

APPROVED 12/03/2019

Proctor Elementary School PTA Association Minutes

Tuesday, November 5, 2019

6:30-8:00pm, Proctor Elementary Cafeteria

Board members present: Luis Garcia-Bakarich, President; Sarah Micek, Vice President; Michelle Koo, Secretary; Amelia Lee, Treasurer; Sarah Rees, Parliamentarian; Hilda Kwan, VP of Programs; Amy Griffiths, Financial Secretary; Heather Ghoreben, Principal

Attendance: See attached sign-in sheet (Attachment 1)

1. Called to order at 6:43pm
 - a. Introductions
 - b. Agenda Review and Revision (President)
2. Review and approval of meeting minutes
 - a. No revisions made to October meeting minutes

Motion: Vicki Dugan moved to approve the association meeting minutes from 10/01/2019. Seconded and approved.

3. PTA-Sponsored Activities/Purchases:
 - a. Review of Annual Calendar and Activity Champions (VP of Programs)
 - b. Dayna Aragon - Canned Food Drive
 - i. Scheduled for week before Thanksgiving break (11/18-11/22)
 - ii. Flyer with list of non-perishable goods will go home through Friday Folders
 - iii. Friday, 11/22 - take collected foods to the Mormon Church on Seven Hills Rd; greatest need for volunteers, especially people with trucks/SUVs
 - iv. Monday, 11/25 - volunteer to sort foods at the Mormon Church
 - v. Tuesday, 11/26 afternoon - volunteer to deliver food to families
 - c. Fall Carnival
 - i. Event was a success
 - ii. Rough numbers will be presented during Treasurer's Report
 - d. Benches for the upper playground
 - i. Students are having to eat snacks on the ground for snack recess
 - ii. Request for something simple, row of benches along the fence on the upper playground
 1. Charlie to head the research for purchase
 - iii. Plans for a shade structure?
 1. Measure G update - solar-paneled shade structure to put on the upper playground - angled to provide shade over part of the playground and the planned amphitheater
 2. Will the solar panels produce enough energy to power the school during a Power Shut-off?

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- a. May be enough to power the fire alarms, phones, and Internet - which may allow school to remain open during power outage days
- e. Hilda Kwan – Butcher Paper
 - i. School is in need of colored craft paper that is used for bulletin boards in classrooms and for PTA events and PAC (Proctor Art Collaborative)
 - ii. To replace the 8 rolls will cost about \$1200 and the supply will last three years
- f. Tracy Mills - Auction
 - i. The parents in the Auction committee have spent 250-300 hours every year to organize the Auction in the spring
 - ii. Data shows only 10-15% participation from the school
 - iii. Most donations were coming from outside of Proctor
 - iv. Proposed alternative - Read-a-Thon
 - 1. Similar to the Walk-a-Thon
 - 2. Students sponsored for reading after school on a Friday - date/time TBD
 - 3. Walk-a-Thon website, Get Movin' Hub, (already paid for the year) allows for 2 more events at no additional costs; website will take a percentage of money earned; run the website like the Walk-a-Thon
 - 4. Read-a-Thon would be kid-centered, educationally-related to increase participation; school community reading together will increase students' reading abilities and emphasize the importance and value of reading
- g. Sarah Micek/Jason Hull – Marquee
 - i. Google Forms sent out to get feedback from community - 48 responses so far
 - ii. Pros
 - 1. Better communication to community
 - 2. Fundraising to post messages/ads on the marquee
 - 3. Eliminate signs on the fences
 - 4. Messages translated into different languages
 - 5. Money reserved from last year's budget
 - 6. Eye-catching, draw attention to the messages on the board
 - iii. Cons
 - 1. High cost (\$25,000)
 - 2. Is it best use of the money?
 - 3. Eye sore - adding light pollution
 - 4. Built-in cost for maintenance
 - 5. Distraction to drivers
 - iv. Options to reduce costs
 - 1. Lower the resolution
 - 2. Make it monochrome
 - v. Will need a majority vote to be approved
 - vi. Time will be allotted for discussion at December PTA meeting

