



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

April 14th, 2020 5:30 pm

Location	ZOOM video / call	
Attendees	Shawna Montoya (PTO President) Libby Garcia (PTO Vice President) Elizabeth Weatherly (PTO Treasurer) Erin Hosilyk (Parent / PTO Director of Communications) Michelle Velarde (Secretary) Lisa Zanette (Bilingual Liaison/SIPA Rep.) James Barnes (Principal)	Lisa Longaker (PE Dept Head, Home Ec teacher) Mr. Cox (Cunha Leadership, History Teacher) RuthAnne Wolk (Cunha Math Teacher) Carrye De Mers (Cunha Teacher) Stacy Myrick (Cunha Counselor) Stephanie Izzarelli (CEF) Bettina Lunasin (Parent) Pamela Harris (Parent)
Minutes Taken by	Michelle Velarde	
Attachments	Financials report	
Absences	Julie Johnson (PTO Financial Secretary) Benjamin Bartel (Vice Principal)	

Introduction

- Shawna calls meeting to order at 5:33pm approx. via ZOOM.
- Introductions – PTO: Shawna President, Lisa Zanetti Bilingual Liaison, Michelle Secretary, Erin Communications Director, Elizabeth Treasurer, Libby Vice President. Mr Barnes Cunha’s Principal, Teachers Mr Cox, Ms Wolk, Ms Longacre, Ms Myrick, Ms De Mers. Stephanie Izarelli CEF. Bettina Parent
- Elizabeth motions to approve March minutes, Libby seconds, all in favor – motion approved.
- Libby motions to approve February minutes, Elizabeth seconds, Lisa abstains, Michelle, Shawna, Erin in favor - motion approved.

PTO Business

- **Coastside Gives (Libby)**
 - Libby - CEF is matching donations up to \$500. Maybe scale back on pushing for donations. Maybe not the right time to ask for more money. Maybe we should lower to \$500? Already \$100 in donations. Mr Barnes says no reason not ask, might be harder to ask later, some might be looking for ways to help. Lisa says she waits for Coastside Gives to donate to maximize matching. Lisa agrees not to pressure but she does wait for Coastside Gives to maximize donation, probably others feel similar.
 - Initially were planning to buy P.E. exercise flooring but changed goal to anti-bullying because it affects so many students and families.
 - Pamela – what is the thought process on anti-bullying? Erin – at least meeting, discussed anti-bullying, social media assemblies, speakers. Would want to partner with counselors. Still looking into what type of program, open to input. Goal might be bigger than necessary as it was based on flooring initially, even \$1,000 plus \$500 match could maybe cover speaking, materials. Pamela – has it been researched, what’s the most effective way to deal with bullying, do assemblies work? Stacy Myrick doesn’t feel large assemblies are most effective but open to ideas, Challenge Day is very impactful though only serves 100 kids / not schoolwide. Ms Longacre asks if it’s possible to do



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it more than once per day? Maybe. Carrye – not likely to do assemblies next year based on recent statements from CA Governor. Mr Barnes – at last meeting quick change from flooring to bullying is great but didn't get a chance to get Health and Wellness involved so Mr Barnes has been researching programs looking for something effective, had plans to bring in a couple social groups for some targeted work. Identifying individuals and groups. Culture as a whole also needs to be addressed, kids afraid to be a snitch. Not easy or cheap, long term for real change. Would like to see Health & Wellness committee involved in the Fall.

- Mr Cox – social studies gives up 9 weeks (used to give up 18 weeks) for 6th grade program addressing social etc issues, the program used to follow through 8th grade but doesn't anymore.
- Erin – PTO wants to fund anti-bullying program for 20-21 school year and that the goal is to support things that are needed, looking to school, staff for ideas, what will work. Topic has come up repeatedly. Not trying to bring in assemblies if that won't be effective. Pamela – talk to kids about what has helped, maybe leadership. Lisa – HMB HS Health & Wellness peer to peer works above all else. Shawna – what works well at the high school won't necessarily work for Cunha.

