



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

February 11th, 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) Lisa Zanette (Bilingual Liason/SIPA Rep.) | Lisa Longaker (PE Dept Head, Home Ec teacher) Fernando Ramos (Shop teacher, campus supervisor) John Holm (Cunha Athletic Boosters, briefly stopped by, did not sign in) |
| Minutes Taken by | Michelle Velarde | |
| Attachments | Financials report | |
| Absences | Julie Johnson (PTO Financial Secretary) | |

Introduction

- Shawna calls meeting to order at 5:35 pm.
- Introductions: Shawna - PTO President, Libby - PTO Vice President, Michelle - PTO Secretary, Elizabeth - PTO Treasurer, Erin Hosilyk – PTO Director of Communications, Lisa Zanette - PTO Bilingual Liason / SIPA Rep., James Barnes – Principal, Benjamin Bartel - Vice Principal, Fernando Ramos - Shop teacher / campus supervisor, Lisa Longaker - PE Dept Head, Home Ec teacher
Shawna asks if everyone has reviewed December & January minutes. Erin move to approve Dec/Jan minutes, Libby seconds, all in favor. December 2019 and January 2020 minutes approved.

PTO Business

- **Bus Pass Funding**
 - A couple of students are struggling to get to school. James says it's approx. \$88 to cover bus passes for those students to cover the remainder of the year. Erin is concerned that PTO funding these passes could open up to a lot of kids requesting bus passes. Shawna recommends Coastside Hope first as they provide community social services. James says Cunha did not use the PTO's Angel Fund money on Outdoor Ed this year so there is money available. Lisa Z agrees 1st choice Coastside Hope but if they don't fund it then PTO should fund it, Michelle agrees. Shawna says she has heard from people that Coastside Hope has been helping people with various struggles. Lisa Z wonders if this is something Star Vista might be able to help with.
 - Angel Funds – what are they for? What is the criteria? James says Cunha tries to make the cost of Outdoor Ed cover buses, county's cost and a little extra to help families that can't afford it. Elizabeth says last year the Angel Fund was put into line items for various activities. Erin suggest PTO should have guidelines for Angle Fund Requests – what qualifies? Erin thinks if word gets out PTO is using Angel Funds for bus passes that the PTO could start receiving many requests – for bus passes, PE clothes etc. Lisa agrees some kind of application process would be good but this community doesn't tend to abuse things like this. James says he can just pay for it and figure it out later. Elizabeth says the PTO paid for at least 1 bus pass last year. Shawna still feels Coastside Hope is a better fit for this request. Elizabeth asks if we can approve now and then work through how PTO handles bus passes going forward at future meeting. Libby says the family that received one last



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year was near homeless. Erin says it is a social service that should be handled by a social service. Shawna – try Coastside Hope first and if they deny then come back to PTO. Erin – we need to be clear about how to spend angel funds.

• **Dance Report**

- Shawna says no problems this time. James – highschool students showed up but was not a major issue. Shawna heard the next dance will be free, Ben heard the next dance will be more expensive and will possibly be a black light dance. Need to ask Mr. Cox what the plan is. Erin says pizza and photos made \$700. Tickets were \$6. Shawna says leadership making money off ticket sales etc and is receiving PTO money (approx. \$2,500 printer ink). Leadership pays for DJ and decorations only.

• **Supply Drive**

- Running via Sign up Genius. Many teachers are participating. James can do reminders. Shawna happy to another online push. Erin says yes, sharing on Nextdoor etc. James will do last call for supply drive before break. Libby – maybe teachers will have more time during break. Shawna – multiple teachers have had their requests filled and it's going great.

• **Coastside Gives**

- Cost to sign up \$250 by Feb 18th. Libby volunteers to do it again and Amy is willing to help her. Shawna asks what do we want to fund, maybe Wheel? Approx \$2,600 raised last year. Some social media work but worthwhile. Lisa Z – maybe PE fitness room floor? Lisa and Erin ask James if Measure M could cover the fitness room floor? James – Measure M will be spent a lot on Farallone View and El Granada elementary schools and Cunha's HVAC. Lisa suggest we set Coastside Gives goal at least \$5,000 for PE fitness room floor as it will be expensive. Ask Ms. Longaker to get flooring quotes and specific machine requests etc. Take before and after pictures. James says District can turn photos & video in Youtube videos. As an alternate project for Coastside Gives suggests a shade, weather cover for students. Ben says that would be expensive and need to go through many channels for approval. Lisa Z makes motion to approve spending \$250 to register for Coastside Gives, Shawna approves, all in favor, passed.
- Ben suggests staff room makeover could be a good idea for next year. Smells bad, aging. James and Ben in agreement. Mirco-kitchen, maybe carpet, paint. James says paint and serious renovations has to be run through district. Shawna suggest another idea might be the campus beautification project.

