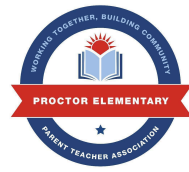


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| Proctor Elementary PTA - PTA Association Meeting Minutes April 9, 2024 6:36pm via meet.google.com | |
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| CALL TO ORDER | <p>Members Present: Gabby, Ebony, Janel, Geneva, Tatiana, Kamla, Jeff, Jennifer Bremer, Marisa Park, Alessandro, Lauren, Catherine, Sarah Murphy, Hollie Pope, Chelsea Harrington, Ashley, Alex.</p> <p>Via zoom: L. Winfrey, K. Canady, Alexcia Huckabee, Michelle Leonard</p> <p>Teacher Reps: Kamla Birusingh</p> |
| OPENING CEREMONIES | Reading of the Mission by Gabby: To Positively impact the lives of all children and families |
| APPROVAL OF MINUTES | Minutes 3.5.24 read and approved. |
| FINANCIAL REPORT, Janel Coughran | <p>1 deposit: 5.25 from Totem which is the membership payment system that the PTA recommends us to use. Payments/emails were sent to the district and not Janel. That has been fixed with Readyfresh. The rest of the checks are supplies for teachers. We will need to pay babysitting for the past two PTA meetings.</p> <p>3rd grade teachers: make it really hard will submit receipts that make it very difficult to reconcile payments. Requesting more specification regarding what's owed for each teacher.</p> <p>Ebony 1st. Tatiana 2nd. No opposed. No abstains. Motion passed to ratify checks.</p> |
| PRESIDENT'S REPORT, Gabby Sanchez | Science Night - May 2nd. More details to follow. Will need to figure out if it's outside or inside. Thinking of doing the event in the lower grade courtyard. Chelsea will be heading this event. Everybody wants to start from 5-8pm. Middle School and CV Science Club teens will be helping with volunteers. |
| FUNDRAISING REPORT, Tatiana Ridley | <p>School supplies: store is live and will start promoting order school supply kits via parentsquare for the following year.</p> <p>Board search update:</p> <ol style="list-style-type: none"> 1. NOMINATING: <ol style="list-style-type: none"> a. President - Tatiana Ridley b. Treasurer: Hollie Pope c. Secretary: Janel Coughran d. Financial Security: Dusty Seu e. VP of fundraising: Sarah Murphy |



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- f. VP of Communications and Technology: Gabriela Sanchez
- g. Parliamentarian: Rosa Del Luca
- h. Health and Safety Chair: Michelle Leonard
- i. Hospitality: Alessandro Beghini
- j. Auditor: Alex Morales
- k. Room Representative: Tammy Lam
- l. Garden Chair: Robin Hanlon
- m. VP Community Enrichment: Vacant
- n. Historian Chair: Vacant

1st Janel, 2nd Ebony - motion passed to vote on everyone as a slate. Motion passed to vote on these candidates to be the new PTA members. Motion passed.

2. INCUMBENTS:

- a. VP: Ashley
- b. Programs: Catherine
- c. Soledad
- d. Lauren
- e. Jeff
- f. Rebecca
- g. Book Fair: Janel and Gabby

3. WALKATHON TEAM:

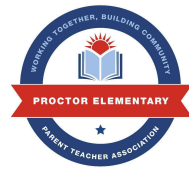
- a. Jillian Cardona
- b. Stephanie MacArthur
- c. Eladia Neitzel
- d. Ebony Omelagah
- e. Tatiana Ridley
- f. Gabby Sanchez
- g. Rebecca Sayami

PROGRAMS REPORT,
Catherine McCarthy

YEARBOOK: Yearbook is about 60% done. Room representatives need to finish by 4/22. There are lots of blank pages. The yearbook cover contest results will be announced once teachers have finished as voting is well underway and the deadline is 03/12. Deadline to customize two pages in individual yearbooks has been extended to April 10, 2024.

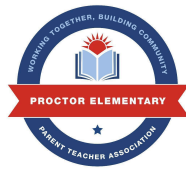
CLUBS: the next session of the Garden Club begins tomorrow. The club is full. Jen's cupcakes came for 450 cupcakes. We got a dollar per cupcake. Very successful fundraiser.

