



**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**

March 10th, 2019 5:30 pm

Location	Cunha Intermediate Library	
Attendees	Shawna Montoya (PTO President) Libby Garcia (PTO Vice President) Elizabeth Weatherly (PTO Treasurer) Erin Hosilyk (Parent / PTO Director of Communications) Lisa Zanette (Bilingual Liason/SIPA Rep.) James Barnes (Principal) Benjamin Bartel (Vice Principal)	Lisa Longaker (PE Dept Head, Home Ec teacher) Mr. Cox (Cunha Leadership, History Teacher) Ms Wolk (Cunha Math Teacher) Marybeth Alexander (Cabrillo Unified Board) Sophia Layne (Cabrillo Unified Board) Stephanie Izzarelli (CEF) Amy Broome
Minutes Taken by	Libby Garcia (notes) Michelle Velarde (minutes doc/format)	
Attachments	Financials report	
Absences	Julie Johnson (PTO Financial Secretary) Michelle Velarde (PTO Secretary)	Manu Hipkins (Wellness Committee)

**Introduction**

- Shawna calls meeting to order at 5:40pm approx.

**PTO Business**

- **Coronavirus and impact on field trips, dance, sports in light of 3/9/20 letter from Superintendent**
  - Mr. Barnes said he made a list of non essential meetings that can be cut now, where there are a bunch of people gathered together. Could be games, sports, practice, social activities. It's still being figured out now. It will be determined and we will wait to hear. Dance may be cancelled.
- **Erin/Shawna update on Cunha Teacher Supply Drive--about 15 teachers still have items left to purchase. Link here: <https://www.signupgenius.com/go/20f0a4daea822a5fa7-show>**
  - Was very successful, 15 teachers still have items on their lists.
  - Ruth Wolk said the supply drive was so great and said they are using all the supplies. She is very appreciative.
- **Report from Coastside PTO Alliance (Shawna):**
  - All PTO leaders meet. HMBHS does not pay librarian. EG pays only 4 hours per week. We pay 2 hours per day. B&GC will be fundraising for sports. There was a 200-300k cut, what was it for. Mr Barnes said district has no interest in paying for sports at all. B&GC have fundraising to help our sports at Cunha. Sports will hopefully remain, just under B&GC. School wants kids to participate regardless of their ability to pay for sports. Boosters give money to the district. B&GC will raise the money. Mr. Barnes said there is a link for people to donate. 100K donation from B&GC to help keep sports going. Mr. Barnes is going to put a letter out to tell people about Coastside Gives & B&GC donations. Are we going to continue to have multiple ways and places to donate or come together somehow. Should we change our coastside gives goal? Mr Cox says there use to be assemblies for kids who didn't get in trouble. Bringing in speakers and assemblies to help keep them on track, could be run by PTO or leadership. Libby & Erin will talk about Coastside Gives.



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- **Status of PE Depts \$2k from sale of required PE clothing (shirts \$13 and shorts \$15) and locks \$7--that's \$35 per student. If half of student body buys one set, that's about \$13,125 (375 x \$35) Has this been re-negotiated between CAB and Administration yet?**
  - PE and boosters re-negotiated money from PE sales so PE will get to keep the funds raised
- **Tom Cox talk Dances and what the \$2,500 ASB grant covers. Next year move to submit receipts for consistency with other departments and for tax purposes to protect our non-profit status in case of audit**
  - Mr Cox said leadership keeps money from pizza and photos, and PTO gives them \$2500. If PTO wants to take back pizza and photo leadership is ok with that.
- **Tentative 2020-2021 Budget** at May, 2020 meeting--let's be thinking about what worked this year, what didn't and what we may want to change for next school year over the next two months.
  - Budget for next year needs to be started and approved
- **Teacher / Parent Survey (Erin/Communications Director)**
  - Erin is thinking about a survey from teachers regarding what they think is good to fund, projects, etc. What would you like PTO to help teachers with.
  - One to teachers, one to parents. Questions about fundraising, support, etc. Scale of importance for what PTO should focus on. ELAC face to face to reach Spanish speaking families. Erin will put survey out through google and possibly print for the Spanish speaking families. Mr. Barnes said parents could use Chrome books, meeting is next Tuesday.

### Treasurer Report (Elizabeth)

- **Review financials**, what spent, what hasn't
  - No additional spending approved
  - No motions to approve \$1,600 for purchase of 6&7 min mile shirts for PE/Longaker
  - No motions to approve re-purposing unspent funds / approve up to \$150 for 15 teachers who have items left on wish list for a maximum of \$2,250

### Admin Report (James & Ben)

- **Principal's Report (James)**
  - **411 line** is completely anonymous. Lots of problems, lots of work.

### Other Business:

- **Stephanie Izzarelli, CEF Innovation Grants**
  - Stephanie Izzarelli on behalf of CEF is wondering if the time frame for the grants is good or if it should be changed. Innovation grants are \$1,000 each. Grants can be used to add to what departments are doing.
- **Manu, Wellness Committee** - begin at Cunha? Date?
  - Manu couldn't make it t
- **Maker space**
  - No one is available to continue the program.



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- Sophia is looking at how Cunha can work with the HMB library, as the B&GC is available and willing to help our kids.
- **Lisa Longaker, PE department head, home ec teacher**
  - Follow up on Request #2: New flooring for the fitness room: showed us the current flooring in the PE room, and the flooring she would like to purchase for PE. – significant difference
- **Challenge Day**
  - Mr. Cox pros and cons - a con being that there isn't follow through
- **School Sports**
  - B&G club is not taking over fundraising. B&G club offered to help financially for the 2020-21 school year, but it was said that they don't want to take on the fundraising responsibility. Cunha Boosters, or similar would have to continue to fundraise for Cunha sports.

