



**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**

December 13, 2018, 5:30 pm

Location	Cunha Intermediate Library
Attendees	Kelly Rogers (PTO Secretary) Kris Durham (PTO Treasurer) Seth Feldman (Principal – Outgoing) Benjamin Bartel (Vice Principal) Karen Hoffman (member at large) Shawna McCartney (English Language Arts Teacher) Ramon Macias (Spanish Language Arts Teacher)
Minutes Taken by	Kelly Rogers
Attachments	Treasurer’s Report
Absences	Michelle Spencer (PTO President) Jo Fry (Financial Secretary) Marc Higaki (Director of Communications) Libby Garcia (PTO Vice President)

**Introduction**

- Kelly calls meeting to order at 5:38 pm.
- Introductions
- Kelly asks for review of October, 2018 meeting minutes.
  - Seth requested a correction to the line item about Title funding. It should be Title 1 funding for Cunha and Title 1 or 3 (he wasn’t sure) for HMBHS.
  - Kris motions to approve the October minutes with above corrections, Kelly seconds the motion. All in favor. Minutes approved.

**Summary of Email Board Communications**

- Kris motioned to fund \$1,200 (\$20 for 60 teachers/staff) to hand out at the Teacher Appreciation Luncheon. Michelle seconded; we had six Ayes (Michelle, Marc, Karen, Kris, Libby and Jo), and one Nay (Kelly). Motion passed.
- We agreed (no vote required) to fund \$100 Gift Card as an appreciation for Dr. O’s assembly taken from the Assemblies line item (her normal speaking rate is \$2,500).

**PTO Business**

- There is feedback that students and teachers don’t want students pulled out of classrooms for non-academic reasons / programs anymore this year (Dr. O, Challenge Day and Soul Shoppe are just a few that have occurred since the beginning of the school year).
  - Seth has a different opinion and wants PTO Board to meet with him to hear another perspective.
- Challenge Day funding - PTO agreed to pay \$4,500 for speaking engagement and travel ; now being asked to cover substitutes and per diems. There is a disconnect as to all that was required to host this event.
  - Seth expressed that he had to pull in teachers during the last week because didn’t have enough parent volunteers to run it; thus the substitutes and per diem expense.
    - **Action Item:** Karen to contact Janice to ask about parent volunteers
- According to Seth, the Angel Fund has been spent (but no invoices yet submitted to PTO)



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- Action Item Follow Up from Prior Meetings:

1. Automatic Water Filler: Kris working with Suzanne to get it installed. Waiting for Jose from District to look at plumbing. Kris wants to get this accomplished by end of the school year.
2. PTO Logo: Michelle contact Joey Vargas at Coastside Printers. He will print our logo on PTO t-shirt, waterbottles and banner once PTO has decided on a design. Now that Marc is back from fighting fires (thanks for being there for Paradise!), he can to help design the logo.
3. PTO Video: As Marc was unavailable earlier (due to fighting fires), he is now collecting video clips to use for the *Welcome to PTO* video. Pat Olsen at the high school has all the film of Seth's interviews as well it all being on youtube.
4. PTO Retreat: Kelly will try to get something scheduled before April PTO meeting.
5. AtoZConnect update – Marc working on entering parent info from AGD.
6. SEL Funding: The administration paid for Soul Shoppe so PTO needs to discuss where to spend the \$4,000 of SEL funds. We will discuss this at the Dec 21<sup>st</sup> meeting. Seth recommended purchasing the survival backpacks/buckets discussed the October PTO meeting.
7. Dr. O: She has completed her assembly and there is no further action required. **Completed.**
8. Dances: Shawna Montoya is shadowing Jon Lowings to take over the dances. **Completed.**
9. Angel Fund: Apportioning this fund will be discussed at Dec 21 meeting.

