

**Los Gatos-Saratoga Observation Nursery School  
Board Meeting Minutes  
May 3, 2016**

**Board Members (Voting and Non-Voting) Present:** Kerri Webb, Madhuri Fletcher, Pedro Perez, Denise Horton, David Desrosiers, Patricia Darby, Elizabeth Wallace, Michele Moore, Jason Jillson, Johanna Mahal, Tandem Hayden, Derek Almeida

Parents present: Marissa Tuttle

Administrative Director: Leslie Bergh

- I. The meeting was called to order at 7:14pm by Madhuri**
  
- II. Approval of March and April 2016 Minutes**
  - a. Motion to approve March minutes: 1st Michele, 2nd Derek. Motion approved.
  - b. Motion to approve April minutes: 1st Michele, 2nd Kerri. Motion approved.
  
- III. Directors Report (Leslie)**
  - a. We are losing Savannah Chenille. No longer able to hold classes there.
  - b. Teacher evaluations are done. She has not met with the teachers yet. She will bundle her evaluations with the parent evaluations and present when meeting.
  - c. Marie is working on staffing
  - d. Teacher Karyn is retiring
  
- IV. Head Teacher (Marie) No Report**
  
- V. Voting Chairs**
  - A. Secretary (Kerri) No Report**
  
  - B. Treasurer (Derek)**
    - i. Survey: We've had 54 responses. Which is about half of our membership. Need to send out a reminder. Maybe we will send the survey out earlier next year?
    - ii. Can someone ask Teacher Sharon if she has collected the application fees for summer school? He needs the checks.
  
  - C. Information (Michele)**

- i. She spoke to someone at Mulberry school that does the Admin stuff (Registration) She will meet with them to see what the going rate is for helping us with our Registration needs.
- ii. People still want tours for the 3's and 3/4's. We still have spots available so she is going to try and get some tours set up.
- iii. School VM is working!

#### **D. Registration (Tandem)**

- i. 2 openings in the 3's, 7 openings in the 3/4's!!
- ii. Proposal to increase the 2's classes. Vote to increase the 2's classes from 12 to 14 students per class for this year only (2016-2017) To be revisited every year depending on needs. Classes will not be refilled unless enrollment goes under 12. Motion to approve: 1st Patricia, 2nd Elizabeth. Motion passed unanimous.

#### **E. Forms (Denise)**

- i. There are approx 6 kids who need a vaccine before school starts. Must be submitted 2 weeks before school starts.
- ii. Approx 3 families who still need to turn something in.
- iii. Waiting for 1 flu decline letter.

#### **F. Programs (Patricia)**

- i. Laura Markam totals: Extremely profitable! Gross \$5,600. We cleared \$2,659.26. Will donate 10% to St. Andrews for letting us use their facility.

#### **G. Facilities (Jason)**

- i. Shannon and Jason are moving :(

#### **H. Purchasing (Peter) No Report**

#### **I. Webmaster (David) No Report**

#### **J. Newsletter (Elizabeth)**

- i. Leslie - please write and end of year feel good story.
- ii. Johanna - submit a May Fair update? Total fundraising #'s?
- iii. Yearbook, photos?
- iv. Can we adjust the survey question and under fundraising instead ask what they thought of the May Fair?

## **K. Fundraising (Johanna)**

- i. Fundraising this year was a complete success!
- ii. Motion to keep this years Fundraising model going forward (Turkey Trot, Winter Raffle, Spring BBQ) 1st, Denise, 2nd David. Motion approved unanimous.
- iii. We need to keep current families in Basecamp thru the summer so they can still access Buy-A-Spot info.

## **VI. Non Voting Chairs No Report**

## **VII. New Business**

- i. We are still in need of an Animals Chair!! And a Marketing Chair.
- ii. June Meeting is the handover Potluck. Old Board providing for New Board. It will be at Leslies house again this year. Kerri will send out an Evite. Tuesday June 7th at 6PM.

Meeting Adjourned at 8:44PM