### Adjourn

- Shawna adjourns meeting at 7:25pm approx. Next meeting is on April 14<sup>th</sup>, 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 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
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"> <li>- James will set dates &amp; reach out to Leadership.</li> <li>- Need tools. Set up rewards.</li> </ul>	James / Libby	1/14/20



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		<ul style="list-style-type: none"> <li>- Possible help from local business (Soil Farm, Big Creek, OGRCON, Trash) – Libby.</li> <li>- PTO will reach out for volunteers (fill holes, planting, cleaning etc).</li> </ul>		
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 <sup>th</sup> Grade Parent Night <ul style="list-style-type: none"> <li>- Lisa will reach out to Immersion kids for translation to help new parents navigate campus, maybe identifying stickers or t-shirts</li> <li>- Shawna will represent PTO, maybe Michelle too</li> </ul>	Lisa, Shawna, Michelle	1/14/20
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 <sup>th</sup> . 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**

**March**

3<sup>rd</sup> - ELAC 6pm-7pm

23<sup>rd</sup> – 27<sup>th</sup> Spirit Week

27<sup>th</sup> – Dance 7:00pm-9:30pm

**April**

6<sup>th</sup> – 10<sup>th</sup> Spring Recess

22<sup>nd</sup> – Honor Roll Field Trip

**May**

7<sup>th</sup> – Teacher Appreciation Luncheon

7<sup>th</sup> – Open house 6pm-7pm



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11<sup>th</sup> – 15<sup>th</sup> Superbowl

**June**

3<sup>rd</sup> – Promotion 8<sup>th</sup> Grade

4<sup>th</sup> – Last Day of School/8th grade Great America field trip

**TBD**

Tidepool Trip to Fitzgerald 7<sup>th</sup> Grade

Campus Beautification Volunteer Days



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BUDGET FOR 2019-2020 SCHOOL YEAR	Budgeted	Spent	Amount Left
<b>ADMINISTRATION (PTO)</b>	\$1,900	\$1,709.56	\$190.44
Annual Giving Drive Expenses	\$3,000	\$2,138.55	\$861.45
<b>PBIS (Positive Behavior Interventions &amp; Support)</b>			
Cub Lunch	\$750	\$229.31	\$520.69
End of Year Awards	\$1,000		\$1,000.00
Honor Roll	\$1,200		\$1,200.00
Social Emotional Learning - Challenge Day (Janice)	\$5,000	\$3,675.00	\$1,325.00
Student of the Week/Month (Ben)	\$350		\$350.00
<b>SCHOOLWIDE</b>			
Assemblies	\$750		\$750.00
BrainPop	\$2,600	\$2,550.00	\$50.00
Counseling Department	\$300		\$300.00
Dances (proceeds go to Leadership)	\$1,200	\$189.00	\$1,011.00
Librarian (one extra hour a day)	\$4,000	\$4,000.00	\$0.00
Noontime Sports (S. Ramos)	\$750		\$750.00
Orientation/Back To School	\$50		\$50.00
<b>STUDENT EXTRACURRICULARS</b>			
6th Grade Enrichment - Outdoor Ed	\$1,250		\$1,250.00
7th Grade Enrichment - Fitzgerald Marine Reserve	\$750		\$750.00
8th Grade Enrichment			\$0.00
Promotion Ceremony (Committee)	\$500		\$500.00
Science Fair Awards (Hitchner)	\$500	\$433.75	\$66.25
State Science Fair Participant Award (Hitchner)	\$100		\$100.00
Year End Trip - Great America	\$500		\$500.00
<b>TEACHERS/CLASSROOMS</b>			
<b>Departmental Funds</b>			
English Language Arts (DeMers)	\$2,000	\$523.28	\$1,476.72
English Language Development (Angst)	\$500		\$500.00
Math (Wolk)	\$2,000	\$781.53	\$1,218.47
Physical Education (Longaker)	\$2,000	\$2,023.88	\$23.88
Science (Hitchner)	\$2,000	\$1,651.56	\$348.44
Social Studies (Cox)	\$2,000		\$2,000.00
Spanish Language Arts/Spanish Elective (Macias/Robles)	\$750	\$118.79	\$631.21
Special Ed (A. Lynes)	\$350	\$56.23	\$293.77
<b>Electives</b>			
Art (Coyle)	\$1,000		\$1,000.00
Drama (Angst)	\$1,000	\$80.45	\$919.55
Home Economics (Longaker)	\$1,000	\$1,079.79	\$79.79
Leadership (Cox)	\$2,500	\$2,500.00	\$0.00
Woodshop (Ramos)	\$1,000	\$1,000.30	\$0.30
Bike Mechanics (Monica)	\$1,000	\$1,096.85	\$96.85
Avid	\$1,000		\$1,000.00
<b>Individual Teacher Classroom Funds</b>	\$3,200	\$1,574.77	\$1,625.23
<b>Other</b>			
Teacher Appreciation Lunches (Committee)	\$1,200	\$116.12	\$1,083.88
Teacher & Staff Recognition Event Gratuity	\$300		\$300.00
Teacher Lounge Water Service	\$1,750	\$725.50	\$1,024.50
	\$53,000		\$24,745.78