• **Parent / Teacher Survey (Erin)**

- Two surveys – teachers / parents, asking about funding, fundraising priorities, PTO communication, program feedback etc. How to simplify / make process easier for teachers to spend department stipends. Data to help inform budgeting conversations.
- Erin – can we realistically get surveys out and back by next meeting when we vote on a budget, how do we move forward?

Mr Barnes would like to share survey with department chairs prior to sending out. Mr Barnes – appreciates all the work put into survey, wants to make sure questions are phrased / framed right. Number of questions about specific programs which were chosen by the professionals, district, departments, teachers etc – don't know if it's helpful to ask parents to weigh in on programs they may not know about or understand. Mr Barnes – re survey question Can PTO be an anonymous sounding board? – maybe don't want to put yourself in that position. What would get parents motivated to volunteer is a great question. SchoolLoop won't be funded after 2021. Open to meeting with Erin to review / edit survey. Erin – not asking if parents want to de-fund anything, open to re-structuring questions. Mr Barnes -asking parents what's important to them - bullying, field trips, staff development, student recognition etc more helpful than weighing in on specific programs in place like Brain Pop, SchoolLoop, Outdoor Ed Scholarships, additional librarian hours etc. Good to ask what types of programs they might want to see. Great stuff on making difference for Cunha students, communication, agrees really worth having a survey. No objection to it, just want to work with Erin to re-write / phrase a few questions.

Ms Wolk – we need SchoolLoop.

Challenge Day: \$5,000 year. We don't know if it works, is it reaching kids. Not trying to Target or get rid of program. Hoping for positive feedback on a program that costs significant money. Erin - parents aren't asked for feedback often enough purpose of surveys is to help PTO decide it's budget for next year, parent experience valuable. Stacy – for 1/3rd of participating students, if not more, only time they open up, are honest and many are probably not going home to talk to parents about it. Mr Cox – can they do a student feedback survey? Stacy – yes probably. Ms Longacre – students are recommended for the program. Stacy – open to everyone for sign ups (until full) after priority / red flag students, not many turned away, can only do it one year. Elizabeth – what is the follow through? Pamela – small groups, then parent volunteers/teachers get together and recommend students for further counseling if they aren't already getting it. Stacy says many participating are already in counseling, they do check ins. Mr Cox thinks not enough follow up,



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might be helpful for the bonded groups to meet throughout the year. Stacy would like group follow up meetings, says there is a lot of individual follow up. Mr Cox agrees with individual but still believes the group is powerful. Mr Barnes likes parent feedback,, expanding Challenge Day would be great but much more money. Challenge Day breaks down barriers, cliques, conflicts. Elizabeth asks Stacy – If kids are identified as needing services, aren't they already getting services? Stacy – yes, some are, there is some overlap. Recommendations based on belief this program will be beneficial. Stacy wishes every student could do it. Often kids that that you don't predict will open up, the kids that need it most. Shawna asks – is it helping change behavior? Stacy – sometimes, it doesn't fix everything, relationships created that day – adult connections altered and some kids need that adult connection. Mr Cox used to do weekly survey with 8th graders to prove program was effective. Pamela has witness HS kids apologize, heal. Shawna – why don't we do it earlier in the year? There's videos, materials etc that can be integrated. Stacy says dates are limited, has tried clubs. Mr Cox – the program that is done with the 6th grades is only about 25% of the full program – Skills Out Of Lessons – family, friendships etc. Mr Barnes has no problem expanding program. Stacy – where/when to put that? Would take away from other classes. Elizabeth – Challenge Day is 1/10th of PTO budget – hotel, food, and program. Lisa – feedback on how this affects the 100 students / school. Stacy – hope is that the 100 students bring what they learn / experience to the rest of the school, it is most impactful. Lisa – not a one size fits all, needs layers, angles to reach all kids. Elizabeth – would like to see data & follow through. Ms Longacre – at her old school the teachers were trained and ran a challenge day type of program.

