



## 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

September 10th, 2019 5:30 pm

Location	Cunha Intermediate Library	
Attendees	Libby Garcia (PTO Vice President) Michelle Velarde (PTO Secretary) Elizabeth Weatherly (PTO Treasurer) James Barnes (Principal) Benjamin Bartel (Vice Principal)	Michelle Spencer (previous PTO President) Shawna Montoya (incoming PTO President) Julie Johnson (incoming PTO Financial Secretary) Manu Hipkins (Parent / HMBHS Wellness Committee) Dena Glover (Librarian) Erin Hosilyk (Parent / COMMS Assistant) Lisa Zanette (Parent / SIPA Rep.)
Minutes Taken by	Michelle Velarde	
Attachments	Treasurer's Report	
Absences	Marc Higaki (Director of Communications)	

#### Introduction

- Shawna calls meeting to order at 5:32 pm.
- Shawna asks for review of May 2019 minutes. Shawna motions to approve the May minutes. Michelle approves. All in favor. Minutes approved.
- Introductions: Michelle Spencer past PTO president. Shawna, 7<sup>th</sup> grade parent & incoming PTO president. Michelle Velarde, 6<sup>th</sup> grade parent & PTO secretary. Erin, parent & COMMS Assistant. Elizabeth, 8<sup>th</sup> grade and incoming 6<sup>th</sup> grade parent. Libby 6<sup>th</sup> and 7<sup>th</sup> grade parent & PTO Vice President. Lisa, parent & SIPA representative. Den, Cunha librarian. Julie, parent and incoming PTO Financial Secretary. Ben, Vice principal. James, Principal & parent of Cunha graduate/HMBHS student.

#### PTO Business

- Vote in 2019-2020 Board Members
  - Elizabeth motions to vote Shawna Montoya as New President. Michelle seconds. All in favor motion passes.
  - Elizabeth motions to vote Julie Johnson as Financial Secretary. Libby seconds. All in favor motion passes.
- Annual Giving Drive update (Shawna)
  - Ends Friday September 13<sup>th</sup>. Goal is \$50,000, currently at \$33,928 + \$2,750 corporate matching.
  - Elizabeth and Julie up to date on receipts.
  - Four teachers have no turned anything in. How do we motivate them? **Action Item:** Shawna plans to touch base with them this week.
  - Maybe some donut motivation for students on Thursday (Shawna)
  - Inflatables day still a sore spot from last year as it was never re-scheduled (bad weather). Scheduled for Oct 11<sup>th</sup>. Need to work out logistics – permit request, event center vs gym, inflatables company insurance 1 million. Classes with most participation get first dibs a few minutes before the rest of the school can play.
- Dance on Friday September 27<sup>th</sup>. (Shawna)
  - Volunteer opportunities set up on Sign Up Genius – shared with inner circle now, **Action Item:**



## 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**

September 10th, 2019 5:30 pm

Shawna will share with everyone else soon. Leadership handling all set up, take down décor etc.

- Teacher Appreciation Luncheon (Shawna)
  - Dates 12/5 and 5/7 Home Ec Room. 10 am set up for noon lunch, clean up and out by 2pm. **Action Item:** Shawna will send out volunteer opportunities via Sign Up Genius.
- New PTO Website (Erin)
  - Using Farallone View site as template. Will have volunteer opportunities, fundraising info, PTO related calendar. Need new content and people to review site (Michelle & Manu can). Secured Cunha.PTO.org . Erin also doing PTO Twitter and Instagram mirroring FB (Shawna). **Action Item:** Erin will have up and running as of Oct 1<sup>st</sup>.
- Giving Tuesday November 26<sup>th</sup> 2019 (Shawna & Erin)
  - FB / Paypal has max on matching donations
  - Paypal option to donate for individual programs (direct to art, science etc)
  - **Action Item:** Shawna will send out info via email, social media, fliers
- Business Sponsorships (Libby & Erin)
  - Maybe we can give special attention to businesses that sponsor – print banners, advertise them on our social media etc (check with CAB to make sure they aren't already doing that). Libby suggests we reach beyond just parents and reach out to more local businesses as other schools are already doing. Erin recommends we are more purpose driven. **Action Item:** Libby / Erin Brainstorm purpose(s) and how.
- Request for Funds for Bike Class (Mr Monica – not present)
  - Bike class well received among students. CEF prev gave one time innovation grant (seed money) but more funding is needed annually to keep program going. Maybe the class can partner with Bike Works. Will talk more about this after Giving Drive.
- Teacher Supply Reimbursement Process (Elizabeth)
  - \$100 per teacher. Teachers get forms, fill out and turn back in for reimbursement.
  - **Action Item:** Elizabeth with create email to teachers and James will send out.
  - Teachers should be encouraged to also used donorschoose.org but should verify items with administration to make sure ok with district policies
- PTO Department Stipends process & deadline (Elizabeth)
  - Remind departments to use funds by May 1<sup>st</sup> or they will be re-distributed. Teachers should get department permission, then turn in form, then get reimbursed. Forms in office.
- Campus Beautification (James)
  - Schedule parent volunteer campus work 4 times per year – trimming, filling holes, empty planter boxes (drought tolerance zero/low maintenance - succulents) etc. PTO supports this idea and will help recruit parent volunteers. **Action Item:** James will set dates.
  - Shade structures, maybe tables (wait to see how much fund PTO receives)
- Recognition Fund
  - Small fund for teacher swag, team building, restaurant gatherings. PTO needs to wait to see how much fund is received. Do teachers still want water service now that we have it in C building – **Action Item:** James will run it by them.
- Follow Up on Outstanding Agenda Items: we did not review “welcome to PTO video” or the possibility of a city grant to cover



