

APPROVED

Proctor PTA Association Meeting

September 6, 2011, 6:30-8:00pm

Call to Order/Welcome/Pledge of Allegiance (President)

- Association meeting called to order at 6:38pm by President.
- President welcomed the association members and led the group in the Pledge of Allegiance.

Approval of Minutes from June 7, 2011 PTA Association Meeting (Secretary)

- Motion to approve minutes by association member Judy, seconded by association member Debbie; motion passed unanimously.

Treasurer Report/Financial Secretary (Treasurer and Financial Secretary)

- Financial Activity Summary for June 30 – September 6, 2011 was reviewed (see report).
 - Total deposits of \$23,260.00 and expenses of \$437.31 were noted.
 - Release of funds equaling \$2700.00 included funding for upcoming PTA events (Back to School Potluck, Carnival), Arrowhead water for portables, school supplies and PTA childcare expenses. Financial Secretary called for additional amendments to the release of funds from the association; none requested.
 - Motion by association member Angelic to approve the Financial Activity Summary which includes the ratification and approval of checks written since last meeting and the release of funds as listed, seconded by association member Dorothea; motion passed unanimously.
- PTA Annual Budget was reviewed and changes discussed.
 - Reduction in teacher classroom supplies from \$20 to \$15 per student.
 - Scholastic Book Fair revenues to be taken in Scholastic book credits, with a significant portion going toward the library and an additional portion allotted for teacher use.
 - The PTA will no longer be involved in the collection or disbursement of field trip funds. However, a Field Trip Financial Aid Fund has been established to assist families in need. The official policy and request form are to be reviewed later in the meeting (See Field Trip Financial Aid Policy below). Financial Secretary outlined the rollover of unused 3rd grade field trip funds from last year to this year's 4th grade class.
 - Financial Secretary noted a Kindergarten and possibly 4th grade bus fund line item of \$1500. 4th grade utilization of bus funds to be determined once field trips are finalized.
- Financial Secretary confirmed that the budget will be updated with deposits from registration and that any monies collected at registration for programs (e.g., FAME, Friends of the Library) will carry over to the following year if not used in full during the 2011-2012 school year.
- FAME Coordinator Dorothea Beringer requested an additional \$500.36 for FAME to cover the purchase of prints to be used over the next several years. FAME Coordinator noted that the prints are currently available at a reasonable price and may not be available at this price in the future. Additionally she noted that this will be the last year for buying binders (a \$400 FAME expense) in the 6-year FAME cycle, therefore PTA funding needs in the next several years should be lower.
 - Motion by association member Belinda to amend the budget to include the additional FAME expense of \$500.36, seconded by association member Debbie; motion passed unanimously.
- Motion by association member Debbie to approve the annual PTA budget as presented with the amendment as described above, seconded by association member Angelic; motion passed unanimously.

Programs (Vice President - Programs)

- Kindergarten Playdate was reported as successful. Coordinator Angelic Pearson estimated a 30% attendance.
- Welcome Breakfast on the first day of school day was also well attended.
- Book Fair is currently underway and will continue through Friday, September 9.
- Program volunteer update:

- Back to School Potluck – Friday, September 30, 5:00-7:00pm – Kathy Yao has agreed to coordinate this event and has requested additional volunteers to help. Last year’s DJ is not available, but coordinator has one former Proctor family available for \$350 if no one is able to offer DJ services free of charge.
- Fall Carnival – Friday, October 28, 3:00-6:00pm – Charity Hastings and Kathy Thompson will co-chair the carnival but they are requesting additional committee chair volunteers.
- Parent Education – Dinh Truong will organize the Parent Education nights.
- Hospitality – PTA is still in need of a hospitality chair to arrange AT babysitters for PTA meetings. EDITOR’S NOTE: Secretary has agreed to take over hospitality duties.
- December Secret Shoppe – No current coordinator. Former coordinator Kathy Yao and others raised the question of the event’s overall usefulness. Association members unanimously agreed to cancel the Secret Shoppe and instead entertain other ideas for holiday gifts, crafts or other items made by Proctor students (e.g. an Aran’s Ceramics night).
- Auction – PTA is still looking for a volunteer(s) to spearhead the online auction in the Spring.
- Baskin Robbins Fundraiser – Wednesday, September 14
- Room Representatives – Room Rep Coordinator Jen Hoover stated that we are short on both Kindergarten and 5th grade room reps. Notices will be sent out to families in both grades. A room rep meeting will be scheduled in the near future.
- PEP – Program still needs an additional 3 volunteers. Contact coordinator Joyce Lai if interested.

