

**Minutes of a Meeting of the
Las Lomas Parent Teacher Association Executive Board
August 16, 2017**

A meeting of the Las Lomas Parent Teacher Association Executive Board (the “**Board**”) was held at Las Lomas Elementary School on August 16, 2017 at 9:00 a.m.

Present were Adrienne Wonnacott (President); Aiko Yoshikawa (Vice President); Katie Garlinghouse (Volunteer Coordinator); Corrine Burke and Jessica Bragg (Hot Food); Stephanie McGrory (Communications); Alain Camou (Principal); Christy Chalfant (Assistant Principal); and Katie Gordon (Teacher Representative). Absent were Kirsten Cahill (Secretary); Ian Edwards (Treasurer); Maggie Oren (Historian); Rama Harikrishnan (Technology); Jue Lin (Financial Secretary); and Anca Rusu (Parliamentarian).

Quorum was met, and Adrienne called the meeting to order. Stephanie McGrory kept the minutes.

Principal’s Report (Alain Camou)

Alain provided an update on the construction during the summer months. The project is now on track, although there were slight delays due to issues with trees near the roundabout. Alain noted that we will be down 20 parking spots and that he has asked Champions staff to park off-site.

The summer was also busy with professional development including participation by 16 teachers in a reader’s workshop; every grade was represented. Teachers also went to New York for additional training in reading and writing instruction.

Alain also reported on the Technology Training that will be handled by Stacey Olsen, who will work 3 days in her classroom and 2 days with other teachers to incorporate new technologies such as chromebooks, computers in the classroom, basic programming, etc.

Alain mentioned that the staff is gearing up to PIN. He also commented on enrollment with the following breakdown of students: 6 Kindergarten classes (117 students); 6 1st grade classes (120 students); 7 2nd grade classes (135 students); and 7 3rd grade classes (136 students). Alain was pleased that the class sizes remain at between 19-20 students.

Finally, Alain reported on new teachers – 3 new staff members have joined: Julia Weber (preschool program); Leah Wachtel (language lab); and Melisande Schendel (2nd grade, came from La Entrada). Other changes include: Jill Ohline now teaches Kindergarten and Judy Ackerman is back in her 2nd grade class full time after being on a Math TOSA last year.

Teacher’s Report (Katie Gordon)

Katie reported that the teachers are getting ready for the start of school and preparing for “Meet the Teacher.” She also mentioned a playdate over the summer with a number of teachers and their children.

President's Report (Adrienne Wonnacott)

Adrienne reported that we have all of the PTA Committees filled with the exception of Spiritwear. Adrienne will also provide the list of PTA Committees to the office. Adrienne will also share the budget/treasurer reports.

Vice President Report (Aiko Yoshikawa)

Aiko reported that the dishwasher was installed for teachers. She also mentioned the plans for hospitality activities including a coffee welcome cart for teachers on Friday, 8/25. Finally, Aiko reported on the upcoming assemblies including Rope Works at the end of September.

Volunteer Coordinator (Katie Garlinghouse)

Katie discussed the upcoming PTA meeting and Job Fair sign ups on Wednesday morning, 8/23.

Hot Food (Corrine Burke)

Corrine reported that the hot lunch contract was signed by the district in May. Hot food chairs have been assigned.

Communications (Stephanie McGrory)

Stephanie reported that new PTA posters will be printed and hung on the bulletin board in time for "Meet the Teacher" including names and photos of all PTA Board members, as well as upcoming events.

Stephanie also mentioned that she will be handling drafting emails that will be distributed (by Maggie Oren through centralized directory) to parents on a bi-weekly basis or when needed.

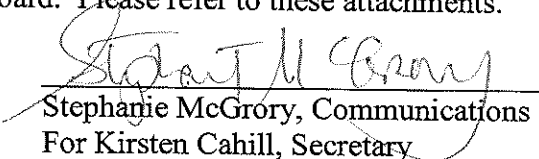
Next Meeting

The next meeting will be on September 6, 2017 at 9:00 a.m.

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

Post Meeting Minutes

Adrienne provided the treasurer reports for the Board. Please refer to these attachments.


