



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

Proctor Elementary PTA - PTA Association Board Meeting May 7, 2024 - 6:30pm, Cafeteria																															
<b>CALL TO ORDER</b> <ul style="list-style-type: none"> <li>Call meeting to order</li> <li>Agenda approval</li> <li>Start on time with quorum met</li> </ul>	Gabriela Sanchez, President																														
<b>OPENING</b> <ul style="list-style-type: none"> <li>Reading of the Mission</li> </ul>	Gabriela Sanchez, President																														
<b>APPROVAL OF MINUTES</b> <ul style="list-style-type: none"> <li>Review Minutes from April 9, 2024 Meeting</li> <li>No motion needed</li> </ul>	Ashley Reintges, VP																														
<b>Presidents Report</b> <ul style="list-style-type: none"> <li>Family Science Night update for May 2, 2024</li> <li>Family Dance May 17, 2024</li> <li>Teacher appreciation week: Doors and the remainder of the week activities</li> <li>Juneteenth event if we have enough volunteers</li> <li>Presentation of new PTA Board</li> <li>Potential meeting 8/13/24-need vote</li> </ul>	Gabriela Sanchez, President  <table border="1"> <thead> <tr> <th>PTA Leadership Role</th> <th>Nominee</th> </tr> </thead> <tbody> <tr> <td>President <i>(Required)</i></td> <td>Tatiana Ridley</td> </tr> <tr> <td>Treasurer <i>(Required)</i></td> <td>Hollie Pope</td> </tr> <tr> <td>Secretary <i>(Required)</i></td> <td>Janel Coughran</td> </tr> <tr> <td>Financial Secretary <i>(Required)</i></td> <td>Dusty Seu</td> </tr> <tr> <td>VP of Fundraising</td> <td>Sarah Murphy</td> </tr> <tr> <td>VP of Communications &amp; Technology</td> <td>Gabriela Sanchez</td> </tr> <tr> <td>Parliamentarian</td> <td>Rosa Del Luca</td> </tr> <tr> <td>Health &amp; Safety Chair</td> <td>Michelle Leonard</td> </tr> <tr> <td>Hospitality Chair</td> <td>Alessandro Beghini</td> </tr> <tr> <td>Auditor / (Fin. Reviewer) <i>(Review the books for Fall 2024-Spring 2025)</i></td> <td>Alex Morales</td> </tr> <tr> <td>Room Representative Chair</td> <td>Tammy Lam</td> </tr> <tr> <td>Garden Chair</td> <td>Robin Hanlon</td> </tr> <tr> <td>VP of Community Enrichment</td> <td>Vacant</td> </tr> <tr> <td>Historian Chair</td> <td>Vacant</td> </tr> </tbody> </table>	PTA Leadership Role	Nominee	President <i>(Required)</i>	Tatiana Ridley	Treasurer <i>(Required)</i>	Hollie Pope	Secretary <i>(Required)</i>	Janel Coughran	Financial Secretary <i>(Required)</i>	Dusty Seu	VP of Fundraising	Sarah Murphy	VP of Communications & Technology	Gabriela Sanchez	Parliamentarian	Rosa Del Luca	Health & Safety Chair	Michelle Leonard	Hospitality Chair	Alessandro Beghini	Auditor / (Fin. Reviewer) <i>(Review the books for Fall 2024-Spring 2025)</i>	Alex Morales	Room Representative Chair	Tammy Lam	Garden Chair	Robin Hanlon	VP of Community Enrichment	Vacant	Historian Chair	Vacant
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<b>FINANCIAL REPORTS</b> <ul style="list-style-type: none"> <li>Budget (motion &amp; vote required)</li> <li>Financial Activity (motion &amp; vote required)</li> </ul>	Janel Coughran, Treasurer																														
<b>EXECUTIVE BOARD REPORT</b> <ul style="list-style-type: none"> <li>Executive meeting April 16, 2024</li> </ul>	Ashley Reintges, VP																														
<b>COMMITTEE REPORTS</b>																															



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<ul style="list-style-type: none"> <li>● Garden Club</li> <li>● Book Fair</li> <li>● Food Distribution</li> <li>● Room Representatives</li> <li>● Safe routes to School</li> </ul>	<p>Robin Hanlon          Genoveva Llosa          Rebecca Sayami, Chair          Michelle Leonard, Lead Room Representative          Lauren Beghini</p>
<p>FUNDRAISING REPORT</p> <ul style="list-style-type: none"> <li>● Updates</li> </ul>	<p>Tatiana Ridley, VP of Fundraising</p>
<p>PROGRAMS REPORT</p> <p>Updates:</p> <ul style="list-style-type: none"> <li>● Yearbook</li> </ul>	<p>Catherine McCarthy, VP of Programs</p>
<p>PRINCIPAL'S REPORT</p> <ul style="list-style-type: none"> <li>● Update if any</li> </ul>	<p>Jeff Keller, Principal</p>
<p>TEACHER REPRESENTATIVE REPORT</p> <ul style="list-style-type: none"> <li>● Update if any</li> </ul>	<p>Ms. Birusingh &amp; Ms. Winfrey, Teacher Representatives</p>
<p>BOARD VACANCIES</p> <ul style="list-style-type: none"> <li>● Historian Chair</li> <li>● Health &amp; Safety Chair</li> <li>● VP of Community Enrichment</li> </ul>	<p>Gabriela Sanchez, President</p>
<p>ANNOUNCEMENTS</p>	<p>The next meeting: September 3, 2024.          5/24-Proctor Pride Assembly-8:15am          5/27-Memorial Day-No School          5/29-5th Grade Promotion          5/30-5th Grade Picnic          Thank you for joining us.</p>
<p>ADJOURNMENT</p>	<p>The meeting is adjourned.</p>