

APPROVED

Proctor PTA Association Meeting

April 5, 2011, 6:30-8:00pm

Association meeting called to order at 6:38pm by President.

Welcome/Pledge of Allegiance

- President welcomed the association members and led the group in the Pledge of Allegiance.

Approval of Minutes from February 1, 2011 PTA Association Meeting (Secretary)

- Motion to approve by Financial Secretary, seconded by Vice President – Programs; motion passed unanimously.

Financial Secretary/Treasurer's Report (Financial Secretary)

- Financial Activity Summary for February 2 – April 5, 2011 was reviewed by Financial Secretary (see report).
- Financial Secretary noted total deposits of \$15, 039.00, which includes \$10, 414.00 from the Auction.
- Treasurer's Report was reviewed, including checks/expenses for ratification since the last PTA meeting for a total of \$12, 445.52 and release of funds as described on report.
- Motion by association member Alisa to ratify and approve checks written since last meeting and release funds as listed on report, seconded by association member Allison; motion passed unanimously.

Field Trips – Tabled Item (Principal)

- Regarding questions raised at the last meeting about perceived discrepancies in 4th/5th grade fieldtrips, Principal reiterated that all students/classes are on par with fieldtrip funds and the actual fieldtrip activities. Only certain class teachers chose to go above the original plan for fieldtrips and add an additional fieldtrip at the additional expense of the parents.
- In addition, Principal shared information from a recent Parent Leadership meeting which indicated PTAs, as non-profit organizations, should not be handling money for fieldtrips in any capacity. Instead fieldtrip monies should go through the school and checks should be directly written to the school to avoid any possible liability issues. Next year the collection for field trip fees will be the responsibility of the teachers and all money will be handled by Proctor School.

Nominating Committee Results and Election (President and Principal)

- The Principal, speaking on behalf of the Nominating Committee, presented the slate of candidates for the 2011-2012 Proctor PTA Board of Directors as follows:
 - PRESIDENT: Teddi Schwilling
 - EXECUTIVE VICE PRESIDENT: Alisa Pisciotto
 - VICE PRESIDENT – PROGRAMS: Allison Prout
 - SECRETARY: Laura Caistor
 - TREASURER: Ana Siladie
 - FINANCIAL SECRETARY: Susan Hogan
 - AUDITOR: Open
 - HISTORIAN: Open
- Principal asked for additional nominations from the floor and there were none.
- Principal made a motion to approve the slate of candidates for the 2011-2012 school year PTA Board of Directors as listed above, President seconded; motion passed unanimously. Congratulations and thank you to our new Board!

Programs (Vice President - Programs)

- Parent Education Night – Soul Shoppe facilitator Amy MacClain spoke on the topic of “Parent Strategies that Work” on Mar. 17th. Fewer parents attended than previous Parent Ed Night, but attendees reported that the presentation was excellent.
- Paperless Program – The March Proctor Post was sent electronically with only a very short list of paper requests.
- Skate Night – Successful event with good attendance. Final numbers are not yet in.
- Baskin-Robbins – We received over \$100 from sales, a positive result for a first fundraiser. PTA may pursue an additional fundraiser for Mother’s/Father’s Day cake sales.
- Auction (Financial Secretary) – The Auction grossed over \$15K, with a net of \$11-12K expected. Several items did not sell and are still available for purchase by contacting the Financial Secretary or buying directly during the Auction-item pick up times, where they will be on display, Wed., April 6th 12:00-1:30pm and Fri., April 8th 3:00-4:30pm in the Art Center.
- Student Directory - The final version is complete and will be printed soon. This year will be a paper format but an electronic version is a strong possibility for the next school year.
- Science Assembly – The Mad Science “Fire & Ice” assembly on March 30th was well received.
- Spring Bookfair – April 8th – April 15th in the Art Center. The Bookfair will be open during Open House. Students will receive a flyer with times.
- Art Show/Open House – Thurs., April 14th from 6:00-8:00pm. Coordinator Diana Porter is looking for volunteers for this event.
- Rigatoni’s Day – Tues., April 13th. Rigatoni’s will donate 20% of profits back to Proctor PTA on food purchases (dine in or out), gift certificates, etc.
- Campus Beautification – Sat., April 30th at Proctor School from 9:00-11:00am.
 - Custodian John Rosa has requested \$250 in funds from the PTA to cover a Kawasaki hand-blower. The machine would be used for general campus upkeep and also during our Campus Beautification clean-up events. Motion by Principal to approve the request, seconded by association member Judy; motion passed unanimously.
 - Mr. Rosa had also requested funds for a floor waxer, but this more costly purchase will be addressed at a later date.
- Dedication Tiles – Deadline for ordering is April 29th. We must have a total of 10 tiles before placing our order (currently need one more to make this minimum).
- Learning Games Library – This new program will provide a variety of games for use by teachers in the classroom, at centers, etc. Primarily geared toward grades K-3. After receiving feedback from teachers, most of the recommended games have already been purchased. This program will have a budget of \$250.
- 5th Grade Yearbook – The yearbook is finished. This year the yearbook was created digitally with the “Easy Books” program through Baird Thompson Photography.
- Teacher Appreciation – The Luncheon will be held on May 4th and Teacher Appreciation Week will run from May 16th – 20th.

