

Draft
Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
October 1, 2013

Board Members (Voting and Non-Voting) Present: Tandem Hayden, Julia Lombardi, Anne Collonge, Adrienne Cox, Chris Demilta, Michele Moore, Ramanan Radhakrishnan, Brian Horton, Vaughan Sheridan, Susan Auger, Tania Vong, Margaret Pettit, William (Willie) Wang

Alumni Present: Kirsten Lundstrom

Administrative Director: Jane Krejci

- I. The meeting was called to order at 7:08 P.M.**
- II. Review and approval of August 27, 2013 minutes.**
 - A.** Motion to approve August 27, 2013 minutes made by Adrienne, 2nd made by Brian, all in favor.
- III. Chair Report (Tandem):**
 - A.** Review and approve Nominating Committee slate for the 2013-2014 school year.
 - i.** Vote to approve Susan Auger as Scrip/eScrip Fundraiser for the 2013-14 school year: motion to approve made by Michele, second made by Brian, all in favor.
 - ii.** Vote to approve Chris DeMilta as Auction Solicitations for the 2013-14 school year: motion to approve made by Willie, second made by Julia, all in favor.
 - iii.** Vote to approve Madhuri Fletcher as Secretary for the 2013-14 school year: motion to approve made by Ramanan, second made by Adrienne, all in favor.
- IV. Administrative Director Report (Jane K.):**
 - A.** LGSUHSD relationship update:
 - i.** Jane is proposing that the school move forward with a relationship with the Los Gatos Saratoga Recreation Department, and has a meeting with them tomorrow to get more details on all that is required.
 - 1.** There will be a flat fee that the school will be required to pay; could be negotiated.
 - 2.** All teacher would become employees of the Rec. Dep.
 - a.** There will most likely be an increase in costs due to the additional requirement to fund teachers' retirement program. Jane estimated \$6,000.
 - ii.** Los Gatos Parent may also enter into a relationship with the Recreation Department.
 - B.** Eagle Scout Projects
 - i.** New Chicken Coop: Old coop is scheduled for demolition this coming weekend.
 - C.** Teachers Training through "Outdoor Classroom Project":
 - i.** Teachers Leslie, Angie and Sarah will attend this training as there is budget for ongoing staff education. (Cost is \$325 per teacher.)
 - ii.** We can learn from the Project, but also contribute as we already have a strong outdoor component.
 - D.** Potential new outdoor location at Bear Creek Stables
 - i.** The teachers held their last meeting at B.C. Stables and believe it could be a great fit for Mountain School. Open Space may even have funding to build structures specifically for us. Jane will be submitting a proposal.

V. **Lead Teacher Report (Marie):** No report.

VI. **Voting Chair Reports:**

A. **Secretary (Madhuri):** Kirsten filled in for this meeting.

B. **Treasurer (Brian):** No Report.

C. **Information (Tania):**

- i. Camping Trip – Tania has reserved two 50 person sites for the camping trip and at this point only has 66 confirmed for the trip. She may have to cancel one of the spaces. Other board members said they will try to help find additional campers.

D. **Registration (Margaret):**

- i. There have been some movement in classes.
- ii. All classes are full.
- iii. Currently there is a long wait list for all 2's classes.
- iv. Clarification on Registration Fee. It is NOT refundable.

E. **Forms/Correspondence (Cristina):** No report.

F. **Programs (Elan/Julia):** Julia reported:

- i. Programs Schedule:
 1. 10/7: Awakening the Possibilities in your Family, Benjamin Zander
 2. 10/8: Common Ground Series: Warrior or Worrier: Know your Child's Competitive Style, Po Bonson
 3. 10/17: Compassion as a Resource for Parenting, Leah Weiss Ekstrom
 4. 11/14: DIY: Homemade Cleaning Products Using Essential Oils, Tesha Stone
 5. 12/2: Hicklebee's
 6. 10/10: Sock Stick Horse Creation, Teachers Karen and Jan
 7. 12/16: Media, Technology & Early Childhood Development: What Parents Need to Know (for parents of children age 0-4), Holly Pedersen
 8. 2/11/14: General Meeting, Janis Keyser

G. **Facilities (Kumi/Willie):** Report made by Willie.

- i. The inside and outside of the Schoolhouse look to be in good shape.
- ii. Many projects scheduled for the upcoming Work Day.
- iii. The Zip Line has been rebuilt as it was damaging the trees it was attached to.
- iv. Garden/landscape sprinkler has a broken valve that will be replaced.

