

**Los Gatos-Saratoga Observation Nursery School  
Board Meeting Minutes  
October 4, 2011**

**Board Members (Voting and Non-Voting) Present:** Priscilla Amend, Jean Lattie, Martina Kocionova, Mark Modeste, Rusti Icenogle , Vaughan Sheridan, Peter Savich, Shelly Moss, Jane Krejci, Sherri Ingrassia, Karyn Cline, Marie Imai, Laura Snyder, Licia Luna, Amoreena Lucero, Michelle Moore

**Lead Teacher**

Marie Imai

**Administrative Director**

Jane Krejci

- I. **The meeting was called to order at 7:17 P.M.**
- II. **Review and approval of September 6, 2011 minutes.**
  - A. Motion to approve September 6, 2011 minutes made by Sherri , 2<sup>nd</sup> made by Michelle; all in favor.
- III. **Chair Report (Priscilla):**
  - A. Introductions were made by each attending Board Member and Teachers.
  - B. Motion to approve Julia Lombardi as Animals Chair for the 2011-2012 school year made by Sherri, 2<sup>nd</sup> made by Martina; all in favor.
  - C. An update was provided on revisions to LGSONS Operating Policies document.
- IV. **Administrative Director Report (Jane K.):**
  - A. Jane reported that the teachers had a staff meeting recently and there were two requests:
    - i. Include "LGSONS" in all email correspondence in the subject line first; then include Auction, Newsletter, Facilities, etc.
    - ii. Teachers would like hardcopies of the newsletter provided at the Schoolhouse and outdoor locations.
- V. **Lead Teacher Report (Marie):**
  - A. The teachers first Staff meeting was held. Everyone was happy to start the year. Angie really loves to have 4 teachers in the 3's class. The other teachers that have 4 teachers really appreciate all the help.
- VI. **Voting Chair Reports:**
  - A. **Secretary (Jean):**
    - i. In the Operating Policies, we are updating carpool language to reflect new Family Partnership model. Working on updating position titles and job descriptions for some Board members in By-Laws document.
  - B. **Treasurer (Peter):**
    - i. Peter is currently bill collecting and hunting down checks. He is currently requesting post-dated checks from the families who pay 3 times a year or monthly. He recommends a new policy to submit the post-dated checks at time of enrollment.
  - C. **Information (Nicole):** No Report
  - D. **Registration (Martina):**
    - i. There is a Leave of Absence request from one family that will remain anonymous. The leave duration is from Dec 8-Jan12; three weeks of school. They will miss three classes and one circle meeting. They are okay with their fundraising, maintenance, and tuition requirements.

The people in their partnership are okay with the leave of absence.  
Motion to approve the Leave of Absence petition made by Vaughn, 2<sup>nd</sup> made by Michelle; all in favor.

**E. Fundraising/Auction (Amy, Karen, Ramanan, Rusti):**

- i. **Rusti reported** - They are collecting results from the auction survey. Deadline for the survey was October 1st. People can still fill out the survey before this weekend. They are starting to finalize the volunteer committees and working on cleaning up the solicitations committee database. A couple of people have already chosen the buyout option.

**F. Facilities (Mark):**

- i. The first workday is on October 16<sup>th</sup>. They are putting together the list of activities to work on. There is a request from the 4/5's class to have it from 9am-1pm.

**G. Programs (Yumi and Liz) - Priscilla reported for Yumi and Liz:**

- i. Fall semester plans are all set and it is posted on the website.
- ii. The General Meeting has been set for November 9 with Janis Keyser, the co-author of Becoming The Parent You Want To Be. The topic will be how to help children move from conflict to cooperation and creating discipline together with your child.
- iii. Spring General meeting focus will be on diversity. Plan to have a mini-course on girls since we have a mini course on boys this semester. Plan to incorporate a Common Ground seminar into the mini-course line-up and would like to add a "crafty" mini-course. Program suggestions are always greatly appreciated.

**H. Newsletter (Michele):**

- i. Online Newsletter is out. Will print a few copies for the teachers at Saratoga Springs.
- ii. October 26<sup>th</sup> is the deadline to submit articles to newsletter@lgsons.com.

**I. Forms/Correspondence (Shelly):**

- i. Still waiting for TB test results from a few parents. May consider locating a standard TB form to give to people to help the process.
- ii. Teachers with families who have not turned in TB test results will inform those parents that they must turn in their test results prior to attending the next class.
- iii. Blue Immunization forms are still not turned in for a few families.

**J. Purchasing (Sherri):** Jane would like the carpets cleaned before we start at the Schoolhouse. Will buy Castille soap in bulk because it is on sale.

**K. Webmaster (Vaughan):**

- i. Vaughan reported he met with Kim Ladin. He provided an update on the database projects and there are 6 candidates. He has the requirements from the software vendors that can provide a lot of the things that we currently do manually. There is approx. a \$500- \$3,000 one time set up fee, depending on vendor. The ongoing costs are approx. \$100-\$150/month. Whatever vendor is chosen, there would be some cost to the school.
- ii. Changes to the website will be upcoming.

**VII. Non-voting Chair Reports:**

**A. Alumni Liaison (Ashleigh)** - Priscilla reported for Ashleigh: We will be meeting this week with Amy Williams, Alis Whitman, Jane and Priscilla to discuss the School's goals and strategy with regard to Alumni, possible Alumni activities, and the Alumni Liaison role definition for the LGSONS By-Laws document.

**B. Animals (Julia):** No report

**C. Community Service Liaison (Mira):** No report

**D. Family Partnership (Alison):** No report

- E. Go Green Advocate (Angie):** Angie Buse sold items at the Mt School fall picnic, including Mt School logo Kleen Kantens and reusable bags and parenting books. \$160 was collected from the sale of the items.
- F. Grant Writer (Margaret):** No report
- G. Health (Taffy):** No report
- H. Librarian (Tara):** No report
- I. Marketing (Annelies):** No report
- J. Mountain School Parties (Margaret):** No report
- K. Raffle (Amoreena and Kuniko) –** Amoreena reported that they will be offering 3 prizes. They will be raising the ticket price to \$5 and allow people to pick what bucket they can put their raffle tickets in. The prizes are a Weekend at Seascapes, Gourmet Dinner for 6, and an iPad. Will only be printing 3,000 tickets.
- L. School Photos (Anne):** No Report
- M. Scrip/eScrip (Stephanie):** No Report
- N. T-shirt sales (Anne-Michelle):** No report
- O. Turkey Trot (Patricia, Tania Rosa, Tracy):** No report
- P. Workday Coordinator (Tandem):** No report

**VIII. New Business**

- A.** Jane reported that the Mt School Picnic on Sunday was a success. There was a question - how important is it to have a fall picnic. A discussion ensued and new families agreed it was a nice way to start the school year off.

**IX. Adjourn**

Meeting Adjourned at 8:17 p.m.

**Next meeting:** Tuesday, November 1, 2011 at 7:00 p.m. at Van Meter Elementary School.