

Proctor Elementary PTA - PTA Association Board Meeting Minutes
Oct. 4, 2022 - 6:30pm, Cafeteria

CALL TO ORDER by Gabby Sanchez at 6:33pm. 30 parents present with several more joining online (at least 8 Board members including Gabby, Kat, Ebony, Karen, Josie, Alex, Katie, Jill Z.) Principal Keller, Ms. Birusingh and Ms. Winfrey.

MISSION STATEMENT read by Gabby Sanchez.

APPROVAL OF [September 6, 2022 Meeting Minutes](#): September 2022 Meeting Minutes are adopted as presented.

FIELD TRIP & ASSEMBLY DISCUSSION

- The principals would like to gather information on what kind of field trips might be of interest. They have some ideas already, but would like more input from parents. Teachers will ultimately decide on field trips. Current ideas include: Oakland Zoo, Sulphur Creek, Chabot Science Center, Bird Rescue, Pumpkin Patch.
- Other ideas shared at meeting include:
 - o Lawrence Hall of Science
 - o STEM- related activities like the Tech Collaborative in San Jose
 - o Anything that has them traveling into SF on BART
 - o Anything that promotes a growth mindset
 - o Visits from authors
 - o Curiodyssey in San Mateo
 - o Exploratorium
 - o Ardenwood Farms pumpkin patch
 - o Waste management and recycling

FINANCIAL REPORT prepared by Janel Coughran but presented by Gabby Sanchez.

- Balance Sheet: Beginning balance of \$107,219. 8 deposits totaling \$1966. A total of 16 checks (#s 1705-1724) totaling \$4679.23 paid out. Ending balance of \$104,505.77
- **VOTE**: To approve pending expenditures as presented: *Motion by Kat second by Jason—approved unanimously.*

PRINCIPAL'S REPORT, Jeff Keller

- MTSS (Multiple Tiered Systems of Support) presentation: Planned for December 13th on how school responds to struggling students (academically but also in terms of behavior).
- Parent Book Club: Stay tuned for more info. Book TBD but the book topic will be about growth mindset.
- Coffee with Principal: Opportunity to ask questions and express concerns. Mr. Keller has hosted two coffees with parents so far this year. Some concerns expressed by parents include higher quality after school enrichment.
- After School Enrichment: Currently it must go through Play CV because of District contract. Adventure Time does not offer specific enrichment activities, only some crafts. We are exploring other options that might be possible at Proctor and we are open to ideas. There is a special state funding source for school districts to offer help with homework and enrichment—funds expire in 2024.

ACTION: Anyone with after school enrichment ideas please approach Mr. Keller.

TEACHER'S REPORT by Ms. Winfrey: Teachers got great books from the Book Fair! Staff Development Day on 10/17—no school.

PRESIDENT'S REPORT by Gabby Sanchez

- Gabby applied for and received initial approval for a \$1000 discretionary funding grant from the Kenneth Ranin Foundation. Fund is still being processed and hopefully will be approved soon.
- ED100 course is a free online course on education system, Ed100 helps you learn what you need to know to be informed, credible and ready for action. Each lesson takes about 5 minutes, in English or in Spanish. Check out link to learn more: [About | ED100](#)

EXECUTIVE BOARD REPORT: Josie Ramos shared highlights from the [September 26 Executive Board Meeting Minutes](#).

FUNDRAISING REPORTS by Karen Canady

WALKATHON: It's coming up on October 21st!!!

- **Registration:** You can register for the next three weeks. Currently we have 435 students of the 586 students registered for the Walkathon, which is a great registration effort. In the past, registration had only been at 50% or so. Currently Proctor has raised \$39K with 3 full weeks to meet our \$50K goal.
- **T-shirts:** 97 artworks submitted and selected 2 (one front and back with selected images shared), Tshirts ordered—all children will receive a tshirt. Carnival Ticket Prizes and tshirts will be handed out immediately before the Walkathon to reduce chances of loss.
- **Permission slips:** Children are required to have a permission slip to participate at Walkathon. These are due by October 7th. No childcare provided at the event. All children must have an adult chaperone present.
- **Volunteering:** Look out for Sign Up Genius to volunteer. Set up for the Walkathon will happen 10/20 and approximately 15 volunteers are needed.

ACTION: Karen and Ebony to discuss how to promote matching donations and how those will be accounted for. This might motivate matching opportunities for parents.

- **Prizes:** PlayGround CV: On 10/29 10am-noon. Playtime with Keller scheduled for 11/7 Carnival VIP Pass for reaching the \$750 threshold in donations means students will get to visit every Carnival booth once.

PROGRAMS REPORT, Jill Zilli

PROCTOR CARNIVAL: Will take place at the Upper playground and then the haunted house at the Art Center. immediately following Walkathon from 3:30-5:30pm on 10/21. About 14 different booths, inflatable games, haunted house, obstacle course. This is not necessarily a fundraiser, but the community event usually brings in about \$5K to PTA.

