

**Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
November 1, 2011**



Board Members (Voting and Non-Voting) Present: Priscilla Amend, Jean Lattie, Amoreena Lucero, Tania Vong, Tracy Pingree, Martina Kocionova, Liz Basallaje, Mark Modeste, Jane Krejci, Michelle Moore, Julia Lombardi, Shelly Moss, Nicole Engel, Vaughan Sheridan

Lead Teacher

Marie Imai

Administrative Director

Jane Krejci

- I. **The meeting was called to order at 7:09 P.M.**
- II. **Review and approval of October 4, 2011 minutes.**
 - A. Motion to approve October 4, 2011 minutes made by Martina, 2nd made by Shelly, all in favor.
- III. **Chair Report (Priscilla):**
 - A. On October 26, 2011, Priscilla sent an email to the entire Board with a document containing proposed changes to the Operating Policies document.
 - i. Motion to approve the proposed changes to the Operating Policies outlined in the document sent to the Board on October 26, 2011 made by Nicole, 2nd made by Martina, all in favor.
 - B. On October 26, 2011, Priscilla sent an email to the entire Board with a document containing proposed changes to the LGSONS By-Laws document.
 - i. Motion to approve the proposed changes to the LGSONS By-Laws outlined in the document sent to the Board on October 26, 2011 made by Nicole, 2nd made by Amy, all in favor.
 - C. Priscilla reported that a vote was requested in an email to the Executive Committee to grant an extended vacation to a family in the 4/5's class.
 - i. Vote was approved in a 4 to 0 vote
 - D. Priscilla reported that a vote was requested in an email to the Executive Committee to grant a medical leave of absence to a family in the Saturday Afternoon class.
 - i. Vote was approved in a 3 to 1 vote
- IV. **Administrative Director Report (Jane K.):**
 - A. Had the carpets cleaned at the Schoolhouse. There was a lot of sand in the carpet. The shop vacuum doesn't seem to be picking up the sand. Sherri is looking at getting a more industrial vacuum for the Schoolhouse.
- V. **Lead Teacher Report (Marie):**
 - A. Jane reported that in the 3's class, Teacher Mary is stepping down. Teacher Sarah has stepped in more full-time and Stevie and Laura are helping out. Need to decide if we need 3 or 4 teachers for that class.
- VI. **Voting Chair Reports:**
 - A. **Secretary (Jean):** No report
 - B. **Treasurer (Peter):** No report
 - C. **Information (Nicole):** No report
 - D. **Registration (Martina):**
 - i. We had one family drop out in the 3's class. We are in the process of filling the 3's class spot now.

- E. Fundraising/Auction (Amy, Karen, Ramanan, Rusti):**
 - i. Amy reported** – Most everyone has been notified of auction committee roles. Looking for recommendations for an auctioneer.
 - F. Facilities (Mark):**
 - i.** The first workday went well. There are a few items we need to look at. Sand was washing out frequently. Zip line needs some alterations. Troy Hastings will be cleaning the chicken coop. Need to take care of the auto feed for the chicken coop.
 - G. Programs (Yumi and Liz) –**
 - i.** Liz reported that mini courses are scheduled for Nov 3,9,14 and 30.
 - ii.** The General Meeting in the spring will have presenter, Allison Parks, speaking about diversity. Allison would like to get feedback from the parents on what issues they would like to discuss. We will try Survey Monkey to poll the parents.
 - H. Newsletter (Michele):**
 - i.** November Online Newsletter went out 11/1/11. Sent the newsletter as an attachment. Michele will send the link and the attachment next time. Will provide copies at the Schoolhouse.
 - I. Forms/Correspondence (Shelly):**
 - i.** There are two parent TB tests that remain outstanding
 - J. Purchasing (Sherri):** No report
 - K. Webmaster (Vaughan):**
 - i.** The database vendor review is in process.
- VII. Non-voting Chair Reports:**
- A. Alumni Liaison (Ashleigh) -** No report
 - B. Animals (Julia):** Julia has the guinea pigs and will bring them to the Schoolhouse next Friday.
 - C. Community Service Liaison (Mira):** Priscilla reported on behalf of Mira. Once we are back at the Schoolhouse, we will have two concurrent service offerings: a toy drive for the Christmas Project for the Watsonville Farm Community and a used items collection drive for people in the local area who are in need of basic necessities, such as coats, blankets, clothing, etc. In the spring, we will do a Second Harvest food collection drive. A question was put out whether a volunteer day to clean up the local creeks or a clean-up beach day would be of interest to any families. Board members expressed more interest in a beach day clean-up.
 - 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) –** Amoreena reported that the raffle is going well. We have a handful of tickets out that still need to be collected. We think we will be really close to selling out of tickets. If we don't sell out, there will be a few more left to sell at the Turkey Trot.
 - 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, Tracy):** Tracy reported that we have a lot more pre-registrations than in past years. She reported our lowest participation rate is in the Saturday Afternoon and 3's classes at this point. We will have the event rain or shine and look forward to additional walk-in registrations
 - P. Workday Coordinator (Tandem):** No report

VIII. New Business

- A. No new business

IX. Adjourn

Meeting Adjourned at 7:42 p.m.

Next meeting: Tuesday, December 6, 2011 at 7:00 p.m. at Van Meter Elementary School.