

**Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
January 10, 2012**

Board Members (Voting and Non-Voting) Present: Jean Lattie, Elizabeth Basallaje, Kayoko Hasegawa, Eric Rider, Mark Modeste, Amy Attard, Jane Krejci, Julia Lombardi, Nicole Engel, Priscilla Amend, Sherri Ingrassia, Peter Savich, Martina Kocianova, Vaughan Sheridan, Jeanne Cosby

Lead Teacher

Marie Imai

Administrative Director

Jane Krejci

- I. **The meeting was called to order at 7:12 P.M.**
- II. **Review and approval of December 6, 2011 minutes.**
 - A. Motion to approve December 6, 2011 minutes made by Martina, 2nd made by Nicole, all in favor.
- III. **Chair Report (Priscilla):**
 - A. Introductions of people attending the meeting.
 - B. Priscilla asked if people were planning to send out emails to the whole school regarding their Board work or if it would be helpful for her to send out an email to the whole school including all Board info. No one at the meeting needs to send an all-school email out since the newsletter is coming out shortly so Priscilla is not going to send out an email to the whole school.
 - C. Proposal for buying and installing an outdoor spider web climbing structure. Mark Modeste made a proposal for buying the climbing web from the manufacturer. Then Mark will organize a team to install the 8 posts in cement. Mark estimates it will cost \$3,000. The climbing web is \$2,300 and the hardware, etc. will cost about \$700. The workday team will clear the vinca out of the area. Jane suggests that we take this out of savings and not from the annual budget. Jane stated since it is considered a capital improvement, it seems appropriate to come out of the savings vs. the annual budget. Motion to approve to spend \$3,000 out of savings to build a spider web climbing structure made by Vaughn, 2nd made by Sherri, all in favor.
 - D. Proposal to increase tuition for the 2012-2013 school year. The Budget Committee, comprised of Priscilla, Peter, Martina, Jane and the Bookkeeper, met on November 29, 2011.

The Budget Committee did a marketing review and looked at the following schools, both parent participation and drop-off, to benchmark our tuition and program against theirs: Los Gatos Parent Nursery School, Saratoga Parent Nursery School, Grace and Green Hills. Los Gatos Parent and Saratoga Parent both have only one teacher in the class.

Last year the Board didn't raise tuition. Two years ago the Board raised tuition 32% because our Adult Education funding went away. The Bookkeeper reported at the Budget Committee meeting that the materials fees for our work days are something that has increased each year. The Budget Committee is proposing to raise tuition to 1) keep up with cost increases each year; 2) close the fundraising gap a little bit; 3) keep tuition in line with the other schools that our program and tuition was benchmarked against. The current proposal is for no increase to tuition for classes that meet one day a

week (2's and Saturday Afternoon classes) and a 7% increase to tuition for the classes meeting 2 and 3 days per week. The proposed tuition increase is projected to generate another \$8,640.00 in the annual budget.

A question was asked what the cost per class was. The Budget Committee looked at the cost per class and they calculated under the proposed new tuition structure it is \$31 per class for 1 day per week classes, \$29 per class for the 2 day per week class, and \$27 per class for the 3 day per week classes. Motion to approve the tuition increase made by Nicole, 2nd made by Martina, all in favor.

IV. Administrative Director Report (Jane K.):

- A. Thank you for approving the spider web climbing structure.

V. Lead Teacher Report (Marie): No report

VI. Voting Chair Reports:

- A. **Secretary (Jean):** Jean has been finalizing the By-laws and Operating Policies with Jane and Priscilla's help. The documents have been updated per the Board approvals at the November Board meeting. Jean is going on leave soon and will be stepping down as Secretary. Jean's last meeting as Secretary will be February.
- B. **Treasurer (Peter):**
- i. Every one is paid up and has submitted pre-paid checks except for 5 families. Company donations are pending. Many large companies use a program called Easy Match, and we need to get accredited through easy match so we can get donations from these companies.
- C. **Information (Nicole):** Need to get volunteers to come to the Open House on January 22 from 11-2. We are getting a lot of emails from interested families.
- D. **Registration (Martina):**
- i. One family is leaving at the end of January. We will have an opening in the 4/5s and the Saturday Afternoon class. Applications for 2012-2013 year will be sent out soon now that the tuition has been approved and the wording on the application was updated to include Family partnerships. Priscilla and Jane want to add some questions on the application about what interested the families to apply to the school. Jean suggested that we defer adding these questions on the application and put them on the enrollment paperwork instead.
- E. **Fundraising/Auction (Amy, Karen, Ramanan, Rusti):**
- i. Amy reported on the auction. Everyone was notified about what committee they are on. Class donations are in progress. Vendor donation letters were mailed out 6 weeks ago and donations are being mailed back. We have secured the same auctioneer as last year. We are looking at a budget conscious caterer.
- F. **Facilities (Mark):**
- i. Workday on January 21, the day before the Open House.
- G. **Programs (Yumi and Liz) –**
- i. Liz reported that the Spring newsletter will list all the upcoming programs. Thursday, February 16 is the General Meeting. Commonground speaker is Tuesday, January 31. Thursday February 9 Dr. Lynn will present the case for make believe. Monday, March 26 Amy Williams will present on peaceful parenting. Tuesday, April 10 is the Raising Girls program. Monday, April 23 Teacher Karyn will do a create a Schoolhouse frame mini-course.

- H. **Newsletter (Michele):** Priscilla reported for Michele. Articles for the next newsletter are due January 11. The next newsletter will be published the following week, right before the Open House.
- I. **Forms/Correspondence (Shelly):** No report
- J. **Purchasing (Sherri):** Sherri reported that she bought a new bagless vacuum for the schoolhouse; there is no filter. Jane will post to give away the shop vac on the Igsos community page.
- K. **Webmaster (Vaughan):** Vaughan reported there are not many requests for updates to the website. Please get any website updates to him by next week. Regarding the Database Project, he is looking for volunteers to look and trial school administration software and help to narrow down our selection to 2-3 vendors. The Board positions that will benefit most from the implementation of this project include, Registration, Treasurer, Alumni Liaison, Forms and Webmaster. Sherri Ingrassia and Eric Rider offered to join the Database Project with Vaughan.

VII. Non-voting Chair Reports:

- A. **Alumni Liaison (Ashleigh):** Jane reported that Ashleigh and Jane are meeting with alum Amy Williams. There will be an event for alumni at the Black Ridge Winery in May.
- B. **Animals (Julia):** The chickens are back at the Schoolhouse. We are gradually letting the children hold them but with special care. The guinea pigs are back at the Schoolhouse this week.
- C. **Community Service Liaison (Mira):** No report
- 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):** Priscilla reported that Annelies signed us up for the Las Madres Education Fair, which is this Sunday, January 15 from 12-5. Last year about 10% of our applications came through that fair.
- 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 8:39 p.m.

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