

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

Proctor Elementary PTA Association Board Meeting Minutes Sept. 6, 2022 - 6:30pm, Cafeteria	
CALL TO ORDER	Call meeting to order: 6:34pm by Gabriela Sanchez, President. Agenda approved. 32 parents and Principal Keller present.
OPENING	Gabriela Sanchez read the PTA mission. Google Meet channel is open for parents to join virtually. Ebony set up a laptop and will orient the camera to the speaker as much as possible throughout the meeting. Virtual participants are able to chat questions/comments but not raise hands or vote in PTA business.
APPROVAL OF MINUTES	Minutes from May 2022 Meeting were shared and adopted as presented.
22/23 EXECUTIVE BOARD	Gabriela Sanchez & Board introduces themselves and Gabby reviewed Board positions on the website.
APRIL 2023 MEETING DATE	Move to reschedule April 2023 PTA meeting to April 11, 2023 due to Spring Break. VOTE :. Cat moved, Jillian seconds. Motion passed unanimously.
FINANCIAL REPORTS	Budget: Janel Coughran (Treasurer) reviewed the budget line items, highlighting the higher-cost or new items. VOTE: Kat moves to adopt the budget as presented. Jill seconds. Motion passes unanimously. Financial Activity Report: No new expenses. Checks # 1704-1714 are pending payment, including teacher supplies. Any additions to curriculum, storage, STEM activities are funded by PTA. Check teacher Amazon wishlists for other supply items that they might need this year. VOTE: Jillian moves to make pending payments as reviewed. Ebony seconds, Motion to pay checks as defined in activity report. Audit Report: Janel shared the findings of the new audit. There were several recommendations, but none were serious. One of the recommendations was to shift the payments to a strict calendar schedule, but unfortunately our financial system does not allow for us to align the payments as recommended. This is the only audit finding that we will not be following. Auditor: We need a new auditor– if interested, please let Janel know. Janel reviewed the audit findings. We cannot align payments as recommended.
EXECUTIVE BOARD REPORT	Josie Ramos, Secretary reviewed the highlights from the executive meeting which included budget review, yearbook vendor discussion, and presidential appointments.
COMMITTEE REPORTS	Yearbook: Should we provide 5th grade yearbooks for everyone, not fund them at all, or fund them only for those families in need. The Principal and District would determine the families in need based on qualification and this information would remain confidential. If PTA would subsidize - Membership - Food Distribution



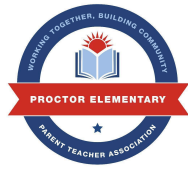
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- Room Representatives - Special Needs & Garden	the yearbook costs, parents would still have to pay for any additional yearbook pages that they would want to include. VOTE: Moved to purchase yearbooks for all 5th graders. Motion passed unanimously. Food distribution: Rotating the coordination this year. Lots of CVHS students volunteered and the distribution went smoothly. PTA Membership: Rachael Sanders, Chair reported that so far 81 people have joined the PTA. This is pretty low. Rachel proposed hosting a membership drive event in October– maybe host a happy hour at the golf driving range. She is still figuring out schedule. Can we promote the PTA In the classroom to increase participation? Families can join and pay online. Only members are allowed to vote and we are thinking through how to gather votes from the folks on Google Meet. ACTION: Rachel to think about hosting a table at the Book Fair on October 1. Michelle Leonard, Lead Room Representative: Kat representing Michelle at the meeting. She is still recruiting a room rep for two classes (Perez and Archuleta's). A Room Rep is the liaison between classroom parents and PTA. The Rep helps to keep the classroom in the loop on PTA events. ACTION: Please reach out to Michelle iif you are interested in taking on a roop rep role: leadroomrep@proctorpta.net Raquel Mallie-Ramos, Garden Chair was not present at meeting but will be reaching out via email asking for helpers to maintain garden
FUNDRAISING REPORT	Karen Canady, VP of Fundraising reviewed fundraising events. Carnaval and Walkathon: Scheduled for October 21. Parents must complete a permission slip for your child to participate. - Walkathon art tshirt contest: Every registered child gets a free t-shirt. All kids have opportunity to submit artwork for consideration. \ - Walkathon Theme: Too Legit to Sit. Tracking the minutes that they are active– swimming, dancing, karate all count. Last 30 minutes of the walkathon is a dance party including families and staff. - Prizes: Lunch or games with Keller. Pizza/ice cream parties, homework passes, movie days, PJ parties. - Fundraising goal is \$50K this year going towards equipment (storage, leveled libraries) Popcorn fundraiser: Right before holiday break (first week of December). PTA gets 50% of sales. Proctor Gear: PTA gets 10% of sales. Shopping promotions throughout the year.



