

**Minutes of a Meeting of the
Las Lomas Parent Teacher Association Executive Board
September 7, 2016**

A meeting of the Las Lomas Parent Teacher Association Executive Board (the “**Board**”) was held at Las Lomas Elementary School on September 7, 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); Prachi Shah (Fourth Vice President); Stephanie McGrory (Communications); Maggie Oren (Parliamentarian); Alain Camou (Principal); and Katie Gordon (Teacher Representative). Absent was Corinne Burke (Third 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 August 11, 2016 were approved.

Principal’s Report (Alain Camou)

Alain reported that the first day of classes, as well as Parent Information Night and the “Coffee with the Principal” event, went very well.

Alain also discussed oversubscription concerns with the Champions program, noting that there has been a 15% decline in school enrollment over the last several years, but the enrollment at Champions has been increasing, largely due to changing demographics (e.g., two working parent households). The Champions program expects to hold a parent education night (e.g., on staggered days or split schedules).

Alain reported on his efforts to coordinate with La Entrada on a parent education opportunity and the potential engagement of a consultant to assist with setting up speakers. Alain will provide an update at the next Board meeting.

Teacher’s Report (Katie Gordon)

Katie thanked the PTA for the gifts to the schools and the teachers.

President’s Report (Anca Rusu)

Anca reported that all PTA committee chairs had been filled. Anca also noted that more volunteers were needed for the upcoming Pancake Breakfast and Fun Run.

Anca discussed the scheduling of the next general meeting. (The first general meeting was held on the first day of school, but the Bylaws require three meetings per year.)

Anca also discussed the audit for 2016.

Secretary's Report (Brian Lee)

Brian provided an update on coordinating with all of the room parents. The Board discussed setting up a centralized approach for communications with parents (including setting up email lists).

Brian also discussed a potential donation of stock to the PTA by a parent. Brian will report back at the next Board meeting.

First Vice President Report (Adrienne Wonnacott)

Adrienne discussed the planning for upcoming assemblies, in September, January and March.

Adrienne also discussed the need to coordinate volunteers more effectively for Hot Lunch, with more volunteers needed for Mondays and Wednesdays.

Second Vice President Report (Volunteer Coordinator) (Diane Bradley)

Diane reported that all PTA committee chairs all chairs had received volunteer lists.

Communications (Stephanie McGrory)

Stephanie discussed having each Board member create executive summaries of duties and responsibilities in order to facilitate annual transitions.

Parliamentarian (Maggie Oren)

Maggie discussed the school directory, noting that parents need to sign up separately to be included in the school directory. Brian agreed to send out a follow-up email to Room Parents after the Pancake Breakfast.

Maggie also reported on the PTA gift to the school from last year -- the final total was approximately \$5,700, which was used to purchase a Google Chrome cart.

Treasurer's Report (Ian Edwards)

Ian provided an update on the financials.

Next Meeting

The next meeting will be October 5, 2016 at 9:00 a.m.

At this time there was no further business to address. The meeting was adjourned at 10:30 a.m.

Brian Lee, Secretary