

Minutes of the meeting of the Las Lomas PTA Executive Board

February 4, 2015

A meeting of the Las Lomas PTA Executive Board was held February 4, 2015 9:06AM. Present were Artis Montague, Co-President; Sue Sartor, Principal; Katie Gordon, Teacher Liaison; Heather Caelius, Hot Lunch Chair; Laura Purpura Volunteer Coordinator, Maggie Oren 1st VP, Sarah Chai, Treasurer, Sladana Veljkovic and Prachi Shah, Website, and Jennifer Le, Secretary.

Quorum was met, and Artis Montague called the meeting to order. Jennifer Le kept the minutes. The minutes from the January, 2015 meeting were approved.

Josi Tang present to speak about Holiday Workshop: Holiday Workshop Budget was \$5000, still waiting for receipts. Did not have a community service craft. Would rather not do same 3rd grade craft every year. Getting grocery bags were an issue this year because now they charge if you get one in Menlo Park so not everyone has one. Biachinis donated half, but this is not an ongoing reliable source. Need to plan ahead. Suzanne Kisch will be chair next year. Budget next year can stay at \$5,000. Volunteers were a little difficult. Only had 60 or 70 after fair. Need 120. Ended up fine, with many just showing up. Would like website sign up to include child's grade so they can plan volunteers around what time their child's grade goes through. Workshop date for next year is needed. Prep day can be done in Summer to book. Workshop set for December 9. November 18 can be prep day 9-12. Perhaps work with MA about community service project.

PRINCIPAL'S REPORT – Sue Sartor

Read A Thon was a blast. Kids love it! Jen will send an email to the k families to remind them that reading to child counts.

K enrollment started and the numbers are coming in as last year so feeling good. Went well overall and the system works. Sue will make a minor adjustment to session requests in that if a family makes more than three requests for the same year, they will not be considered.

Writing workshop teachers will be here in April working with groups of grade level teams. Will be some disruption in schedule. Excited about the program.

Volunteer appreciation lunch- The date is during Spring break next year. Would like in May? Maggie will reach out to chairs. Key is to have something on the actual calendar day of Teacher Appreciation.

TEACHER'S REPORT – Katie Gordon

Getting ready for Valentine's. 100 Day of school was great for K and 1st.

PRESIDENT REPORT – Artis and Helen

Lions Roar: Would like to get rid of ad's from businesses. Exception will be one special addition for Summer Camps. Perhaps one for December for upcoming breaks. Board agreed having one for December break as well.

INFO Snap: Changes will be made: See attached. Take out complimentary for directory and make it every family with membership.

Outreach donation: Took out number and propose to put in the budget of \$20,000.

Will have check boxes for volunteers. Would be helpful to have sentence summary of each program and time commitment. Interested in volunteering, would like more information.

No longer accepting checks for memberships.

Will also get tax id info in pay for membership receipt. Sladana will make sure wording gets to teacher's receipt as well.

SECRETARY REPORT- Jennifer

Jen reports all good for Valentine's Day parties from room parents.

TREASURER'S REPORT –Sarah

Everything good. No updates. 17 people still have not paid the membership dues even though they said they would on form at beginning of year. 7 outstanding have paid. \$6,000 given for teachers for programs.

1st VICE PRESIDENT- Maggie

Nothing to report, except she is getting started on filling committee chair positions.

VOLUNTEER COORDINATOR REPORT – Laura

Volunteer issues? Green Team. How can we do a better job passing things along to next person? Laura was asked to send out an email to create a binder to give to next person to make it easier for next chair. Maggie would like a list of committee chairs and Laura will ask if they will continue in email as well. Hospitality? Will separate from appreciation. Tuesday Treats will go back to VP.

HOT LUNCH REPORT – Heather

Hot lunch date for calendar, would like to start on September 1. Volunteers still slim for Tues and Thurs. Will get another note to room parents to plea for help.

MEMBERSHIP REPORT – Krista

Not present.

PARLIMENTARIAN REPORT – Christy

Not present, but reported that she is beginning work on the Board for next year.

WEBSITE REPORT–Sladana

Updated committee list needs to be updated. Sladana and Prachi will work together. However, the job needs a website and application development person in addition to Sladana and Prachi. Application person is much more work. If possible, if you can find someone and Sladana can train. Application person needs to know JavaScript. Sladana will write something for Roar.

At this time, the Board moved into a Stop Start and Continue format to review this years programs to determine if any changes need to be made:

Stop Start and Continue:

Apple for Classroom: Reached \$37,000 in donations as well as items. Database work for application is more work for this project.

Website: See above

Appreciation: Going well. Will continue and Maggie has someone.

Art Exhibit: Well received.

Art Notecards: Will not distribute before Thanksgiving taking some of the pressure off. Will work on getting password protection for ordering online. May have some changes with person who prints the cards. Will not have volunteers in classroom next year.

Bilingual Buddies: Running on its own.

Book Fair: Had issues with volunteers. Want to run same time, but not do two Saturdays.

Boxtops 4 Education: Seems to be going well.

Directory: Paper directory will continue for time being. Sue will follow up with Lisa to see if it can be done at district level. If not done at District level, the website person can get the list and be point person. Also needs to be a joint effort with La Entrada.

First Fridays: Good, but need to see if Terry will continue.

Green Team: Recology visited our campus and not everything compostable as hoped. If we have hot food, need to have help sorting or don't have hot food. Pending.

Holiday Workshop: Continue and ask parents to put in grade in sign ups.

Hospitality: Continue

Hot Lunch: Continue

Junior Great Books: Chair? Katie will check with teachers to see if want to still do it.

Kindergarten Roundup: Continue

Memory Book: Have not started that yet. Pending

Pancake Breakfast: Continue

Picture Day: School hires Bud White, Sue looked at one at La Entrada. More expensive, by a little. Sonja had some problems with the process. Bud said he would work with a similar package. Bud goes through quickly, if he changes to different poses it will take more time. Teachers don't want too much time taken away for pictures. Bud's approach for this age group works best.

Read-A-Thon: Continue, but don't have Chair

Science Wonders: Talk about next time

Sprit Wear: Company makes sprit wear also makes some things like shot glasses. It is now fixed so a search will not show options. Will continue, but need to have chair double check to be sure it doesn't come up again.

Third Grade Field Day: revisit

Tuesday Treats: continue

Website: Newsletter under same

Dates: Feb 25 General Meeting: Just General meeting

April 1 meeting will finish Stop Start Continue

NEXT MEETING/IMPORTANT DATES

PTA General Meeting: Feb 25th and morning with Principal. April 1th General Meeting in Cano at 9:00. April meeting will be for slate for next year approved and budget for next year. April 8th meeting will have Eric Holm to talk about construction at both campuses, but primarily here. Perhaps we can have Kathy Ruwe also speak about Second Step, Social Emotional Learning?

At this time there was no further business to address. The meeting was adjourned at 11:00 am.

Jennifer Le, Las Lomitas PTA Secretary