

**Executive Board Meeting Minutes**  
**Saturday, July 7, 2007 11:47 am – 12:25 pm**  
**at Tinka's house**

**Attendees:** Lisa Derrington, Scott Eklund, Amy Sato, Michele Grancell, Nora Menke, Melisa Rossmeissl, Cheri Puls, Julie McKenzie, Kara Ligda, Debbie Campi, Tinka Niedermier, Justine Saffir, and Liz Gerhart

**Guests:** None

**Absences:** Monica Wercinski, Erin Dunivin, and Jennifer James

**Proxies:** None

		<b>Action Item</b>
Review of Agenda - Lisa	In effort to conserve time, Lisa proposed foregoing this item. All agreed.	
Approval of June 5 Meeting Minutes - Michele	<i>Nora motioned for approval of the June 5<sup>th</sup> meeting minutes. Julie seconded. 6 votes approved. 2 abstained. Motion passed</i>	
Approval of May Financials - Nora	Nora noted increase in cash due to silent auction income and tuition for summer school and the next school year. Also, the investment income has increased due to transfer of cash from the checking account. (See Attachment 1.)  <i>Kara motioned for approval of the May financial report. Julie seconded. 8 votes approved. Motion passed.</i>	
Approval of COLA Proposal - Nora	Nora reviewed the proposal. (See Attachment 2.)  <i>Nora motioned for approval of the COLA Proposal. Amy seconded. 8 votes approved. Motion passed.</i>  For budget purposes, Nora proposed using a 3% COLA for 7/2008.	
Approval of Appointment of Melisa Rossmeissl as Registrar and Connie Collins as 4-Day Class Coordinator – Lisa	<i>Lisa motioned for approval of the appointment of Melisa Rossmeissl as Registrar and Connie Collins as 4-Day Class Coordinator. Nora seconded. 8 votes approved. Motion passed.</i>	
Approval of Social Services Resolution – Scott	Consensus reached to amend Social Services Resolution to reflect July to July time period. (See Attachment 3.)  <i>Scott motioned for approval of the Social Services Resolution with amended term. Amy seconded. 8 votes approved. Motion passed.</i>  <b>Change job description so that Social Services Resolution term is July – July. (Scott)</b>	√
Approval of 2007/2008 Calendar – Scott	Consensus reached to review, approve, and distribute August, September, and October calendar only. (See Attachment 4.)  <i>Kara motioned for approval of August – October calendar. Melisa seconded. 8 votes approved. Motion passed.</i>	
Registrar's Report – Melisa	<ul style="list-style-type: none"> <li>➤ Enrollment numbers:               <ul style="list-style-type: none"> <li>○ 1 Day 9/18</li> <li>○ 2 Day 18/20</li> <li>○ 3 Day 21/24</li> <li>○ 4 Day 10/24</li> </ul> </li> <li>➤ Upcoming tour on Wednesday, July 11</li> </ul>	

SCVC Report - Cheri	<p>Upcoming events</p> <ul style="list-style-type: none"> <li>➤ Networking tea - October 20 (tentative)</li> <li>➤ Kindergarten panel - January</li> <li>➤ CCPNS teacher luncheon – February 7</li> <li>➤ CCPNS conference in Millbrae – March 16 - 18</li> </ul>	
President's Report - Lisa	<ul style="list-style-type: none"> <li>➤ Orientation Packets/Summer Mailers: All letters or pieces to me by Monday July 16<sup>th</sup>, please. (Those affected: Class Coordinators, Directors, President, Fundraising, Calendar, and Class Rosters - Melisa). With Connie Collins taking over the 4-Day CC position, orientation packets will be picked up by me. Any willing stuffers and stickers, let me know. Packets to be mailed out by Aug. 1<sup>st</sup>.</li> <li>➤ Erin Dunivin and Jennifer James are leaving Sunnymont and therefore the board. Thanks Justine and Debbie for quick action in getting Connie Collins to step up to CC job. We will still be looking for a new Fundraising Coordinator...any ideas let Justine, Debbie or myself know.</li> <li>➤ Board BBQ at my house on July 28. Currently 26 coming. Sean and I will supply drinks and main foods to grill. Will send out a sign-up for other items to bring. It will begin at 3pm at my house. Looking forward to having some fun times together.</li> <li>➤ Handbook Revisions - we are looking for a soft copy of the Handbook to make revisions in July/early August to be ready for the fall. <b>Search secretary archive CDs for handbook. (Michele)</b> Michele/Secretary will keep records of ongoing changes decided throughout the year to be worked on at revision time.</li> <li>➤ Reminder...check minutes before each new meeting, as you will already do, but paying particular attention to the action items. This is such a great way to keep us on task.</li> </ul>	√
Director's Report	<ul style="list-style-type: none"> <li>➤ Welcome Liz to our teaching staff. Training has begun. New Staff Handbook created – Thank you Justine. Liz has met with Tinka and Justine already and will meet with Debbie regarding specifics of 1-Day.</li> <li>➤ Green Job Binders: Justine is feverishly working to distinguish between parent handbooks and job binder handbooks.</li> <li>➤ Summer School: First session is complete and went well. Second session begins Monday July 9, with 18 students. Aides are Britty &amp; Amanda.</li> <li>➤ Tinka received an email from Collin McKinlay regarding proposed shed. He will not be able to build a movable shed for us in the time for his project to be complete. Canyon Heights turned down our request to keep our current rent without the 5% increase. Nora will send them the additional 5% for July, which we did not pay yet.</li> <li>➤ Director Tasks: Who's Responsible for What: Handout attached. (See Attachment 5.) Justine and I would like you to try to direct your question/action items to whomever has the task, yet also copy the other director.</li> </ul>	
Meeting adjourned at 12:25 pm.		
<b>Next Board Meetings: Monday, August 6 @ 7pm (tentative) &amp; Monday, August 27 @ 7pm CONFIRMED</b>		

Attachments: Attachment 1 – May Financials  
Attachment 2 – COLA Proposal  
Attachment 3 – Social Services Resolution  
Attachment 4 – School Calendar: Aug – Oct 2007  
Attachment 5 – Director Tasks