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4. Principal's Report

- a. Veteran's Day Assembly - Friday, 11/8 at 8:15am
 - i. Will take the place of the Memorial Day Assembly
 - ii. PTA/Parent Volunteers hosting a brunch for attending/participating veterans after the assembly in the Art Center
 - iii. Sign-up Genius link was shared via email for food/drink donations and set-up/clean-up help
- b. Eureka Math Workshop - November 14 at 6-7:30pm
 - i. Sharon Friedman (district math coach) will be leading the workshop in the Cafeteria
 - 1. Explanation of the strategies and how they build from grade to grade
 - 2. Explanation of the move to Common Core
 - ii. Heather is working on providing childcare
 - iii. Email with more information to come
- c. Parent representatives still needed for ELAC and LCAP committees
- d. CVEF Dynamic Dinner Dance - Friday, 11/8, 7-11pm
 - i. Fundraiser for teacher grants
 - ii. Held at Castro Valley Masonic Center
 - iii. Bollywood theme
- e. Measure G
 - i. On schedule for Phase 1
 - ii. Teachers will move back to classrooms 1-7 before Thanksgiving break
 - iii. Solar shade structure on upper playground to offset costs of heating/air conditioning in classrooms
- f. After School Programs
 - i. New selections may be offered for winter/spring sessions
 - 1. Coding
 - 2. Robotics
 - ii. Evaluating the current after school programs
 - 1. Survey may be sent out for feedback
 - 2. Direct feedback appreciated
- g. Purchases
 - i. 2 Chrome carts (36 Chromebooks in each) - \$26,000
 - 1. Newest models (Lenovo) will go to grades 3-5 because they will be using them for state testing in the spring
 - 2. Older models (Acer) will be replaced
 - ii. Short-Throw Projectors - \$13,400
 - 1. purchased/installed in Rooms 15-20
 - 2. Purchased and will be installed in Rooms 1-7
 - iii. After School Programs
 - 1. Mindfulness/Yoga
 - iv. Local donations - \$8000
 - 1. Scholastic News
 - 2. Periodicals

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3. Software
4. SMORE (online newsletter platform)
- h. Anticipated costs
 - i. Copy machine paper
 - ii. Butcher paper
 - iii. Lamination film and replacing laminator purchased by PTA last year
 - iv. Curriculum/materials for ongoing intervention - RtI
 - v. Adding to classroom modernization - flexible seating options
 - vi. Assembly opportunities
 - vii. Benches for upper playground
 - viii. Picnic tables with umbrellas for all courtyards/cafeteria area
5. Treasurer's Report and Budget
 - a. Financial activity report (Treasurer) - (Attachment 2)
 - i. Starting balance (10/01/2019): \$81,795.04
 - ii. Ending balance (11/04/2019): \$90,533.12
 - iii. Deposited \$14,644.56 in the past month
 - iv. Expenses \$5,906.48

Motion: Amy Griffiths moved to release funds. Seconded and approved.

 - v. Reimbursements for events
 1. Submit reimbursements for expenses within a month of the event
 - b. Budget Amendments to reflect potential purchases (Treasurer/President) - (Attachment 3)
 - i. Line item: Convention/Travel
 1. \$1000 unused
 2. Set aside for PTA board members to attend annual conventions

Motion: Vicki Dugan moved to allocate the funds in line item "Conventions/Travel" to line item "Supplies" under PTA operating costs. Seconded and approved.

Motion: Hilda Kwan moved to purchase the butcher paper using school funds to be reimbursed by PTA. Seconded and approved.

 - ii. Mid-year donation
 1. Alleviate the need for reimbursements for school to make purchases
 2. Donation will be line itemed in school account and reported back to the PTA
 3. Would work like the year-end donation
 4. Would cover the costs of field trips, water for classrooms that don't have running water, copy paper

Motion: Amy Griffiths moved to donate \$22,542.74. Seconded and approved.
6. Meeting adjourned at 8:17pm