



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

October 11, 2018, 5:30 pm

Location	Cunha Intermediate Library
Attendees	Michelle Spencer (PTO President) Libby Garcia (PTO Vice President) Kelly Rogers (PTO Secretary) Kris Durham (PTO Treasurer) Jo Fry (Financial Secretary) Seth Feldman (Principal) Marc Higaki (Director of Communications) Karen Hoffman (Parent) Carrye DeMers – English Teacher Shawna Montoya – Parent Elizabeth Weathery (parent)
Minutes Taken by	Kelly Rogers
Attachments	Treasurer’s Report
Absences	Benjamin Bartel (Vice Principal), , Leslie Wakasa (parent – assistant to Marc Higaki)

Introduction (Michelle)

- Michelle calls meeting to order at 5:33 pm.
- Introductions
- Michelle asks for review of September, 2018 meeting minutes. Kris motions to approve the September minutes, Michelle seconds the motion. All in favor. Minutes approved.

PTO Business

- Shawna wants to take over the dances next year. She will shadow Jon Lowing.
 - **Action Item:** Connect Jon and Shawna re dances.
- **Action Item Follow Up from Prior Meetings:**
 1. Want to eliminate the \$1k line item for water. Last year’s 8th grade Leadership class gift to the school was several automatic filler water fountains. PTO wants to piggyback on this by installing one for the teachers.
 1. Kris spoke with Suzy who spoke with Jose from the District. District is installing two water bottle fillers for students. They are being installed over the existing water fountains. For us to give one to the teachers, we need to plumb for it. Luckily there is a sink and we can hook into the plumbing through the walls. In progress.
 1. **Action Item** for Kristin/Melissa: It was suggested we hand out refillable water bottles at the Teacher Appreciation luncheon. Joey Vargas of Coastside Prints could produce them with a PTO logo on it.
 2. Create *Welcome to PTO* Video or Slideshow
 1. Marc will be sending out an email next week to ask students, parents, teachers, and community to submit a positive little video clip about “What PTO has done for them.”
 3. Contact Pat Olsen or Tom Cox to review leaderships videos for usable footage for PTO Video
 1. Seth mentioned all video clips are on Youtube.
 4. Marc verified that parents receive a welcome email once they signed up for AtoZConnect.
 5. Kelly checked with Suzy and the Book Fair Chair person is the librarian, Dena Grover.



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Treasurer's Report:

- Annual Giving Drive - we made our goal - \$50,300!
- Budget: Paid for Librarian and Challenge Day (all except for transportation). Suzy handing classroom reimbursements
- Teacher Appreciation Day - Kristen and Melissa handing it – checking Home EC room is available.
- Jo – Thermometer banner costs \$144. If we purchase it now, we can use it for next year
 - **Action Item** – Michelle to contact Joey Vargas, Coastside Printers about creating banner

Admin Report

- Next PTO meeting during parent conferences so many teachers won't be able to make it.
- Outdoor Ed - Sent more children even with smaller 6th grade class size
 - Angel Fund and Cunha Admin sponsored 20 students
 - Angel Fund is now depleted
 - Michelle expressed a concern about the lack of communication regarding the Angel Fund as now all the money is spent and we have nothing left for other fieldtrips like Honor Roll Fieldtrip
 - Seth stated his impression was that 90% of Angel Fund was targeted for Outdoor Ed – next year we should earmark what percentage goes for which trips.
 - **Action Item:** – Identify areas where Angel Fund should be allocated and a percentage for each.
- Soul Shoppe - Seth wants PTO to co-sponsor Soul Shoppe parent nights (in English and Spanish) even though the administration/School Site Counsel is now paying for the entire program.
 - Student portion – teaches respect, empathy to others, how to be part of a community
 - 3 sections in each grade – 1. starts with assembly, 2. pick series of classes (i.e. math class when Soul Shoppe training would occur so that all students receive training) work on specific skill building, resiliency and “words” 3. focus on particular areas by grade:
 - 6th grade = problem solving
 - 7th grade = empathy, taking responsibility
 - 8th grade = values, peer pressure, how to create allies
 - Parent training
 - Administration to hold monthly meetings on different topics:
 - October: Bullying
 - November: Cyber bullying
 - December: Drugs, to be run by the Sheriffs Dept (why kid doing it or what it looks like),
 - January or February: Parent Soul Shoppe - Provide sentence stems for parents to use to get information from their 11-14 year old children.
 - Jan 30th is 5th grade open house so may introduce incoming 5th grade parents to the program and invite them to attend in February.
 - March: TBD
- Since Administration is paying for Soul Shoppe, Seth would like to use the \$2,500 SEL budget to purchase survival kits for each classroom and four each for the library and gym. Kits are complete with potties, 1st aid kit and food. He has negotiated with a company to purchase 50 of them.
 - **Action Item:** PTO Board to discuss (via email or a Friday brainstorming meeting) \$2,500 SEL budget line item (where we want it to be spent and sponsorship of Soul Shoppe)



