

The Los Gatos-Saratoga Observation Nursery School
Incorporated By-Laws

Updated August 2016



Los Gatos-Saratoga
Observation Nursery School

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ARTICLE I - NAME AND LOCATION

1. The name of the Corporation shall be the "Los Gatos-Saratoga Observation Nursery School, Incorporated", hereinafter referred to as the "School".
2. The principal place of business of the School shall be within the designated boundaries of Los Gatos-Saratoga Recreation.

ARTICLE II – PURPOSE OF THE SCHOOL

1. The purpose of the daytime program is to provide a relaxed atmosphere in which parents can view their children objectively through observations while a trained teacher handles the relationships of a particular age group working in controlled areas.
2. The daytime program provides preschool group experience in areas of exploring the outdoors, art, music, social relationships, friendship, food preparation, acceptance and appreciations of other cultures, science and mathematics.
3. The daytime program is designed for the child and parent (without other siblings) to share in the adventure of education outside the home.
4. The purpose of the evening program is to provide lectures and discussions, which support and enrich the individual parent through group process.
5. The obligations and mechanics of running the School are handled by the Board of Directors and the Director of the School, and leave the parent free to be involved in the true meaning of parent-education.

ARTICLE III – BOARD OF DIRECTORS

1. The corporation was formed and is administered by a Board of Directors. Two-thirds of the Board shall constitute a quorum for the transaction of business.
2. THE VOTING BOARD shall consist of the Chair, Treasurer, Information Chair, Registration Chair, Secretary, Fundraising Chairs, Programs Chair(s), Purchasing Chair, Facilities Chair, Forms Chair, Newsletter Chair, Webmaster and Technologist.
3. THE NON-VOTING BOARD shall consist of some or all of these positions: Alumni Liaison, Animals Chair, Community Service Liaison, Family Partnership Coordinator, Garden Coordinator, Go-Green Advocate, Grant Writer, Health and Safety Coordinator, Historian, Librarian, Marketing Chair, Miscellaneous Fundraising Chairs, Party Coordinator, School Photos Coordinator, Social Chair, T-Shirt/Sweatshirt Sales Coordinator, Turkey Trot Committee Member, Workday Coordinator.
4. THE BOARD OF DIRECTORS shall also be comprised of at least one parent from each class. If all positions are filled, this person will serve as a class representative and assume all Board responsibilities. Parents in the School shall voluntarily serve on the Board as openings occur.
5. THE EXECUTIVE COMMITTEE of the Board of Directors shall consist of the Chair, Treasurer, Registration Chair and Information Chair. The Director and the Head Teacher will serve as ex-officio non-voting members. The Executive Committee will deal with issues that come before the Board that cannot wait until the next scheduled Board Meeting. This includes, but is not limited to, petitions, budgetary items, legal issues and requests from the Director and/or Teachers. This consultation can be via phone or by e-mail or at a special meeting of the Executive Com-

mittee. All Executive Committee members are copied on votes taken through email. Decisions made by the Executive Committee will be reported at the next scheduled Board Meeting.

6. The Chair shall appoint a NOMINATING COMMITTEE composed of three members of the Board. They shall submit their nominations for all the new Board members at the April meeting. Any member of the School may submit additional nominations, for any office, and nominations shall remain open through the election. At the April Board meeting, the new officers shall be elected by secret ballot, only if there are contenders for office. The months of April and May shall be considered as transition months for each officer to orient his or her successor as to duties, procedures, etc. The newly elected Board assumes its responsibilities in May, to serve concurrently with the old Board through May.
7. Board members are expected to serve as positive ambassadors for our school and to be respectful in their communications and keep the school's best interests in mind at all times.
8. No Board office shall be held more than two consecutive terms without approval from the Board.
9. Board members shall serve without compensation.
10. No paid employee shall be a member of the Board.

ARTICLE IV – VACANCIES ON THE BOARD OF DIRECTORS

1. Membership on the Board shall terminate in the event of death, resignation, acceptance of the position of Director, staff member or paid position in the School, withdrawal from active membership in the School, or failure to attend three meetings of the Board without a valid excuse.
2. A qualified active member appointed by the Chair shall fill any vacancy. The terms of office shall be only for the remaining-expired portion of the term of the retired member.
3. A new Chair shall be nominated and elected by a simple majority of the members of the Board of Directors.
4. If a problem arises with a Board member, the Chair and the Board member shall meet to discuss the problem. If the Chair determines that the Board could function more positively without the specific Board member, the Board member will be asked to resign. If the Board member refuses, the entire Board will vote on the decision with two-thirds of the Board voting yes in order for a recall to occur.

