



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

May 9, 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) Jo Fry (PTO Financial Secretary) Karen Hoffman (Member at Large) James Barnes (New Principal) Benjamin Bartel (Vice Principal)	Elizabeth Weatherly (Parent and potential treasurer) Manu Hipkins (parent, HMBHS H&W Committee) Carrye De Mers (English Teacher) Tim Lugo (PE Teacher)
Minutes By	Michelle Spencer & Kelly Rogers	
Attachments	Treasurer's Report	
Absences	Marc Higaki (Director of Communications)	

Introduction

- Michelle calls meeting to order at 5:33 pm.
- Michelle asks for review of April, 2019 meeting minutes. Michelle motions to approve the April minutes.. Karen seconds the motion. All in favor. Minutes approved.
- Introductions: James Barnes, new Cunha Principal, started his career at HMBHS in 2001. The last four years he has been part of the school administration.
- Elizabeth Weatherly, potential incoming PTO treasurer, has a current 8th grader and incoming twin girls.
- Manu Hipkins, member of the HMBHS Health & Wellness (H&W) Committee

Online Discussions/Decisions by PTO Board regarding 2019-20 budget

- We agreed to increase the AVID budget to \$3,000 to cover their two fieldtrips at \$1,500 each.
- We eliminated a separate line item for Challenge Day. Challenge Day will be funded out of our SEL line item for \$5,000.
 - Michelle contacted Sheriff's department and they no longer fund Challenge Day.
 - Michelle is checking with CEF to see if they would fund it for 2019-20 year.
- The Angel Fund line item has been eliminated and the funds divided into three separate buckets for better clarity for the various outings: Outdoor Ed, Honor Roll and Great America.

PTO Business

- Coastside Gives Status (Libby)
 - Our Coastside Gives total was \$3058!!!! \$308 over our goal! Libby heard at the after party that some groups raised \$3,000 in their first year and \$8,000 this year.
 - Libby is handwriting thank you cards to all donors and sponsors

Treasurer Report

- Review and vote on 2019-20 Budget
 - The prior \$3,000 for SEL was reallocated to Teacher Water, extra AVID field trip and 8th grade promotion ceremony
 - Teacher Lounge Water Service \$1,000 was put back into the budget for next year because Cunha is remodeling the teacher's lounge so it is not prudent to install water filter in that room.



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- **Action Items regarding water filtration system:**
 1. Need to research to see if water company will give discounts for schools.
 2. With the C building almost ready to be reoccupied, a water filtration system similar to the one in the gym could be installed on the second floor.
 3. Rather than two water cooler systems, PTO could pay for only one.
- Apparently, with Corrine Bucher as the new head of CEF, there is now some interest in CEF paying for Challenge Day. Karen stated that in the past, CEF has been unwilling to pay for this. At this point, we'll leave this line item in the budget and next year's PTO Board and investigate further whether CEF would be willing to fund Challenge Day.
- Kelly motions to approve the 2019-20 budget. Michele seconds. All in favor. Motion passed!!!
- Coastside Gives
 - We earned over \$3,000 from this event.
 - We advertised that the money will be used "to create a more dynamic learning environment in the classroom setting by contributing additional money directly to the teachers."
 - Libby stated we won't get the check until sometime in June.
 - The board agreed to not spend these funds for the 2018-19 school year, but will hold the money over so the next PTO board can vote on how to best to spread these funds for its stated purpose.
- PTO recently received another corporate matching check bringing our Annual Giving Drive total to just over \$55,000 for the 2018-19 school year.
- Of this, there is approximately \$20k of budgeted PTO funds still in the bank. (see attached sheet from Kris)
 - Approximately \$8,000 has been set aside for specific purposes and end of year events.
 - This leaves approximately \$12,083 of which we voted to spend \$8,733 in the following manner:
 - Ben has a bill for \$232.80 for safety vests. The total may be slightly higher as they wish to purchase a separate Principal vest for Mr. Barnes. Kris motions to fund the purchase of the safety vests. Jo seconds. All in favor. Motion passed.
 - Mr. Lugo had an estimate of \$4,150 for the twelve 4'x6' and two 4'x10' banners (this is under the \$4,500 budget we approved at the last meeting).
 - Once we receive an actual invoice, Kris will pay for these.
 - We voted online to spend an additional \$350 for the teacher and staff appreciation luncheon.
 - Funding an 8th hour for the librarian. There is some confusion as to how many hours was agreed to be paid for the Cunha Librarian for the 2018-19 school year. District has one understanding, and Dena Grover, the librarian has another.
 - Dena says the District took away one hour from her, bringing her down to 7 hours.
 - District states they have only paid for 6 hours per day and they have never removed an hour from Dena's time.
 - Part of the confusion could be from the way the district processes their contracts. In March, the district issues a pink slip stating they are removing one hour from her salary (the one the PTO pays for). When the PTO sends in our Letter of Intent (LOI) for funding the one hour, the district then sends her a notice stating they are giving her back the hour.
 - According to Carrye De Mers, Jean, the prior librarian, used to have an 8-hour day. Then it was reduced to 6 hours and she retired. Dena took over the position at 6, but the PTO funded an additional hour bringing Dena to 7 hours.



