

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

September, 15 2020

Attendees: James Barnes, Ben Bartel, Erin Hosilyk, Stephanie Izzarelli, Lisa Zanette, Elizabeth Weatherly, Michelle Velarde, Martha Schwartz, Shawna Montoya Weaver, Emily Costerison

Meeting called to order at 5:32 pm

Meeting Minutes - Michelle Vellarde

- Michelle is leaving as Secretary and a replacement is needed. Michelle will be available for projects. New attendee Emily Costerison is interested in accepting the role of Secretary. Official vote will happen next board meeting.

1. June minutes were not available for review but emailed to Lisa.

2. August minutes - Elizabeth motioned to approve, Martha seconded, all in favor: minutes approved

Public Forum:

1. Shawna presentation

a. Annual Giving drive - Shawna will lead the AG drive this year (Oct 1 -15) and is checking in with Cunha PTO board members about asking for money. She was trained by Sarah Bunkin and has an 8th grader so this will be her last year. In years past, AG would have concluded by Sept 15th yet COVID-19 changed this year and it's tricky to ask parents for funds when kids are not in school.

AG is approximately a 2 week request; PTO is setup to receive one time or recurring donations thru PayPal; classes compete with each other and get donut party and inflatable day as prizes. Goal last year was \$50k.

This year the "ask" needs to be promoted on FB, social media, and by email but the year might prove difficult to reward students.

Farallone View is having a donor drive now, their pitch: "give now so when kids come back next year there'll be money".

Lisa believes most fundraisers during COVID have done well and we wouldn't want to miss out on the "ask". Cunha PTO budget for this year will be significant covering School Loop, replacing Brain Pop, funding departmental needs and supporting teachers. Part of AG campaign can be making sure teachers inspire students... gifting teachers for home room class participation. Lisa also likes the idea of 2 campaigns: one now and another after Fall most likely Coastside Gives.

James commented that teachers are asking for programs and materials, they really get into class competition and if there's a known reward, they get excited. "Field day" would be a good reward, and he likes the idea of split fundraising (2 fundraisers).

Erin commented about combining AG with the school supply drive where the ask could be for standard donations and/or for stuff identified by teacher wish lists and target the specific needs.

b. Shawna will reach out to Cox to ask leadership for some ideas on activities.

2. Staff

- a. No teachers present at the meeting.

3. Community Members

- a. Those present are just listening.

General Business - Lisa Zanette

1. ELAC outreach

Lisa spoke with Jeanette Ramos who wants to work with Cunha PTO to do some collaborative efforts. Cunha PTO goal is to get volunteers from ELAC to hopefully lead Staff Appreciation.

ELAC meeting via Zoom on October 5th and both Lisa and Martha will attend.

Back to School Night: Teachers created "Welcome to Classroom" videos and some of them are Spanish speaking videos. Martha will speak in Spanish for Cunha PTO at Back to Night.

2. Beautification Days

Lisa would like to create a building community yet Ben says people are currently not allowed on campus. Erin's suggestion of Listening Sessions for Parents is promising idea.

3. Brain Pop

District has paid for BrainPop up to March 2021 and the intent is for District to pay the renewal yet Cunha PTO has budgeted \$2,600 to cover any unpaid amounts. Not sure BrainPop will be continued in the coming years.

4. Communication Chair Erin

Erin has done an excellent job with website and communication yet needs to move on. Jennie Book will help out until a replacement is identified.

5. Utilizing Leadership for PTO incentives

Cox reached out to say he is on board with using Leadership for PTO initiatives. Stephanie suggested showing the students' perspectives of how challenging this year has been and describe the good, the bad and the ugly.

6. Teacher Correspondence

An email to the teachers about the \$100 available in teacher funds was sent. Erin remembers from the teacher survey that teachers would enjoy the use of a credit card or to provide a wish list. Cunha PTO can offer to make faculty purchases using the credit card and promote individual wish lists to parents.

Admin Report - James Barnes

1. Video

Pat Olson used to video all school events to put on school channels and the district you tube channel. Videos are the most important media to get our message across. Pat puts translation in video and would get a great response with lots of views especially from the Spanish speaking community. It was an important tool for connecting. District cut video production from their budget (.2 of teacher salary).

Pat, John Nazar (HMBHS) , and James talked about funding Pat's position through PTO funds and such. Half Moon Bay is interested in partially funding.

Pat has asked for \$5k to continue with the weekly videos (principal outreach, school events, etc.), student work from Leadership, Spring promotion coverage, academic awards video, etc. Pat helped with the Spanish language orientation video and edited a raw zoom video of poor quality that come out better than original. Cunha would be responsible to fund \$3,750 for 2 grades

Spanish translation comes from google translate and a Spanish speaking friend.