ARTICLE V – POWERS OF THE BOARD OF DIRECTORS

1. The Board of Directors shall determine the policy of the School.
2. The Board shall meet monthly during the school year. Additional meetings may be called at the discretion of the Chair.
3. The Board of Directors shall be responsible for the hiring of the Director, Teaching Staff, Book-keeper and any other paid employees.
4. The Board of Directors shall review the performance of paid employees of the School during the school year.

VOTING BOARD POSITIONS : DUTIES AND POWERS

ARTICLE VI – BOARD CHAIR : DUTIES AND POWERS

1. The Chair presides at all meetings of the Board of Directors.
2. The Chair is an ex-officio member of all committees except the nominating committee.
3. The Chair shall act as a representative of the School.
4. The Chair shall see that the duties of all the members of the Board and the Director of the School are clearly defined to them.

5. The Chair shall discharge such other duties as may be required by the by-laws of the Board of Directors.
6. The Chair shall sign all necessary documents and/or checks when the Treasurer is not available.
7. The Chair shall be entitled to vote when the vote is by ballot and/or in the event of a tie vote.
8. Between regular elections, the Chair shall select substitute officers in case of vacancy or temporary absence.
9. The Chair shall approve the Newsletter written by the Newsletter Chair.
10. The Chair shall engage the Budget Committee in November/December for a Tuition Meeting and in March/April for the annual Budget Meeting. The Budget Committee consists of the Chair, the Treasurer, the Bookkeeper, the Director and one or more of following: the Information Chair or the Registration Chair. The committee will prepare the Budget for the following school year at the Budget meeting.
11. In the absence of the Chair, the Treasurer shall serve.
12. The Chair and Facilities Chair shall assist the Director in arranging for school housing and maintenance thereof.
13. The Chair shall assist the Director and Secretary in revision of school documents.
14. The Chair shall assist the Director in preparation, distribution, and organization of staff and membership evaluations.
15. The Chair shall conduct the hiring of a new Director and/or Bookkeeper when necessary to fill vacancies.
16. The Chair, along with the Director, will preside over a committee consisting of an appointed Board member and staff member to interview prospective staff.
17. The Chair shall assist the Lead Teacher and Director with the calendar, welcome packets and the Orientation Meeting for each new school year.

ARTICLE VII - RECORDING SECRETARY : DUTIES AND POWERS

1. The Secretary of the Board shall attend all meetings of the Board of Directors and General meetings at which policy matters are to be acted upon and shall keep minutes of the proceedings. A draft of the minutes shall be distributed to the Board members and Director prior to the following Board meeting and shall be submitted for approval at the following Board meeting. Any corrections shall be called for prior to the vote for approval and will be included in the approved minutes. Approved minutes shall be distributed to the Board members, Head Teachers, the Director, and the Bookkeeper and shall be posted in the Parent's Room at the Schoolhouse and on the school website.
2. The Secretary shall maintain a file of past copies of the minutes.
3. The Secretary shall keep records of attendance at Board meetings.
4. The Secretary shall maintain an index listing of documents produced on computers.
5. The Secretary shall keep a disc copy of current documents if available.
6. The Secretary shall maintain, update and distribute the By-laws and Operating Policies and Parent Handbook. Updated copies of both the Operating Policies and the By-laws shall be distributed to all Board Members in June of each year and shall be made available to the general membership on the school's website and in the Parent's Room.

ARTICLE VIII - TREASURER : DUTIES AND POWERS

1. The Treasurer shall keep accurate records of tuition payments, late fees, and payments.

2. The Treasurer shall collect fees, tuition, and other special moneys and deposit them within two weeks of receipt.
3. The Treasurer shall present a financial report of the Corporation at each monthly Board meeting.
4. The Treasurer shall serve as Chair when the Chair is absent.
5. The Treasurer shall handle returned membership checks.
6. The Treasurer shall participate in the Tuition Meeting in November/December and in the Annual Budget meeting in March/April. The Treasurer shall keep records of annual budgets from previous years.
7. The Treasurer shall manage the Tuition Assistance Account.
8. The Treasurer shall consult with and advise Board members regarding expenditures and reimbursements.
9. The Treasurer shall communicate the monthly financial records to the Bookkeeper within two weeks of the months end.
10. The Treasurer or Board Chair shall review requests and issue reimbursement checks for expenses incurred by the Director. The Director shall not prepare or sign his/her own reimbursement checks.
11. The Treasurer along with the Director shall disperse funds as approved by the Board of Directors.
12. The Chair, Treasurer, Director and Lead Teacher will be signers on the LGSONS bank accounts.

