



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

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

CALL TO ORDER: at 6:32pm by Gabby Sanchez

22 parents present (at least 16 verified voting members), Ms. Winfrey, Ms. Birusingh,, Ms. Bremer, Mr. Keller

MISSION STATEMENT: Read by Gabby Sanchez.

APPROVAL OF MINUTES: November 2022 Meeting Minutes adopted as presented.

EXECUTIVE BOARD REPORT: November board meeting minutes summary presented by Josie Ramos with these highlights:

VOTE: Motion to approve release of funds for 7 checks (#1751-1757) of about \$2,600.

- **Playground Equipment:** Wishlist totals ~\$6,600. Mr. Keller to ensure that gates are locked on Fridays to prevent people coming onto campus after hours/ weekends.
- **Renewing GetMovin FundHub:** Possibly renew or switch to another platform. Welcome input from the group as we consider options.
- **Movie Night at Chabot:** Early Spring 2023 as a fundraiser or program event
- **Bulletin Boards:** Located outside near cafeteria– Mr. Keller will work with District towards installation over Winter Break.
- **Room Rep Communication:** Shared document for PTA to share upcoming information to share with room reps.

PRINCIPAL'S REPORT, Jeff Keller

- **RTI staffing proposal:** Requesting additional funding to provide targeted intervention for students around literacy– the school District currently pays for one part-time staff and 3 part-time classified staff. Mr. Keller is requesting funding for 2 additional people to serve more students. Proctor doesn't have a site budget for this expense. PTA cannot salaried staff. However, PTA members verified that the bylaws state that the PTA could give the funds as a gift to the school that then the school and Mr. Keller would hire staff at their discretion. Moving forward, can we petition the District for more funding? After Winter Break, principals work with the District to negotiate items that they want to advocate for, but that usually happens in January/February.
 - Cost for 2 part-time staff Jan - June 2023: \$15,000. This would not lock us in to fund it next year.
 - Cost for 2 part-time staff School Year 23/24, \$32,000. This could potentially require commitment to annual funding beyond the funded



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

school year.

ACTION: Mr. Keller will ask to see if a vote to support part-time RTI aids for the 23/24 School Year would require that we maintain/secure this funding for future— will this lock us in to having to secure this amount moving forward? He will also keep us apprised of the negotiations as discussions progress.

Board Game Club: Requesting a max. of \$1,000 to purchase games like pictionary, checkers, chess for students to learn to play games together and create a safe place for play on Thursdays after school lead by parent volunteers. We can also consider asking for donations.

ACTION: Tina Pyles volunteered to coordinate a board game donation effort and designated funding could cover the rest.

MTSS Info night: On January 19, 2023 from 6-7pm. MTSS covers social/emotional learning and other forms of additional supports.

Classroom Leveled Library books: Amount to be determined in February 2023.

TEACHER'S REPORT, Ms. Birusingh & Ms. Winfrey: Teachers appreciate the first Friday lunches.

Literati Book Fair: Mrs. Bremer is hosting a winter Literati Book Fair 12/12-19. Students will come through and view books as part of their class library time. This is not set up as a fundraiser but more to promote love of reading and get a new book in the hands of students.

- **December Book Fair Budget:** Asking for in-kind donations from parents as well as volunteer time. Also requesting \$325 for hot cocoa event on Friday December 16th to purchase cups, cocoa, whipped cream, sprinkles, chocolate syrup, etc.

TREASURER'S REPORT by Janel Coughran

- **Balance Sheet:** Lots of deposits ~\$62,000 from Walkathon. Total withdrawals total \$16,493. Current balance is \$154,888 in PTA budget. Some of it is earmarked for storage containers, picnic tables, and others. Upcoming fundraisers are not earmarked yet. As a non-profit, we should not have a high balance in hand, but also have some funds for ongoing expenses.
- **VOTE:** Motion to release funds totaling \$564.67 by Kat, seconded by Ebony. Motion passes by unanimous vote to release funds. (no abstentions)
- Updated Current [22/23](#) Budget

Expenditures Pending Approval

- **VOTE:** Motion to approve up to \$7,000 for Playground Equipment As priced out by



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

teachers by Genoveva Llosa, second by Dayna. The funds would buy playground equipment, especially for younger grades. This expense doesn't impact the current line items budgeted. Motion passes by unanimous approval (no abstentions).

- **VOTE:** Motion to approve up to \$1,000 for Board Game Club and \$325 for Library Cocoa activity by Lauren Begghini and seconded by Genoveva Llosa. Motion passes by unanimous approval (no abstentions). Tina will coordinate donations for board games, and anything not covered by donations will be purchased using this line item.
- **VOTE:** Motion to approve \$15,000 for RTI Staffing Jan. - June 2023 by Karen with a second from Jillian. Motion passes by unanimous approval (no abstentions).

Total Expenditures approved by three votes above is: \$23,325.

- **VOTE TABLED** for February meeting: \$32,000 for 2 RTI staff for the 23/24 school year pending more information from Mr. Keller on longer-term implications for the PTA in committing these funds beyond the 23/24 school year.

OFFICER REPORTS

- Programs (Jill Zilli absent, presented by Gabby S.) - Warriors game staff appreciation - there was a surplus of unexpected income from the Fall Carnival, proposed using these funds for staff appreciation to send them to a Warriors Educators Night 1/7/23
- Other ideas: add more to each teacher materials budget, add the money to leveled library funds, invest in items that we rent so that future events can be cheaper like generators, carafes, dunk machines, etc.
- **VOTE:** Table this discussion until next meeting and solicit input from membership: Genoveva L. moves, Ebony O. seconds. Unanimous motion passes.

COMMITTEE CHAIR REPORTS

- Hospitality, Ebony Omelagah: Fun First Fridays happen, we may discontinue the morning greeting because of low turnout. We will continue monthly lunch for staff, look out for sign up each month.
- Health & Safety, Jillian Cardona: working on replacing PTA's two storage containers, quotes have been received, we need to work out the logistics for removal of outgoing containers. Also working on updating emergency supplies, some items we want to wait to purchase until we have new containers.

ANNOUNCEMENTS



Proctor Elementary PTA

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

- [Adopt-A-Family](#): All gifts due Monday 12/12 to office wrapped & labeled. There are a lot of pending gifts to sign up for (it went to Room Reps, Facebook, and newsletters)
ACTION: PTA will send out the sign up as an independent message.
- No PTA Association meeting January 2023
- Food Distribution (next Dec. 13, 2022) will pause during Winter Break, resumes Tues. Jan. 17

ADJOURNMENT: Meeting adjourned at 7:46 pm

Next Meeting: Tuesday, Feb. 7, 6:30 pm (skip January)