

**Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
Tuesday, May 1, 2012**

Board Members (Voting and Non-Voting) Present: Priscilla Amend, Elizabeth Basallaje, Mark Modeste, Jane Krejci, Sherri Ingrassia, Peter Savich, Martina Kocianova, Vaughan Sheridan, Karen McVay, Yumi Hiroshima, Tania Vong, Ashleigh Coffeng

Other Parents Attending: Troy Hastings, Dominic Giacalone, Cristina Villarreal, Amy Williams

Lead Teacher

Marie Imai

Administrative Director

Jane Krejci

- I. **The meeting was called to order at 7:24 P.M.**
- II. **Review and approval of April 3, 2012 minutes.**
 - A. Motion to approve April 3, 2012 minutes made by Martina, 2nd made by Mark, all in favor.
- III. **Chair Report (Priscilla):**
 - A. Introductions of people attending the meeting. There were a number of members of the 2012-13 Board in attendance this evening.
 - B. Review and approval of Nominating Committee slate for the 2012-13 school year. Not all positions filled by this meeting. Motion to approve additions to the slate since the April 3, 2012 Board meeting was made by Martina, 2nd by Kirsten, all in favor. (See Addendum I)
 - C. Review and approval of budget for the 2012-13 school year. Motion to approve proposed budget from the Budget Committee made by Sherri, 2nd made by Yumi, all in favor.
 - D. Review and vote on proposed LGSONS By-Laws document revisions. (See Addendum II) Motion to approve all proposed changes was made by Kirsten, 2nd by Sherri, all in favor.
 - E. Review and vote on proposed LGSONS Operating Policies document revisions. (See Addendum III) Motion to approve all proposed changes was made by Liz, 2nd by Martina, all in favor
- IV. **Administrative Director Report (Jane K.):**
 - A. The Schoolhouse lease is up for renewal this year. Jane will be meeting this month with Lakeside school representatives to negotiate new lease.
 - B. Preparing for the Blackridge Winery Alumni event May 5, 2012.
 - C. Sara Hitchcock Glover will be the Friday 2's Head Teacher for 2012-13. Rebecca Curran will not be returning; all other Head Teachers will return for 2012-13. Assignment of Assistant Teachers has not yet been made.
 - D. Jane wanted to thank all the members of the 2011-12 Board for their contributions.
- V. **Lead Teacher Report (Marie):** No report.
- VI. **Voting Chair Reports:**
 - A. **Secretary (Jean):** No Report.
 - B. **Treasurer (Peter):** Meeting with Dominic Giacalone to transition the position's responsibilities.
 - C. **Information (Nicole):** No Report.
 - D. **Registration (Martina):**

- i. Petition: A parent requested a Medical Leave from April 1, 2012 to end of school year. Motion to approve was made by Peter, 2nd by Sherri, all in favor.
 - ii. 2012-13 enrollment numbers are still in flux. Martina needs to verify status with Shelly, who is currently out of town.
 - E. **Fundraising/Auction (Amy, Karen, Ramanan, Rusti):** Karen reported that the latest gross total for the Auction is around \$44,000. Another \$2-3,000 anticipated from post Auction sales to be added to that.
 - F. **Facilities (Mark):** No Report.
 - G. **Programs (Yumi and Liz):**
 - i. All programs are completed for the year.
 - ii. They came in under budget by about \$100.
 - iii. There was some discussion regarding potentially participating more actively (sponsorship, etc.) with Common Ground, but costs are potentially prohibitive and topics tend to cover a broader range of topics outside of the relevance to preschool-aged children.
 - H. **Newsletter (Michele):** No Report.
 - I. **Forms/Correspondence (Shelly):** Latest enrollment checks in the mail to Treasurer.
 - J. **Purchasing (Sherri):** Will be updating the Schoolhouse earthquake boxes this month.
- VII. **Webmaster (Vaughan):** A preliminary meeting was had to potentially create a database for member/alumni/inquiry/community participants in the Turkey Trot data. Also discussed was creating/customizing an online mechanism to handle the many functions the school currently manages "by hand." Kirsten, Vaughan, Priscilla, Ramanan, Peter, Shelly, Sherri, Martina and Eric Rider were in attendance. A second meeting to include representatives from other functional areas of the school is set for later this month.
- VIII.
- IX. **Non-voting Chair Reports:**
 - A. **Alumni Liaison (Ashleigh):**
 - i. Blackridge Winery Alumni Event
 - 1. Anticipated attendance: 40+.
 - 2. \$20 per attendee, and \$10 of that goes to LGSONS.
 - ii. Any ideas for other alumni events and interaction are welcome!
 - B. **Animals (Julia):** No Report.
 - C. **Community Service Liaison (Mira):** Priscilla reported for Mira that the Second Harvest Food Drive resulted in 121 pounds of food.
 - 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
- X. **New Business**
 - A. No new business
- XI. **Adjourn**

Meeting adjourned at 8:11 p.m.

Next meeting: Tuesday, June 5, 2012 at 7:00 p.m. at Van Meter Elementary School.

ADDENDUM I: Filled and approved Board positions for 2012-13 as of this meeting.

Voting Board (*Denotes Executive Committee Positions)

Chair*	Filled and Approved April 3, 2012.
Treasurer*	Filled and Approved April 3, 2012.
Information Membership*	Filled and Approved May 1, 2012.
Registration Membership*	Filled and Approved April 3, 2012.
Secretary	Filled and Approved April 3, 2012.
Auction Co-Chair (Solicitations)	Filled and Approved May 1, 2012.
Auction Co-Chair (Event Planning)	Not yet filled.
Auction Co-Chair (Logistics)	Not yet filled.
Auction Co-Chair	Not yet filled.
Facilities Chair	Filled and Approved May 1, 2012.
Programs Co-Chair	Filled and Approved April 3, 2012.
Programs Co-Chair	Filled and Approved April 3, 2012.
Newsletter	Filled and Approved April 3, 2012.
Forms/Correspondence Chair	Filled and Approved April 3, 2012.
Purchasing Chair	Filled and Approved April 3, 2012.
Webmaster	Filled and Approved April 3, 2012.

