



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 13, 2018, 5:30 pm

Location	Cunha Intermediate Library
Attendees	Michelle Spencer (PTO President) Libby Garcia (PTO Vice President) Kelly Rogers (PTO Secretary) Jo Fry (Financial Secretary) Kris Durham (PTO Treasurer) Seth Feldman (Principal) Benjamin Bartel (Vice Principal) Carrye DeMers (English Teacher) Ruth Ann Wolk (Math Teacher) Ramon Macias (Immersion Teacher) Mark Alfaro (parent) Leslie Wakasa (parent – assistant to Marc Higaki)
Minutes Taken by	Kelly Rogers
Attachments	Treasurer's Report
Absences	Marc Higaki (Director of Communications)

Introduction (Michelle)

- Michelle calls meeting to order at 5:32 pm.
- Introductions: Libby Garcia and Ben Bartel
- Michelle asks for review of June, 2018 meeting minutes. Michelle motions to approve the June minutes, Kris seconds the motion. All in favor. Minutes approved.

Summary of PTO Email Communications over the Summer

- A \$921.87 invoice for the End of the Year Awards was submitted to the PTO in June. The line item for this \$500, which is \$421.87 (or 84%) over budget. The PTO voted via email to pay this bill with the understanding that budget limits will be reviewed with Administration staff next year so everyone is clear how much the PTO is paying.
- PTO decided to utilize AtoZConnect as the data collection tool for parent information to assist with volunteer coordination and communication between the PTO and parents. A software account was set up for Cunha and parent contact information will be collected at Registration/Orientation.

PTO Business

- Vote in PTO Board Members for 2018-19 school year.
 - Kelly motions to have Michelle Spencer voted in as President. Seth seconds the motion. All in favor. Michelle approved as President.
 - Kelly motions to have Libby Garcia, voted in as Vice President. Michelle seconds the motion. All in favor. Libby Garcia, approved as Vice President.
 - Michelle motions to have Kelly Rogers, voted in as Secretary. Kris seconds the motion. All in favor. Kelly Rogers approved as Secretary.
- Reviewed Committee Chair Positions
 - Annual Giving Drive – Sarah Bunkin
 - Health Screenings – Suzanne McCormack



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- Dances – Jon Lowings
- Book Fair – **Action Item:** Kelly to check with Suzy
- Science Fair – TBD
- Elementary School Visits - Suzanne McCormack
- Teacher Appreciate Luncheons – Kristen O'Brien and Melissa McGuirk
- 8th Grade Promotions – Michelle Spencer, Kris Durham, Coley Nishbaum
- Health & Wellness – This is not a PTO-subcommittee. This is a school/district program. If anyone has any concerns they can contact Seth or Ben.
- Reviewed Orientation (aka Orientation/Registration) on Aug 16 & 17
 - Changes to PTO area was amazing. Launched AtoZConnect for collecting parent contact information using Chromebooks on the tables.
 - 150 parents currently in system.
 - Need to work on adding content and keeping parents apprised of what PTO is doing. Kris recommended a periodic newsletter.
 - **Action item:** Marc to check to see whether parents receive a welcome email once they complete signing up for AtoZConnect.
- Reviewed Back to School Night on Sept 12
 - Was about half the number of people from last year. It was a busy evening within the community with several events happening on this same night.
 - It was suggested that we hold BTSN on Thursday next year.
- PTO created Facebook and Instagram accounts. Handle for both: @CunhaPTO
- Action Item Follow Up from Prior Meetings:
 1. Want to eliminate the \$1k line item for water. Last year's 8th grade class gift to the school was several automatic filler water fountains. PTO wanted to piggyback on this by installing one for the teachers.
 - Kris emailed Tom Cox and Crystal at District. No feedback yet.
 - **Action Item:** Kris - Talk to Suzy about details.
 2. Create *Welcome to PTO* Video or Slideshow
 - Marc H wants to defer as he'd like a photo/video savvy person to assist him.
 - Leslie has the names of two people with video experience who might be able to help us.
 - Need to highlight what PTO funded. For instance, art pens for art students, outdoor ed scholarships, Asilomar conference for math teachers, Gizmos for Science classes, conference for social studies teachers, Avid Excel summer training for teachers, etc.
 - **Action item:** Leslie to contact her video contacts.
 - **Action Item :** Kelly to send powerpoint of PTO stuff to Leslie
 - Pat Olsen at the HS has lots of video of leadership activities from last year that we could use for the video.
 - **Action Item:** Contact Pat Olsen or maybe even Tom Cox to review leaderships videos
 - Kris said the Farallone View video had music, pictures and sound bytes from the kids. It was very short (2 min) and very effective. Sarah Bunkin should know who created it.
 - **Action Item:** Leslie/Marc – contact Sarah Bunkin to get the name of the person who put together the Farallone View video.
 3. Boosters to provide us information for getting cheapest t-shirts. Michelle got contact information however, since Sven Gasser left Cunha, we need someone to create the PTO logo for our t-shirts. Seth recommended that we contact Joey Vargas at Coastside Printers as he is a Cunha parent.



