



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 30, 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) James Barnes (New Principal)	Elizabeth Weatherly (incoming Treasurer) Manu Hipkins (parent, HMBHS H&W Committee) Dena Grover (Librarian) Lisa Zanette (parent) Michelle Velarde (incoming Secretary)
Minutes By	Kelly Rogers	
Attachments	Treasurer's Report	
Absences	Marc Higaki (Director of Communications) Karen Hoffman (Member at Large) Benjamin Bartel (Vice Principal)	

Introduction

- Kelly calls meeting to order at 6:12 pm.
- We did not have copies of the May minutes so these will need to be approved at the September meeting.
 - **Action Item:** Approve May PTO Minutes at September PTO meeting.

PTO Business

- Vote in 2019-20 PTO Board Members
 - Kelly motions to vote in Elizabeth "Liz" Weatherly as the new PTO Treasurer. Kris Seconds. All in favor motions passes.
 - Kelly motions to vote in Michelle Velardy as the new PTO Secretary. Kris seconds. All in favor. Motion passes.
 - Kelly motions to vote in Libby Garcia as the PTO Vice President. Kris seconds. All in favor. Motion passes.
 - Kelly motions to vote in Marc Higaki as the PTO Communications Director. Kris seconds. All in favor. Motion passes.
 - Positions still vacant: President, Financial Secretary and members for Marc Communications Committee.
- 8th Grade Promotion on Weds evening 6/12/19.
 - Have all day on Wednesday in the Event Center to set up. Only need about an hour.
 - Gym isn't available Tuesday night nor Weds during school for set up.
 - **Action Item** – James to see who needs the gym on Weds ; Dena says kids can come into library and watch movies.
 - Set up is being done by 8th grade parents who don't want to do it on Weds after school and then bring kids later that evening.
 - It was suggested that a Sign Up Genius be created to get help from 6th and 7th grade parents to help with clean up.
 - **Action Item** - Dena will put out a blurb on Schoolloop requesting 7th grade parents help to clean up at 7 pm
 - The HS will come to the Event Center from 11:30-1:30 on Wednesday to practice.
 - Academy Awards / Paparazzi theme - Not using balloon arch nor the banner – have a red carpet



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- HS has an *orange* carpet
 - All student speeches in English. The program has Spanish translation of all speeches.

Treasurer Report

- Kris updated the PTO Reimbursement form – only used by Treasurer and teachers
- Challenge Day will be funded out of SEL category on budget. If Cunha gets a grant, those funds can be allocated elsewhere. Gisette, a HMBHS parent and grant writer, is working on a City Grant for the HS and was supposed to include Cunha's request for Challenge Day funding in the grant.
 - **Action Item** – James to follow up with Gisette to determine if she included Cunha's Challenge Day funding request into the City Grant proposal she was writing for HMBHS.
- Next year, our new Treasurer Liz is going to formalize the process for requesting funds outside the budget line items.
- Money that needs to be spent for rest of the year = \$10k. \$2k spoken for
 - Removed Beautification because we ran out of time and will let next year's PTO and administration decide how best to approach this topic.
 - There is \$8k left in unallocated and unspent funds. We have proposals for all \$8k as follows:
 - \$4,000 for the librarian, Dena Grover's, 8th hour
 - \$1,600 for sports uniforms
 - \$1,900 for Math Department Toolkits
 - \$500 for Great America Angel Fund.
 - We had a short decision about these items:
 - Lisa questioned why PTO is funding uniforms. Michelle explained that it derived from her meeting with the Leadership students. PTO is only funding the uniforms because we have extra money. Normally Cunha Boosters funds uniforms on a rotating basis.
 - Angel Funds for Great America \$500 – James makes sure all students who are eligible can attend this fieldtrip. Some parents may pay reduced costs and school pays the rest. The Administration would appreciate the extra \$500 to help with this event as all Site Funds have been spent.
 - Math Department toolkits – This year the Math Department got a private grant for \$1,000 which they used to send two teachers to a training at Asilomar. They used their PTO department funds to purchase the Math toolkits. For next year, they would like to use their PTO department funds to send three teachers to the training at Asilomar and use this "extra" money to purchase the toolkits.
- Michelle motions to approve \$8,000 for the above list items. Kris seconds. All in favor. Motion passed.
- Lisa mentioned there is a website called Donorschoose.org which is sort of like a GoFundMe for schools.
 - **Action Item:** Investigate the use of the site Donorschoose.org.
- Lisa wondered why there isn't a line item in the PTO budget for the Health & Wellness (H&W) committee. Next year there will probably be a Health and Wellness committee at Cunha, possibly with Manu heading it. At the HS there isn't a budget for H&W. It's a committee that crosses over and can utilize grants, CEF or SEL funds.

Admin Report: James

- James mentioned two issues that occurred this year regarding PTO funds. The first was the funding of the Its Italia teacher holiday luncheon and the second was staff jackets. Apparently someone told the staff the PTO was going to fund jackets for all of them. Everyone was disappointed to learn this was not the case.



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- James said he wants more transparency next year regarding teacher appreciation and PTO funds.
- James stated he can't do a year-end celebration for the teachers this year as the Site Funds have all been spent.
- Michelle mentioned that Mike Andrews, interim Principal, was able to build some bridges and start the healing process with the teachers after the mess Seth Feldman left upon his departure.
- Kris explained that PTO honors the teachers with two events: The Winter holiday luncheon and the Spring Teacher Appreciation Week. During the week, teachers are treated to bagels, cash gifts, etc. with the finale being the lunch.
- Manu suggested we get the students more involved. Something like: one day bring a flower, the next a fruit, the third a note each day, etc.
- Perhaps the Leadership Students could use some of their budget to support the teachers. Even something simply like a potluck.

Other Business: Open Forum

- Manu asked whether there could be leadership classes for all three grades rather than just 8th graders. James said it would be challenging as that would add two new sections and he questioned the maturity of the 6th graders.
 - Michelle said she had several conversations with Mike Andrews about creating a mentoring program between 8th graders and incoming 6th graders – like book buddies in elementary school.
 - James said this was very doable and would look into it for next year.

Adjourn

- Meeting adjourned at 7:10 pm
- Next meeting is on September 12, 2019 at 5:30 in the Cunha library.

No	Assigned	Action	Responsibility	Due Date
1	9/13/18	Joey Vargas at Coastsides 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	9/12/19
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//	8/12/19
3	5/9/19	Action Items regarding water filtration system: <ol style="list-style-type: none">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	9/12/19
4	5/9/19	Investigate whether PTO can get a City Grant for Challenge Day	New PTO Board	9/12/19



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5	5/30/19	James to see who needs the gym on Weds 6/12 for promotion set up; Dena says kids can come into library and watch movies.	James	6/12/19
6	5/30/19	Dena will put out a blurb on Schoolloop requesting 7 th grade parents help to clean up at 7 pm	Dena	6/5/19
7	5/30/19	James to follow up with Gisette to determine if she included Cunha's Challenge Day funding request into the City Grant proposal she was writing for HMBHS.	James	9/12/19
8	5/30/19	Investigate the use of the site Donorschoose.org.	New PTO Board	9/12/19
9	5/30/19	Approve May PTO Minutes at September PTO meeting.	New PTO Board	9/12/19

Important Dates

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

Promotion - June 12, 2019, 6pm

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