



Cunha Intermediate School Parent Teacher Organization

600 Church Street, Half Moon Bay, CA 94019

<https://cunha.schoolloop.com/pto>

CunhaPTO@gmail.com

cunhapto.org

Tax ID #71-0909516

Cunha PTO Board Meeting Minutes

October 20, 2020

I. 5:35 Called to Order

II. Attendance: Lisa Zanette, Elizabeth Weatherly, Emily Costerison, Shawna Montoya, Stephanie Izzarelli, James Barnes, Ben Bartel, Martha Schwartz

III. Meeting Minutes – Stephanie Izzarelli

1. Review and approve September: Note June minutes were not provided.
2. **Action: Elizabeth motion to approve September minutes. Stephanie seconds. All in favor. Motion passes.**

IV. Voice of the Community

1. **Staff-Annual Giving Drive Update (Shawna Montoya):** Annual Giving drive concluded past Friday; was at 20%, now close to 30% of goal. Times are challenging and we were unable to do any large-scale incentives like before (such as movie night through teachers, or in person incentives with individual cupcakes). Heard from multiple people that they didn't have money to contribute.

Questions/Discussion

1. Was leadership involved? Shawna sent emails to Mr. Cox, but did not coordinate with leadership. Something will be in leadership video this week, as a reminder.
 2. How was social media and other communications leveraged? Reach was challenging if you didn't have social media. Text message was very helpful. There was a facebook post letting people know they could break down donation and can drop off checks.
 3. **Action: Lisa will send information out on how much raised, other opportunities for giving, budget status, and thank you. Will send before holidays.**
2. **Community Members-Health and Wellness- Manu Hipkins:** Manu shared the experience from the high school committee. Last year topics included prevention of vaping. At high school they are looking on how to create events so don't feel isolated. The committee has found it helpful to have leadership and parents together in a discussion. Another topic of interest is tutoring, as kids are falling back. Mr. Nazar puts out monthly invitation (1st Monday of the month) and it operating in subcommittees. Manu will send the link and it is open to all. Manu would like to help support the as needed.

Questions/Discussion

1. Mr. Barnes shared his experience in health and wellness at the high school in which they brought up helpful topics (tobacco/vaping/late start), and ended up getting a tobacco grant. Discussed how to get it to the kids involved now that we are remote and that ongoing social/emotional support is a good topic. Boys & Girls Club and others are great partners.

2. Mr. Barnes discussed what Cunha will be doing. One focus area is the tobacco grant. But they will be independent entities. There is usually one counselor available. Discussion on potential opportunities to give kids that have been struggling to participate. Perhaps a story of how they work through it and come back from it (eg. 8th graders or older talking to 6th graders). Comment to add Pilarcitos School. Member brought up a recent Social media video with racial content, Mr. Barnes shared that the school spoke to family involved.
3. **Action: Mr. Barnes will start Health Wellness in November for parents and it is free and rotates and revolves**

