



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

Proctor Elementary PTA - PTA Association Board Meeting Sept. 7, 2021, 6:30pm via Zoom	
CALL TO ORDER	Call to order: 6:32pm with, 37 participants present in meeting.
OPENING CEREMONIES	Jillian Cardona, President: Reading of the Mission and introduction of 2021-22 Proctor PTA Board Members: Nripesh Dhungel- Executive Vice President; Josie Ramos- Secretary; Tina Pyles- Treasurer; Jill Zilli- VP of Programs;+ Ebony Omegalah- VP of Fundraising; Ben Fendel- VP of Comms and Technology; Jenine Powell- VP of Community Enrichment; Brad Pyles- Food Distribution Chair Dayna Aragon- Financial Secretary Lori Winfrey – Teacher Representative Maria Reyes- Lead Room Rep Rachel Sanders, Hospitality Chair Principal Gherebenl is also a voting member of the Board. If you need to contact anyone on your PTA board? See our roles, bios, and emails here: https://www.proctorpta.net/about/board-members
APPROVAL OF MINUTES No motion needed	Review Minutes from May 2021 Meeting. Approval of May 2020 minutes as presented.
FINANCIAL REPORTS - Treasurer's Report - Budget - Audit Status	Tina Pyles, Treasurer Tina presented the Treasurer's report and the Financial Activity Report. We have \$256 in pending CheddarUp funds that should be reflected next month. APPROVAL: Vote to approve treasurer report 2020: Ebony moved, Nripesh seconds. All in favor: 93% yes vote, 7% abstaining. APPROVAL: Vote to approve the 2021 Financial Activity Report: Jillian makes motion, Jenine seconds. All in Favor, no nays, no abstains.



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	Budget: Budgeting higher in 2021 to cover costs of additional benches and tables this year. Our target is \$30,000 higher than last year's fundraiser. Classroom expenses—increase RTI costs. PTA operating expenses slightly higher. We left the teacher supplies level at the higher \$600 level to account for potentially higher costs. Budget Discussion: How does the budget per classroom relate to the Amazon Wishlists? This budget allows teachers to buy anything they might need for their classroom. New teachers don't get more money from the PTA because of the elevated amounts across the board for all teachers this year—they used to get more, but since the amounts are higher this year, then. \$600 for 4/5 and \$500 for K-3 teachers. Field Trip funds can cover virtual field trips or in-person ones, depending on what's allowed in covid. APPROVAL: Vote to approve budget as presented. Jill motions, Ben seconds Motion passes with 94% approval, 6% abstaining. Audit Status: Pending record keeping business, will present audit findings at the next meeting. Amy McPartland is the auditor that is completed semi-annually.
PRESENTATION OF BILLS	Tina Pyles, Treasurer
EXECUTIVE BOARD REPORT	Josie Ramos, Secretary Summary of our first 2021-22 Board meeting included: • Means of Communication • PTA Calendar • Voted to present proposed budget at Association meeting for approval • Approved payment of expenses presented by Treasurer for expenses received over the summer. • Introductions to new Presidential Appointments
COMMITTEE REPORTS • Hospitality/Membership Committee • Health and Safety Committee • Food Distribution Committee • Room Representative Committee • Special Needs Committee	Jillian Cardona & Rachael Sanders, President/Chair Jillian Cardona, President Brad Pyles, Chair Maria Reyes, Lead Room Representative Sarah Micek, Chair Food Distribution: Next food distribution on Tuesday, 9/21. If you're interested in volunteering to support the bi-weekly food distribution, please sign up using this link: https://www.signupgenius.com/go/10c0d4dadab2fa1fdc07-proctors1



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	Health and Safety Committee: We currently don't have a 2021-22 Chair for this area. We are collecting funds for different needs, including replacing safety containers, and safe drinking water devices. \$500 set aside with \$1100 set apart for emergency prep. We also need containers for emergency packs that students brought to school this year. .Talk to Jillian if you are interested in chairing this committee.
PRINCIPAL'S REPORT	Heather Ghereben, Principal Smoeres Newsletter: The Smores app can translate the newsletter to any language using Google translate. These monthly newsletters are published on the first Friday of the month. Tea with Principal will be on Proctor calendar and Parent Square. Look at the schedule for September 21-24, with no school on 9/24. Parent Academy Training: Dan Riley will help coordinate the Mosaic Project as a 2.0 version of anti-bias work with the school community. Health Screening: No health screener app now, but school asks that parents screen children for runny nose, fever, cough or sore throat, headaches, vomiting, diarrhea and other symptoms. They will call home to have an early pick up. If child has a fever, vomiting, diarrhea or loss of taste/smell, then siblings are also asked to stay home. If a child has any other symptoms, their siblings may be sent to school. School site mobile COVID testing: Starting this Thursday at Proctor—there is an intake form to complete and they will test kids on school grounds and using the Science Lab space on Thursday. A separate administrator and specific staff member will pull out kids on the testing schedule and perform tests at the science room. Same company as the one doing the tests at CVHS. Test results available 24-48 hours after the test. Contact lab with any additional questions- the Proctor school admin is not responsible for the testing. Check out Principal Ghereben's Smores newsletter for health and safety info: https://www.smores.com/7d528 Measure G: Amphitheater is almost complete. Will redesign the basketball court and replace hoops.
TEACHER REPRESENTATIVE REPORT	Lori Winfrey & Kamal Birusingh, Teacher Representatives had no report.
UNFINISHED BUSINESS	Jilian Cardona, President



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	Purchase of Playground Equipment Distributed by Tracy Mills:
PROGRAMS FUNDRAISING	Jill Zilli, VP of Programs. Ebony Omelagah, VP of Fundraising Garden Club: Garden was demolished because of space needed for the additional portable. We need a chair for the garden club. We could reconstruct a smaller section and a smaller section that will need landscaping. More likely to have several smaller garden spaces throughout the school instead of a large space. Portables: They had to grow the school by another 2nd grade glass, so they had to add a portable classroom. There are 2 handwashing stations in the outdoor eating areas—one should move up to the portables at the upper portables next week. Eating Area: Current plan works, but for a rainy day schedule, this would not work. They need to have supervision in each classroom if the outdoor. Yellow jacket/wasps are a big problem- potential solutions include WHY traps and dryer sheets (they hate the smell!) First Grade Playdate: Discussed the possibility of doing something similar to the Kindergarten meet and greet (masked and outside with individually packaged snacks eating with social distance. This would not be a school-sponsored event, but the PTA could help organize and connect with Room Rep.
BOARD VACANCIES	Jillian Cardona, President The PTA is looking to fill three positions: Parliamentarian, Auditor for 2021-2022 School Year, and the Health and Safety Chair. <u>ACTION:</u> Please let Jillian know if you or someone you know might be interested in these positions.
ANNOUNCEMENTS	Purchase Proctor clothing here: https://1stplace.sale/9191 The next meeting is scheduled for October 5th, 2021.
ADJOURNMENT	The meeting was adjourned at 8:04pm.