



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

January 14th, 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)	Erin Hosilyk (Parent / COMMS Assistant / incoming Director of Communications)
Minutes Taken by	Michelle Velarde	
Attachments	Financials report	
Absences	Julie Johnson (PTO Financial Secretary) Lisa Zanette (Bilingual Liason/SIPA Rep.) Marc Higaki (Director of Communications)	

Introduction

- Shawna calls meeting to order at 5:45 pm.
- Marc needs to step down from Director of Communications position. Shawna asks if PTO is interested in continuing that position and those present are. Shawna motions to vote in Erin Hosilyk in as new Director of Communications. Michelle seconds. All in favor, motion is passed.

PTO Business

- **Outdoor Ed**
 - PTO allocated \$1,200 toward Outdoor Ed Angel Fund 2019
 - James says County states the cost, then Cunha's cost is added (buses, subs, etc). Not all students pay 100%. Angel back up fund is not needed this year. Most who could not pay in full did pay substantial amount. Cunha had enough funds to cover requests and did not need PTO money.
 - Unclear how county's cost is generated. James says part of the cost Cunha adds on is to help cover families that can't afford full price.
 - Shawna says it is a significant cost to families and the school should let incoming 6th grade families know as early as possible for financial planning. Shawna asks James if we can tell families earlier? James says that is not possible as the county's cost isn't provided any earlier. Michelle says it might be helpful to at least provide a rough estimated cost based on previous year.
- **Expanding Your Horizons**
 - STEM classes for girls at CSM.
 - Funding - Might have been paid by grants in the past. Students pay portion, Shawna estimates \$20. Included in budget until end of last year. PTO's old budget was \$1,250. Consider using \$1,200 from Outdoor Ed budget. Too late to get grant this year.
 - Ruth Anne is organizing it now but may not want to continue.
 - Unclear how much money is needed, need more info. Tabled for now.
- **Water**
 - Superintendent Shawn McPhetridge wants to put water filter system in at every campus and Cunha's staff room. Waiting to hear more from District. People will be coming out to assess soon.



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- Elizabeth says water service for staff room is on pause for now.
- Shawna says PTO will plan to vote next month to stop service.
- James says Sean will talk to staff tomorrow.
- **Teacher Supply Drive**
 - James will be talking to teachers tomorrow. Supply Drive was a big success at the High school. Vanessa and Janet from HS PTO ran the drive. The HS reached out to Dept heads and asked for request lists.
 - Shawna will reach out to all teachers, not just department heads, to ask for specific lists and links to items.
 - Consider Amazon wish list(s), sign up genius.
 - Start Feb 1st
 - Shawna will give Trish in admin office a heads up about deliveries
- **Dance**
 - Friday Feb 7th
 - Shawna sent sign up genius out via email. It will go out on SchoolLoop.
 - Shawna will check food as it is dropped off and will give whatever can't be used to teachers or Abundant Grace (no more skewers or individually wrapped foods)
 - Mr Cox will turn of lights when kids misbehave
 - James will remind students about expectations of manners and behavior
- **8th Grade Science Fair**
 - Tomorrow night Wed Jan 15th 7pm. Sent out to 8th grade parents via SchoolLoop. Set up in Cunha Gym. Judging was yesterday. Shawna mentions PTO bought awards & ribbons
- **5th Grade Orientation Night**
 - Wednesday, Jan 29th 6pm
 - James will send out more info ASAP
 - Some parents don't know about it.
 - Highschool is having 8th grade parent night on the same night
 - Shawna will represent PTO and asks for other volunteers. Michelle says she can probably come
 - James suggests PTO can provide snacks
- **Water Bottles**
 - Libby got quote from Kelly at Graphic Works – \$5.99 ea, blue stainless steel – white, black red. Quantity 144 minimum order
 - Shawna thinks kids won't buy them
 - James plans to cancel water bottle sales because the students aren't being responsible with them.
 - PTO will let this sit
- **Library**
 - Hatch and Farallone View don't pay extra for librarian hours. KM has a volunteer librarian.
 - Dena needed more hours for bar coding for school's text books. Shawna asks if she is done with that project?
 - Dena's schedule is approx. 7:20am – 5:40pm Mon- Fri. Lunch 1/2 hr is unpaid.



