



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

December 10th, 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) James Barnes (Principal) Benjamin Bartel (Vice Principal) Lisa Zanette (Bilingual Liason/SIPA Rep.) Julie Johnson (PTO Financial Secretary)	Erin Hosilyk (Parent / COMMS Assistant) Marybeth Alexander (Cabrillo Board) Ruth Anne Wolk (Cunha MathTeacher)
Minutes Taken by	Michelle Velarde	
Attachments	Financials report & Payment List	
Absences	Marc Higaki (Director of Communications)	

Introduction

- Shawna calls meeting to order at 5:35 pm.
- Shawna asks for review of November 2019 minutes. Shawna motions to approve the October minutes. Michelle approves. All in favor. Minutes approved.
- Introductions: Shawna, parent & PTO president. Michelle, parent & PTO secretary. Elizabeth, parent & PTO Treasurer. Libby parent & PTO Vice President. Julie, parent & PTO Financial Secretary. James, Principal. Erin, parent & COMMS Assistant. Lisa Zanette, Bilingual Liason. Ben, Cunha Vice Principal. Ruth Ann Wolk, Cunha math teacher.

PTO Business

- **Teacher Luncheon Appreciation**
 - Ruth Anne heard it was good, Ben & James heard too but didn't have time to stay
 - Next Luncheon May
 - Melissa & Kristin
- **5th Grade Parent Night Jan 29th**
 - PTO could provide snacks, cookies?
 - Assembly first, meet parents
 - Lisa will reach out to Immersion kids for translation to help new parents navigate campus, maybe identifying stickers or t-shirts
 - PTO pass out info, maybe recruit
- **Water Filter**
 - \$1,700 per year, A building.
 - Janitor had bought a filter but it wasn't compatible
 - Ben spoke to District today about buying compatible water filter, will hopefully be resolved by winter break
 - Water contract is monthly
 - C building has filtered water, bottle fillers – takes out lead. Others are tap water. Can't have filter with current set up



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- Water at Cunha is under parts per billion for lead.
- Is Alhambra just filtered (tap) water? Probably no better than filtered tap from Cunha.
- Put pause on water service since we just re filled and break is coming
- Ben will follow up & make sure filters are compatible
- After break PTO will buy filters rather than Alhambra service
- **November's Parent Teacher Conferences**
 - Highschool doesn't do any conferences
 - Consider changing it to be only for at risk students, maybe not that useful for kids doing well
 - Erin suggests maybe survey parents
 - Conferences feel really fast
- **Campus Beautification (James)**
 - James has not brought it up to Leadership yet but plans to next week
 - What would motivate a student? Tangible reward. Ideas: spirit points, free dance passes, class rewards, individual rewards
 - Weeding, tan bark, raking
 - Need rakes, shovels, gloves Etc.
 - Maybe Big Creek, Soil Farm, OGRCON can help? Trash? (Libby connect)
 - James will set a date, likely a Saturday
- **New PTO Website (Erin)**
 - Site is done and looks great
 - Should we translate content? Might encourage Hispanic participation? Translate button? Would be too much work to translate manually and no known way to automatically translate accurately.
 - Will post volunteer / sign up genius opportunities
 - Forms, minutes, bi-laws etc now available on new site. Re
 - Reimbursement payment request form under Board
- **Dance - Dec 6th**
 - Behaviour issues – volunteers cussed out by students at coat check (Ben & James agree they will be excluded from next dance), trash everywhere, money thrown at Erin at photobooth, some rude manners, some kids let 3-5 outside kids into dance
 - Future Dances: No meat skewers. No individually wrapped food. Day of dance remind students of manners, rules, no stomping, trash etc. If students get in trouble at dance with adults they will be excluded from future dance(s). When kids are misbehaving get James / Ben immediately, get student names.
- **Cunha Cuts (James)**
 - Cunha's counselor saved
 - Dean still on the list, from 3 periods down to 2
 - Campus supervisors from 3 this year down to 2 next year
 - Mental health & security is so vital – group agrees
 - Classified staff is easier to let go
 - Community Liason saved at Cunha



