and photos from dances.
 - Years before, when we had magazine drive, leadership (ASB) got 33% of profits and the PTO would track the dance money by depositing the funds in our account. At that time, the Leadership account was set up as a Dance Income account, not an Expense account.
 - In 2017-18, with the switch to the Annual Giving Drive, their budget was \$3,000.
 - For 2018-19, it was changed to \$2,500 with the following understanding: PTO will pay for the pizza and photo paper/ink and Leadership will keep the money from the sales (usually it costs \$250 for all pizzas and Leadership makes about \$500 per dance).
 - At that point, an expense account for Leadership was created. Every time the PTO bought pizza, it would come out of the expense account, which made it look like there was less than \$2,500 available for ASB (the pizza expenses were subtracted against it). This caused confusion for Tom Cox about what the ASB budget truly was.
 - **Action Item:** Kris will add an additional expense line item in the budget just for the dances for the pizza and photo expenses.
- Athlete of the Year Banners – Tim Lugo has been working with vendors; today he got a quote for 12 banners 4x6 digital (although first one free) for a cost of \$3,190. However, he is holding off on submitting quote as he wants to add two "end of year" banquet-type banners for an approximate cost of \$600. Boosters want to recognize their champions with an Athlete of the Year (boy and girl) for each sport going back to the 1990s.
 - To facilitate the purchase of the banners before the end of the school year, Kris proposed to approve the cost of the banners provided they do not exceed \$4,500. Michelle seconds the motion. All in favor. The motion approved.
- End of year awards – The current budget for this line item is \$300, however, Susie told Kris the true cost is closer to \$1,000/year. This line item pays for the Top 10 plaques (10 for each grade), plus certificates for validatorian, outstanding teachers, medals from department awards, etc. For the 2018-19 budget, we'll use funds from the Promotion line item to pay for the Awards (as this line item will not use all of the \$750 budgeted for it). For 2019-20, we'll up the amount to \$1,000.
 - Historically we shared costs with the administration for these awards; last year we paid everything because Seth refused to pay for it.
- Expanding Horizons – every year we budget about \$1,350. However, Ms. Oldman (former Math teacher) always applied for and received a grant. We have traditionally left the line item in the budget as a safeguard in case the grant wasn't received. Ms. Oldman was also afraid that once she retired, no-one else would apply for the grant. However, Suzie has taken over this responsibility and we feel this line item is no longer necessary.
- Social Emotional Learning (SEL) – Mike asked why PTO was funding SEL. These sort of large expensive programs (e.g. Vaping) are generally paid for by the County, State or District.
 - We explained the history of how Seth Feldman (former Cunha Principal) wanted either Soul Shoppe (\$3.5k-\$7k) or PIQE (\$10k) program implemented at Cunha. Both of these were very expensive and the PTO didn't have enough information about the effectiveness of either program to feel comfortable allocating such a huge part of our budget towards either.
 - For the 2018-19 budget, we agreed to allocate \$4,000 to Soul Shoppe with the caveat that we'd need more investigation before cutting any checks. However, at the beginning of the school year, Seth said the administration paid for the entire Soul Shoppe program.
 - The PTO then renamed the line item to SEL and decided we could fund a different program, as needed.



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- Counselors – He asked for \$300 for the counseling department.
- Still approximately \$6,800 of unspent money and \$3,000 of teacher allocated funds in the budget.
 - Ms. Longaker, PE teacher, requested \$269 to attend a conference – 1 person going
 - Special Ed
 - **Action Item:** Mike to talk to Arbid re \$300.

Admin Report

- Honor Roll field trip was today and 280 students attended and had a great time
- This week all 7th graders are going to Fitzgerald Marine Reserve. The Science teachers got funding from Friends of Fitzgerald Preserve again this year which paid for substitutes and buses.
- The Washington DC meeting is this Thurs 6:30 for all 7th graders.
- State Testing starts May 13.
- May 14 at 6:30 is the Vaping meeting.
 - **Action Item** PTO board member should attend.
- Working on Master Schedule 80% done
 - We had five long-term substitutes this year; mostly for science and math. Posted on EdJoin and interviewing.
- Mike says the PTO did a fabulous job this year and we went over the top to support the teachers.
- James Barnes, has been named the new Cunha Principal. He starts on May 1st. Both Mike and Michelle were part of the interview process. They said that James *wants* to be here (at Cunha and in HMB) which is huge. He knows the community and kids. He should be a good fit. The staff is excited to have him.
 - According to Mike, these are the big ticket items for Cunha Administration over the next few years:
 - Master schedule
 - Professional development and restorative practices (how to communicate with the kids). He's concerned about referrals and type of referrals we get.
 - Post grades on schoolloop

Other Business: Open Forum

- Dena Grover came to chat about her job.
 - From May 9th-17th is the Book Fair. There will not be an open house this year.
 - Currently she is the librarian and creates the yearbook. She is adding a new responsibility to her job of barcoding all textbooks. 5,000 barcodes just arrived. She will start with math and ELA books. Science and Social Studies will be done later as they may change textbooks.
 - With her increased responsibilities, Dena is requesting the PTO fund an additional hour of salary (\$4,000) to bring her to 8 hours per day. She could start her day earlier around 7:30.
 - She stated the District agreed to 7 hours, the PTO agreed to pay a "premium" 1 hour. However, then district pulled back 1 hour and she is back down to 7 hours per day. [Note: This conflicts with what is stated in our June PTO meeting minutes.]
 - There was some discussion about whether the PTO should use a Memorandum of Understanding (MOU) vs. Letter of Intent (LOI).
 - **Action Item:** Kris/Michelle to investigate what was agreed upon and what was actually paid for librarian funding.

Adjourn

- Meeting adjourned at 7:15 pm
- Next meeting is on May 9, 2019 at 5:30 in the Cunha library.



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No	Assigned	Action	Responsibility	Due Date
1	5/10/18	Eliminate \$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 needs team to create video. "What PTO has done for them."	Marc Higaki / Leslie Wakasa//	4/11/19
4	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
5	3/14/19	Ben will follow up with Suzie about District bill for Outdoor Ed Angel Fund.	Ben	4/11/19
6	3/14/19	Ben to send quote for safety vests & stamps to Kris.	Ben	4/11/19
7	4/26/19	Michelle to ask Ben to post on schoolloop about Coastside Gives	Michelle	ASAP
8	4/26/19	Text link posted on AtoZconnect regarding Coastside Gives. Get bonus for most money in one hour.	Marc	ASAP
9	4/26/19	Mike to talk to Sean, our San Mateo Co. Sheriff's liaison about SMC Sheriff's paying for Challenge Day; Mike talk to counselors too.	Mike	
10	4/26/19	Mike to talk to Arbid (Special Ed Teacher) about spending his \$300	Mike	
11	4/26/19	Kris/Michelle to investigate what was agreed upon and what was actually paid for re: librarian funding.	Kris/Michelle	

PTO Meeting Schedule

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

May 9

*June 6

Important Dates

Dances 7-9:30 pm - 6/7/19

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

Book Fair - May 9-17, 2019

Teacher Appreciation Luncheon - May 9, 2019

April 24-26, 2019 7th Grade Tidepool Trip to Fitzgerald

Superbowl – May 31, 2019

Promotion - June 12, 2019, 6pm

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