Erin commented that the most useful part is the Spanish translation and connecting with the Spanish community. Lisa would like to recommend using a native Spanish speaker for translation. She also commented that \$3,750 is a lot for a non-teaching and a big amount for a recurring expense.

Ben said the value is not only in taking the video, but Pat edits and adds Spanish translation

Erin commented that using rough math approx one video a week (34 weeks) is \$110 a video including editing and Spanish is a great deal. Pat could compile video of a spirit day, put Principal in front of school community with Spanish translation, highlight Leadership students' activities.

Shawna commented that Leadership Kids are making videos by Vaugh Tanner and sending to Cox

Stephanie would like to request a proposal of what the funding would cover (dates, projects, other funders, any other pertinent info)

James is not sure what the high school is doing, and will check in with John Nazar and Amy Broome to see what they are considering.

2. Student Participation Status

Ben has been to students homes to see how best they can be engaged. It's an attempt to bring students into the curriculum "fold". There are a lot more students to connect with. Lisa would like to provide an incentive for Ben to take to the students to provide as an incentive.

James comments only 80% attendance and that attendance is difficult to assess especially with asynchronous days. Students may not have checked all the boxes and they may miss a class they don't like. Students think they don't need to attend just do assignment.

Cunha is still in an emergency situation, and tho a lot better organized than Spring, expectations are all over the place. Most important thing is for the student to participate. They need to check in everyday and participate in instruction and discussion. Report cards come out in mid October. Pass or no pass.

For more participation and engagement, Erin suggests asking teachers to hold lunch with the class to build bonds. Shawna mentioned Ms Mote's origami club and Ms Angst's yoga club.

James will check in about students clubs

Lisa suggested teachers give expectations each week providing an intro and overview on how the next week will unfold similar to Mr Murray's teaching. This might be good for teach leadership.

James suggests support for family such as the "Manage Stress and Avoid Power Struggles" zoom event happening this evening where parents connect to build community and talk out their problems. A scavenger hunt for students is also suggested

Erin commented that "Spirit Assembly Tuesday" was awesome, and the students were really involved. It was a great way to engage them

Shawna recommends reaching out to Cox to let him know how great it was and extend a message of support because it was a lot of work!

3. Realistic Staff Expectations for Families

Teachers are maxed out as it's much harder to plan and deliver zoom instruction as well as develop new ways of providing engaging and relevant content. Professional development is available however they do not have enough time to partake in it all.

4. Enrollment numbers

672 students, it was supposed to be 702, and hopefully some students will come back when school resumes.

Financial Update

Bank Balances:

Checking: \$29,297.00
Savings: \$35,209.78
Budget: \$787.88

2019-20: \$23,404.84

1. Amy Risk Review

Amy Risk, CPA audited the QBO financials and gave a glowing review.

2. Flocabulary \$2,000

James provided a summary of Leticia's email response indicating that the district is not paying for Flocabulary because other applications received more votes from district teachers. Another comment from Leticia was the time needed to educate teachers on how to use the app.

Stephanie reached out to lead teacher Nicole Higaki who requested funds and asked for a summary describing the details of funding. The summary did not arrive before the board meeting so Stephanie will request the summary again for the next board meeting.

Lisa suggested using the Brain Pop funds to pay for Flocabulary.

3. Teacher adjustment

No need to adjust budget for teacher amounts. Cunha currently has 31 teachers

Liz wonders if Cunha PTO should give teachers \$33 for their .33 percentage of teacher salary?

Communications - Erin Hosilyk

"Thank you to everyone for allowing me to join the group. I need to budget more time for a new project I'm undertaking. My transition date will be Oct 16th and I will help with annual giving drive. All communication files are in the Cunha PTO Google drive. Jennie book will be a temporary replacements and update website. She will be a delegate under my (Erin's) GoDaddy Account. I can create Back to School night slides for the open positions on the Board as well as provide content for social channels, website, annual giving dates and anything else."

Bilingual Liaison - Martha Schwartz

1. Updates

Martha will help with Back to School Night Spanish translation and will attend ELAC meeting with Lisa on Oct 5th.

Stephanie motioned adjournment, Martha seconded, all in favor. **Meeting adjourned: 7:17pm**

Important Dates:

Mexican Independence Day Sept 16
BTS Night Sept 17
Historical Figures Week Sept. 21-25
Annual Giving (Tentative) Oct 1-23
ELAC Meeting Oct. 5
CUSD Board Meeting Oct. 8
Cunha PTO Board Meeting Oct 19