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- **Action Item:** Michelle to contact Joey Vargas at Coastside Printers to see if he can create a logo for our PTO t-shirt.
- 4. Reschedule PTO Board Retreat: Karen is facilitating and we need coordinate with Marc's schedule.
 - **Action Item:** Kelly to start an email to try and schedule PTO Board Retreat.
- 5. Seth said that Mr. Ripberger has planned activities for the 6th graders who are not going to Outdoor Ed next week. Removing this from PTO action item.
- 6. Contact CEF and find out how we can apply for grants and get on list for 2019/2020 for Soul Shop.
 - Cunha is signing a contract with Soul Shop tomorrow and the school is paying for it using \$2,500 in Title 3 funds.
 - **Action Item:** Seth would like the PTO to co-sponsor a Soul Shop parent night (in English and Spanish).
- 7. Lynn emailed to Michelle what she did for the Promotion Committee.
- 8. Antonio said he couldn't do anything about the volume of the EC buzzer.

Treasurer's Report:

- We have collected \$30k from the Annual Giving Drive (AGD) thus far. Technically, the drive is over tomorrow but we will extend it one more week.
 - Carrye mentioned that last year's BTS night was one week earlier so we had more donations earlier in the school year.
 - Kris mentioned that anytime we send out emails about the AGD, we get money. She sent the attached graphic to all teachers outlining what PTO funds.
 - Two donut parties for 100% participation have already been scheduled for Higaki and O'connor.
 - Kris is noticing email addresses on AGD donation envelopes.
 - **Action Item:** Kris to give email addresses on donations envelopes to Marc so he can add parents to AtoZConnect.
 - Office is out of AGD envelopes – giving out white envelopes
 - Need thermometer graphic depicting how much we have collected thus far. - Old school poster one
 - **Action Item:** Jo to create poster over the weekend. She'll either use posterboard from \$.99 Store or find a graphic online and ask if Coastside Printers can print it.
 - Big numbers - show at \$30k and need to get to \$50k
 - Perhaps use velcro strips so we can reuse every year
 - Large enough to see from the curb
 - **Action Item:** Kris to ask Tom Cox Leadership to hold up signs – "Honk if you have donated"
- Kris wants to change the way we fund the pizza for the dances. Currently, there is too much back and forth with the money. She proposes that PTO purchases the pizzas for leadership and leadership will then keep the money it makes from the pizzas. All in agreement.
- \$100 check for Eric Debose State Science Fair was never cashed.
 - **Action Item:** Kelly will follow up Eric's mom re: \$100 State Science Fair check.
- Kris changed the level of service we receive from Quickbooks to reduce costs for parts of it that we weren't utilizing.

Admin Report

- Cunha's marques sign is broken. Pixels don't work properly.
- We have 65 fewer students this year than last year (275 8th graders out and 220 6th graders in)
- Seth will plug the AGD during his weekly video.



