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Proctor Elementary School PTA Association Minutes

Tuesday, February 4, 2020

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

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

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

1. Call to order – Introductions, Agenda Review and Revision

- a. Meeting called to order at 6:37pm
- b. Review of agenda - no revisions made

2. Review and approval of meeting minutes.

Correction under Tech Needs - Short-throw projectors

Motion: Judy Plock moved to approve corrected association meeting minutes from 01/07/2020. Seconded and approved.

3. Financial Activity Report (attachment 2)

- a. Beginning balance: \$96,065.74
- b. Ending balance (on hand): \$96,809.46
- c. Check has been deposited for the 12 benches school has ordered
 - i. Benches have arrived, but will take time for check to clear

Motion: Tracy Mills moved to release funds. Seconded and approved.

4. Budget review (attachment 3)

- a. Board has agreed to bring to the Association an increase in teacher supply budget by \$150 each

Motion: Emily Hull moved to increase the budget for each teacher by \$150. Seconded and approved.

- b. Some teachers have used their budgeted amount already; other teachers will likely submit reimbursements at the end of the school year; the increase will give opportunities for teachers to spend on classroom needs

Motion: Nripesh Dhungel moved to increase the budget for each teacher by an additional \$50 (totaling \$200 each). Seconded and approved.

- c. Question about the movie licensing - PTA will not renew the licensing this year.

5. Nominating Committee and Upcoming Elections

- a. Nominating committee serves to recommend members to Board positions
 - i. Sarah Rees shared out the roles and responsibilities of the committee
 - ii. Sign-up sheet passed around for members interested in joining the committee
- b. Open positions
 - i. Officers are allowed to serve for up to 2 years.

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- ii. Board members stepping down: President, Secretary
- iii. Board members terming out: VP of Programs, Treasurer, Financial Secretary
- iv. Board needs a minimum of President, Secretary & Treasurer
- v. Other open positions: VP of Fundraising, VP of Communications/Technology, VP of Community Enrichment
- vi. Sign-up sheet passed around for members interested in serving on the Board next year
- vii. Noted that Parliamentarian is not an elected position, but one that is appointed by the President

Motion: Wendy Shay moved to approve the Nominating Committee. Seconded and approved.

6. PTA-Sponsored Purchases

a. Marquee - Vote

- i. Dan Reilly reviewed the process leading up to the vote
 - 1. Marquee was topic of conversation at 2018-2019 school year - PTA set aside money for the purchase in 2019-2020 school year
 - 2. Correction - PTA Board/Association began talk of the marquee 2 years prior to 2018-2019 school year; it was because of the increase in fundraising that led to the discussion last year
 - 3. Process was a joint effort (association member and PTA Board) - focused on (1) community building, (2) providing opportunities for community contributions and (3) vote
 - 4. Sources of information: community survey, survey to teachers/staff, district input, association members' research on other schools, pictures of current marquees, safety research, community meetings - large group discussions, small group, opportunities to ask questions
 - 5. All information captured in the "voter guide" - Facts Sheet, Pros/Cons, Measure G info
 - 6. Appreciation to the Board, school admin, teachers/staff, room reps, association members for coming together as a community on this topic
 - 7. Explained paper ballot
 - a. Voter name - to cross-reference with PTA membership list
 - b. Gradient scale
 - c. Space for additional feedback/comments

Motion: Kat Troyer moved to vote by paper ballot on the purchase of an electronic high resolution marquee to replace the existing one in the existing location. Seconded. 2 opposed. Approved

Tallied - 31 Nay, 20 Aye, 2 Abstain; Motion failed. Comments from ballots (attachment 4)

- ii. Discussion:
 - 1. Where will the money be spent? Concern that the students who have worked to raise the funds this year and last year will not be able to see the money used before leaving Proctor

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2. Suggested that the PTA Board take a stance to help guide the association in making decisions - normally, the Board presents an idea to the Association for a vote of approval, but the marquee being such a large purchase and the parcel tax being political, the Board has tried to stay neutral on these topics
3. Board usually works with the principal and teacher on a spending plan
4. Funds should be spent yearly instead of carrying over to next year
5. Fundraising should be more focused and towards a common goal
6. List has been developed in the community meetings - suggested to re-publish the list and make it available to the community to add ideas
7. Process was appreciated - made information transparent for people who couldn't attend the meetings
8. Suggested to share list at next PTA meeting to approve funds for purchase
9. Suggested to use funds to purchase lightbulbs for the current marquee - Hilda Kwan will look into it and Jason Hull will look into purchasing more letters
10. Plan to get more volunteers to help with the marquee
11. Appreciation to Jason Hull and Dan Reilly

