

APPROVED

Proctor PTA Association Meeting

September 7, 2010 6:30-8:00pm

Association meeting called to order by President at 6:37pm

Welcome/Pledge of Allegiance

- President welcomed the association and made opening remarks thanking the volunteers for their work and recognizing both Angelic Pearson and Joyce Lai for providing leadership and guidance.
- President led members in the Pledge of Allegiance.

Introduction of Executive Board (President)

- Lisa Garcia, Principal
- John Bass, President
- Laura Caistor, Historian (and acting Secretary for this meeting)
- Susan Hogan, Financial Secretary
- Joyce Lai, Treasurer
- Debbie Parkes, First Vice President of Programs
- Kim Oregon, Vice President
- Absent: Amy Ortiz, Secretary, and Dan Oppenheimer, Auditor

Approval of Minutes from June 1, 2010 Association Meeting (President)

- Tabled to later in the meeting in order to allow members to review the meeting minutes
- Motion to approve by association member Alisa, seconded by association member Rhonda; motion passed unanimously

Historian's Report

- Reminder regarding the importance of tracking volunteer hours for district and state PTA as a non-profit organization
- Request for pictures and/or assistance to complete the 2010-2011 Proctor PTA History Book
- PTA Historian can be contacted at historian@proctorpta.org

Financial Secretary's Report

- Review of Monthly Activity Summary with a list of deposits from July 1 – September 7, 2010

Treasurer's Report

- Attention called to new reporting form which combines deposits and expenses for easier review
- Review of check requests, including an additional \$60 for each Adventure Time babysitter at Back to School Night due to the unexpected large number of children in attendance (80)
- Three additional check requests not listed on the report were verbalized as follows:
 - Lori Winfrey - \$193.91 – classroom supplies
 - Rochelle Vogel - \$131.52 – classroom supplies
 - Heather Eckloff - \$455.46 – classroom supplies

- Budget for teacher's classroom supplies/expenses currently reflects the ratio of 25:1 for K-3 and 32:1 for 4-5; next month's report will more accurately reflect each class budget based on the exact number of students per class
- Release of funds requests were reviewed
- Motion made by association member Tim to approve check requests and release of funds as listed and described, seconded by association member Alisa; motion passed unanimously
- Detailed discussion of the PTA budget for 2010-2011 followed:
 - Principal discussed a budget item change for 4th/5th grade field trip. The fourth graders will no longer have a bus fieldtrip to Sacramento. This trip, focusing on California history, required an additional \$40 per child plus out of pocket expenses for chaperones. Because the overall academic experience on this trip varied widely and considering the amount of time, travel and expense, the 4th and 5th grade teacher team decided another program would be more valuable. A history program called The California Experience, used at other CVUSD schools and formerly here at Proctor, will be held at Proctor instead. Use of this more affordable history program will then potentially allow the 4th and 5th graders to experience a combined, unifying trip to the California Academy of Sciences. Principal proposed transferring the \$1000 in funds formerly allocated for 4th grade buses to Sacramento to the bus expenses for the combined 4th and 5th grade trip to the California Academy of Sciences trip. The new budget item would then be split between 4th and 5th grades, \$500 per grade. The field trip budget amount will be allocated by teacher at the next association meeting based on final registration collection.
 - Principal also clarified the budget line item for the Too Good for Drugs program/ 5th grade t-shirts. Principal requested continued PTA funding for 5th grade t-shirts even though the Too Good for Drugs program will no longer be offered due to budget cuts.
- Motion by Principal to change former 4th grade Sacramento field trip bus budget of \$1000 to buses for a combined 4th/5th grade bus trip to the California Academy of Sciences and to adopt the entire 2010-2011 PTA budget as discussed, seconded by association member Allison; motion passed unanimously

Report regarding Executive Board Meeting held on August 24, 2010 (President)

- President presented verbal summary of executive committee meeting dated August 24, 2010

Approval of Audit Report (President)

- Audit Report was circulated for review
- Motion to approve by association member Lisa, seconded by association member Ana; motion passed unanimously

