



Proctor Elementary PTA
 17520 Redwood Rd.
 Castro Valley, CA 94546
info@proctorpta.net

Proctor Elementary PTA - PTA Association Board Meeting Sept. 6, 2022 - 6:30pm, Cafeteria	
CALL TO ORDER • Call meeting to order • Agenda approval • Start on time with quorum met	Gabriela Sanchez, President
OPENING • Reading of the Mission	Gabriela Sanchez, President
APPROVAL OF MINUTES • Review Minutes from May 2022 Meeting • No motion needed	Josie Ramos, Secretary
INTRODUCE 22/23 EXECUTIVE BOARD	Gabriela Sanchez & Board
APRIL 2023 MEETING DATE • Change to 4/11 - Due to Spring Break • Motion & vote required	Gabriela Sanchez, President
FINANCIAL REPORTS • Budget (motion & vote required) • Financial Activity (motion & vote required) • Audit Report	Janel Coughran, Treasurer
EXECUTIVE BOARD REPORT • Budget, yearbook vendor, audit report, presidential appointments	Josie Ramos, Secretary
COMMITTEE REPORTS • Membership • Food Distribution • Room Representatives • Special Needs & Garden	Rachael Sanders, Chair Gabriela Sanchez, President Michelle Leonard, Lead Room Representative Raquel Mallie-Ramos, Chair
FUNDRAISING REPORT	Karen Canady, VP of Fundraising
PROGRAMS REPORT	Jill Zilli, VP of Programs
PRINCIPAL'S REPORT	Jeff Keller, Principal
TEACHER REPRESENTATIVE REPORT	Ms. Birusingh & Ms. Winfrey, Teacher Representatives
CROSSWALK & PARKING	Ms. Judy, Crossing Guard
BOARD VACANCIES • Parliamentarian • VP of Community Enrichment	Gabriela Sanchez, President



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• Auditor for 2022-2023 School Year	
ANNOUNCEMENTS	The next meeting: October 4, 2022. Thank you for joining us.
ADJOURNMENT	The meeting is adjourned.