ARTICLE IX - REGISTRATION CHAIR : DUTIES AND POWERS

1. The Registration Chair shall endeavor to maintain full enrollment in the School. The Registration Chair will consult with the Director, Head Teacher and Family Partnership Coordinator when determining class size and check the disqualified list before placing families.
2. The Registration Chair shall fill all classes, prepare membership lists for members of each class, teaching staff, Board of Directors, Director and Bookkeeper and distribute all necessary information.
3. The Registration Chair shall arrange and maintain current class lists and maintain waiting lists for future enrollment in the School.
4. The Registration Chair shall notify the Director, Teacher of the class, Treasurer, Forms Chair, Family Partnership Coordinator, Fundraising Chairs, Workday Coordinator, Programs Chair(s), Webmaster and Board Chair immediately of any changes in the school membership.
5. The Registration Chair shall provide class lists to new parents entering mid-year.
6. The Registration Chair shall arrange and maintain class lists for summer school, unless a Summer School Director chooses to take membership responsibilities for summer school.
7. The Registration Chair shall assist the Forms Chair in preparing and distributing the enrollment materials in February / March.
8. The Registration Chair shall provide the Nominating Committee with the class lists for the following year in order to ensure equal Board representation from each class.
9. The Registration Chair shall provide the Programs Chair(s), Facilities Chair, Workday Coordinator and the Fundraising Chairs with the class lists for the following year in order to track parent participation.
10. The Registration Chair shall present a membership report of the Corporation at each monthly Board meeting.

11. The Registration Chair shall review and update registration materials for the following year.

ARTICLE X - INFORMATION CHAIR : DUTIES AND POWERS

1. The Information Chair shall contact all sources of parents interested in the School and send them all necessary information concerning the School.
2. The Information Chair shall contact parents interested in the School and send them all necessary information regarding summer school.
3. The Information Chair shall assist the Summer School Director by providing names of non-LGSONS members interested in the summer school program.
4. The Information Chair shall refer visitors to the proper Head Teacher to arrange an observation.
5. The Information Chair shall be responsible for regularly updating the school information phone and retrieving and distributing school voicemail messages as applicable.
6. The Information Chair shall provide Los Gatos Saratoga Recreation with contact information for inclusion in LGS Recreation materials.
7. The Information Chair shall provide registration and information materials to LGS Recreation for the purpose of distribution to interested parties.
8. The Information Chair shall be responsible for all aspects of the annual Open House.

ARTICLE XI - PURCHASING CHAIR : DUTIES AND POWERS

1. The Purchasing Chair shall be responsible for purchasing school equipment as requested by the Director, Head Teachers and by the Board.
2. The Purchasing Chair, with the help of the Director, shall take and maintain an inventory of school equipment and supplies when requested by the Board.
3. The Purchasing Chair shall present a purchasing report to the Corporation at each monthly meeting.

ARTICLE XII - FACILITIES CHAIR : DUTIES AND POWERS

1. The Facilities Chair shall be responsible for maintaining all school equipment and facilities as requested by the Director of the School.
2. The Facilities Chair shall coordinate with Lakeside (landlord) regarding maintenance issues.
3. The Facilities Chair shall identify maintenance tasks to be performed by the membership at Workdays with assistance from the Workday Coordinator and the Director of the School.
4. The Facilities Chair shall purchase and provide the materials needed for maintenance tasks at Workdays.
5. The Facilities Chair shall submit to the Treasurer all expenditures for maintenance.
6. The Facilities Chair will be notified by the Workday Coordinator of any member delinquent in their maintenance requirement; and together they will provide an option for a project or require payment for non-compliance.

ARTICLE XIII - FUNDRAISING CHAIR : DUTIES AND POWERS

1. The Fundraising Chair shall be responsible for all fundraising activities of the School.
2. The Fundraising Chair shall strive to meet the fundraising goals set by the Board. The financial goals for all fundraising activities shall be given, in writing, to the Fundraising Chair at the May transition Board meeting. The Fundraising Chair shall be responsible for setting up the Fundraising Program and shall present it for approval to the Board by the September meeting.

3. The Fundraising Chair shall advise and oversee a Fundraising Committee which shall be comprised of a number of program coordinators who will plan and execute the fundraising activities for the year.
4. The Fundraising Chair shall provide regular updates to the Chair and the Board regarding the progress of fundraising activities.
5. The funds from fundraising activities shall be deposited in the general account. Funds from fundraising activities are to be used for the general operating budget.
6. The Fundraising Chair shall keep a record of members' participation in the fundraising activities and notify any members who have not fulfilled their requirement.
7. The Fundraising Chair shall collect buyout payments from those members wishing to buy out or from those delinquent in their requirements. At the end of the school year, a list of any families that did not complete their fundraising obligation shall be given to the Director.