- Erin will follow up with Mr Barnes about edits, timeline, wrap up within week.
- **P.E. Clothes / CAB update (Longacre)**
 - Working with Boosters for P.E. clothing change over. Vendor will not need deposit / payment until fall so no upfront money needed from PTO at this time.

Treasurer Report (Elizabeth)

- **Review financials**
 - Elizabeth motions to approve funding for Ms Longacre's Sub 7 and 6 shirts and P.E. exercise room flooring. Ms. Longacre says she can use P.E. clothing sales money to pay for flooring next year. Shawna motions to approve up to \$1,500 for Sub 6 & 7 shirts, all in favor, motion approved. Ms Longacre will purchase and PTO will reimburse. Erin asks Mr Barnes about agreement between P.E. & Boosters. Mr Barnes says agreement is not final and Ms Longacre needs to speak with CAB, the agreement is not a PTO issue and should be discussed between P.E. / CAB going forward.
 - Budget is close to same as previous for all departments.
 - Questioning Challenge Day – percentage of budget vs how many students served & effectiveness
 - Librarian – PTO has discussed not continuing to pay the additional librarian hours. Would it be more beneficial to allocate that money toward something like a campus supervisor? Carrye – Dena bar coded text books, ELA books and has made recovery for lost/damaged books easier, provided place for kids to be at lunch, brings in programs, the reason we have a yearbook. Ms Longacre – in a way she is like campus security. Elizabeth – she is not always there when she is supposed to be. Lisa – daughter does ISP and Dena has not been there, she should be there for the hours agreed. Other PTO's aren't paying librarian hours with exception of El Granada which pays 2-3 extra hours per week. Cunha's librarian is paid for 8 hours and hearing multiple parents say she's not there when expected. PTO was paying 1 hour then changed to 2 hours so she could do bar coding



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throughout school year which she ended up doing over summer break. \$8,000 out of \$50,000 total PTO budget.

- SchoolLoop \$5,000 committed to funding
- Might not do well with Annual Giving Drive Next Year (after financial stress on families from Covid-19).
- Mr Barnes would like meet with Shawna more regularly. Rather than de-funding maybe we should be expanding funding. Ok with getting data on Challenge Day. Would like to see expansion on Challenge Day but it wouldn't be cheap. Shawna asks if teachers can run Challenge Day (they have materials and training). Ms Longacre reiterates teachers ran it at her old school.
- Mr Barnes – trying to get RU funds back. Money could be freed up. RU funds would be less than what PTO gives, maybe PTO could supplement. Previous principal erased department RU funds. Ms Longacre – used to use RU money first then if more needed make specific requests to PTO. Mr Cox, clarifying - if departments can get RU money back then PTO can drop department budgets.
- Shawna – absolutely was thinking with could have bumped up funding but with Covid-19, not comfortable pushing for more money. Just wanting to have conversations about what is effective, how everything works, how can we collaborate. Would appreciate other parents to weigh in because they might want to speak up on behalf of programs that PTO isn't sure are effective. Shawna will set up regular meetings with Mr Barnes.
- Libby is resigning as Vice President for the 2020-2021 school year.
- Elizabeth lost phone connection during financial conversation.

Admin Report (James & Ben)