- **Food Truck:** One food truck currently confirmed (Crazy Empanadas) but email Jill with more potential vendors. We could also sell pizza. Food vendors must have a permit if the food is prepared on campus.

ACTION: Jill to follow up with Karen on churro vendor.

- **Haunted House:** 5th graders will organize! Appreciation to parents helping to organize this event!

- **Volunteer Opportunity:** 3-4 parent volunteers needed per classroom booth. Sign up to make this event happen at the end of this week and beginning of next week.
- **Advanced ticket sales:** Will be available via Cheddar Up. Two types of tickets—one for raffle basket, one for games.
- **Raffle Baskets:** Each classroom will donate one basket to the raffle. Look for email from Room Reps re: themes for baskets or contributions.

YEARBOOKS: 236 year books purchased for the school- 10% off deal extended for purchase through 10/31.

- **Artwork contest:** Upcoming contest for the Yearbook cover—students can submit designs.
- **5th grade yearbooks:** These have been purchased. They are not yet assigned, but families will be able to log in and customize their yearbook. Expect further guidance in November, after Carnival is wrapped up.
- **Photographs:** Asking for volunteers to do photographs at Walkathon and Carnival. Send pics to Room Reps and Jill will set up a folder for us to put in pics from school-wide events. Teachers will have the opportunity to save pics in class folder also.

BOOK FAIR/COSTUME EXCHANGE/GARDEN EVENT: Was a 2-day event 9/30 (book fair only) and 10/1 and a huge success with \$10,900+ in revenue, which is comparable to our previous 5-day fairs. 1,300 books sold to families and 500 books added to our classrooms via generous book donations by parents and \$100 made available to each teacher to purchase books using Scholastic Dollars. Fair was open this Monday 10/3 for teachers only to shop the Fair.

- 75 books bought for Proctor Library
- Scholastic Dollars Balance: \$6,500 estimated earnings. This is a credit that can only be spent at Scholastic via their catalog, which includes furniture and other options. SD do not expire, so we could bank them to spend later.
- 150 pumpkins decorated
- 100+ costumes exchanged
- Spring Book Fair planned for April 22, so stay tuned.

PAC: Proctor Arts Collaborative is back! Sarah Rees is organizing parent volunteers to teach art lessons to kids with a musical tie in. Every class has PAC volunteers, except for Ms. Young (Archuleta). Tait, Sibbitt, Paxman, Martin, Lad and Kinser classes only have one volunteer and it would be great to have a team of two in each class. PAC training tomorrow (10/5) at 7:30am.

ACTION: Please let Sarah Rees or your Room Rep know if you are interested in participating as a volunteer for the PAC program. (Maybe promote on newsletter or other space?) .

COMMITTEE CHAIR REPORTS

- **Food Distribution:** Slotted 16 dates for distribution and the last one is in May 2023. Need is high volunteer if you can!
- **Membership:** Family Night at Golf Land on October 7th.
- **Room Reps:** Quick show of hands showed that most parents have heard from their classroom reps except a couple (Ms. Leonardo's class and a couple of others.)
- **Garden:** Chair not present. Any donations for non-toxic plants and seeds are welcome.

Safe Routes to Schools: Hosting a Walk and Roll Event on October 12th to encourage school community to take non-motorized transportation to school. Need 2 volunteers (7:30-8:05am) stationed at different gates. Students can place a sticker to highlight how they got to school and will receive pencil prizes for participation.

- Walking School Bus: Meets on Joseph and Lamson and walk to school together and you are free to join them. Bonus incentive—minutes count towards the Walkathon active minutes.

ACTION: Kat will talk to Adventure Time to have kids at AT participate in Walk and Roll because they arrive at school earlier than the time that gates open at 7:40am

BOARD VACANCIES: Kat Troyer reviewed the positions that are still open on the Board.

- **Auditor:** Budget processes and how we handle money. Review of 6 months of data, compare data. Two short sprints of activity and provides report and makes recommendations. Nice entry point for future Treasurer!
- **Tech & Communications VP:** Remote support of Google suite, setting up room rep emails, maintaining PTA website and Facebook page
- **Community Enrichment:** Parent support and education, open house, food distribution, art show, field trip liaison. Entry for anyone interested in coordinating smaller PTA events.
- **Parliamentarian:** Review bylaws, procedures, Facilitate the nomination committee and transition between old-new board members. Not a big lift—most busy in Spring.

ACTION: Talk to Gabby or Kat if you are interested in any of these positions or if you know of anyone who may be interested in them.

ANNOUNCEMENTS

- Walkathon permission slips due Friday, 10/7
- Superintendent Ahmadi & Trustee Adams attending PTA meeting Nov. 1

ADJOURNMENT: Meeting adjourned at 7:40pm

*Next Meeting: Tuesday, Nov. 1, 6:30 pm
Featuring special guest: Superintendent Ahmadi & Trustee Adams*