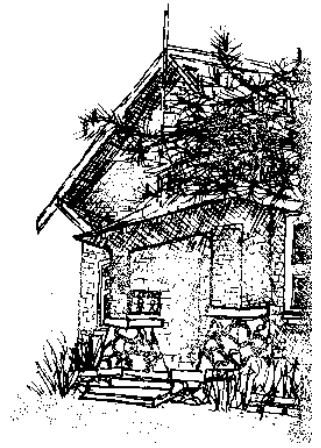


**Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
December 6, 2011**



Board Members (Voting and Non-Voting) Present: Priscilla Amend, Jean Lattie, Nicole Engel, Peter Savich, Yumi Hirsouma, Martina Kocianova, Jane Krejci, Kayoko Hasegawa, Karen McVay, Mark Modeste, Sherri Ingrassia

Lead Teacher

Marie Imai

Administrative Director

Jane Krejci

- I. **The meeting was called to order at 7:20 P.M.**
- II. **Review and approval of November 1, 2011 minutes.**
 - A. Motion to approve November 1, 2011 minutes made by Nicole, 2nd made by Sherri, all in favor.
- III. **Chair Report (Priscilla):**
 - A. On November 5, 2011, the Executive Committee unanimously voted via email to grant a leave of absence to a family in the 4/5's class for an extended vacation.
 - B. On December 2, 2011, the Executive Committee unanimously voted via email to grant a leave of absence to a family in the 4/5's class for an extended vacation.
 - C. On November 10, 2011, the Executive Committee unanimously voted via email to deny a petition, submitted by a family who withdrew from the school, for a tuition refund outside of the school's standard policies.
- IV. **Administrative Director Report (Jane K.):**
 - A. Wine event at night 7pm this Thursday night. See Jane or Sheila Della Ratta if Board Members would like to attend. Thanks to all the board members for all you do.
- V. **Lead Teacher Report (Marie):** No report
- VI. **Voting Chair Reports:**
 - A. **Secretary (Jean):** By-laws and Operating Policies have been updated per the Board approvals at the November Board meeting. Priscilla and Jane are going to do a final review before the documents are distributed to the Board and uploaded to the website.
 - B. **Treasurer (Peter):**
 - i. All families are paid up except for one. The total amount deposited for the Turkey Trot was \$20,304, which included sponsorships, raffle and registration. Expenses paid out for the Turkey Trot totaled \$3,028.15. There are a couple hundred dollars of donations still coming in from Company Donations. The Turkey Trot/Raffle netted \$17,276. Goal for both was \$10,000.
 - C. **Information (Nicole):** No report
 - D. **Registration (Martina):**
 - i. Three's class opening has been filled. Two families have left the Saturday 2s class. One family left due to moving and one family left for a conflict with Saturdays. One family left the Wednesday 2's.
 - E. **Fundraising/Auction (Amy, Karen, Ramanan, Rusti):**
 - i. Karen reported – There is a survey out to families regarding the auction. If families don't complete the survey, then the auction

committee will assume families will be paying a cash donation. Class projects are still being worked out. 9 families have signed up to buyout at this time, but anyone can still buyout if they want to.

F. Facilities (Mark):

- i. We will be creating the netting for a spider web climbing structure that Jane has mentioned in the past. Mark will put together a cost structure to be approved.

G. Programs (Yumi and Liz) –

- i. Yumi reported that we have one more mini-course left for this semester.
- ii. February 16th is the Spring General Meeting. So far they have four mini courses lined up and they are looking to add two more mini-courses.

H. Newsletter (Michele): Priscilla reported for Michele

- i. Articles for the next newsletter are due Jan 11th. The next newsletter will be published January 20th, right before the Open House

I. Forms/Correspondence (Shelly): No report

J. Purchasing (Sherri): No report

K. Webmaster (Vaughan): No report

VII. Non-voting Chair Reports:

A. Alumni Liaison (Ashleigh): No report

B. Animals (Julia): No report

C. Community Service Liaison (Mira): Priscilla reported that the Angels are up in the Schoolhouse.

D. Family Partnership (Alison): No report

E. Go Green Advocate (Angie): No report

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): No report

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): No report

P. Workday Coordinator (Tandem): No report

VIII. New Business

- A. No new business

IX. Adjourn

Meeting Adjourned at 7:38 p.m.

Next meeting: Tuesday, January 10, 2012 at 7:00 p.m. at Van Meter Elementary School.