ARTICLE XIV - NEWSLETTER CHAIR : DUTIES AND POWERS

1. The Newsletter Chair shall publish newsletters to all members of the School and the Staff on a regular basis.

ARTICLE XV - FORMS CHAIR : DUTIES AND POWERS

1. The Forms Chair shall work with the Registration Chair to prepare and distribute registration materials.
2. The Forms Chair shall be responsible for collecting all enrollment forms, including medical forms, TB verifications and LiveScan fingerprinting transaction forms, and shall inform the Director, Board Chair, and Registration Chair of non-compliance. All LiveScan forms will be forwarded to the Director to deliver to Los Gatos Saratoga Recreation Department. The Forms Chair will be responsible for collecting family partnership forms for the 3s, 3/4s and 4/5s classes and giving them to the Family Partnership Coordinator.
3. The Forms Chair will be responsible for collecting official immunization records and reporting them to the state each year.
4. The Forms Chair shall inform the parents of their obligations to the School so that they may remain active members.
5. The Forms Chair shall assist the Director and the Board Chair with correspondence when necessary. The Forms Chair will send out the welcome packet in consultation with the Board Chair, Registration Chair, Lead Teacher and Director.
6. The Forms Chair shall substitute for the Secretary when unable to attend Board meetings.
7. The Forms Chair shall assist the Registration Chair in maintaining a current membership list throughout the year.
8. The Forms Chair shall assist the Director and the Board members in updating the Disqualified File list at the end of the school year.

ARTICLE XVI - PROGRAMS CHAIRS : DUTIES AND POWERS

1. The Programs Chairs shall arrange for a speaker and a location for General Meetings for the membership once a year.
2. The Programs Chairs shall arrange for mini-courses to be offered to the general membership six to eight times a year. The Programs Chairs shall arrange for the location of each mini-course and shall write thank you notes to each instructor.

3. The Programs Chairs shall submit recommendations for night meeting speakers, mini-course instructors and subject matter to the Director for approval before finalizing a meeting or mini-course. The Director shall approve proposed dates for all mini-courses.
4. The Programs Chairs shall provide Lakeside School with all information on the General Meetings.
5. The Program Chair shall collect all signature names of the general membership who attend the General Meetings and distribute them to the Head Teachers. The Head Teacher in attendance shall collect all signature names of the general membership who attend the mini-courses and distribute a record of this attendance to the Program Chairs and other Head Teachers for tracking purposes.
6. The Programs Chairs shall manage the Adult Education Programs budget and track the total number of attendees for each program.
7. The Programs Chairs shall communicate the program (description, time and location) of the General Meeting and mini-courses in advance to the general membership. The Programs Chairs shall work with the Webmaster to publish the program of events on the school website.
8. The Programs Chairs represent a single voice during voting procedures at Board Meetings.
9. Each Programs Chair receives the full benefits associated with serving on the Voting Board.

ARTICLE XVII - WEBMASTER : DUTIES AND POWERS

1. The Webmaster shall be responsible for creating, maintaining and updating all school web pages.
2. The Webmaster shall update all school mailing lists which includes: all school, alumni, Board, class e-mails, Head Teachers, all teachers (both Head Teachers and assistants), staff (same as all teachers), newsletter, registration and any others who need forwarding from LGSONS.
3. The Webmaster shall keep the Alumni Files.

ARTICLE XVIII – TECHNOLOGIST : DUTIES AND POWERS

1. The Technologist shall coordinate technical projects for the School at the request of the Director, Head Teacher, and the Board.
2. The Technologist shall work with key stake-holders to develop project requirements to ensure technical projects fulfill the needs of the School.
3. The Technologist shall develop a budget for technical projects, in writing, and present it to the Board for approval.
4. The Technologist shall evaluate technical solutions and present recommendations to the Board for approval.
5. The Technologist shall oversee development / customization of solutions to meet the technical requirements of the School and shall coordinate parent volunteers and hire technical contractors to do development for technical solutions, as needed.
6. The Technologist shall work with hosting services to ensure any technical issues are addressed.
7. The Technologist shall perform all non content-related maintenance of website, database and other technical solutions.
8. The Technologist shall purchase all required software, hardware, hosting services and domain names needed to meet the School's technical needs within the budget allocated by the Board.
9. The Technologist shall act as co-system administrator with the Webmaster for the website and database for the purpose of user management of both systems.

ARTICLE IXX - NON-VOTING BOARD : DUTIES AND POWERS

ALUMNI LIAISON

1. The Alumni Liaison shall foster connections between the School and alumni families and alumni families with each other.
2. The Alumni Liaison shall utilize alumni as a fundraising source for the School by coordinating alumni giving campaigns and encouraging alumni support and attendance at School fundraising events.
3. The Alumni Liaison shall work with the Webmaster to maintain a current contact list of all School alumni.
4. The Alumni Liaison shall encourage continued alumni support of the School by getting alumni involved in helping to plan alumni events.
5. The Alumni Liaison shall facilitate the maintenance of a web-based social media tool so alumni can maintain contact with each other and the School.
6. The Alumni Liaison shall be the voice of the Board when contacting alumni.