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	School Supply Kits: You can pre-order in the Spring and they arrive directly to the school or home. PTA will get a flat amount per kit. Last year PTA earned \$5 per kit. Shoe Drive: It is <u>not</u> planned for this year. If anyone wants to take it on, please contact Karan at fundraising@proctorpta.net
PROGRAMS REPORT	Jill Zilli, VP of Programs reviewed events and encouraged parents to take on role next year since this is her last year in this role. She will mentor incoming parent! Scholastic Book Fair: Josie Ramos and Genoveva Llosa, Book Fair Co Chairs shared the dates for the Fall Book Fair are Friday September 30 and Saturday October 1. • Friday will be inside Art Center from noon-4pm • Saturday will be an outdoor fair with a Halloween Costume Exchange, Seed Exchange, and Pumpkin hunt with decoration contest from 9am -3pm. • Exploring possibility of getting a food vendor • Look out for a Sign Up Genius via email to volunteer at this event • If you are interested in being a Book Fair Co-CHair, this is Josie's last year at Proctor and she can mentor you in organizing the Fair with Genoveva. Carnival: Combined with Walkathon on October 21. We will have classroom raffle baskets. Different themes (lego, baking, movies, etc.). 3:30-5:30 on Friday. Corporate sponsors welcome. Lots of fun and games, food, community. Pie eating contests are back! Haunted House: Need 5th grade families to volunteer. See email from Hilda Kwan to 5th grade families. Movie Night: Hoping to do it under the stars or in coordination with Chabot– more information to come. Art Show: Planned for the Spring. Talent Show: Virtual talent show planned for now. Seeking help with video editing. Contact programs@proctorpta.net
PRINCIPAL'S REPORT	Jeff Keller, Principal appreciated PTA. We don't get any additional federal or state funds based on our population at Proctor so the PTA really supports the school in providing needs for a variety of things (tables, umbrellas, emergency kits, etc.) • Promoted RTI positions open at Proctor- ask him for more details. • District is putting in artificial surface and vegetation outside new portable courtyard. PTA will support with putting benches/tables/umbrellas. • Coffee with Keller: Informal gathering with Principal Keller this Friday, September 9th at 8am in the Art Center



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	● Essential Standards: Aa professional learning community to prioritize the standards that are key to kids' success. ACTION: He will provide essential standards to parents later in the year.
TEACHER REPRESENTATIVE REPORT	Ms. Birusingh & Ms. Winfrey are the 2022-23 Teacher Representatives ● Parent Teacher Conferences: The week of September 19th. Sign up! Early dismissal that week. Friday, Sept 23rd: No School to allow time for teacher conferences. ● October 17th: No school for Staff Development
CROSSWALK & PARKING	Ms. Judy, Crossing Guard: Ms. Judy serves as both lunch monitor and crossing guard. She has noticed several hazards, including people making uturns dangerously, When people park in red in front of the crosswalks, kids can't cross as long as a car is there. Parents are jaywalking across Redwood Rd! Be aware.
BOARD VACANCIES	PTA is still looking for folks to fill the following vacancies: ● Parliamentarian ● VP of Community Enrichment ● Auditor for 2022-2023 School Year
ANNOUNCEMENTS	Next Food distribution is on 9/20 at 4:30pm. The next meeting: October 4, 2022. Thank you for joining us. Minutes are posted on the website.
ADJOURNMENT	The meeting was adjourned at 7:51pm. ACTION: At the next meeting we can discuss the possibility of having a Proctor Families FB group here so that folks can exchange community events, clothes, and connect more with each other in the Proctor community..