

**Los Gatos-Saratoga Observation Nursery School  
Board Meeting Minutes  
Tuesday, December 6, 2016**

**Board Members (Voting and Non-Voting) Present:** Jordan Emmart, Thuan Pham, Elliott Myers, Christi Zenteno, Michele Moore, Elizabeth Wallace, Sarah Hitchcock-Glover, Pedro Perez, Marissa Tuttle, Jane Auh, Kerri Webb, Lanyll Smith, and Tandem Hayden.

Administrative Director: Leslie Bergh.

- I. Called to Order at 7:13 pm.
- II. Review and Approval of Minutes - Motion to approve November 2016 minutes: 1<sup>st</sup> Michele, 2<sup>nd</sup> Tandem, minutes approved.
- III. Chair Report (Elizabeth)- Report of Tuition meeting.
- IV. Administrative Director's Report (Leslie) - No Report
- V. Lead Teacher's Report (Marie) - No Report
- VI. Voting Chair Reports
  - Secretary (Lanyll) - No Report
  - Treasurer (Elliott) -2017-2018 Budget approved.
  - Information (Michele) - Update on tours and Open house flyers created
  - Registration (Kerri ) - Update on students outgoing and new.
  - Forms (Christi) - Update on Flu shot requirement.
  - Program (Patricia/Jordan) - Report on upcoming circle and mini sessions.
  - Facility (Pedro) - Report on boat, fence and coup.
  - Purchasing (Tandem) - No Report
  - Webmaster (Tania/Ky) - No Report
  - Newsletter (Marissa) - No report
  - Fundraising (Thuan) - Report on Turkey Trot and upcoming events and recognition.
- VII. Non-Voting Chair Reports
  - Alumni Liaison (Cristina) - No Report
  - Animals Chair (Gina) - No Report
  - Community Service Liaison (Caroline) - No Report
  - Family Partnerships (Michelle) - No Report
  - Garden Coordinator (Nels) - No Report
  - Health and Safety Coordinator (Jane) - No Report
  - Librarian (Courtney) - No Report
  - Marketing (Maggie) - Mountain School Parties (Jesep) - No Report
  - School Photos (Jesep) - No Report
  - Social (Xi) - No Report

- T-Shirt/Sweatshirt Sales (Jen) - No report.
- Workday Coordinator (Gavin) - No Report

VII. New Business

- Forms/correspondence- Christi discussed future Flu Shot requirement.
- Fundraising - Thuan discussed Shaw Family dedication.

VIII. Adjourn - Meeting adjourned at 8:52 pm.