ANIMALS CHAIR

1. The Animals Chair shall be responsible for maintaining the overall health and living conditions of the animals in the Schoolhouse. This usually includes chicken and guinea pigs; but has also included rats, rabbits and birds through the years.
2. The Animals Chair shall create a work schedule for parents in each class to contribute to the care and feeding of the animals.
3. The Animals Chair shall ensure that supplies of food, litter etc. are available at the Schoolhouse.
4. The Animals Chair shall coordinate the care and feeding of the Schoolhouse animals during school vacations and while classes are not being held at the Schoolhouse.
5. The Animals Chair shall coordinate medical care for Schoolhouse animals, if necessary.

COMMUNITY SERVICE LIAISON

1. The Community Service Liaison shall foster a spirit of community service by organizing projects and activities to help surrounding communities and those less fortunate. Projects and activities occur while school is held at the Schoolhouse.
2. The Community Service Liaison shall contact each charitable organization and inform the School of the type of charitable drive, the length of the drive and the goal for the drive.
3. The Community Service Liaison shall deliver all goods received from the drives to the selected charitable organization.

FAMILY PARTNERSHIP COORDINATOR

1. The Family Partnership Coordinator shall coordinate family partnerships for the 3's, 3/4's, and 4/5's classes. One parent shall be responsible for two children (their own child and one other) in the 3's class and for three children in the 3/4's and 4/5's classes (their own child and two others).
2. The Family Partnership Coordinator shall consider class size and the individual children when making recommendations.
3. The Family Partnership Coordinator shall recommend class size to the Head Teacher and Director.
4. The Family Partnership Coordinator shall assist the teachers and parents with any family partnership related issues.

GARDEN COORDINATOR

1. The Garden Coordinator shall be responsible for maintaining and planting the garden.
2. The Garden Coordinator shall be responsible for maintaining the watering system in the garden and working with Lakeside when necessary.
3. The Garden Coordinator shall be responsible for managing the composting program at school.
4. The Garden Coordinator shall work with the teachers regarding preferences for plants and activities in the garden and the timing.

GO GREEN ADVOCATE

1. The Go Green Advocate shall create and manage a recycling program at the School and educate parents and families relative to the program.
2. The Go Green Advocate shall partner with the Garden Coordinator regarding the program and its needs.
3. The Go Green Advocate shall work with the Purchasing Chair to ensure the School is purchasing and using “green” products.
4. The Go Green Advocate shall implement a recycling drive as a fundraiser.

GRANT WRITER

1. The Grant Writer shall work, in conjunction with the Board, to determine areas in which to pursue grants.
2. The Grant Writer shall research, write and apply for grants as approved by the Board.

HEALTH AND SAFETY COORDINATOR

1. The Health and Safety Coordinator shall assist the Forms Chair with the blue immunization forms and the summary report that is submitted to the state annually.
2. The Health and Safety Coordinator shall help, with direction from the Board and/or Director, with school communications relative to health issues.
3. The Health and Safety Coordinator shall track and follow up on TB tests, fingerprinting compliance and immunization records and work in conjunction with the Forms Chair.
4. The Health and Safety Coordinator shall coordinate a CPR class for teachers annually.
5. The Health and Safety Coordinator shall be responsible for maintaining a current First Aid Kit at all school locations and earthquake supplies at the Schoolhouse.

HISTORIAN

1. The Historian shall be responsible for managing the school archives, including logistical paperwork of a historical nature. The Historian will also teach LGSONS families about the history of LGSONS through the newsletter or at events.
2. The Historian shall keep a photographic record of the school year either via digital or print pictures.

LIBRARIAN

1. The Librarian shall organize and maintain the parents’ library of books and DVDs that are of special interest to parents.
2. The Librarian shall organize and maintain the teachers’ library of children’s books.

MARKETING CHAIR

1. The Marketing Chair shall research print and social media regarding advertisements and announcements.
2. The Marketing Chair shall present a proposal to the Board for approval of any costs associated with advertisements.
3. The Marketing Chair shall prepare and send articles about the School and its history, purpose, and activities to local media.
4. The Marketing Chair shall send an announcement to local papers about the annual Open House in January. The Marketing Chair shall offer support at the Open House.
5. The Marketing Chair shall research parent fairs and conferences that the School may choose to attend.
6. All marketing materials must display the LGS Recreation logo and the wording that "LGSONS operates under the auspices of LGS Recreation". Copies of all marketing materials must be furnished to LGS Recreation.

PARTY COORDINATOR

1. The Party Coordinator shall create and manage the calendar for Schoolhouse parties coordinating with the webmaster to prevent conflicts.
2. The Party Coordinator shall communicate with potential hosts and give them all relevant information concerning parties and their guidelines.
3. The Party Coordinator shall ensure there is a signed copy of the contract between the host and the School.
4. The Party Coordinator shall collect all fees, deposits, and payments from hosts and give to Treasurer.
5. The Party Coordinator shall work with the Director to schedule post-party clean-up.
6. The Party Coordinator shall manage cancellations, refunds, and damages in tandem with the Treasurer.