## 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

September 10th, 2019 5:30 pm

#### Treasurer Report

- Budget Review (Elizabeth)
  - No revisions have been made since May meeting
  - No more “Angel Fund” – absolved into other categories
  - Outdoor Ed \$475, big increase in cost.
  - Why is PTO receiving bills for for subs for field trips? Fitzgerald Field Trip – Friends of Fitzgerald had agreed to pay for subs.
  - What is the \$3,000 budget for AVID for? Field trips – buses?
  - Challenge Day \$5,000. Social Emotional learning. Not scheduled yet. Prev paid for by Sheriffs, not anymore. Can CEF fund it (one time)? Challenge Day is about breaking down barriers, kids connecting to each other. Challenge program brings own stuff/staff/counselors. Contact – Janice.

#### Admin Report

- Principal 's Report (James)
  - Leadership is doing a news program. Videos are posted to school site, gallery. Would like to promote video more.
  - Find parents to join Site Council, a committee that meets monthly to plan how schools funds are distributed.
  - Back to School Night
    - Went well this year. Improve next year with narrowing gap between orientation and registration, line organization, packets pre-assembled & made available in advance. Possible plan to have on same day as HS. Translators - immersion students to help registration. High school students, SIPA community service credit. Name tags “habla espanol”

#### Other Business:

- Bilingual Literacy Badge of Immersion Track volunteer opportunities (Lisa, SIPA)
  - Ending late Thursday starts took away volunteer opportunities, need to set up new opportunities. Ideas:
    - Spanish speaking community outreach re parcel tax (school can't advocate bills, maybe just provide all facts without endorsing?).
    - Vaping PSA's in Spanish
    - Volunteer to translate or orientation / graduation, back to school night, 5<sup>th</sup> grade night and other events
    - Mr Cox's Leadership videos – translate to Spanish
- Start a Wellness Committee at Cunha similar to HS (Manu Hipkins, HS committee)
  - A parent volunteer group. Last's year's focus was on vaping which led to great discussion, awareness, Dr. O volunteered to do parent, teacher and student education. School now has a big budget to address vaping & substance abuse – time to move on to next issue.
  - Would like to see the Wellness committee connect all local schools. Issues are community issues, trickle down.
  - What is the current big issue? Reach out to Leadership, student body, parents to see what surfaces. **Action Item:** Ben will connect with Mr. Cox. Maybe incorporate into Challenge Day?  
**Action Item:** James will reach out to ELAC.
  - Revise Cunha's website Health & Wellness section to be more current – similar to HS. (James)



## 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**

September 10th, 2019 5:30 pm

#### **Adjourn**

- Meeting adjourned at 7:05 pm
- Next meeting is on October 8<sup>th</sup>, 2019 at 5:30 pm at the Cunha library.

No	Assigned	Action	Responsibility	Due
1	9/13/18	Joey Vargas at Coastsides Printers will print logo on PTO t-shirt, water bottles 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	
3	5/9/19	Action Items regarding water filtration system (Revised 9/10) 1. Need to research to see if water company will discount for schools (New PTO Board) 2. Rather than two water cooler systems, PTO could pay for only one. (James will talk to teachers)	New PTO Board / James  (prev 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
5	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
6	5/30/19	Investigate the use of the site Donorschoose.org.	New PTO Board	9/12/19
7	9/10/19	Annual Giving Drive – Shawna will touch base with teachers who have not turned anything in yet	Shawna	9/13/19
8	9/10/19	Wellness Committee – Need to connect with students, parents, community about what current issues are. Ben will communicate Mr Cox about getting Leadership feedback. James will reach out to ELAC.	Ben / James	
9	9/10/19	Dance on Friday Sept 17 <sup>th</sup> – Shawna will share volunteer opportunities set up on Via Sign Up Genius with everyone soon	Shawna	
10	9/10/19	Teacher Appreciation Luncheons 12/5 and 5/7 - Shawna will share volunteer opportunities set up on Via Sign Up Genius	Shawna	
11	9/10/19	Erin will have new PTO website up and running as of Oct 1 <sup>st</sup> .	Erin	10/1
12	9/10/19	Giving Tuesday November 26 <sup>th</sup> 2019 - Shawna will send out info via email, social media, fliers	Shawna	
13	9/10/19	Teacher Supply Reimbursement Process - Elizabeth will create email to teachers and James will send out.	Elizabeth / James	



**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**

September 10th, 2019 5:30 pm

No	Assigned	Action	Responsibility	Due
13	9/10/19	Business Sponsorships - Libby / Erin Brainstorm purpose(s) and how.	Libby / Erin	
15	9/10/19	Campus Beautification - James will set dates.	James	

**PTO Meeting Schedule**

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

September 10	October 8	November 12	December 10
January 14	February 11	March 10	April 14
May 12	June 9		

**Important Dates**

- Annual Giving Drive Ends – 09/13
- Campus Beautification Volunteer Days -
- Outdoor Education 6th graders – 10/30 through 11/4
- Dances 09/27 6:30pm-9pm, 12/6 6:30pm-9pm
- ELAC meetings
- Honor Roll Field Trips -
- Book Fair -
- Teacher Appreciation Luncheon - 12/5 and 5/7
- Science Fair -
- Washington DC Trip 8th graders -
- Tidepool Trip to Fitzgerald 7<sup>th</sup> Grade -
- 5th grade parent night -
- Open House -
- Superbowl –
- Promotion 8<sup>th</sup> Grade – 06/3
- Last Day of School/8th grade Great America field tri p 06/4