Program Reports

- Registration was successful with many volunteers
- Kindergarten Playdate was held at the Castro Valley Community Center park prior to the start of school
- The Welcome Reception on the first day of school was well attended
- The Book Fair is in progress and will continue through Friday, September 10
- Jen Hoover agreed to take the position of Room Representative Coordinator and a meeting for Room Reps will be scheduled soon
- Belinda Will is coordinating the Back to School potluck to be held on October 1 from 5:00-7:00pm
- A request was made for a Community Outreach chair and Ana Gonzalez agreed to act as coordinator

- A Hospitality Coordinator is still needed. Last year's coordinator, Dinh Truong Davidson, described the duties and offered to continue to assist if an additional volunteer can help. If interested members should contact Vice President of Programs at programs@proctorpta.org
- The Walkathon will be held on October 6 and a t-shirt art contest is currently underway
- The Fall Carnival will be co-chaired by Charity Hastings and Rhonda Davidson
- A Campus Beautification date will most likely be scheduled in October by coordinator Liz Shaw
- Art Cards will be chaired by Belinda Will and the cards will go out to classrooms by September 20 and should be turned back in by October 5
- Joyce Lai discussed the PEP program, through the Center for Human Development, which is offered to 2nd grade (covering topics such as bullying) and 4th grade (covering tobacco/illegal substances, etc.). Parents are taught to bring the program into the classroom through a series of trainings (approximately 21 hours and at a cost for approximately \$300 per trainee covered by the PTA). This year half of the PEP volunteer staff has moved onto middle school and new volunteers are needed. There is a possibility of adding a 5th grade curriculum that could take the place of the Too Good for Drugs program. Funds are already incorporated into this year's budget for adding new trainers to extend to 5th grade. Anyone interested in training for PEP should contact Joyce Lai at treasurer@proctorpta.org as soon as possible. A PEP presenter will be scheduled to speak at an upcoming association meeting.

Schedule of PTA Meetings (President)

- A suggested schedule of October 5, December 7, February 1, April 5 (Election) and June 7 was put forth by the Executive Board. A meeting schedule of every month versus every other month was then discussed. The question of including more speakers at meetings was raised and it was suggested that with an every-other-month PTA meeting schedule perhaps additional 'speaker nights' could be offered.
- Association member Elaine made a motion to adopt the every-other-month meeting schedule as listed above, seconded by association member Tracie; motion passed by majority vote
- Association member Allison made a motion to post draft minutes with first names only in PDF format on the Proctor PTA website one week after meeting (followed by an approved copy after the next PTA meeting), seconded by association member Heather; motion passed unanimously

Principal's Report

- Budget cuts have resulted in many programs being reduced or cut by more than 20%. These cuts put us back where we were at the start of last year. Despite hard financial times, we were able to make it through the year and adopt a ratio of 24:1 for K-3 and continue 32:1 for grades 4 and 5. The 4th grade music program has been cut, but the 5th grade music program has been retained. As stated earlier, we have lost the Too Good for Drugs program and also the funding for Soul Shoppe. Now we have to look at how to implement programs with drastic funding cuts. Volunteers make all the difference to the many outreach programs for our children. Not only are parent volunteers needed but also other responsible adults interested in our children's education here at Proctor.
- Proctor is now recognized as a Green Ribbon School for our efforts to reduce, reuse and recycle. More education and information will be forthcoming in October regarding how to be 'greener'.
- Staff update: Fiona Bracken is no longer at Proctor, but Rochelle Vogel is assisting with the K/1 autistic program. Shirley Rainey remains out on medical leave, but Michael Burgess, formerly at Vannoy, has been hired as a long term 4th grade substitute. Charles Raynes has been brought aboard for 4th/5th science program.
- The Proctor Post will be out on Wednesday, September 8. The Post will include information on the new Point of Sale (POS) system in the cafeteria. The cafeteria is offering a new program on

Wednesdays called “Treasure Chest Lunches” where one weekly winner will receive prizes such as movie cards, gift certificates, etc.

- Reminder that school gates are open at 7:45am and no supervision is available to children at school before 7:50. Children should NOT be dropped off any earlier.
- Parent/Teacher conferences will take place in October.

Adjourn

- Motion to adjourn by association member Kelly, seconded by association member Belinda; motion passed unanimously and meeting adjourned at 8:15pm

The next Proctor PTA Meeting will be held on October 6, 2010, 6:30-8:00pm.

Save the Date: Castro Valley Education Foundation Dinner on October 15, 2010

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