



**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**

January 10, 2019, 5:30 pm

Location	Cunha Intermediate Library
Attendees	Libby Garcia (PTO Vice President) Kelly Rogers (PTO Secretary) Kris Durham (PTO Treasurer) Jo Fry (PTO Financial Secretary) Mike Anderson (Interim Principal) Benjamin Bartel (Vice Principal) Karen Hoffman (member at large) Shawna McCartney (ELA Teacher)
Minutes Taken by	Kelly Rogers
Attachments	Treasurer's Report
Absences	Michelle Spencer (PTO President) Marc Higaki (Director of Communications)

**Introduction**

- Kelly calls meeting to order at 5:38 pm and we do introductions.
- Kelly asks for review of December 13, 2018 meeting minutes. Shawna wanted correction that Book Fair actually did occur, but wasn't well attended. Karen wanted noted that PTO did not endorse moving forward with Soul Shoppe but that it was an Admin initiative. Kelly motions to approve the December minutes with the above corrections. Mike seconds the motion. All in favor. Minutes approved.

**Admin Report**

- Feb PTO meeting could be a Meet and Greet with Mike Anderson.
  - **Action item:** Marc to send out information on AtoZConnect for Feb PTO meeting for a Meet and Greet with Mike Anderson.
- 5<sup>th</sup> Grade Parent Night is Jan 30<sup>th</sup> at 6 pm in the Cunha MU. PTO will have the opportunity to speak. Sports Boosters will also speak. This will be a good opportunity to recruit incoming parents to take over PTO positions.
  - **Action Item:** Who wants to speak at the event?
- Mike has been here for a week. Getting acclimated.
  - He is working on key elements which should be in place regardless of who is principal:
    - Emergency Lesson Plans
    - Discipline
    - Communication
  - He wants to add a minute between classes to alleviate tardiness problem until C building gets fixed. Mike walked from the portables to the shop class and it took him 4:45 minutes (however, there were no other kids around, nor did he stop for restroom break). A total of four minutes will be added one each between periods 1-2, 2-3, 4-5, 6-7. These four minutes will be taken off of lunch.
  - Cunha has lost staff and needs to support new teachers better. Looking for the right fit for replacement teachers. Building culture for kids as well as staff.
  - Open to listening to parents' concerns.
  - Karen - Have kids formally met new principal? Mike has been out at lunch and break every day and been to a few classrooms.
  - Advocates respect for others.



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#### PTO Business

- Kris stated that “we are exactly where we are supposed to be” as far as budget is concerned.
- PTO historically pays for the gratuity for the teacher luncheon because the school can’t use Site Funds to pay for gratuities. There was some issue with the funding of the luncheon this year and the school could not pay the \$1,600 bill. It’s Italia let them have the luncheon for free. PTO wants to reimburse It’s Italia. We need a board quorum to make this decision, which we did not have at the meeting, so will need to discuss via email. There was some discussion about whether to pay in installments, pay only a portion (say 80%) and the ethical issues of using PTO funds to pay for such a luncheon.
  - **Action Item:** Discuss via email whether or how much to subsidize the luncheon.
  - Per Mike, in prior years, the administration has asked vendors (like Lifetouch) to put some money into “unrestricted” funds. These funds have been used for luncheons, scholarships, etc.
- Mike and Ben have talked to the departments and made them aware of PTO funds available to them.
  - The Special Ed department asked why they did not have a PTO budget amount. We explained that when we were drafting this year’s budget, we were told no additional funding was needed for Special Ed, Avid nor Band as they all had their own sources of funding.
    - Per Mike, Special Ed funding is complicated. Psychologists, teachers, therapists (speech, OT, PT, etc) put an IAP together. This is very expensive and is what the district funds pay for.
    - The Special Ed classes need supplies for kids.
    - **Action Item:** Kris to reach out to Michael Lynes to explain the budget and see what he needs.
  - Get a copy of Master Schedule of Classes so we know how many sections of each course are being offered. It is completed by end of May of each year.
    - **Action Item:** Kris to get a copy of the current Master Schedule
- Science Department subscribed for Gismos with a 2 year license – it was an experiment and PTO needs to know for budgeting purposes if they think its worth it to renew at the end of next year.
- **Action Item:** Kris, find out if Science Department wants to renew Gismos subscription.

#### Adjourn

- Meeting adjourned at 6:30 pm
- Next meeting is on February 14, 2019 at 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



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5	9/13/18	Marc to enter parent contact information from donation envelopes into AtoZConnect.	Marc	11/8/18
6	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
7	12/13/18	Karen to contact Janice to ask about parent volunteers for Challenge Day	Karen	1/10/19
8 8a	12/13/18	Ben to get Soul Shoppe details (dates and topics) to Karen so Marc may publish on AtoZConnect.	Ben/Karen/Marc	1/10/19
9	1/10/19	Discuss via email whether or how much to subsidize the luncheon at Its Italia.	PTO Board	2/14/19
10	1/10/19	Reach out to Michael Lynes, Special Ed teacher, to explain the budget and see what he needs.	Kris	2/14/19
11	1/10/19	Get a copy of the current Master Schedule from Mike and then an updated one in May.	Kris	2/14/19
12	1/10/19	Find out if Science Department wants to renew Gismos subscription.	Kris	2/14/19
13	1/10/19	Send out information on AtoZConnect for Feb PTO meeting for a Meet and Greet with Mike Anderson.	Marc	1/30/19
14	1/10/19	Who wants to speak at the event 5 <sup>th</sup> Grade Night?	PTO Board	1/30/19

**PTO Meeting Schedule**

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

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