• **Principal's Report (James)**

- Status of Remote Learning
 - Student Needs: James - Most students that need Chromebooks now have them. District did a survey of student needs. Ben Bartel (Vice Principal) is working with communication team, some families have had no contact. Some parents have lost jobs, some are not able to oversee home education. Teachers have remote learning schedules – Zoom / Google Hangouts meetings etc. Teachers are learning how to record Zoom lessons. There is a lot to figure out. Teachers are trying to figure out how to keep the students engaged, participating regularly. District is trying to meet digital needs – Chromebooks are available for pick up during office hours Tuesdays / Thursdays 10am – 2pm. During those hours printed assignments can be picked up, completed work can be dropped off. Schoolwork can also be submitted via Google Classroom or emailed, ok to take cell phone photos of work and email to teachers. Leadership doing great videos.
 - Feedback: Elizabeth appreciates all of the teachers, doing excellent job supporting the kids. Bettina says all the parent feedback she's heard is positive. Shawna says Hartman – Pickens had great resources available the Monday following the Friday Shelter in Place order. Milhous YouTube videos are great, Michelle agrees. Erin has had a great experience with most teachers but two teachers (science and social studies) have not engaged at all, just reading / notes, which is especially challenging for special needs students – (asking Mr Barnes) what should parents expect for engaged learning? Mr Barnes replies – engagement is more important than paperwork, some teachers are slower / not as tech savvy and he is working with teachers to help them engage better. He can't order them to engage, only encourage / support, especially now that we know this is ongoing and not short term as thought initially. Mr Cox says he will bring up lack of engagement with social studies



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teachers. Ms Wolk – doing Zooms etc, taking special needs students into account, anyone that is trying is passing, various forms of work accepted – paper, online, Gmail etc. Mr Cox says teachers are adapting and trying to keep kids learning, accepting alternative work (ex war re-enactment can count). Ms Longacre – can’t grade kids over Zoom, hard to find something that works for everyone. Carrye – also “we don’t know what we don’t know”, it helps if parents communicate, trying to be flexible, giving less daily assignments and more chunks of work, difficult to structure, feedback helps teachers know when to make accommodations, 8th Grade books available for pick up in office (Boy in the Striped Pajamas).

- Testing: Erin asks what the plan is with testing. Mr Barnes replies – tests are difficult to do remotely, teachers are handling it differently, no specific testing requirement. Stacy Myrick – some students are getting credit for test participation. Mr Cox says everyone is doing it differently, grading is a big topic right now across the country, possibly be a pass / no pass.

Other Business:

-

Adjourn

- PTO adjourns meeting approx. 7:40pm (Shawna lost connection right before meeting end). Next meeting is on April 14th, 2019 at 5:30 pm via ZOOM.

No	Assigned	Action	Responsibility	Due
1	9/13/18	Joey Vargas at Coastside Printers will print logo on PTO t-shirt, water bottles and banner once PTO has decided on a design. Marc to help design the logo.	TBD – Erin?	9/12/19
2	2/8/18	Create <i>Welcome to PTO</i> Video – Marc needs team to create video. “What PTO has done for them:	TBD – Erin?	
3	5/9/19	Investigate whether PTO can get a City Grant for Challenge Day	New PTO Board	9/12/19
4	5/30/19	James to follow up with Gisette to determine if she included Cunha’s Challenge Day Funding request into the City Grant proposal she was writing for HMBHS	James	9/12/19
5	5/30/19	Investigate the use of the site Donorschoose.org.	New PTO Board	9/12/19
6	9/10/19	Wellness Committee – Need to connect with students, parents, community about what current issues are. Ben will communicate Mr Cox about getting Leadership feedback. James will reach out to ELAC.	Ben / James	
7	9/10/19	Business Sponsorships - Libby / Erin Brainstorm purpose(s) and how.	Libby / Erin	
8	9/10/19	Campus Beautification – <ul style="list-style-type: none"> - James will set dates & reach out to Leadership. - Need tools. Set up rewards. 	James / Libby	1/14/20



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		<ul style="list-style-type: none"> - Possible help from local business (Soil Farm, Big Creek, OGRCON, Trash) – Libby. - PTO will reach out for volunteers (fill holes, planting, cleaning etc). 		
9	4/14/20	Erin and Mr Barnes will review & edit parent / teacher surveys. Goal - send out and get data by next PTO meeting	Erin / James	5/12/20

PTO Meeting Schedule

Second Tuesday of each month at 5:30 pm via ZOOM (with the following exceptions)*

September 10	October 8	November 12	December 10
January 14	February 11	March 10	April 14
May 12	*June 9 cancelled		

Important Dates

All remaining school events / field trips cancelled due to Covid 19.

