



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

October 8th, 2019 5:30 pm

Location	Cunha Intermediate Library	
Attendees	Shawna Montoya (PTO President) Libby Garcia (PTO Vice President) Michelle Velarde (PTO Secretary) Elizabeth Weatherly (PTO Treasurer) Julie Johnson (PTO Financial Secretary) Marc Higaki (Director of Communications) James Barnes (Principal)	Erin Hosilyk (Parent / COMMS Assistant) Corrine Bucher (CEF, ED) Maria Portello-Swagel (Parent/Teacher) Sean McPhetridge (Cabrillo Superintendent – did not sign in)
Minutes Taken by	Michelle Velarde	
Attachments	Treasurer's Report New Criterion	
Absences	Benjamin Bartel (Vice Principal)	

Introduction

- Shawna calls meeting to order at 5:42 pm.
- Shawna asks for review of September 2019 minutes. Shawna motions to approve the September minutes. Libby approves. All in favor. Minutes approved.
- Introductions: Shawna, 7th grade parent & PTO president. Michelle, 6th grade parent & PTO secretary. Elizabeth, 8th / 6th grade parent & PTO Treasurer. Libby 6th and 7th grade parent & PTO Vice President. Julie, parent and PTO Financial Secretary. Marc Higaki, Director of Communications. James, Principal & parent of Cunha graduate/HMBHS student. Erin, parent & COMMS Assistant. Corrine Bucher, CEF, ED. Maria Portello-Swagel, Parent/Teacher.

PTO Business

- **Measure I**
 - Corrine says funding is needed most. Shawna reminder – Cabrillo staff cannot advocate for measures and bonds. PTO members can advocate as parents, not as PTO. Contact Breanna Lafontaine breannalafontaine@gmail.com for more info. Community meeting Thursday 10am-2pm HMB Library.
- **Dance Update:** James says dance went well, kids well behaved, lots of fun. Onto the next one.
- **District Budget Crisis / Cuts as the impact Cunha** (Sean McPhetridge)
 - 1.5 to 2.5 million in district cuts needed if parcel tax passes. Additional 1.6 million in cuts needed if it does not pass.
 - Staffing is 82% of budget. Support staff must be cut – likely counselors, psychologists, custodians, community liaisons, attendance clerks, librarian technicians. Not core teachers / classes.
 - Other Cunha cut considerations – under enrolled classes (35 max), electives, sports (Cunha has exceptionally big and expensive sports programs compared to other schools). Cunha has low cost per student. Cunha has approx. 750 students. (Elementary school consolidations are last resort but will be considered “smaller the school the more it costs”).
 - Budget crisis caused by: increasing pension costs, increasing STRS & PERS costs, increasing special education costs, increasing medical and insurances costs, legal issues over Cunha’s new



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building. Parcel tax is not enough -only half of what is needed. Other districts doing cost per sq. ft. Teachers and staff experiencing "silent recession" having to pay more into benefits.

- Timeline: propose cuts November, decisions December, Governor's new plan January, March teachers pink slips (support staff notices can be sent later). Approx. 20 layoffs needed across district. Do not want county to take over in December.
- PTO budget cut considerations: prioritize the "need to haves". Focus on biggest reach, who needs / serves most. Propose what PTO is willing to contribute toward "need to have" programs etc that may be cut.
- **New Criterion:** General guide for PTO to use when considering requests for funding. Shawna moves to vote on new criterion as standard PTO guideline. Michelle suggests we use it for a couple months and if it works well then we officially vote it in, Shawna agrees. Attach to October minutes.
- **Annual Giving Drive** (Shawna)
 - Went well. \$59k – fees, inflatables day, donuts, printing etc = \$50,714 in bank including \$1,097 in monthly donations.
- **Inflatables Day** – Friday. Will be last one due to liability.
- **New PTO Website Update** (Erin)
 - Website more work than anticipated so it is taking a little bit longer
Action Item: Erin will have up and running ASAP (revised)
 - Corinne recommends plug in called "double the donation"
- **Staff Water Update:** James says teachers want to keep water service if PTO is willing to continue to pay \$1,750 cost +/- . PTO will look into paying for filters vs service so save money.
- **Outdoor Ed Angel Funds:**
 - \$1,250. Deficit of \$2,500.
 - Getting very expensive for families. Might be helpful to give more time for financial planning next year, maybe allow payments to be further spread out. Maybe CEF can help.
- **Business Sponsorship:** setting up online
- **Follow Up on Outstanding Agenda / Action Items:** we did not review "welcome to PTO video", or the possibility of a city grant to cover Challenge Day, or PTO gear, donorschoose.org, Challenge Day City grant, Wellness Committee, Campus Beautification