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- Dena is a certified Librarian. If she leaves, she will undoubtedly be replaced by a “Media Specialist.”
 - The impact for the students: They will not have access to the library before school or during lunchtime. We all agreed the students need a safe place to be as many parents drop their children off 30-60 minutes before school starts.
 - The 2018-19 and 2019-20 budgets both have funding for one hour (7th hour) of Dena’s time at \$4,000.
 - Dena is requesting an additional hour (another \$4,000) to bring her to 8 hours per day.
 - The PTO Board discussed spending \$4,000 of our unspent 2018-19 funds to pay for this 8th hour for Dena for the 2019-20 year. We need it clearly understood and communicated to Dena that this 8th hour is not part of regular 2019-20 budget. Next year’s PTO Board can further investigate the librarian funding issue and vote how to spend PTO funds going forward.
 - Kris’ attorney husband can write the Letter of Intent clearly stating the PTO will fund Dena’s 7th and 8th hours (at \$4,000 each) for 2019-20 school year and we expect the District to continue to fund her 6 hours per day. If Dena does not accept the position, the PTO will keep the \$8,000.
 - Kris motioned to approve the additional \$4,000 (8th hour) of librarian funding. Kelly seconded. All in favor. Motion passed.
- There were several ideas on how to spend the remaining \$3,350, but further information is needed before a vote is made.
 1. New school uniforms.
 - Most of the Cunha Athletic Booster funding goes to pay for coaches stipends. They have to rotate which uniforms will get refreshed.
 - Last year they bought 2 team’s (male/female) basketball uniforms.
 - This year they are buying wrestling uniforms (singlets).
 - Next year they will pay for either track or soccer uniforms.
 - Mr. Lugo has a \$1,631 receipt for 2 teams reversible basketball jerseys (15 men/15 women jerseys). If PTO has enough money, he could double the order.
 - There are 8 basketball teams: 4 girls and 4 boys.
 - Track and cross-country share uniforms. They were purchased about 6-7 years ago.
 - Lugo can get quote
 - Volleyball A teams have new uniforms, but B teams are using old uniforms
 - Lugo can get quote
 2. Beautification of the school (new paint job, trees along Hwy 1 fence, etc),
 - Conflict of interest with the union; District should spend money to beautify the school.
 - James : At the HS, they worked out a schedule to have four beautification days a year where volunteers come and help (mostly weeding)
 - The District provides one maintenance person to help out and oversee. Paid out of Site Funds (RU) . About 6 hours/day x 4 at \$50/hr around \$1,200 per year.
 - Plants, tan bark, etc are donated
 - Trees fall under City Law and would require maintenance and could become hazards. Best to plant shrubs and flowers.
 - PTO could pay for the maintenance person at Cunha
 - Carrye: Cunha had a beautification day several years ago, but the results didn’t last long. Flowers and middle school children don’t mix well.



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- Could possibly paint a mural on the C building or quad
 - Talk to Mary Coyle, art teacher, for ideas
 - Would need District approval
- 3. Umbrellas for shade and rain coverage for quad/over lunch tables
 - Triangle type – one corner attached to MU
 - May have to move benches
- 4. Emergency kits for classrooms
 - Ben/James don't want the emergency buckets
- 5. More supplies for each teacher – this was not discussed.
- Michelle spoke to the Leadership students and their priorities for spending additional funds are #1 new sports uniforms, #2 beautify the school, and #3 shade/rain cover the eating areas.
- Karen recommended to Elizabeth (our potential new Treasurer) the need to create a standard form and written protocol for requesting PTO funds.

Other Business: Open Forum

- Manu Hipkins spoke about the HMBHS Health and Wellness Committee.
 - Wants to create a formal liaison between Cunha and HS. Rick Southern came a couple months ago and discussed the committee.
 - H&W Committee was created at HS about 4 years ago. They are engaged in the following issues:
 - Block schedule – improved sleep and traffic
 - Homework surveys
 - Vaping – Vape Escape (student lead group). Outside firm is helping the students to brand the initiative.
 - Website being developed to help talk for younger kids. Students at El Granada Elementary have been caught vaping
 - Youth leadership (english and spanish) from San Jose
 - Kids purchasing vapes with gift cards on Amazon and shipping to lockers at Safeway.
 - Looking to create a sister H&W committee at Cunha – need an official committee
 - Large email group of folks on the HS H&W Committee.
 - The City of HMB has City Grants. Gisette, at the City, is working with HS for one specifically targeted at vaping – May 31st is the deadline
 - Matt, City Manager, won't fund a position, but will fund a project; anyone can ask for funds (PTO, individuals, etc); Peer Helpers were funded with a City Grant
 - **Action Item:** Investigate whether PTO can get a City Grant for Challenge Day
 - Karen would love to see an established H&W Committee at Cunha. One that is proactive and not just temporary and reactionary.
 - James will try to get a committee going next year.
 - James would like to establish a program to reduce the number of students getting suspended. Instead of suspension, the students (and parents) would go to counseling. If the parents don't agree, then student gets suspended.
 - Non profit groups are offering counseling services for drug and alcohol related infractions
 - James advocated for more Social Emotional counselors on campus at HS

Adjourn

- Meeting adjourned at 6:56 pm
- Next meeting is on September 12, 2019 at 5:30 in the Cunha library.



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No	Assigned	Action	Responsibility	Due Date
1	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
2	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
3	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
4	5/9/19	Action Items regarding water filtration system: 1. Need to research to see if water company will give discounts for schools. 2. With the C building almost ready to be reoccupied, a water filtration system similar to the one in the gym could be installed on the second floor. 3. Rather than two water cooler systems, PTO could pay for only one.	Kris/Michelle	6/6/19
5	5/9/19	Investigate whether PTO can get a City Grant for Challenge Day	New PTO Board	9/12/19

Important Dates

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

Superbowl – May 31, 2019

Promotion - June 12, 2019, 6pm

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