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- Karen went to the marijuana meeting last week (a repeat one is being held October 17th at Cunha) and was impressed with the speaker Dr. O. Dr. O talked about getting ahead of the numbing; helping kids recognize what stress and anxiety feel like
 - Health and Wellness Committee at HMBHS has hired her to meet with teachers at HS to discuss correlation and differences between stress and anxiety.
 - Seth mentioned that 87 (14%) of students have more than 2 Ds or Fs in the first quarter of this year. In addition many students with all As are under a tremendous amount of stress.
 - **Action Item:** Seth might propose Dr. O's lectures be a 6-12th program and use Title 5 funds at Cunha and Title 10 funds at HS
- Seth recommended the book "How to Raise an Adult" by Julie Lythcott-Haims (from Stanford)
- Erin O'Connor Brown's new roll includes providing literacy services to students (1 period a day at lunch) as well as holding pre-conference night with parents with kids who have Ds and F's to rehearse and practice stem sentences to help those students.

Adjourn

- Meeting adjourned at 6:30 pm
- Next PTO meeting Board meeting at 5:30 pm on November 8, 2018 in the Cunha library.

No	Assigned	Action	Responsibility	Due Date
1	5/10/18	Want to eliminate the \$1k line item for teacher's water. Jose from District is evaluating plumbing in walls for installation of automatic water bottle fillers.	Kris	11/8/18
1a	10/11/18	Hand out refillable water bottles at the Teacher Appreciation luncheon.	Kristen/Melissa/	11/8/18
2	9/13/18	Michelle to contact Joey Vargas at Coastside Printers to see if he can create a logo for our PTO t-shirt. Waterbottles and banner.	Michelle	10/11/18
3	2/8/18	Create <i>Welcome to PTO</i> Video --Marc sending out an email next week to ask students, parents, teachers, and community to submit a positive video clip about "What PTO has done for them."	Marc Higaki / Leslie Wakasa//	11/8/18
4	6/1/18	Kelly to start an email to schedule PTO Board Retreat. Will do a new doodle poll with 3-hour windows.	Kelly	10/11/18
5	9/13/18	Marc to enter parent contact information from donation envelopes into AtoZConnect.	Marc	11/8/18
6	10/11/18	PTO Board to discuss (via email or a Friday brainstorming meeting) \$2,500 SEL budget line item (where we want it to be spent and sponsorship of Soul Shoppe).	PTO Board	11/8/18
7	10/11/18	Seth might propose Dr. O's lectures on stress/anxiety be 6-12 th program and use Title 5 funds at Cunha and Title 10 funds at HS	Seth	11/8/18



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No	Assigned	Action	Responsibility	Due Date
8	10/11/18	Connect Jon Lowing & Shawna Montoya re: dances.	Kelly	11/8/18
9	10/11/18	On the budget, identify areas where Angel Fund should be allocated and a percentage for each.	Kris	5/1/19

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

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

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 – January 30, 2019, 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