Treasurer Report

- **Budget Review** (Elizabeth)
 - Total budget increase to \$53k
 - Teacher Water Budget line increased from \$1,000 to show true cost of approx. \$1,800.
 - Bike Mechanics request for \$1,000 – this elective, though loved by students, could be cut > wait to see what happens before committing funds
 - AVID:
 - James advocated for AVID program as a need to have. Helps get kids to college who likely wouldn't go otherwise. More of a core program. 48 students in AVID.
 - CEF is committed to AVID program and has funded \$12,500 to it (Corrine)
 - PTO spent \$2,500 to bus AVID to A's game last year. Given current budget crisis and sports field trips not aligning with AVID's college focus PTO must consider reducing AVID budget. Shawna moves to reduce to \$1,000. James will talk to AVID program. AVID should be more clear with asks in the future.



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- PTO Asks have not been reviewed/signed off by principal. CEF asks are signed off by principal. PTO receiving bills for things they weren't aware of / without explanation. Marc agrees multiple eyes on requests. Marc ok with \$3,000 AVID budget but not for buses.
- Marc motions to approve Budget. Shawna & Elizabeth second. All in favor Marc, Elizabeth, Shawna, Libby, Michelle, Julie. Motion passes.

Admin Report

- Principal 's Report (James)
 - District doing donuts with sprinkles on Friday for LGBTQ. Drone picture. Same day as Inflatables.
 - Shawna asks when James can provide details about cuts – we have to wait for decisions in December, then January for Governor's plan.

Other Business:

- CEF (Corinne) – innovation funds like bike storage
- Health & Wellness – Manu Hipkins requested time, not present.

Adjourn

- Shawna adjourns meeting at 6:45 pm
- Next meeting is on October 12th, 2019 at 5:30 pm at the Cunha library.

No	Assigned	Action	Responsibility	Due
1	9/13/18	Joey Vargas at Coastside 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. PTO could pay for water filters	New PTO Board / James	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	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	
8	9/10/19	Teacher Appreciation Luncheons 12/5 and 5/7 - Shawna will share	Shawna	



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		volunteer opportunities set up on Via Sign Up Genius		
9	9/10/19	Erin will have new PTO website up and running ASAP	Erin	11/1
10	9/10/19	Giving Tuesday November 26 th 2019 - Shawna will send out info via email, social media, fliers	Shawna	
11	9/10/19	Teacher Supply Reimbursement Process - Elizabeth will create email to teachers and James will send out.	Elizabeth / James	
12	9/10/19	Business Sponsorships - Libby / Erin Brainstorm purpose(s) and how.	Libby / Erin	
13	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

Campus Beautification Volunteer Days -
 Dances 12/6 6:30pm-9pm
 ELAC meetings
 Honor Roll Field Trips – 11/1, 4/22
 Book Fair -
 Teacher Appreciation Luncheon - 12/5 and 5/7
 Science Fair – 01/13 through 01/17
 Washington DC Trip 8th graders – 02/17 through 02/21
 Tidepool Trip to Fitzgerald 7th Grade -
 5th grade parent night -
 Open House -
 Superbowl –
 Promotion 8th Grade – 06/3
 Last Day of School/8th grade Great America field trip 06/4

2019-2020 Cunha PTO Grant Evaluation Criterion

- 1) How much is the request?
- 2) What percent of the PTO's 2019-2020 budget will this amount to, if granted?
- 3) What Class, Department, or Program is this grant to be used for? For example: Home Ec, 6th-8th grade PE, Fall Honor Roll Field Trip, etc.
- 4) How many students will the grant benefit for the 2019-2020 school year? For example, if this is a grant for all of the 6th grade English Language Arts classes, the answer would be the total amount of 6th grade students taking ELA this school year. If for Home Economics, it would be the rough number of all students who will take Home Ec this school year.
- 5) Has the requestor **applied for** a grant or funds from another source like CEF, Friends of Fitzgerald, Cunha Athletic Boosters, etc. for this school year? If so:
 - How much is the grant?
 - What will the funds be used for if the grant is approved?
- 6) Has the requestor **received** a grant from another source for this school year? If so:
 - How much is the grant?
 - What will the funds be used for if the grant is approved?