SCHOOL PHOTOS COORDINATOR

1. The School Photos Coordinator shall work with the school photographer to assign dates for Family Picture Days in the fall and Class Picture days in the spring.
2. The School Photos Coordinator shall inform the Board Chair and Director in July of the school picture dates so they may be added to the school calendar for the following year.
3. The School Photos Coordinator shall remind the School of the picture dates via reminder e-mails and flyers at the Schoolhouse or outdoor site locations.

SOCIAL

1. The Social Chair shall be responsible for planning a minimum of three social events throughout the year that typically include a fall picnic, the holiday parade and Fall and Spring Family camping trips. The Social Chair is also responsible for organizing other social events voted upon by the Board that may vary from year to year.

2. The Social Chair will work with the Fundraising Chairs when social events overlap.

T-SHIRT/SWEATSHIRT SALES COORDINATOR

1. The T- Shirt Coordinator shall research, order and sell t-shirts to the school community.

WORKDAY COORDINATOR

1. The Workday Coordinator shall report to the Facilities Chair.
2. The Workday Coordinator shall announce each upcoming Workday at least 1½ weeks prior to the Workday. The Workday shall be announced via school e-mail, flyers in the Parents' Room or outdoor site location, the Newsletter, and at Circle Meetings.
3. The Workday Coordinator shall organize and facilitate three workdays throughout the year. The Workday Coordinator shall facilitate having the necessary tools available to complete the list of projects approved by the Facilities Chair.
4. The Workday Coordinator shall have oversight during the Workday including assignment of tasks to the work crew. The Workday Coordinator shall provide refreshments at each workday.
5. The Workday Coordinator shall obtain a current list of all school members from the Registration Chair. They shall track attendance for Workdays and notify families who did not meet their obligation.
6. The Workday Coordinator shall ensure that all families have met their Workday requirement or collect checks for buyouts and forward those checks to the Treasurer. At the end of the school year, if there are any families that have not completed their workday requirement, the Workday Coordinator will give a list of delinquent families to the Director.

ARTICLE XX – FUNDRAISING COMMITTEE: DUTIES AND POWERS

1. Members of this committee together with the Fundraising Chair will follow the Board's direction regarding the fundraising activities for the year.
2. Under the leadership of the Fundraising Chair, these individuals will organize the fundraisers, inform the membership, distribute materials, collect funds and give them to the Treasurer for deposit.
3. This committee will help the Fundraising Chair summarize the fundraising efforts and revenues and make recommendations for the following year.

ARTICLE XXI – DIRECTOR OF THE SCHOOL: DUTIES AND POWERS

1. The Director of the School is hired by the Board of Directors and is an employee of the School.
2. The Director is hired from July 1 to June 30.
3. The Director acts as a representative of the School both in the community and within the organization.
4. The Director shall attend all Board Meetings as an ex-officio non-voting member unless otherwise notified by the Chair.
5. The Director and Chair shall preside at all General Meetings of members.
6. The Director shall discharge all correspondence necessary to School business.
7. The Director, Chair and Facilities Chair shall arrange for housing and maintenance thereof with Board approval.

8. The Director and the Lead Teacher shall select Teachers, Assistant Teachers, and present their qualifications to the Board for approval.
9. The Director shall recommend for hire a Summer School Director to the Board of Directors at the February Board of Directors meeting.
10. The Director will work with the Summer School Director to ensure all school policies are carried out during Summer School.
11. The Director shall develop and publish the school calendar for the school year with the Chair and Lead Teacher. Any school calendar changes shall be publicized.
12. The Director along with the Chair and Lead Teacher shall prepare the Welcome Packet that is sent out by the Forms Chair before each new school year.
13. The Director shall assist the Budget Committee in developing the General Budget.
14. The Director shall help the Lead Teacher provide for the orientation of new school members.
15. The Director shall arrange individual conferences with parents as needed.
16. The Director, Lead Teacher and Chair shall develop, arrange, organize, and conduct the Orientation Meeting for each new school year.
17. The Director and Chair shall plan and organize a Staff/Board meeting in the fall.
18. The Director and the Chair shall conduct staff and membership evaluations annually.
19. The Director, Lead Teacher and Chair will preside over a committee consisting of an appointed Board member and Staff member to interview prospective staff.
20. The Director will ensure that no parent is at School without a valid TB test, LiveScan fingerprinting and other papers as prescribed by the Board.
21. The Director shall work with the Bookkeeper to handle the federal and state taxes (due quarterly) and county tax exemption forms, employees' withholding tax, social security, and State Disability Insurance.
22. The Director shall not prepare her/his own reimbursement checks and sign them. Another signer/Board member shall verify and approve their reimbursement checks.
23. The Director, along with the Treasurer, shall be responsible for the financial affairs of the Corporation.
24. The Director along with the Treasurer shall disperse funds as approved by the Board of Directors.
25. The Director shall keep in effect the necessary insurance policies and shall hold copies of the insurance.
26. The Director shall work with the Bookkeeper to ensure all W-2 forms are sent to the employees of the School no later than January 31 of the following year.
27. The Director shall get W-4 and I-9 forms to new employees and keep these on file (signed).
28. The Director shall help the Secretary with the revision of school documents and submit recommendations to the Chair for Board approval.
29. The Director and the Lead Teacher shall be responsible for the professional training of all Teaching Staff.
30. The Director and Lead Teacher shall conduct Staff Meetings as needed and observe each class annually and make a report to the Board.
31. The Director and the Lead Teacher shall arrange for and develop all curriculum in the School program with Board approval.