7. PTA-Sponsored Activities

- a. School Play (*The Aristocats*) Thursday, 2/6 at 7pm and Saturday, 2/8 at 11am at Center for the Arts (CFA)
 - i. Tickets can still be purchased at the door - CFA doors open 15-20 minutes before showtime
 - ii. The play is 30 minutes long
 - iii. Proctor has sold the most tickets out of all the schools
 1. 180 seats sold for Saturday, venue holds 500 seats
 - iv. Tech crew has started to help
- b. Pancake Breakfast 2/22, 8-10am at Knudsen's Ice Creamery on CV Blvd
 - i. Pre-order flyers went home last week
 - ii. Tickets are \$10 pre-sale, \$12 at the door
 - iii. \$109 deposit; each plate costs \$7.50 - not much money made as a fundraiser; more of a community event
 - iv. 9 Proctor students (Positive Patriots) will be volunteering to bus tables - PTA to cover the cost of their plates
- c. Skate Night, 2/27
 - i. Tickets can be purchased online
 - ii. Pre-sale tickets will be available
 - iii. Waiver will be included with the flyers sent home
 - iv. \$13 entry + \$5 rental
- d. Golden Sneaker Contest, starting 2/24
 - i. 2 weeks long at end of February - encourage students to walk/bike/carpool to school
 - ii. Info will be shared in the school newsletter
 - iii. Classroom with most participation will win the Golden Sneaker and a pizza party

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- e. Book Fair, 3/16-3/20
 - i. Book Fair open after school 3/16-3/20 and in the evening on 3/19
 - ii. Volunteers needed for set-up, cashiers, helping with student volunteers
 - iii. Sign-up sheet passed around for members interested in volunteering
- f. Open House/Art Show, 3/19
 - i. Sign-up sheet passed around to help with set up
 - ii. PAC volunteers will be collecting art work from classes so all students will be represented in the Art Show
- g. Read-a-Thon, 3/27
 - i. 2-4pm after school
 - ii. Similar to Walk-a-Thon, flat fee instead of per lap - using the same website
 - iii. Students who are signed up and registered will receive a prize
 - iv. Classroom with most money raised will have an author visit
 - v. Bookmark art contest - more info to come - record minutes on the bookmark
 - vi. Idea is to encourage students to read for 2 hours straight; read book of choice; read alouds will be available with parent volunteers
 - vii. Can money raised go directly to the classrooms? Needs to go through PTA
- h. Battle of the Books, 4/3 (Jr on 4/8)
 - i. Extra summary papers are available in the office
- i. Movie Night at Chabot Theater
 - i. More info to come
- j. Earth Day, 4/25, 9-12
 - i. Garden Club is coordinating event with Ms. Perez and CVSAN
 - ii. Before Earthy Day (sometime in March) - need volunteers for weeding
 - iii. Future projects:
 - 1. Picnic benches,
 - 2. Level area towards back for small round picnic tables,
 - 3. 10 cubic yards of mulch to spread out,
 - 4. Turn the garden beds,
 - 5. Create a curriculum of 6 sessions for classroom use

8. Principal's Report

- a. Newsletter will be sent out Wednesday, Feb. 5
 - i. Subscribe to Proctor Calendar from the website
- b. Coffee Talk with Ms. Ghoreben - Friday, 2/14 at 8:15am in the Art Center
- c. MTSS (Multi-Tiered Systems of Support) - supporting all students through intervention and enrichment; MTSS Night - presentation of all the work that's happened in the past year - academically/social-emotionally
- d. Proctor has been without a school counselor since October until this week - Judy Hyde; social group, 1:1, going into classrooms with Second Step, supporting on the playground
- e. Measure G Updates
 - i. Rooms 9-12 have been painted, waiting for flooring; heating and AC units have been installed, work done on the roof; classrooms will be ready by end of the year for teachers up in portables to move in before summer
 - ii. Projectors - installed in rooms 1-7; need to purchase for rooms 9-12

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- iii. Community meeting is coming up
- f. Benches - 12 benches purchased with \$4000 from PTA; navy blue in color - working with maintenance for installation at no additional cost
- g. Working on getting quotes for additional projectors including art center, library and cafeteria/multi-purpose room to share with the Board to bring back to the Association
- h. Request for sound systems in the Art Center and Cafeteria/Multi-Purpose Room
- i. Online enrollment is starting for NEW students - info on website
 - i. Current student enrollment is later in the year
 - ii. Proctor TK students are zoned to go to Castro Valley Elementary (CVE) - number of TK students has increased, so CVE may open a second class
- j. Planning and building budget for next year - with budget cuts, Ms. Ghereben has been able to move funds around
 - i. 10% cut in discretionary funds
 - ii. There will be no teacher lay-offs

9. Meeting adjourned at 8:03pm