Principal’s Report

- Principal thanked everyone who participated in Back to School Night.
- Principal reiterated her open door policy and encouraged members to schedule a time to meet if they had questions, concerns, etc. during the school year.
- With an Emergency Preparedness budget of \$4000+, the school has been working with a consultant to help strengthen our readiness for an emergency. Work has included switching emergency supplies to the larger 40-foot trailer, adding shelves and securing emergency provisions for 500+ students plus 50 staff members for a minimum 3-day period. Looking at next steps, Principal noted that the school is looking into the purchase of a generator, supplies for each classroom and 2 afternoon staff trainings.
- Kindergarten/1st Grade DIBELS (Dynamic Indicators of Basic Early Literacy Skills) screening takes place this month. Those children showing a need for early fluency assistance will then be placed in the RTI (Response to Intervention) program.
- Vision screening for 3rd graders will take place in September and for Kindergarteners in October. Results will be mailed home.
- Four Soul Shoppe workshops/assemblies and 2 class visit days have been scheduled with Amy McClain. The Soule Shoppe program focuses on making positive choices and respecting self and others. A new component entitled “Peace Path” will involve a pathway painted on the blacktop to demonstrate how to “walk through” peaceable resolutions.
- As mentioned above, Principal stated that due to liability issues the PTA will no longer handle field trip fund collection or distribution. Checks for field trips are to be made out to Proctor School and turned into the child’s teacher as requested. See more information regarding Field Trip Financial Aid below.
- Principal spoke to concerns regarding an article in a recent issue of the Castro Valley Forum which suggested an inequity in the collection and use of PTA funds across the district. The CVUSD School Board is in the process of creating a policy regarding the equity of funds, emphasizing that money raised should support each school’s overall school plan and individual goals with a focus on benefits to all students. Principal stressed that our PTA does just that and is in no way in jeopardy. This issue will be addressed at an upcoming Parent Leadership Meeting (Financial Secretary to attend). Principal will speak to this issue in the upcoming Proctor Post.
- The Read Naturally Program will once again be offered to 2nd-5th grade students as a supplemental support for increasing reading fluency. Last year teachers noted marked improvement in reading fluency with the program. Principal requested additional volunteers for this computer-based program.
- Overall STAR test results were positive, with an API increase of 23 points from 872 to 895. Principal and staff are currently reviewing scores. Principal will discuss the results in detail in a separate meeting in November, exact date TBD.

- Mr. Burgess will not be returning as the K-3 Science teacher this year. Principal is awaiting the Scrip check and then the K-3 Science position can be posted.

Bylaw Update and Field Trip Financial Aid Policy

- Principal stated that in keeping with the PTA bylaws, the PTA Board recommends retaining a monthly association meeting schedule for the 2011-2012 school year. The Board recommends that every other month the PTA meeting is dedicated to a Parent Education Night with a small portion of time allocated to PTA business.
- Financial Secretary reviewed the Board recommendation to implement a policy whereby financial aid is provided to students experiencing financial hardship for class outings. The Board recommends the establishment of a financial aid form and policy to be completed by the parent/teacher as needed. The parent will make the request directly to the teacher, principal or Board member, with the understanding that confidentiality is of utmost importance. The recommended maximum benefit per child is \$50.

Other:

- Boxtops for Education- Coordinator Judy Brackin explained how Proctor School can earn money when families cut out and turn in box tops which are worth 10 cents each.

Adjourn

- Meeting adjourned at 8:00pm.

Next Meeting

- Tuesday, October 4, 6:30-8:00pm

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