V. General Business – Lisa Zanette

1. **Introduce Emily Costerison-** Secretary position.
 1. **Action: Martha motions Emily to be added to board as Secretary. Stephanie second. All in favor. Motion passes.**
2. **ELAC Outreach Update-**Martha and Lisa attended. Martha introduced PTO to ELAC parents. Bridge community. Parents liked the idea of getting on campus to help. 15-17 in attendance.
3. **Community Building Idea-** Idea to bring community together using Zoom parent games, background, costume, photo contest. Getting parents to know each other in light-hearted way.
 1. **Action: Next couple of weeks board will throw it out there.**
4. **District will pick up Flocabulary-**The PTO was waiting for a proposal from teachers, then found out the district picked up the cost. Adopted the clever app, then it becomes clearinghouse and then don't have to remember all the logins.
5. **Annual Giving Update-**May do a part 2 of annual giving in May and will consider reaching out to the teachers to get them involved. Lisa bought a mascot; opportunity to use it for local businesses and spirit and fun (would love to partner with Ben Bartel and give it out donut coupons)
6. **Utilizing Leadership for PTO initiatives-** Annual Giving may have been a missed opportunity.
7. **Communicating School Concerns-** Lisa reviewed with the board the protocol on how to triage a problem/issue from community. If there is a problem/issue with a teacher, recommend talking to the teacher first, if that doesn't work go to the counselor and/or Mr. Barnes. Recommend not over escalating an issue. Same goes if there is a problem with the school; recommend talking to Mr. Barnes before going up to the superintendent.
8. **Asynchronous Day Opportunities-**Mr. Barnes shared that teachers have professional development/staff meetings/planning on Wednesday, but office hours may be option. Perhaps there will be less professional development as teachers get more comfortable with remote learning.
9. **PTO Alliance discussion.** This is a formal entity that pieces each PTO together. The goal is to have collaborative discussions, learning, and consistency from elementary to high school. The organization wants to become a formal organization. Some discussion around fundraising as one entity, but the organization is not there yet and may be a potential future option. Need to vote as a board and would need representative to be at these meetings.
 1. Discussion: Glad fundraising group will wait. The organization will test out timing of meetings in the morning and one in the evening. One representative will be needed from each PTO. Communication would have to carry-over. Will take time to create bylaws. Lisa recommends to provide input to bylaws.
 2. **Action: Elizabeth Motion to approve joining PTO Alliance. Stephanie seconds. All in favor. Motion passes**

10. Discussion: How do we want to post the budget online? Suggestion to be more high-level without all the details and some members want more details. The main concern was not to confuse parents/teachers in COVID-times.

- 1. Action: To meet in the middle and make high-level chart/summary chart and link to more detailed budget.**

VI. Administration Report – James Barnes

1. Request for video stipend-Last year district supported videographer (Patrick Olson), but it was cut from budget item. PTO High School is set to give him \$5000. Important tool for communication. Mr. Barnes video ask for \$3500 for middle school (principal, leadership videos, activity videos) with Spanish translation. Mr. Barnes has 300+ views. Opportunity to push out videos in social media or Cunha PTO sites. May consider some videos for health and wellness videos. Comments support as with COVID. Some feedback that engagement with Mr. Olson and leadership group could be improved.

- 1. Action: Stephanie motion to approve \$3500 for Pat with adjustment for health and wellness, PTO activities, as they occur; in addition to onsite activities. Martha seconds. All in favor. Motion passes.**

2. Health and Wellness-See above

VII. Financial Report – Stephanie Izzarelli

1. Financial Update September

1. Bank Balances:

1. Checking: \$37,345.78
2. PayPal: \$758.33
3. Savings: \$35,210.35
4. Total Assets: \$73,312.48

2. Annual Giving Revenues=From Oct 1-present: \$15,103 (for campaign). Discussion on fees with Paypal (2.5%).

- 3. Action: Will research to moving to Zelle to see if it makes sense to save money.**

****Lisa gave shout out to Mr. Barnes, Ben Bartel, counselors, office staff and what they accomplished this year.*****

VIII. Bilingual Representative- Martha Schwartz

1. Updates and ideas for engagement- Zoom fun

X. Adjournment

Next meeting to be held November 17th 2020 at 5PM via Zoom (3rd Tuesday)

Adjourned at 8:00 PM

Remaining 2020-21 PTO Meeting Calendar

November 17, 2020 at 5PM via Zoom

December 15, 2020 at 7PM via Zoom

January 19, 2021 at 7PM

February 23, 2021 at 7PM

March 16, 2021 at 7PM

April 20, 2021 at 7PM

May 18, 2021 at 7PM (General Member voting)

June 15, 2021 at 7PM (Wrap up and transition)

Upcoming Dates & Events

November 3-5 Parent/Teacher Conferences

November 11 Veteran's Day- No School

November 12 CUSD School Board Meeting

November 16 Site Council Meeting

November 17 PTO Monthly Meeting

November 23-27 Thanksgiving Week- No School