• **Water Update**

- Ben has learned that the district is not going to just screw on filters, they want to do a whole new system. It will run off existing water set up from tap. Ok to cancel water service. Elizabeth will cancel asap.

• **HVAC**

- When C-Building was got contract for re-build there was nothing wrong with the HVAC system (new at the time). This school year, when winter temperatures got cold they tried to turn the heat on but it didn't work. They first tried fixing the boiler but some rooms were still not getting warm. They discovered that the Honeywell brand controls were not working right Syserco, who now does HVAC across the district says the software is conflicting – Honeywell gear needs to be replaced. Cunha has been working with various HVAC and Syserco for months trouble shooting and this is the conclusion they have come to. The \$100,000 repair will go through the Board. In the meantime, space heaters have been brought into classrooms and a custodian goes in early morning to get rooms warmed up. Lisa says teacher online mentioned heat and ventilation isn't working right. Barnes says the duct isn't working. Ben – two systems are not talking to each other. Barnes says troubleshooting started with school maintenance, then boiler repair, then ventilation repair, then



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brought in Syserco who discovered the software conflict. James mentioned light still aren't working correctly with software either. Erin - Nextdoor thread getting a lot of attention, asks what is protocol when Nextdoor/social media goes crazy? Does the District issue a statement? HMB Review reached out to PTO, Erin hasn't replied as she didn't have info. Review also contact Cunha and James deferred to Superintendent Sean McPhetridge. He believes Sean did an interview that will be released soon. James says the school will not / cannot put anything out on SchoolLoop or social media. Lisa asked is there was a second bid / opinion? James says no, it does not have to go out to bid because Syserco now does all of Cabrillo's buildings, there are not other options.

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Treasurer Report (Elizabeth)

- James asked how much is allocated for AVID, Elizabeth - \$1,000. Buses will be a big chunk of that budget.
- PTO has not been charged anything for Honor Roll yet
- Assemblies – James says we haven't had to pay anything for assemblies yet, maybe speakers in the future.
- 5th Grade Night will cost some for printing
- 6th Grade Fitzgerald trip – last year was paid by Friends of Farallone.
- Teacher stipends – Ms Wolk will spend hers, so will science and social studies. Art hasn't been spending. Might re-allocate art \$1,000 as they just received a lot back from storage.
- Mr. Barnes will put all the noon time sports requests on the supply drive. Lisa did a ball drive at Hatch that was very successful
- DC Trip – ABOUT \$1,000. James – no one has come to him for money help. Mr Cox handles all of it. Lisa says SIPA is considering funding kids that can't afford to go.

Admin Report (James & Ben)

- Principal 's Report (James)

Other Business:

- **Fernando Ramos, shop teacher.** Has been shop teacher for year and a half. Shop space was not built for children, everything is too big and heavy.
 - Request #1: 3 New Drills \$149, 3 New Matchings Batteries \$159 and One New 4 Port Charger \$199 = \$508 total. Mr. Ramos brought the old drills and gear to demonstrate how heavy they are compared the new smaller light weight ones he would like to purchase for the kids – they will be much easier for kids to hold/use. Would like to have all matching drills and batteries to make everything easier, replace parts easily etc. Free shipping on Prime.
 - Request #2: 2 New Work Benches \$1,089.39 total, for gluing area. Existing are too big for kids. The new ones would adjust for height to accommodate different kids. Glue will easily scrape off of the new ones (the old ones are very used and the glue is stuck).
 - Shawna asks Elizabeth is PTO financials can afford it, Elizabeth says we can vote on it next month. Libby's Aunt & Uncle made a donation to PTO in the name of family friend Bob Swift – the money



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being earmarked for things he would have approved of – Libby states he would have approved of it for this use. Shawna makes motion to approve two work benches, 3 drills, 4 batteries and a 4 port charger for up to \$1,800. Libby seconds. All in favor, motion approved. Mr Ramos will send links to Elizabeth and she will place the orders.