### Admin Report

- Seth is leaving effective December 22, 2018. Mike Andrews, a former Cunha Principal, is coming out of retirement to fill in an Interim Principal until a replacement can be found.
  - As some parting advice, Seth recommended all interested parties (parents and teachers) create a list of their top three or so criteria for a new principal and then make an appointment to discuss these with Superintendent.
    - What are our non-negotiables?
    - What is important to us as a PTO.
    - He said we need to voice our criteria and that being part of the hiring committee is not enough.
  - He said there is a disconnect between what is being promised by the District when hiring and what is actually needed of the principals.
    - He said the District is searching for Educational Leaders yet the last three principals (in the past five years) have left for positions where they “can a make change.”
    - He stated that Cunha has very good teachers with lots of skills. He suggested Cunha needs a principal with the right fit within the culture rather than specific skills and experience.
- Soul Shoppe Plan
  - Parent night in January 15<sup>th</sup> 6-7:30 pm one in English / one in Spanish January 24, 6-7:30
  - Soul Shoppe personnel coming towards the end of March/early April to conduct a workshop during students' PE class.
  - Topic : Brainbased information strategy dialog
  - **Action Item:** Ben to get details (dates and topics) to Karen so we may publish on AtoZConnect.
  - **Action Item:** Marc to post details onto AtoZConnect.
- Book fair did not happen this Fall.
  - Teachers were unable to attend pre-screening due to student/faculty Flag Football game.
  - Cunha is investigating switching vendors as Scholastic keeps sending the same books each time.
    - Books Inc is a new potential book fair vendor.



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- HMB Library opening has impacted several areas on Cunha campus.
  - Books from Cunha library don't get checked out. Students feel they are stale and old.
  - Boys and Girls Club attendance is dramatically lower. Students can hang out at the HMB Library for free.
  - There is free homework club at the HMB Library. Fewer students attending Cunha HW Club. Administration is evaluating the \$20k cost for roughly two kids per day utilizing the service.
  - Cunha needs evaluate how to package books and remodel library's reading area.
- Shawna McCartney said Language Arts teachers, over the past 5-6 years, haven't attended conferences, like "What's New in Young Adult Literature," or CATA Conferences (english) nor CABA Conferences (Bilingual).
  - Seth said he would approve attendance if teachers submit requests before he leaves next Friday, Dec 21<sup>st</sup>.

#### Adjourn

- Meeting adjourned at 6:35 pm
- On December 21, 2018 at 8:45 in the Cunha Library, the PTO and Administration will walk through the budget line items to ensure we are all in agreement as to what has been spent, committed or is in process by the Administration before Seth leaves and Mike Andrews takes over as interim Principal.
  - **Action Item** : Invite Suzy to this meeting.
- Next PTO meeting Board meeting at 5:30 pm on January 10, 2019 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	6/1/19
2	9/13/18	Joey Vargas at Coastside Printers will print logo on PTO t-shirt, waterbottles and banner once PTO has decided on a design. Marc to help design the logo.	Marc	4/11/19
3	2/8/18	Create <i>Welcome to PTO</i> Video – Marc sending out emails to ask students, parents, teachers, and community to submit a positive video clip about "What PTO has done for them."	Marc Higaki / Leslie Wakasa//	4/11/19
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	4/11/19
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 on 12/21 the \$4,000 SEL budget line item.	PTO Board	11/8/18



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No	Assigned	Action	Responsibility	Due Date
7	10/11/18	On the budget, identify areas where Angel Fund should be allocated and a percentage for each. Clarify on Dec 21 and decide on January 10 <sup>th</sup>	Kris	5/1/19
8	12/13/18	Karen to contact Janice to ask about parent volunteers for Challenge Day	Karen	1/10/19
9 9a	12/13/18	Ben to get Soul Shoppe details (dates and topics) to Karen so we may publish on AtoZConnect. Marc to post details onto AtoZConnect to notify parents.	Ben/Karen/Marc	1/10/19
10	12/13/18	Invite Suzy to 12/21/18 8:45 am meeting	Michelle /Karen	12/21/18

**PTO Meeting Schedule**

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

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 7<sup>th</sup> 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