**Cunha Intermediate School Parent Teacher Organization (PTO)**

600 Church Street, Half Moon Bay, CA 94019

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**Tax Identification Number 71-0909516**

PTO MEETING MINUTES

August 11th, 2020

Attendees: Lisa Zanette, Elizabeth Weatherly, Erin Hosilyk, Stephanie Izzarelli, Kate Haisch, James Barnes, Ben Bartel

**Meeting called to order at 7:14**

BTS Orientation was scheduled for 6:00 tonight. Administration is running late.

**General Business- Lisa Zanette**

1. **Calendar for 2020-2021**
2. Calendar overlaps with elementary PTO meetings among other community meetings. Lisa proposed changing the meeting date to accommodate parents in multiple schools. The board was favorable and believes the third Tuesday of the month will work.
3. Annual Giving campaign tentatively set for Sept. 28th-Oct. 23rd. Will connect with Shawna M-Weaver.
4. **Board Positions**
5. Volunteer coordinator position is still available.
6. President position is still available.
7. **Volunteer Coordinator**
8. Erin would be flexible as far as tracking contacts for an incoming volunteer coordinator. The volunteer coordinator would be responsible for breaking down individual opportunities for communication.
9. **Teacher Appreciation**
10. The board needs a Teacher Appreciation Chairperson. Lisa suggested approaching ELAC to help fill this position. Martha and James will reach out to ELAC and communicate this opportunity. The traditional buffet will not be an option this year, so creativity is a must.

**Administrator Report- James Barnes**

1. **BTS**
2. Registration was all outdoors. The staff feels it went well. It appears to be a better format than the gym.
3. Staff has been attending training. The staff is also feeling very overwhelmed.
4. There will be three BTS Orientations: 6th grade, 7-8th grade, and Spanish.
5. The push is for everyone to get registered and familiar with Schoolloop.
6. The staff is being trained to use Messenger.
7. District is working with Mid Pen. They are negotiating internet connectivity for rural or hard to reach areas. There are still some questions about HWY 92 among other areas. The district would need to answer to the status.
8. **Remote Learning Option**
9. There is no solution for families who have chosen the 100% remote learning option presented prior to school start.
10. **Expectations/Needs**
11. Erin would like to know what happened with the push for Google Meets, it seems the teachers are still using Zoom? James said the teachers preferred Zoom but are receiving training in Google Meets. Once familiar they may decide to use the Google Meets option. The district did not mandate a platform, but highly suggested teachers use Google Meets.
12. Providing tech support for families: how can we support families who need additional support navigating the technology? The admin and counseling staff will be available to provide as much help as possible. Anything PTO can do to help aid; it would be appreciated. Including emotional support. Providing as much communication as possible to Cunha families is extremely helpful.
13. There will be a need for social emotional support to teachers/parents/students. Staff anxiety is particularly high right now.
14. If parents/students experience class problems, please communicate to the teacher. Ben Bartel will be available for any class concerns parents feel the need to communicate.
15. ELAC has not scheduled meetings yet. Will connect with Jeanette Ramos to begin building a relationship between PTO and ELAC.
16. Can we support anti-bullying curriculum/learning for students? The staff is extremely busy but would appreciate any suggestions. Please send to admin and counselors. Thee is an option to provide virtual assemblies to students. There is Webinar capability for up to 500 attendees.
17. We can bring teachers into conversations regarding needs in this new teaching environment. After a BTS grace period, Lisa will reach out to invite staff to Sept. PTO for their input.
18. The Restorative Justice program has been on hold during Covid. The staff will be bringing this back.
19. The Board of Ed. May have information/tools as far as addressing racism. PTO is also welcome to research and offer findings.

Treasurer Report- Stephanie Izzarelli

1. PTO has approx. $25K to carry over from 2019-2020.
2. There are a handful of teachers who have not cashed reimbursement checks. PTO will send notice that checks will only be honored through September 11th.
3. Stephanie motioned to carry over 20219-2020 balance of $25039.42 to 2020-2021. Elizabeth seconded and all were in favor.
4. There was a question about funding for The Tequila Worm. After reviewing notes, the board does not need to take further action.
5. The 2019-2020 Financials are now available for review. Lisa will reach out to CPA Amy Risk for review.
6. Coastside Gives funds have not been received yet, so do not show on our books.
7. Bank Balances: Checking= $33071.49, Savings= $35209.78, Total= $68281.27

Communications- Erin Hosilyk

1. Erin produced a wonderful presentation that included this year’s communication plan.
2. Introduce text communication to reinforce PTO efforts.
3. Monthly emails to include upcoming events and stories highlighting PTO efforts.
4. “All School” communications would be sent through Schoolloop.
5. Social Media would still include Facebook, Instagram, etc… Erin would also like to test using Nextdoor to reach beyond our traditional network. It is suggested that closing the comments on a post would help keep it clean.
6. Erin would like to build trust within the PTO community. Also, would like to take time to thank our volunteers, donors, etc.
7. Erin would like to support the current virtual learning program. Potentially holding listening sessions.
8. We need to collaborate: What kind of texts? The school system supports text communications. Do we need a planning calendar? Can we create one? Yes. How do we get PTO info on the site calendar? Let James know.

Ben motioned to adjourn at 9:03pm, James seconded and all were in favor.