• **Lisa Longaker, PE department head, home ec teacher**

- Request #1: Sub 7 Shirts – reward/incentive t-shirts for students that run 2 miles under 7 minutes. Just ran out of size large, will run out of other sizes soon. Approx \$1,500. Last year Booster helped purchase shirts, ran out last year as well. Also does a Sub 6 shirt but those are not given out as often so they are not needed as much. Has enough to make through end of school year but not for the following year. It has been a fun thing for the students that she would like to continue. She keeps a spreadsheet so kids don't get repeats, one shirt only.
- Request #2: New flooring for the fitness room. The mat pieces are falling apart and cannot be cleaned. Would like something easily cleanable. At least a few thousand dollars, more flooring/cost research needed. Ms Lynes uses it often with 6th graders. Mr Aguilar uses often early mornings when its still dark/cold. Lisa Z asks if Ms Longaker has a list of needed equipment as this might be a good use of Measure M funds – flooring and equipment likely qualifies. PTO money was spent on replacing stationary bikes. Ms Longaker will get estimates for flooring.
- PE clothing money update – James says Boosters told him they handle all of the PE clothing ordering, sales, design, etc and then gives \$2,000 to PE department. Ms Longaker did the original design and used to handle all the ordering and this year she and another PE teacher worked the booth selling the PE clothes. Shawna suggest we invite John from CAB (Cunha Athletic Boosters) over to discuss the arrangement when Boosters meeting is over.
 - John states PE clothes are only sold at the beginning of the year, no mid-year sales outside of lost/replacement. Shawna asks what the breakdown is, is it \$2,000 that goes toward PE? John is not sure exactly but believes that is accurate. John states CAB does design, ordering, and selling. Ms. Longaker says CAB volunteers didn't show up this year and she and Ms Lynes did the sales. Lisa Z asks what are the net proceeds from required PE clothes alone? John asks what the concern is? Erin says if all students have to buy PE clothes why would most of the sales go to CAB vs PE? Erin – 50% should go to PE. John asks Ms Longaker if CAB has been helping pay for PE equipment? Longaker says no, the \$2,000 does not cover equipment needs. CAB says its news to him and agrees half of the required PE clothing money should go to PE. Most nod in agreement current arrangement does not seem fair. Ms Longaker says PE shirt, shorts and lock are required. Currently all revenue goes directly to CAB then CAB give \$2,000 to PE. Barnes questions the fairness of the arrangement and says it's time to review the financials and re-negotiate. Barnes requests CAB provide the PE clothing sale financials and offers to help facilitate new agreement between CAB and PE. CAB agrees PE should probably be receiving more. Shawna will follow up.
- Ms Longaker, regarding cell phone issue raised at prior meeting, wanted to note Yonder pouches – scan phones and turns them off/on. Working well for others. Ben will look into that more.

• **Crime Alert**

- Lisa Z received a crime alert Today 02/11 about an assault that happened on or near Cunha campus. The alert said – lewd act, child rape, 14 year old with a case number at 600 block of Church St. Unclear if it occurred and/or reported 2/11. Neither James nor Ben had heard of it. James took a photo of Lisa's notification to follow up on.

Adjourn



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- Shawna adjourns meeting at 7:12pm
- Next meeting is on March 10th, 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. | TBD – Erin? | 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: | TBD – Erin? | |
| 3 | 5/9/19 | Investigate whether PTO can get a City Grant for Challenge Day | New PTO Board | 9/12/19 |
| 4 | 5/30/19 | James to follow up with Gissette 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 |
| 5 | 5/30/19 | Investigate the use of the site Donorschoose.org. | New PTO Board | 9/12/19 |
| 6 | 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 | |
| 7 | 9/10/19 | Teacher Appreciation Luncheons 5/7 - Shawna will share volunteer opportunities set up on Via Sign Up Genius | Shawna | |
| 8 | 9/10/19 | Business Sponsorships - Libby / Erin Brainstorm purpose(s) and how. | Libby / Erin | |
| 9 | 9/10/19 | Campus Beautification – <ul style="list-style-type: none"> - 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 |
| 10 | 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.) Update 02/11 – John from CAB will provide PE uniform sales financials, then James will facilitate a new agreement between John from CAB and Lisa Longaker from PE. | James | 03/10 |
| 11 | 12/10/19 | 5 th Grade Parent Night <ul style="list-style-type: none"> - Lisa will reach out to Immersion kids for translation to help new parents navigate campus, maybe identifying stickers or | Lisa, Shawna, Michelle | 1/14/20 |



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| | | t-shirts - Shawna will represent PTO, maybe Michelle too | | |
| 12 | 12/10/19 | SchoolLoop cut – James will follow up | James | 1/14/20 |
| 13 | 12/10/19 | Reusable Water Bottles – find someone to design Graphic Works, Joey? (Libby ask Joey) | Libby | tabled |
| 14 | 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

February

7th – Friday Dance 6:30pm-9pm

12th - Angst film screening at HMBHS 6:45pm

17th – 21st Washington DC Trip 8th graders

17th – 21st Presidents Week “Ski Week” no school

March

3rd - ELAC 6pm-7pm

23rd – 27th Spirit Week

27th – Dance 7:00pm-9:30pm

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