Garden Club - Robin



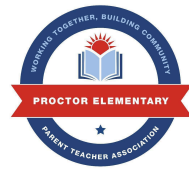
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| | <p>Book Fair: Genoveva</p> <ul style="list-style-type: none"> - Will be 4/19 and 4/20. Friday begins at 1230 for Kinder. Book Fair stays open until 4:00. Saturday will be open from 9am-4pm. You can get rid of used books as well. Will send an email to parentsquare looking for volunteers for the books fair. <p>Marquee Jeff De la Rosa.</p> <p>Food Distribution: Rebecca Sayami</p> <p>Safe Route to School: Lauren Beghini</p> <ul style="list-style-type: none"> - Started the walking school bus route meets at 7:40am at the corner of Redwood Road. You can drop off your kids because parents will be walking with students. Will be collecting data on how students are getting to school. <p>Room Representative - Michelle Leonard</p> <ul style="list-style-type: none"> - Teacher appreciation will be doing out this week. Door decoration will be May 3rd. Emails will be sent out. <p>Proctor Dance: May 17th. Disco dance. 5 dollars a family for a dance? Or free so everyone can participate. Will need a budget if it's free. May need to postpone that date since it's so close to a middle school track meet.</p> <p>Juneteenth: need volunteers to set up juneteenth. Needs about 1000 for budget;</p> |
| EXECUTIVE REPORT | <ol style="list-style-type: none"> 1. Update on nominating committee 2. Family Science Night May 2, 2024 3. Emergency water supplies stocked 4. Update on school supply kits 5. Over 250 parents and students attended movie Luck 6. Renew with Fundhub 7. Book Fair: April 19-20, Teacher Shopping April 22 8. Walking School Bus started March 18, 2024. |
| PRINCIPAL REPORT, Jeff Keller | <p>Goals and Strategies Report - Took staff and leadership team and got school site councils input regarding the goals for Proctor.</p> <p>ELA: went up 3% to 79%. Our goal this year is 85%</p> <p>Math: went up 3% to 76%. Our goal is 85%. Attendance goal is 95% but our goal is 98%.</p> <p>Goals for teachers: writing, communication from parents; RTI; Professional Learning Committee.</p> <p>Need parent support: come to school, read together; do your homework.</p> <p>Goals are typically set in the middle of the school year for tests that will be taken in the spring. Measures testing from Grades 3-5 to determine goals as well as assessments.</p> |



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| <p>TEACHER REPORT, Kamla Birusingh & Jennifer Bremer</p> | <p>All abilities Day (April 12) has been canceled. Teachers will be provided with activities to do in their classrooms. It is incredibly busy time of year but will celebrate it in the Fall. Earth Day will be on 4/27/24 from 9:00 am to noon.</p> <p>Battle of the Books – 19 Students in our 5th grades will get Legacy awards for battling 3 years. . 11 students will get bonuses for competing from grades 2-5.</p> <p>44 (16 super readers) super readers for 4th and 5th grade. 3rd graders - 35 (15 super readers) 2nd grade - summaries still being accepted (expect 75 students)</p> <p>WILL NEED VOLUNTEERS signup genius for signing up for volunteers.</p> |
| <p>AUDITOR, Chelsea Harrington</p> | <p>We have more money than we should. Everything that was given for that period (second half of 2023) all the money was accounted for. All donations and money were accounted for. But there is more money in the account than we should have based on the documents we have. Ebony will take a look at both the first and second half of the period to determine where the discrepancy is.</p> <p>RECOMMENDATION: All checks from the previous audit have been cleared. General recommendations: ensure 2 non check signers, open sign and date monthly bank statements. Ensure 2 checks signers sign all written checks for all future expenses. Ensure all debits withdrawals should have the proper supporting documents.</p> <p>Chelsea to verify the check number is 1915 or 1951 regarding the check to Saboro's Wells has no supporting documents. (verified it will is 1915 check number). Will need to discuss who will be the second person to review the bank statements but it should not be a non signer. (No VP, President, or Treasurer).</p> |
| <p>ANNOUNCEMENTS</p> <ul style="list-style-type: none"> • Include dates for upcoming meetings and activities. | <ul style="list-style-type: none"> • Next meeting May 7, 2024 • 4/12 - 4th and 5th grade Battle of Books • 4/15-3rd grade Battle of the Books • 4/17 - Battle of the Books Jr. 2nd grade • 4/19-4/20: Spring Book Fair and Used Children Book Exchange • 4/26: Proctor Pride Assembly - 8:15am |



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| | <ul style="list-style-type: none">• 4/27: Proctors Earth Day Campus Cleanup |
| ADJOURNMENT | Meeting adjourned at 7:54pm |