



Ladera Elementary School
PTO Board Meeting
August 15, 2011

Board Members Present:

Janice Lee, Jim DiLellio, Zubia Villacorta, Judy Clark, Karen Sisson, Pam Edmondson, Kathy Ghanouni, Sheila Adlawan

Board Members Absent:

Pam Dixon

Principal:

Derek Pinto

1. Call to order

- The meeting was called to order at 10:08 AM by Janice Lee.
- Derek Pinto was introduced to the board.
- As per our by-laws, board members must attend all PTO meetings and can't miss more than three consecutive meetings (see attached By Law, Section 13).
- For the 2011-/2012 school year, PTO meetings will be on the third Wednesday of the month alternating between 12:00 PM and 6:00 PM. The first general meeting is scheduled for Wednesday, September 14th at 5:00 PM.
- We will also offer the ability to conference call into the meeting for those members who aren't able to physically attend.
- There will be a General PTO meeting (prior to the September 15th one) for all incoming Board and Committee members- date to be determined.

2. VP Volunteers- Pam Edmondson

- Pam is in the process of putting together a PTO Manual that will include step-by-step instructions on various procedures (i.e.: check reimbursement, copy machine use, Friday Folders information, etc.). If you have any items you would like to be included in the manual, let Pam know immediately. A draft will be sent out to all Board members for their input and review before completion.
- **Welcome Back Social** will be on Tuesday, August 30th from 5-7:00 PM. Dinner will be provided for purchase by 5th Grade Promotion. Mr. Pinto along with the teachers will be present. Class postings will begin around 6:00 PM. Spirit Wear will be available as well as volunteer sign-ups for the upcoming year. New families will receive a post card in the mail and an e-blast will be sent out to current subscribers.
- **Back to School Night** will be on Wednesday, September 14. The first general PTO meeting will be at 5:00 PM with the class room presentations at 6:00 PM. This is an adult only

function. Would like to have as many of the PTO Board Members present for Q & A with the new parents.

3. VP Programs- Kathy Ghanouni (Assemblies)

- There will be 4 assemblies this school year- Imagination Machines (October 7), Bully Dudes (January 13), Alley Cats (March 9), and Swazzle (May 18). There will be two 45 minute performances at 9:30 AM and 11:00 AM.
- Kathy will look into Kaiser's Free Educational programs and report back to the Board.

4. VP Programs- Sheila Adlawan (After School Programs)

- The goal this year is to change the venue of the programs offered.
- Lined up for the fall so far are: Mad Science (Tuesdays), Color Me Mine (Wednesdays), Clay Class (Thursdays) as well as two exercise classes offered on Wednesday and Thursday.
- We will add a "suggestions" email box on the school web site for parents to provide input on After School programs.

5. VP Membership- Zubia Villacorta

- The cost to join the PTO this year will be lower than previous years- \$25
- We are in the process of looking into a Pledge Drive like other schools in Tustin and Irvine have successfully done in the past.

6. Fall Fundraiser and Family Nights- Judy Clark

- The Fall Fundraiser/Family Night will be on Friday, October 28th from 5-8:00 PM. This year's theme is Carnival/Halloween. Each grade level will be responsible for a booth in addition to the Cake Walk and Halloween costume contest. Farmer John or Berkley Dog will hopefully provide dinner for the event. Cost is \$10 per wrist band and will include unlimited games, 2 concession stand items and two tickets to the cake walk.
- Teacher Donations as well as other donations will be available for Silent Auction that evening.
- Family Night venues will change this upcoming year to include Halloween (October), Movie Night (December), game night (February), and Angels game (TBD).

7. VP Publicity- Karen Sisson

- Due Date for the weekly email blasts is Wednesday (email blast goes out every Friday).
- Karen handed out a monthly newsletter schedule with article due dates and newsletter distribution dates for the new school year. Karen will also email this schedule to Board Members, Committee chairs, teachers and staff.

8. Treasurer- Jim DiLellio

- Budgets are in the process of being created and approved.
- Moving forward, expenses should be turned in to Jim or Pam within 30 days of date that expense is incurred.

9. Mr. Pinto

- A motion was made and approved to provide books and tee shirts for the new school theme of [212 degrees](#). The new theme will be added to the Spirit Wear shirts.

The meeting was adjourned at 12:00 PM.

SECTION 13

When an officer fails to attend three consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the executive board determines to be injurious to the organization or its purposes, the executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include: (1) asking for the resignation of the officer; (2) making a formal recommendation that the officer be removed from office following a hearing conducted in accordance with Due Process.*