32. The Director and the Lead Teacher shall work with the Programs Chairs to arrange for general membership night meetings, including General meetings and mini-courses. The Director shall have final approval over speakers and subject matter for the general membership night meetings and mini-courses.
33. The Director and/or Lead Teacher shall approve all requests for supplies before being submitted to the Purchasing Chair and shall help the Purchasing Chair with the purchasing inventory.
34. The Director and the Lead Teacher shall be responsible for the preparation and distribution of educational materials for Teachers and members.
35. The Director and the Lead Teacher shall present to the Board special needs for equipment and supplies not covered in the Budget.
36. The Director and Secretary shall revise and update the Parent Handbook and arrange for the acquisition of binders and the printing and collation of the Handbook.
37. The Director shall maintain a file on membership compliance to the Lakeside Lease Agreement.
38. The Director shall maintain current TB and required immunization records for all teachers. The Director will forward staff LiveScan reports to LGS Recreation.

ARTICLE XXII – TEACHING STAFF : DUTIES AND POWERS

1. The Teaching Staff is hired by the Board of Directors upon the recommendation of the Lead Teacher and Director
2. The Teaching Staff is comprised of Head Teachers and Assistant Teachers.
3. The Lead Teacher is a Head Teacher appointed by the Director to be the liaison along with the Director to LGS Recreation. The Lead Teacher will share some responsibilities with the Director concerning the teaching staff, as agreed upon by both the Lead Teacher and the Director.
4. The Teaching Staff is hired from September through May, the exact dates to coincide with the class schedules. Some teachers are hired to teach summer school sessions as planned by the Board.
5. The Head Teaching Staff shall attend Staff Meetings as planned by the Lead Teacher and/or the Director.
6. The Teaching Staff may be present at Board Meetings in an advisory capacity only. The Director or a Head Teacher needs to be present at each Board Meeting.
7. The Head Teachers are responsible for planning, arranging, and conducting the day classes under the direction of the Lead Teacher and/or the Director.
8. The Head Teachers are responsible for reading the members' observation notes and adding written comments. Notes are to be returned at the next weekly daytime class.
9. The Head Teachers are responsible for planning and conducting the Circle Meetings for the adult members.
10. The Teachers shall be present at the School at least one-half hour before school starts and one-half hour after school ends.
11. The Head Teachers are responsible for the taking of day and evening attendance of class members and contacting any parent regarding missed meetings or observations. The Director will contact people not fulfilling these obligations to the School. The Head Teachers shall be responsible for reporting hours worked to the Director each month.
12. The Teaching Staff must be fingerprinted by LiveScan and is responsible for presenting a TB test result every four years to the Director of the as well as proof of immunity/immunization for

measles, pertussis and influenza. Staff may decline the influenza vaccine, but need to furnish a letter stating their decision to the Director each year.

13. The Assistant Teachers are responsible for recording their own and their substitutes' hours on the attendance sheet for the Director.
14. The Teachers shall notify the Director of any classes to be held any place other than the School House. The Teachers should take a First Aid Kit and the Emergency Forms for all children in the class with them any time class is held offsite.

ARTICLE XXIII – BOOKKEEPER: DUTIES AND POWERS

1. The Bookkeeper shall maintain the general ledger, prepare bank reconciliations, record the income and expenses, prepare quarterly financial reports, prepare certain checks for signing, maintain the workman's compensation records/payments, and prepare the books for annual review for the CPA to prepare the annual federal/state returns.
2. The Bookkeeper shall keep accurate records to reflect the proper financial condition of the School.
3. The Bookkeeper shall check the payroll reports at the end of each quarter/year to verify they are paid at the correct percentages and balance to the books.
4. The Bookkeeper shall verify any hand-written checks processed through our payroll service provider (e.g., Paychex).
5. The Bookkeeper shall participate in the Tuition Meeting in November/December and in the Annual Budget Meeting in March/April as an ex-officio member.
6. The Bookkeeper shall arrange to have books reviewed by an outside CPA at the end of the fiscal year; and feel confident to consult with the CPA during the year as the need arises.
7. The Bookkeeper shall perform general ledger bookkeeping.
8. The Bookkeeper shall receive a class list in September, which shall be kept current by the Registration Chair. The Bookkeeper shall also receive the total number of teachers, children and families active in the School.
9. The Bookkeeper shall receive the annual roster of Board members, which shall be kept current by the Chair.
10. The Bookkeeper shall receive all Board minutes as well as any notes regarding votes taken during the Board meeting.