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- Cunha rolled out of Avid Excel last year. Avid Excel is Avid for ELD students. They are no longer in ELD classes. This year it is schoolwide.
 - This summer, every department got trained. Trained 30% of the staff in this strategy with help of PTO. PTO put in supplemental money that district/school couldn't finance.
 - A prime example of teachers/school/parents working together to solve a problem
 - Seth would like Cunha to be an Avid Excel Demonstration School for Northern California. Other schools could come to Cunha to see how it all works.
 - Teachers are passionate about it; Ms. Wolk thought the training was awesome.
 - We have five sections of Avid Excel. The students are considered scholars. The program is designed in a way for the students to acquire the English language through writing, reading and spoken language.
- School had a good year – test scores went up as a school. Cunha is above state averages in math and English
- Outdoor Ed is next week (starting Sept 17th) and we are sending 130 kids. Used all of the PTO Angel Fund to send more kids to the program.

Adjourn

- Meeting adjourned at 6:30 pm
- Next PTO meeting Board meeting at 5:30 pm on October 11, 2018 in the Cunha library.

No	Assigned	Action	Responsibility	Due Date
1	5/10/18	Want to eliminate the \$1k line item for water. Last year's 8 th grade class gift to the school was several automatic filler water fountains. PTO wants to piggy-back on this by installing one for the teachers. Talk to Suzy about details.	Kris	10/11/18
2	2/8/18	Create <i>Welcome to PTO</i> Video or Slideshow – need a video person	Marc Higaki / Leslie Wakasa//	9/18/18
2a	9/13/18	Leslie to contact her video contacts.	Leslie Wakasa	9/18/18
2b	9/13/18	Contact Pat Olsen or Tom Cox to review leaderships videos for usable footage for PTO Video	Marc Higaki / Leslie Wakasa	9/18/18
2c	9/13/18	Contact Sarah Bunkin to get the name of the person who put together the Farallone View video.	Marc Higaki / Leslie Wakasa	9/18/18
3	9/13/18	Michelle to contact Joey Vargas at Coastside Printers to see if he can create a logo for our PTO t-shirt.	Michelle	10/11/18
4	6/1/18	Kelly to start an email to try and schedule PTO Board Retreat.	Kelly	10/11/18
5	5/10/18	Seth would like the PTO to co-sponsor a Soul Shop parent night (in English and Spanish).	Michelle/ Seth10/11/18	10/11/18



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No	Assigned	Action	Responsibility	Due Date
6	9/13/18	Kelly to check with Suzy to see who is Book Fair Chair person	Kelly	10/11/18
7	9/13/18	Marc to check to see whether parents receive a welcome email once they complete signing up for AtoZConnect.	Marc Higaki	10/11/18
8	9/13/18	Kris to give email addresses on donations envelopes to Marc so he can add parents to AtoZConnect.	Kris/Marc	10/11/18
9	9/13/18	Jo to create poster over the weekend. She'll either use posterboard from \$.99 Store or find a graphic online and ask if Coastside Printers can print it.	Jo	9/17/18
10	9/13/18	Kelly will follow up Eric's mom re: \$100 State Science Fair check.	Kelly	10/11/18
11	9/13/18	Kris to ask Tom Cox Leadership to hold up signs – "Honk if you have donated"	Kris	9/17/18

PTO Meeting Schedule

Second Thursday of each month at 5:30 pm in the Cunha Library (with the following exceptions)*

September 13	October 11	November 8	December 13
January 10	February 14	March 14	April 11
May 9	*June 6		

Important Dates

Orientation/Registration - August 16 & 17, 2018
 Back to School night - September 12, 2018 6pm
 Outdoor Education 6th graders – September 17-21, 2018
 Dances 6:30-9:00pm – 10/19/18, 12/14/18, 2/8/19; 7-9:30 pm - 4/5/19, 6/7/19
 ELAC meetings 6:00pm - Sept 18, 2018, Nov 13, 2018, March 12, 2019, April 23, 2019
 Annual Giving Drive Ends - September 14, 2018
 Honor Roll Field Trips - November. TBD, April TBD
 Book Fair - October TBD and May TBD
 Teacher Appreciation Luncheon - December TBD 2018 and May TBD, 2019
 Science Fair - January 14-16, 2019
 Washington DC Trip 8th graders - February 17-21, 2019
 April 24-26, 2019 7th Grade Tidepool Trip to Fitzgerald
 5th grade parent night - TBD 6pm
 Open House - May TBD, 6pm
 Superbowl – TBD
 Promotion - June 12, 2019, 6pm
 Last Day of School/8th grade Great America field trip - June 13, 2019