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- Library Tech saved
- Tighter Staffing - considering 6 periods per day, cut under filled classes. Still looking at numbers. External program funding matters
- **SchoolLoop**
 - James talked to Shawn and John Nazar. CBO is going to look at it
 - Highschool has two years of funding toward SchoolLoop
 - Reduced cut to allow for Infinite Campus budget
 - James will follow up
- **Cunha Athletics (after school)**
 - Still on cut list
 - Ben met with HS. Will talk to Boys & Girls Club
 - Other means of funding partial program, possibly trade space with Boys & Girls Club
 - PTO has historically paid for one set of uniforms every year and sports banners – not likely to do in the future as PTO budget will be stretched. PTO suggests Boosters cover those costs in the future since Boosters is receiving most of the money from PE gear sales
- **Corporate Matches**
 - Can't see who and what until it posts to account
 - \$57,711 in donations so far received / posted
 - Attach financials to this meeting's minutes, Elizabeth will email to Michelle
 - Attach Shawna's payment lists \$8,600 so far spent. Total \$11,000 with Leadership included
- **Reusable Water Bottles (James)**
 - Kids not being responsible water plastic bottles at school, playing with them, wasting water, trash everywhere. Plastic bottles not good for planet. Fundraiser / donations for Cunha Logo Water Bottles
 - Freja on Schoolboard interested in being greener.
 - Who can design? Maybe Kelly & Graphic Works? Ask Joey? (Libby)
 - Should have names on them
 - Ben / James run it by Boosters
 - Should be metal

Treasurer Report

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Admin Report

- Principal 's Report (James)

Other Business:

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Adjourn

- Shawna adjourns meeting at 7:05 pm
- Next meeting is on January 14th, 2019 at 5:30 pm at the Cunha library.



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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 12/10/19) 1. Ben will confirm correct type of filters 2. PTO will pay for water filters beginning 2020	PTO Board / James & Ben	1/14/20
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 5/7 - Shawna will share volunteer opportunities set up on Via Sign Up Genius	Shawna	
9	9/10/19	Business Sponsorships - Libby / Erin Brainstorm purpose(s) and how.	Libby / Erin	
10	9/10/19	Campus Beautification – - James will set dates & reach out to Leadership. - Need tools. Set up rewards. - Possible help from local business (Soil Farm, Big Creek, OGRCON, Trash) – Libby. - PTO will reach out for volunteers (fill holes, planting, cleaning etc).	James / Libby	1/14/20
11	11/12/19	PE uniform / gears sales money distribution to PE vs Boosters – James will talk to Boosters about the current arrangement and maybe consider revising. Currently PE receives \$2,000 and Boosters gets \$13,000 (approx.)	James	12/10
12	12/10/19	5 th Grade Parent Night - Lisa will reach out to Immersion kids for translation to help new parents navigate campus, maybe identifying stickers or t-shirts	Lisa	1/14/20



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13	12/10/19	SchoolLoop cut – James will follow up	James	1/14/20
14	12/10/19	Reusable Water Bottles – find someone to design Graphic Works, Joey? (Libby ask Joey)	Libby	1/14/20

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, 2/7 6:30pm-9pm, 3/27 7:00pm-9:30pm
 ELAC meetings 3/3 6pm-7pm
 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 though 02/21
 Tidepool Trip to Fitzgerald 7th Grade -
 5th grade parent night – 01/30 6pm-7pm
 Open House -
 Superbowl –
 Promotion 8th Grade – 06/3
 Last Day of School/8th grade Great America field trip 06/4

Cunha PTO

STATEMENT OF ACTIVITY

July 1 - December 10, 2019

	TOTAL
Revenue	
Amazon	
Amazon Associates	63.93
Total Amazon	63.93
Annual Giving Drive	61,729.08
Annual Giving Drive Exp	-2,125.50
PayPal Fees	-681.93
Total Annual Giving Drive	58,921.65
eSCRIP	18.97
Interest	41.18
New Leaf	958.70
Total Revenue	\$60,004.43
GROSS PROFIT	\$60,004.43
Expenditures	
Administration	
Insurance	563.00
Quickbooks	200.00
Total Administration	763.00
Positive Behavior Intervention & Support (PBIS)	
Cub Lunch	229.31
Promotion Ceremony	68.47
Social Emotional Learning (SEL)	
Challenge Day	3,675.00
Total Social Emotional Learning (SEL)	3,675.00
Total Positive Behavior Intervention & Support (PBIS)	3,972.78
Students	
8th Grade Science Fair	
Awards	283.75
Total 8th Grade Science Fair	283.75
Total Students	283.75
Teachers	
Department Funds	361.95
English Language Arts	26.26
Math	672.33
Physical Education	583.04
Spanish Language Arts/Spanish Elective	118.79
Total Department Funds	1,762.37
Electives	
Drama	80.45
Home Economics	665.34
Leadership	2,500.00
Total Electives	3,245.79

	TOTAL
Individual Teacher Classroom Funds	394.93
Water	554.60
Total Teachers	5,957.69
Total Expenditures	\$10,977.22
NET OPERATING REVENUE	\$49,027.21
Other Expenditures	
Other Miscellaneous Expenditure	147.20
Total Other Expenditures	\$147.20
NET OTHER REVENUE	\$ -147.20
NET REVENUE	\$48,880.01