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- High school has 8 hour librarian

Treasurer Report (Elizabeth)

- Got check for \$500 today. Had leftover matching funds, only \$750 to get. Going to have more money than anticipated.
- 6 out of 32 teachers have requested stipend money. Elizabeth will remind teachers. PE has used up funds. Bike Mech, Home Ec etc have used funds.
- Money is not being spent. By March we need to start re-allocating money. Need to get teachers to pitch ideas/requests. PTO needs to set deadline for stipends.
- James suggest PTO could re-allocate some unused stipend money to teacher appreciation or water.
- Shawna - Supply Drive starts 1st Monday of Feb
- Elizabeth – stipend use deadline March 15th. Elizabeth will email reminders and invite teachers to come to next PTO meeting to pitch ideas.
- Add line item for website for \$200 under Administrative. Erin – domain bought for 3 years + website building software.

Admin Report (James & Ben)

- Principal 's Report (James)
 - **Lunch**
 - James says lunch has changed – now everyone sit for 15 minutes. With more structure there has already been less trash and less hanging around. Students are now eating and then heading out to do things rather than standing around dropping trash.
 - **Phones**
 - James wants to deal with student cell phone issues. Plans to recommend flip phones. Says students are not mature enough for social media. Text is bad enough, online bullying is a real problem. Looking into how other schools are dealing with cell phone issues.
 - Libby recommends the Gizmo watch, Michelle agrees with Gizmo watches or similar – they have GPS tracking and limited parent controlled calling/texting – no internet/outside apps/social media.

Other Business:

- Mr. Monica stopped by to express appreciation for PTO funding (did not sign in or stay for meeting)

Adjourn

- Shawna adjourns meeting at 6:46pm
- Next meeting is on February 11th, 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	Marc Higaki /	



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		PTO has done for them:	Leslie Wakasa	
3	5/9/19	Action Items regarding water filtration system 1. Ben will confirm correct type of filters (Revised 12/10/19) 2. PTO will pay for water filters beginning 2020 (Revised 12/10/19) 3. District plans to install water filtration across district including staff room, waiting to hear more from Sean McPhetridge (Revised 01/14/19)	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 - Shawna will represent PTO, maybe Michelle too	Lisa, Shawna, Michelle	1/14/20
13	12/10/19	SchoolLoop cut – James will follow up	James	1/14/20



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14	12/10/19	Reusable Water Bottles – find someone to design Graphic Works, Joey? (Libby ask Joey)	Libby	tabled
15	1/14/20	Stipends: Elizabeth – stipend use deadline March 15 th . Elizabeth will email reminders and invite teachers to come to next PTO meeting to pitch ideas.	Elizabeth	02/11/20

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

January

13th – 17th 8th Grade Science Fair
 20th – MLK day no school- Monday
 21st – Super Tuesday – early dismissal 12:33
 29th – 5th Grade Parent Night

February

7th – Friday Dance 6:30pm-9pm
 17th – 21st Washington DC Trip 8th graders
 17th – 21st Presidents Week “Ski Week” no school

March

23rd – 27th Spirit Week
 27th – 3/27 7:00pm-9:30pm
 ELAC meetings 3/3 6pm-7pm

April

6th – 10th Spring Recess
 22nd – Honor Roll Field Trip

May

7th – Teacher Appreciation Luncheon
 7th – Open house 6pm-7pm
 11th – 15th Superbowl

June

3rd – Promotion 8th Grade
 4th – Last Day of School/8th grade Great America field trip

TBD

Tidepool Trip to Fitzgerald 7th Grade
 Campus Beautification Volunteer Days