Stephanie McGrory, Communications
For Kirsten Cahill, Secretary

From June 1, 2017 to August 16, 2017

Date	Type	Number	Description	Amount	Totals
WF Checking 1469					
Balance On Hand 6/1/2017					\$ 76,760.19
Deposited Income					
06/13/2017	DEPOSIT		memory book income	\$ 1,440.00	
				TOTAL	<u>\$ 1,440.00</u>
Voided Checks					
08/14/2017	VOID CHECK	100000001	Test Print, Test check printing	\$ 0.01	
08/14/2017	VOID CHECK	100000610	PTAEZ, Invoice 4313, Yearly PTAEZ renewal	179.00	
08/14/2017	VOID CHECK	601	Destroyed check, Check damaged and never printed	0.01	
				TOTAL	<u>\$ 179.02</u>
Adjustments/Transfers					
07/31/2017	ADJUSTMENT	400	Infosnap revenue 07/22-31/2017	\$ 15,779.36	
				TOTAL	<u>\$ 15,779.36</u>
Total Deposits					<u>\$ 17,398.38</u>
Checks					
06/01/2017	CHECK	605	Las Lomitas Elementary School, Cost of CSMA Ceramics class paid for from Art Notecard funds	\$ 5,200.00	
06/06/2017	CHECK	606	Meghan Easterhaus, Bubbles for 3rd grade field day	53.29	
06/06/2017	CHECK	607	Elizabeth Webb, Pizza for teachers: Open House night	348.87	
06/08/2017	CHECK	608	Kiersten Mahon	135.62	
06/13/2017	CHECK	609	Entourage Yearbooks, Inv. 1018918003 Extra memory books	84.98	
08/08/2017	CHECK	100000001	Test Print, Test check printing	0.01	
08/08/2017	CHECK	100000610	PTAEZ, Invoice 4313, Yearly PTAEZ renewal	179.00	
08/08/2017	CHECK	610	PTAEZ, Invoice 4313, yearly renewal	179.00	
				TOTAL	<u>\$ 6,180.77</u>
Total Disbursements					<u>\$ 6,180.77</u>
Balance On Hand 8/16/2017					<u>\$ 87,977.80</u>
WF Savings 4687					
Balance On Hand 6/1/2017					<u>\$ 28,128.31</u>
Deposited Income					
06/30/2017	DEPOSIT		interest june 2017	\$ 1.39	
07/31/2017	DEPOSIT		interest july 2017	1.43	
				TOTAL	<u>\$ 2.82</u>
Total Deposits					<u>\$ 2.82</u>

<u>Date</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>	<u>Amount</u>	<u>Totals</u>
Total Disbursements					<u>\$ 0.00</u>
Balance On Hand 8/16/2017					<u>\$ 28,131.13</u>
PayPal laslomaspta@gmail.com					
Balance On Hand 6/1/2017					<u>\$ 0.00</u>
Total Deposits					<u>\$ 0.00</u>
Total Disbursements					<u>\$ 0.00</u>
Balance On Hand 8/16/2017					<u>\$ 0.00</u>
PayPal Funds					
Balance On Hand 6/1/2017					<u>\$ (107.42)</u>
Total Deposits					<u>\$ 0.00</u>
Total Disbursements					<u>\$ 0.00</u>
Balance On Hand 8/16/2017					<u>\$ (107.42)</u>
Square					
Balance On Hand 6/1/2017					<u>\$ 0.00</u>
Total Deposits					<u>\$ 0.00</u>
Total Disbursements					<u>\$ 0.00</u>
Balance On Hand 8/16/2017					<u>\$ 0.00</u>
InfoSnap Revenues					
Balance On Hand 6/1/2017					<u>\$ 154.88</u>
Deposited Income					
07/31/2017	DEPOSIT		infosnap 07/22-31/2017	\$ 16,350.00	
				TOTAL	<u>\$ 16,350.00</u>
Total Deposits					<u>\$ 16,350.00</u>
Adjustments/Transfers					
07/31/2017	ADJUSTMENT	400	Infosnap revenue 07/22-31/2017	\$ 16,350.00	

<u>Date</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>	<u>Amount</u>	<u>Totals</u>
				TOTAL	\$ 16,350.00
Total Disbursements					\$ 16,350.00
Balance On Hand 8/16/2017					\$ 154.88
Other Information					

Treasurer Summary

Cash on Hand 08/16/17

WF Checking	\$100,564.40
WF Savings	\$ 28,131.13
PayPal	\$ 94.17
<u>E*Trade</u>	<u>\$ 9,965.47</u>
Total	\$138,755.17

New member's revenue (Estimated)

Infosnap receipts	\$28,365.96
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Checks and disbursements

Check # 610	PTAEZ	\$179.00
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