

**Minutes of a Meeting of the
Las Lomas Parent Teacher Association Executive Board
August 11, 2016**

A meeting of the Las Lomas Parent Teacher Association Executive Board (the “**Board**”) was held at Las Lomas Elementary School on August 11, 2016 at 9:00 a.m.

Present were Anca Rusu (President); Ian Edwards (Treasurer); Brian Lee (Secretary); Adrienne Wonnacott (First Vice President); Corinne Burke (Third Vice President); Prachi Shah (Fourth Vice President); Stephanie McGrory (Communications); Maggie Oren (Parliamentarian); Helen Ungerman; Alain Camou (Principal); Christy Chalfant (Assistant Principal); and Katie Gordon (Teacher Representative). Absent was Diane Bradley (Second Vice President).

Quorum was met, and Anca Rusu called the meeting to order. Brian Lee kept the minutes. The minutes from the meeting of the Board held on June 1, 2016 were approved.

Principal’s Report (Alain Camou)

Alain reported on activities during the summer, including professional development programs for teachers and school improvements.

Alain also discussed the student-teacher ratios for the upcoming school year. Alain further noted that Las Lomas will enforce immunization policies, in accordance with California law.

Teacher’s Report (Katie Gordon)

Katie reported on the upcoming Meet the Teacher night. Katie also discussed new hires (school counselor and two reading specialists) and noted that four teachers were being trained on reading recovery programs.

Alain noted that there were shifts in classroom assignments (including moves from portable trailers to classrooms, which are expected to result in significant annual savings in rental fees),

President’s Report (Anca Rusu)

Anca noted that all PTA committee chairs had been filled, other than the chair of the Lion’s Roar (due to a recent move by the committee chair; Maggie will fill in temporarily).

Anca also noted that the “Kindie Meet and Greet” would be cancelled this year.

Treasurer’s Report (Ian Edwards)

Ian reviewed the budget with the Board.

Ian also discussed the need to conduct an audit, noting that the Board is required to do at least two audits per year. The Board decided to search for a volunteer to assist with the audit.

Secretary's Report (Brian Lee)

Brian reported on the preparations for the upcoming Meet the Parents night.

First Vice President Report (Adrienne Wonnacott)

Adrienne provided an update on the upcoming school assemblies.

Adrienne also noted that this year's teachers' gift was a binding machine.

Second Vice President Report (Volunteer Coordinator) (Helen Ungerman (filling in for Diane Bradley))

Helen noted that volunteers are needed for this year's Pancake Breakfast.

Third Vice President Report (Hot Food) (Corinne Burke)

Corinne discussed the need for more volunteers.

Communications (Stephanie McGrory)

Stephanie provided an overview of the functions of the Communications role.

Parliamentarian (Maggie Oren)

Maggie discussed the back to school edition of the *Lion's Roar*. Maggie also discussed the directory on Infosnap.

Next Meeting

The next meeting will be September 7, 2016 at 9:00 a.m.

At this time there was no further business to address. The meeting was adjourned at 10:45 a.m.

Brian Lee, Secretary