Principal’s Report

- Principal thanked the PTA for sponsoring the Mad Science program for last week’s Science Assembly.
- Proctor’s Annual Family Dance earned an impressive \$2500!
- Principal suggested that parents review the budget update in this month’s Proctor Post. The article shows how various Proctor programs are funded and how parents can help contribute to the \$83K needed to continue these programs. Article includes a direct donation form.
- Open House is next week, as mentioned above. Principal reminded parents that the date of Open House is on a rotating schedule: April during and odd year, May during even years.
- An Earth Day Assembly will be held on Wed., April 27th and special Earth Day lunch activities will take place on Fri., April 29th to heighten awareness, think about recycling, etc.
- A can drive to support the Japan disaster relief will take place on Wed., May 4th. Also during that week students can further support Japan by creating origami artwork during lunchtime. This week, known as “Golden Week” in Japan, celebrates the Emperor’s Birthday and focuses on nature as well. Volunteers are needed to assist with the origami project.

- Proctor's application has been submitted to continue as a Green School for the 2011-2012 school year. We should find out in the next month if we have been approved.
- STAR Testing will take place the first two weeks in May.
- The focus of this Thursday's Soul Shoppe will be "Do Your Best".
- A Chevy's fundraiser event is scheduled for Wed., May 11th. Chevy's will donate 25% of the proceeds back to Proctor PTA.
- The Rowell Ranch parade takes place on Sat., May 14th and an Art & Essay contest is currently underway.
- CVHS Track Club is sponsoring a track meet May 3rd-5th. Students can sign up for \$20, a limited number of practices will be held and then culminate in a track meet at the high school on the first Saturday in June.
- Summer School for Math and Language Arts will be limited to approximately 120 students overall. Summer School will be held at Chabot Elementary and Castro Valley Elementary schools.
- CVEF will hold its annual Science Fair on Sat., May 7th from 10:00am – 3:00pm.
- The Proctor parking lot will be repainted during Spring break.
- A seismic retrofit will occur at Proctor over the Summer vacation, focusing on the older, original portion of the campus including the cafeteria, PTA storage space and other areas.
- Principal requested a total of \$290 from the PTA to cover the cost of food, beverages, etc. for the 5th Grade Brunch to be held prior to the end-of-year promotion ceremony. Motion by President to approve the request, seconded by Vice President – Programs; motion passed unanimously. **Note:** Similar resolution voted on and approved at February 2011 PTA Association Meeting.

Adjourn

- Meeting adjourned at 7:40pm.

The next Proctor PTA Meeting will be held on June 7, 2011, 6:30-8:00pm in the Science Room.

For more information regarding the Proctor PTA please go to www.proctorPTA.org.