Non-Voting Board

Alumni Liaison	Filled and Approved April 3, 2012.
Animals Chair	Not yet filled.
Family Partnerships Coordinator	Filled and Approved April 3, 2012.
Community Service Liaison	Not yet filled.
Garden Coordinator	Filled and Approved April 3, 2012.
Go Green Advocate	Filled and Approved April 3, 2012.
Grant Writer	Filled and Approved April 3, 2012.
Health Coordinator	Filled and Approved April 3, 2012.
Librarian	Filled and Approved May 1, 2012.
Marketing	Not yet filled.
Misc. Fundraising/Raffle	Filled and Approved April 3, 2012.
Misc. Fundraising/Raffle	Filled and Approved April 3, 2012.
Misc. Fundraising/Scrip/eScrip	Not yet filled.
Mountain School Parties Coordinator	Filled and Approved April 3, 2012.
School Photos Coordinator	Filled and Approved May 1, 2012.
Social Chair	Not yet filled.
T-shirts/Sweatshirt Sales Coordinator	Filled and Approved April 3, 2012.
Turkey Trot Committee Member	Filled and Approved May 1, 2012.
Turkey Trot Committee Member	Filled and Approved May 1, 2012.
Turkey Trot Committee Member	Not yet filled.
Turkey Trot Committee Member	Not yet filled.
Workday Coordinator	Not yet filled.

ADDENDIUM II: LGSONS By-Laws Document Proposed Changes, April 26, 2012

Global: Change all references to "Health Coordinator" to "Health and Safety Coordinator"

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ARTICLE XI - PURCHASING CHAIR : DUTIES AND POWERS

- ~~4. The Purchasing Chair shall be responsible for maintaining a current First Aid and Earthquake Supply Box at all school locations.~~

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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 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.

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Social Chair

- ~~3. The Social Chair is responsible for coordinating the refreshments for Orientation and the General Meetings.~~

ADDENDUM III: LGSONS Operating Policies Proposed Changes, April 26, 2012

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IIA2. Failure to Pay Tuition ~~Late fees~~

- a April payment: Payment and contract must be received or postmarked by April 15. The child will be dropped from the roster if payment and contract are not received by April 15.
- b Tri-annual and monthly payments: ~~Payments not received by the due date shall result in a \$25 late fee.~~
 - ~~1 15 days past due: An additional \$40 late fee shall be charged if the tuition payment is postmarked or received more than 15 days late.~~
 - 2 30 days past due: If tuition or fees remain unpaid 30 days after the due date, and no arrangement has been made with the Treasurer, the child shall be dropped from the school and the family shall be permanently disqualified from attending the school with any child in the future.
- c ~~Monthly payments: Payments not received by the due shall result in a \$15 late fee.~~
 - ~~1. 15 days past due: An additional \$25 late fee shall be charged if the tuition payment is postmarked or received more than 15 days late.~~
 2. 30 days past due: If tuition or fees remain unpaid 30 days after the due date and no arrangement has been made with the Treasurer, the child shall be dropped from the school and the family shall be permanently disqualified from attending the school with any child in the future.

Update to the returned check charges was approved at the January 2012 Board meeting.

2. Returned check policy: There is a ~~\$15~~ \$25 charge for the first returned check. If a check is returned a second time, there is an additional ~~\$15~~ \$35 charge. After return of a second check, cash, or a cashiers check, or a money order in person will be required for all further payments during the current school year to the Treasurer.

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III.A.3. Children attending a 5-day pre-K or Kindergarten program are not eligible for the weekday program. [Children who are home-schooled in a Kindergarten curriculum are not eligible for the weekday program.](#)

5. Families who wish for their child to attend the program for a fourth year [or who have enrolled in both the 3's and the 3/4's class and are requesting enrollment in the 4/5's class](#) must petition the Board. The petition review and potential exception will be based on teacher recommendation, space availability, and Board approval.

9. [Families who have a place in the regular program \(currently enrolled families and those eligible for enrollment in the regular program\) who also want a place in the Saturday Afternoon class follow these guidelines:](#)

[Enrollment in Saturday Afternoon class:](#)

- a. [Priority is first given to families already in the Saturday Afternoon class.](#)
- b. [Then a spot\(s\) should be given to new families who request only the Saturday Afternoon class.](#)
- c. [Families in the regular program who also want the Saturday Afternoon class would be accepted if there is space and with the approval of the Saturday Afternoon class Head Teacher.](#)

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VI. Maintenance Obligation

B. Absence

1. Members must notify the Workday Coordinator at least 7 days prior to their assigned workday, if they cannot attend.
2. Failure to notify the Workday Coordinator of any intended absence before the workday begins will result in a \$15 penalty fee of the declared buyout, in addition to the buyout payment.
3. In cases of unexpected illness, a letter can be written to the Workday Coordinator to request release from the \$15 penalty fee. The Workday Coordinator shall communicate to the Board the waiver [request](#) and the decision.

C. Buyout

1. While the school prefers family participation, a family may choose to buyout of their workday obligation for \$250. Buyout arrangements must be made prior to the workday. Payment is directed to the Treasurer. The buyout amount is determined yearly and voted on by Board.

Update to the Maintenance late fee charge was approved at the January 2012 Board meeting.

2. Late Fee: A ~~\$50~~ \$15 late fee shall be assessed if arrangements for a buyout are not made within 30 days of the assigned workday.