April

6th – 10th Spring Recess
22nd – Honor Roll Field Trip – Cancelled due to Covid-19

May

7th – Teacher Appreciation Luncheon
7th – Open house 6pm-7pm
11th – 15th Superbowl

June

3rd – Promotion 8th Grade
4th – Last Day of School/8th grade Great America field trip

TBD

Tidepool Trip to Fitzgerald 7th Grade
Campus Beautification Volunteer Days



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BUDGET FOR 2019-2020 SCHOOL YEAR

	Budgeted	Spent	Amount Left	
ADMINISTRATION (PTO)	\$1,900	\$2,249.56	\$349.56	
Annual Giving Drive Expenses	\$3,000	\$2,138.55	\$861.45	
PBIS (Positive Behavior Interventions & Support)				
Cub Lunch	\$750	\$229.31	\$520.69	
End of Year Awards	\$1,000		\$1,000.00	
Honor Roll	\$1,200		\$1,200.00	
Social Emotional Learning - Challenge Day (Janice)	\$5,000	\$4,102.33	\$897.67	
Student of the Week/Month (Ben)	\$350		\$350.00	
SCHOOLWIDE				
Assemblies	\$750		\$750.00	
BrainPop	\$2,600	\$2,550.00	\$50.00	
Counseling Department	\$300	\$301.07	\$1.07	
Dances (proceeds go to Leadership)	\$1,200	\$189.00	\$1,011.00	
Librarian (one extra hour a day)	\$4,000	\$4,000.00	\$0.00	
Noontime Sports (S. Ramos)	\$750		\$750.00	
Orientation/Back To School	\$50	\$45.86	\$4.14	
STUDENT EXTRACURRICULARS				
6th Grade Enrichment - Outdoor Ed	\$1,250		\$1,250.00	
7th Grade Enrichment - Fitzgerald Marine Reserve	\$750		\$750.00	
8th Grade Enrichment			\$0.00	
Promotion Ceremony (Committee)	\$500		\$500.00	
Science Fair Awards (Hitchner)	\$500	\$433.75	\$66.25	
State Science Fair Participant Award (Hitchner)	\$100		\$100.00	
Year End Trip - Great America	\$500		\$500.00	
TEACHERS/CLASSROOMS				
Departmental Funds				
English Language Arts (DeMers)	\$2,000	\$523.28	\$1,476.72	* teachers will use for tpt, etc.
English Language Development (Angst)	\$500		\$500.00	
Math (Wolk)	\$2,000	\$2,000.00	\$0.00	
Physical Education (Longaker)	\$2,000	\$2,023.88	\$23.88	
Science (Hitchner)	\$2,000	\$2,077.27	\$77.27	
Social Studies (Cox)	\$2,000	\$1,795.29	\$204.71	
Spanish Language Arts/Spanish Elective (Macias/Robles)	\$750	\$118.79	\$631.21	
Special Ed (A. Lynes)	\$350	\$56.23	\$293.77	
Electives				
Art (Coyle)	\$1,000	\$1,153.12	\$153.12	* not yet ordered
Drama (Angst)	\$1,000	\$560.40	\$439.60	
Home Economics (Longaker)	\$1,000	\$1,079.79	\$79.79	
Leadership (Cox)	\$2,500	\$2,500.00	\$0.00	
Woodshop (Ramos)	\$1,000	\$1,000.30	\$0.30	
Bike Mechanics (Monica)	\$1,000	\$1,096.85	\$96.85	
Avid	\$1,000	\$1,000.00	\$0.00	* not billed yet
Individual Teacher Classroom Funds	\$3,200	\$2,160.79	\$1,039.21	* 300 to come from PE teachers
Other				
Teacher Appreciation Lunches (Committee)	\$1,200	\$116.12	\$1,083.88	
Teacher & Staff Recognition Event Gratuity	\$300		\$300.00	
Teacher Lounge Water Service	\$1,750	\$725.50	\$1,024.50	
	\$53,000		\$16,772.96	