

**Minutes of a Meeting of the  
Las Lomas Parent Teacher Association Executive Board  
November 2, 2016**

A meeting of the Las Lomas Parent Teacher Association Executive Board (the “**Board**”) was held at Las Lomas Elementary School on November 2, 2016 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); Corinne Burke (Third Vice President) (for a portion); Prachi Shah (Fourth Vice President); Stephanie McGrory (Fifth Vice President) (for a portion); Maggie Oren (Parliamentarian); Katie Gordon (Teacher Representative); Christie Chalfant (Assistant Principal); and Anya Hodges (Co-Chair, Las Lomas Book Fair) (for a portion). Absent was Alain Camou (Principal).

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 October 5, 2016 were approved.

**Third Vice President Report (Corinne Burke)**

Corinne discussed issues related to the Hot Lunch Program, specifically (i) there are not enough volunteers on Mondays (e.g., parents signing up but not showing up) and (ii) a significant number of “emergency” hot lunches. The Board discussed potential solutions. Corinne left the meeting.

**Book Fair Report (Anya Hodges)**

Anya reported on the Las Lomas Book Fair. Despite reduced hours due to fewer volunteers, the Co-Chairs were pleased with the results, particularly with respect to donations to the outreach school, outreach students and teacher wish lists. Anya also reported that many parents asked about additional opportunities to donate to or assist outreach schools. Anya left the meeting.

**Principal’s Report (Christie Chalfant)**

Christie reported that the Halloween Parade was very well attended and went very well and that the Teacher’s College event was very well regarded.

Christie noted that teachers are preparing for the upcoming Parent-Teacher conferences.

Christie also reported on the upcoming Cub Scouts Food Drive.

**Teacher’s Report (Katie Gordon)**

Katie thanked the PTA for the Tuesday Coffee.

Katie reported that the teachers were preparing for their professional development initiatives.

### **Fifth Vice President Report (Stephanie McGrory)**

Stephanie reported on communications with the PTA Committee Chairs. Stephanie left the meeting.

### **President's Report (Anca Rusu)**

Anca reported on the Second General Meeting.

Anca reported on the Art Note Card Program and noted that a number of parents requested additional windows to order cards.

Anca reported on the potential donation of stock to the PTA by a parent. Brian noted that the PTA is in the process of setting up an account with E\*Trade Securities ("**E\*Trade**").

Anca reported on upcoming events, including the Holiday Workshop and the Holiday Luncheon.

Anca reported on complaints received from parents about the photographer used by the school for picture day. The Board decided to conduct a survey (which would cover multiple matters) to assess.

### **Treasurer Report (Ian Edwards)**

Ian provided a brief report on the financials.

### **Secretary's Report (Brian Lee)**

Brian explained certain requirements in connection with the opening of an account with E\*Trade for the Las Lomas Parent Teacher Association (the "**LLPTA**"). After discussion, the Board unanimously adopted the following resolutions:

BE IT RESOLVED, that the LLPTA is hereby authorized to establish and maintain an account, or multiple accounts, with E\*Trade (the "**E\*Trade Account**");

RESOLVED, FURTHER, that the members of the Board are hereby are authorized to establish and maintain the E\*Trade Account on behalf of the LLPTA, to bind the LLPTA to the E\*Trade Securities Customer Agreement and other agreements with E\*Trade and to take such other action as may be necessary or desirable in connection therewith.

### **First Vice President Report (Adrienne Wonnacott)**

Adrienne reported that all of the assemblies for the school year have been booked. Adrienne also discussed scheduling future events with the Jump Rope Queen.

### **Second Vice President Report (Diane Bradley)**

Diane discussed the preparation of transition binders to be provided to new members of the Board, in order to assist with the transition.

#### **Fourth Vice President Report (Prachi Shah)**

Prachi reported on reported issues related to the Book Fair web site and e-mails to Room Parents. The Board discussed solutions to ensure that these issues are corrected.

#### **Parliamentarian Report (Maggie Oren)**

Maggie discussed policies regarding holiday gifts for teachers. Brian agreed to communicate such policies to the Room Parents.

Maggie also noted that the Nominating Committee (led by Christine Orr and Diane Bradley to identify potential candidates to serve on the Board next year) needed to be finalized by the first quarter of 2017.

Maggie also discussed ongoing efforts to move the School Directory on-line.

#### **Next Meeting**

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

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

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Brian Lee, Secretary