

# **Minutes of the meeting of the Las Lomas PTA Executive Board**

November 5, 2014

A meeting of the Las Lomas PTA Executive Board was held November 5, 2014 at Las Lomas at 9:03 AM. Present were Artis Montague and Helen Ungerman, Co-President; Sue Sartor, Principal; Katie Gordon, Teacher Liaison; Heather Caelius, Hot Lunch Chair; Sladana Veljkovic Website; Sarah Chai, Treasurer; Laura Purpura, Maggie Oren 1<sup>st</sup> VP and Jennifer Le, Secretary, Christy Chin, Parliamentarian.

Quorum was met, and Helen Ungerman called the meeting to order. Jennifer Le kept the minutes. The minutes from the October 1, 2014 meeting were approved.

Meeting opened with Tracey Chestler coming to discuss the Pancake Breakfast. 678 tickets sold. Net \$2,668. Espresso was a great idea. However, the lines were really long. It was suggested to perhaps have volunteers to pass out the coffee. Timing good at the start of the year and day was good. They had several chairs which was great to split the tasks, but it might have been better to have one Chair overseeing the whole event.

## **PRINCIPAL'S REPORT – Sue Sartor**

Conferences coming up, everyone is working hard to get ready.

Some good news about New Games- KNBR has a grant Grace Chou wrote, \$2,000 Step Up to The Plate. We won the grant, very exciting!

Letter about program improvement status went out to parents. Sue is hosting an Evening with Principal tonight at 6:30. Eric Holm is also coming to talk about facilities for bond plan.

Writing; summer training, administrators went last Monday to partner school for Teachers College. Alain, Shannon, Lisa, Deborah, and Sue went. Overview of program and how can everyone get the support needed. Will participate with trainers in April. Working with every grade level. Will try to work out having a parent night.

In November the classroom teachers will visit a school in San Mateo about the writing program. Second day of staff development, will work on drills for safety and work with Atherton PD.

## **TEACHER'S REPORT – Katie Gordon**

Halloween parties went well. Book Fair wonderful.

## **PRESIDENT'S REPORT – Artis and Helen**

Office staff coverage needed on Wednesday May 27<sup>th</sup> afternoon tea. 3:00 pm. We

don't need to cover district office, just La Entrada. District luncheon, Nov 25<sup>th</sup> Lisa and Deborah are going. Artis and Jen will go to support.

Fun Fridays: Will sell it differently, trying to keep it going

Holiday Luncheon- Salads ordered. Maggie drinks, Helen house and paper goods. Jen will get some bread to go with salads.

Green Team: Going better and Helen working on video.

### **SECRETARY REPORT- Jennifer**

Jen will be sending out emails to room parents on guidelines to follow with gifts for teachers. Will make clear, the gift will be from everyone in the class regardless of participation.

### **TREASURER'S REPORT -Sarah**

Overall running smoothly. Red flag for Choice Lunch, they are not charging us for outreach and Sarah has not received credits or checks. Spoke with Karen Heller and she kept forwarding to another person. Heather and Sarah will pursue with Choice Lunch. Christy and Artis will help as needed.

Do we want to run a Thanksgiving appeal? It was decided we should have enough and no appeal. Instead do a blurb in the Roar as a thank you for the support.

### **1<sup>st</sup> VICE PRESIDENT- Maggie**

New photographer? Vince Terry. Sue will look into it and find out who's decision it is and then go forward.

Online directory: Joe Ross, company is beta testing. Joe is willing to create what we want. Waiting on Lisa. Offering for free. We need to control the information. Christy will work with Maggie on getting two or three bids.

Art Notecards: La Entrada put them online, we didn't. Going to make sure it is either password protected or secure.

### **VOLUNTEER COORDINATOR REPORT - Laura**

Volunteers: all good.

Sent out email for Holiday Workshop for each table.

### **HOT LUNCH REPORT - Heather**

Hot Food: Volunteers are falling off a bit. Heather will put a link in the Roar and through volunteer spot. Covers for tables are coming down. New ones will be put up after Winter. Tanya from Choice Lunch came last week. She said we have to be serving food out of the oven instead of pulling it out ahead of kids. Perhaps have fruits and vegetables first, then cold and hot food. Working on figuring it out.

### **MEMBERSHIP REPORT - Krista**

Krista proposes that this role be combined with another role, now that everything is online. Perhaps into the Treasurer role? Possible to get rid of checks as

membership payment? Krista will do survey of those who wrote checks to see.

### **PARLIMENTARIAN REPORT – Christy**

Christy is working on the nominating committee. Junior Great Books flyers will be in classrooms for conferences. Making a more direct appeal for help.

### **WEBSITE REPORT–Sladana**

No website issues. Ready for Junior Great Books. Still looking for someone to help website next year. Sladana will do next year, but would like someone to help. Need to be specific. Room Parents: Do you know someone. Perhaps send email to Kinder and 1<sup>st</sup> grade room parents?

### **Book Fair update- Sheriene Saadati**

\$29,850 sold worth of books. 139 book credit. 7 library books with book credit. 247 books bought for teachers 127 purchased for outreach. Raised 17,000 for Ravenswood District (Belle Haven). Two Saturdays was very helpful. Joyce is a huge help. What could have gone better? More volunteers would have been helpful. Saturdays people don't like to come in the mornings. Next year, Ozge agreed to do it and Anya will be her partner. Carol and Monica are very helpful. If some money left over, divide it among the new teachers for a credit to spend for books. Will wait to hire new librarian and see what might be left over and perhaps look into giving left over credit.

### **NEXT MEETING/IMPORTANT DATES**

Next meeting December 10 before Holiday Luncheon.

At this time there was no further business to address. The meeting was adjourned at 10:44 AM.

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Jennifer Le, Las Lomas PTA Secretary