

Proctor Elementary School PTA Association Minutes

2 March, 2021; 6:30-8:00 pm

Zoom virtual Meeting

Executive Members present:

Jillian Cardona- President;

Nripesh Dhungel- Executive Vice President;

Emily Hull- Secretary;

Tina Pyles- Treasurer;

Sarah Micek- VP of Programs;

Ebony Omegalah- VP of Fundraising;

Ben Fendel- VP of Communications and Technology;

Brad Pyles- VP of Community Enrichment;

Dayna Aragon- Financial Secretary;

Sarah Rees- Parliamentarian;

Heather Ghereben- Principal;

Lori Winfrey – Teacher Representative; not present

Called to order at 6:31 pm with quorum

1. Review Agenda, Pledge of Allegiance, Review Mission statement
2. Review of Meeting Minutes from 2 February, 2021
 - a. **Pass/record minutes as presented**
3. Financial Reports
 - a. Starting Balance at BofA (as of 2/3/21) \$59945; \$1006 deposits; checks cleared of \$1224; Ending Balance at BofA: \$59726 (as of 3/1/21)
 - b. **Motion to release funds for release of funds of \$3344 for upcoming bills by Nripesh Dhungel, seconded and approved by polling**
 - c. Fundraising budget has been changed with the addition of Cybergrants, Popcorn fundraiser, Proctor Partners for Feb, Mar, May, Raffle in the Spring, and See's Candy; decrease BoxTops, online store, and Walk the Block; all revised to reflect more realistic (lower) numbers
 - d. Focus this year was to give to the community with unique needs, such as increasing amount for each teacher, and trying to be very clear what each fundraiser is raising money for
 - e. Question about wishlists for teachers and staff; that is being compiled and will be posted
 - f. **Motion to approve budget changes by Nripesh Dhungel, voted and approved by verbal vote**
 - g. Audit is completed but not ready with recommendations yet
4. Executive Board Report from December- Approved last meeting's minutes, release of funds for bills, approved adding smaller fundraisers to the budget (popcorn, Pizza Express, etc.)

Approved which poster machine option to present tonight to the Association after extensive research

5. Nominating Committee (Kat Troyer) Slate proposal; vote in May
 - a. President- Jillian Cardona (incumbent)
 - b. Executive Vice President- Dr. Nripesh Dhungel (incumbent)
 - c. 1st VP Programs Director- Jill Zilli
 - d. 2nd VP Fundraising- Ebony Omelagah (incumbent)
 - e. 3rd VP Communications and Technology- Ben Fendel (incumbent)
 - f. 4th VP Community Enrichment- Jennine Powell
 - g. Treasurer- Tina Pyles (incumbent)
 - h. Secretary- Josie Ramos
 - i. Financial Secretary- Dayna Aragon (incumbent)
6. Circle Time- CVHS program on Fridays 2:30-3:30 pm, student run youth group, more information will be coming
7. Roblox- Mark Shulewitz completed Proctor campus on Roblox named “Redwood Elementary”, unveiling event coming soon
8. Teacher/Staff Appreciation- much research and polls done, a poster printer was decided upon
 - a. 36” posters, software, templates, training, tech support, next day service for 1 year
 - b. Many uses found for the printer, Ms. Paxman used one in the past and made reusable posters like for Reader’s Workshop, anchor charts, group organizers; Ms. Leonardo similar past experience, poetry posters, promoting literacy, Science notebooks, Writer’s Workbooks; Ms. Hutchinson used previously across a grade level for consistency, class lists
 - c. Questions about laminating capability, upkeep costs annual costs estimated at ~\$700
 - d. Printer initially at \$4995 negotiated down to \$3495; propose to contribute \$3000 (\$1500 from last year’s budget and \$1500 from this year’s budget) Principal Ghereben will contribute the \$495 from previously donated PTA funds
 - e. **Motion to approve the expenditure by Alex Cimmiyotti, seconded and approved by polling, 100% in favor**
9. Programs/Fundraising
 - a. See’s Candy starts Friday, March 5th through the 19th online store
 - b. PUAH Shirts Update, will be remarketed for Pride and Juneteenth
 - c. Juneteenth- funds from the PUAH shirts as they were earmarked for cultural learning; drive through event handing out candles and pamphlet with suggestions for Black artists, movies; virtual gallery; cost of ~\$300
 - d. **Motion to approve funds of \$300 for Juneteenth by Jillian Cardona, seconded and approved by polling**

- e. Masks/signs with “I Love My Teacher”: masks provided for free for the students, 350 masks in two sizes: \$2.25 for larger, \$1.75 for smaller (\$718 for all); signs print 50 at \$6/sign- \$370 total, sell at \$10/sign; **Motion to reallocate funds from leftover binder reminders and over allotment for yearbook to purchase masks by Alex Cimmiyotti; \$1000 from yearbook, \$450 from binder reminders; Seconded and approved by verbal vote**

10. Principal’s Report

- a. Reopening information
 - i. Hubs still open until March 12; still needed, had been planned to close for the two weeks prior to reopening for prep
 - ii. Still planning in-person for March 17 for K/SDC, March 24 for 1st/2nd, 29th for 3rd-5th
 - iii. 59% have registered on the Frontline app for arrival
 - iv. 26% have registered for PikMyKid app for dismissal
 - v. Parent videos with step by step guides, will be pushed on Smores and website
 - vi. 6 pm Spanish/Cantonese reopening meeting on March 3rd for district elementary schools
 - vii. 7 pm English reopening meeting for Proctor reopening on March 3rd
 - viii. Some grade levels with have their own meetings and videos
- b. Parent Academy
 - i. Mosaic Project for anti-bias, work with Dan Reilly to facilitate
 - ii. Coming March/April
- c. Measure G Updates:
 - i. Meeting last week with parent community
 - ii. Roofing sitework/drainage work done for Rooms 15-20
 - iii. Amphitheater project starting this month
 - iv. Solar project done, but looking to pave under it this Spring
 - v. Shade structure/lunch canopy in Summer
 - vi. Replace Room 23-27 with the newer portables in Summer/Fall
 - vii. Photos shared of some of the updates
- d. Discussion of PikMyKid app issues and questions about different pickup situations
- e. Some questions regarding virtual only option for the rest of the school, would be different teacher, most likely different school; ~ 15 have asked to leave the main hybrid option
- f. Next food distribution Tuesday 9 March 2021 at 3:30 pm
- g. Next Association Meeting Tuesday 6 April at 6:30 pm

Meeting adjourned at 8:18 pm