ARTICLE XXIV - MEMBERSHIP-AT-LARGE

1. Membership and full participation in all activities of the School are open to all families or any other persons interested in the general care and welfare of a child or children, regardless of race, creed, or color.
2. Membership is open to all parents residing both within and beyond the Los Gatos-Saratoga area, but subject to any limitations set by Los Gatos Saratoga Recreation and the Board of Directors.
3. In case of inability of either the child or the parent to adjust to the nursery school environment, the Director shall have the authority to request their withdrawal. First, the Head Teacher and Director shall meet with the parents to determine a course of action to help the child/parent's adjustment in class. At this meeting, the Teacher may inform the parents the child/family may be withdrawn from school if improvement is not made. If no progress is seen, a meeting shall be held to determine if all options have been explored and if the child/family should be asked to leave. The Director shall have the final authority to request a withdrawal.

4. Membership in the School is governed by the By-Laws, adopted by the Board of Directors, subject to Los Gatos Saratoga Recreation approval. Each member shall be notified of the regulations of membership and any notice of change made by the Board of Directors.
5. Copies of current By-Laws and Operating Polices and the Parent Handbook shall be available to any member upon request. Copies will also be posted in the Parent's Room and on the website.
6. Members of the School, parents, shall be required to have a verification of a negative TB test upon entering school and every four years thereafter. Children shall be required to have a negative TB test or a TB Risk Assessment questionnaire signed by their Doctor. All parents attending daytime classes must submit to LiveScan fingerprinting with a background security check through the Department of Justice. Members' forms and a signed release form by the parents shall be required before attendance at any class session and shall be turned into the Forms Chair.
7. Starting in the 2016-2017 school year children must be fully immunized according to the CDC immunization schedule to be admitted to school, unless the child has a medical exemption. A student with a valid PBE form (CDPH-8261) filed with a certified preschool or child care facility in the state of CA before 12/31/15 and verified by LGSONS will be allowed to finish preschool before complying with the vaccine schedule mandated by SB 277.

ARTICLE XXV - FINANCIAL PROCEDURE

1. The operation of the School shall be based on an annual operating budget, which provides not only for current expenses but also makes provisions for appropriate contribution to reserve funds to cover depreciation, replacement and expense not incurred at regular intervals.
2. The Fiscal Year shall run from July 1 – June 30.
3. Funds shall be derived from tuition fees, gifts, and by means other than above. Tuition fees shall be fixed at the time of the annual Tuition Meeting in November/December and presented to the Board for approval; and shall be applied to meeting expenses as provided by the General Budget. Funds raised by other means may also be applied to meeting budget expenses under the conditions stated in XXIII – 4.
4. Funds derived from means other than tuition shall be for specified purposes and the purpose shall be stated at the time of receipt or when a fundraising project is undertaken. Such funds shall thereafter be carried in a general account showing their purpose and be spent only from the approved fundraising budget unless transferred to another fund after an affirmative vote by the Board.
5. If any budget year there is excess revenue over expenses, the Board may designate its use for specific purposes. All amounts not so designated will flow into the reserve account to be used as designated by the Board.

ARTICLE XXVI - BY-LAWS

These by-laws may be appealed or amended at any official Board of Directors meeting. Adoption of the amendment shall require a two-thirds vote of the Board of Directors.

ARTICLE XXVII - RULES OF ORDER

Roberts Rules of Orders, Revised, shall be used as a guideline to conduct meetings of the Board of Directors. Use of precedent (historical practice or established custom) shall be an additional guideline unless the Board by a majority vote agrees to do otherwise.

ARTICLE XXVIII - DISSOLUTION

1. The Corporation may be dissolved with the written consent of at least fifty-percent of the members and at a special meeting called for this purpose.
2. In the event of the dissolution of the Corporation, real and personal property remaining after payment of all liabilities will be donated to a religious, educational, charitable, or other organization entitled to exemption under Section 501 (A) and described in Section 501 (C) of the Internal Revenue Codes and any subsequent amendments thereto. The specific organization or organizations to receive the donation will be selected at the time of dissolution by a two-thirds majority vote of the membership.