

**Minutes of a Meeting of the
Las Lomas Parent Teacher Association Executive Board
February 8, 2017**

A meeting of the Las Lomas Parent Teacher Association Executive Board (the “**Board**”) was held at Las Lomas Elementary School on February 8, 2017 at 9:00 a.m.

Present were Anca Rusu (President); Ian Edwards (Treasurer); Brian Lee (Secretary); Adrienne Wonnacott (First Vice President); Diane Bradley (Second Vice President); Prachi Shah (Fourth Vice President); Maggie Oren (Parliamentarian); Alain Camou (Principal); Katie Chalfant (Assistant Principal); Katie Gordon (Teacher Representative) (for a portion); Shannon Potts (Director of Curriculum and Instruction, Las Lomas Elementary School District) (for a portion); and Tissha Brumm (Chair, Pancake Breakfast) (for a portion). Absent were Corinne Burke (Third Vice President); and Stephanie McGrory (Fifth 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 January 11, 2017 were approved.

Pancake Breakfast Report (Tissha Brumm)

Tissha reported on the results of the successful Pancake Breakfast. She was happy with the number of volunteers and noted that the combined event with the Fun Run resulted in higher attendance. The Board thanked Tissha for her service.

LLESD Report (Shannon Potts)

Shannon discussed the development process for the Local County Accountability Plan, as well as achievement criteria. In complying with state guidelines, Shannon noted the emphasis on understanding the shifts in student demographics (e.g., 25% of LLESD students are bilingual), with a focus on “English learners” (97 in the LLESD), vocabulary acquisition (e.g., science, academic) and dealing with chronic absenteeism (defined as 15 days per year, currently at 5%). She also discussed the focus on increasing technology access.

Shannon left the meeting.

Principal’s Report (Alain Camou)

Alain noted that Marie Munteer (Teacher’s College Writer’s Workshop Coach) was working with the teachers this week; this year, the teachers are meeting with Marie all day, divided by grade level.

Alain reported on the preliminary “staggered day” meetings with parents and faculty.

Alain noted that Kindergarten enrollment was ongoing; the school was projecting 140 students with seven classes.

Alain noted that next week's event with Julie Lythcott-Haim was sold out, but there would be a rebroadcast on March 6.

Alain noted that Session Requests will be going live on February 27 at 5:00 p.m. (through Google Docs).

Teacher's Report (Katie Gordon)

Katie joined the meeting.

Katie reported on successful 100 Day Celebration.

President's Report (Anca Rusu)

Anca reported on the results of the Art Note Card on behalf of Laaya Khamsi (Chair, Art Note Cards). Anca noted that many parents were requesting a second round of drawings or orders; the Board agreed to reassess next year,

Katie left the meeting.

Anca reported on a recent incident. The Las Lomas e-mail account was hacked, which resulted in funds being transferred to an account. The fraud was discovered immediately and the Atherton Police was contacted; and all funds were returned. Subsequently, all account passwords were reset; and the Board reaffirmed its procedures for fund transfers.

Treasurer's Report (Ian Edwards)

Ian provided an update on the financials, including recent donations.

Ian discussed implementing an authorization process for reimbursements for volunteers, with the Committee Chairs being the focal point for reimbursements. The Board resolved to implement such procedures. The Board noted that the job descriptions for Committee Chairs would be updated accordingly.

Secretary's Report (Brian Lee)

Brian reported on a recent donation of stock by a parent.

Fourth Vice President Report (Prachi Shah)

Prachi discussed the need for an additional volunteer next year to assist with technology matters.

Parliamentarian Report (Maggie Oren)

Maggie noted that the Nominating Committee, and the search for future Board members and Committee Chairs, was still in process.

The Board selected a cover for the Memory Book cover.

Next Meeting

The next meeting will be March 1, 2017 at 9:00 a.m.

At this time there was no further business to address. The meeting was adjourned at 11:15 a.m.

Brian Lee, Secretary