H. **Purchasing (Michele):** No report.

I. **Technologist (Ramanan):**

- i. Demonstration of the new system will be next month.

J. **Webmaster (Vaughan):**

- i. Requested the latest email updates from Margaret/Kirsten.
- ii. Turkey Trot and Raffle information has all been posted to the website.
- iii. Vaughan estimates that he will have Programs information updated in the next few days.
- iv. Auction information will come after Programs.

K. **Newsletter (Adrienne):**

- i. Originally had planned to have the Newsletter come out at the beginning of each month, but wants to shift that to after the board meeting each month. The new schedule and deadlines will be:
 - ii. Board Chair information must be received by the Friday following the Board Meeting.
 1. Any format except pdf is fine. Within any given document however, try to keep all the formatting, fonts, etc. to be the same.
 - iii. Newsletter will be published the following Monday/Tuesday after each Board Meeting.

L. **Auction (Anne/Jenny):**

- i. Team meet with Rusty Icenogle and Amy Williams (Auction Chairs from last year) for an information exchange.
- ii. Auction Role Survey to go out next week.
- iii. Team has developed some new tools and architecture to hopefully streamline the process for volunteers.
 - 1. Using Base Camp project management software.

VII. Non-voting Chair Reports:

- A. Alumni Liaison (Anne-Michelle):** No report.
- B. Animals (Casey):** No Report.
- C. Family Partnership (Alison):** No report.
- D. Community Service Liaison (Caroline):** No report.
- E. Garden (Adrienne):**
 - i. Owl Box:
 - 1. Estimated cost: \$50-\$75
 - 2. Perhaps may need to check with Lakeside on placement as there aren't many good site candidates right around the schoolhouse.
 - 3. Ideally the box would need to be up before January prior to nesting season.
 - 4. Auduban Societ has plans on it's website.
 - a. Find a volunteer to build.
 - ii. Fruit Trees
 - 1. Yamagamis will make a donation. Will need a letter drafted making the request, and explaining the nature of the school.
 - 2. Minimum 3-4 trees in the place of one of the beds. Possibly trellis apple trees along the fence as well.
 - 3. Will need to have the rocks from the beds removed, but there are other priorities for this first Work Day. Perhaps the rocks could be moved during the second Work Day.
 - iii. Critter Cam
 - 1. Estimated cost: \$150
 - 2. Jane had relayed that they did have one of these cameras and they found that most of the recording was of nothing. It may be a low return on investment.
- F. Go Green Advocate (Lisa):** No report.
- G. Health and Safety Coordinator (Michele):**
 - i. No Nut/Tree Nut Policy is not being observed universally. It needs to be reinforced that the policy includes all school locations and functions, including outdoor locations, family picnic, etc.
 - 1. Perhaps revisited by the teachers in their respective classes/circles.
 - 2. Include in Newsletter.
 - ii. First Aid Kit Fanny Pack is not always going with teachers on hikes. Needs to be revisited with teachers.
 - iii. Earthquake Kits at Schoolhouse.
 - 1. Wants to donate the food from the kits before it expires and replace with proper Earthquake kit with non-expirable food rations (kits from Costco).
- H. Librarian (Kari):**
 - i. Persuing a Target Grant that could give the school \$1000-\$2000 in funds towards library materials.
- I. Marketing (Position Open):**
 - i. Need Marketing postion filled.
 - ii. Need to staff for Las Madres Event the Sunday after the Turkey Trot.
- J. Fundraising: Raffle (Casey/Zelda):** No Report.
- K. Fundraising: Scrip/eScrip (Susan):**

- i. Suggested a budget for eScrip next year to make it possible to have gift cards on-hand for purchase, rather than ordering in advance.
- ii. First ordering round will be the Friday after the Turkey Trot to ensure that Thanksgiving grocery cards arrive to families in time.

L. Mountain School Parties (Gina): No report.

M. School Photos (Vivian): No report.

N. Social (Carol): No report.

O. T-shirt sales (Jae): No report.

P. Turkey Trot (Anna/Denise/Melissa): No Report.

Q. Workday Coordinator (Bill): No report.

VIII. New Business

A. Yelp reviews (From Michele): Follow up on last year's initiative to increase the number of Yelp reviews. There are only a few reviews as of this meeting.

- i. In the discussion it was suggested that over the course of the year board members could volunteer to write a review.

IX. Adjourn

Meeting adjourned at 8:44 p.m.

Next meeting: Tuesday, November 5, 2013 at 7:00 p.m. at Van Meter Elementary School.