

**Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
February 5, 2013**

Board Members (Voting and Non-Voting) Present: Kirsten Lundstrom, Priscilla Amend, Tania Yong, Vaughan Sheridan, Dominic Giacalone, Eric Rider, Tandem Hayden, Martina Kocianova, Yumi Hiroshima, Cristina Villarreal, Michelle Moore, Amy Williams.

Teacher Present: Sarah Hitchcock-Glover

Head Teacher: Jane Krejci

- I. **The meeting was called to order at 7:17 P.M.**
- II. **Review and approval of January 8, 2013 minutes.**
 - A. Motion to approve January 8, 2013 minutes made by Dominic, 2nd made by Yumi, all in favor.
- III. **Chair Report (Priscilla):**
 - A. Formation of the 2013 Nominating Committee: Michelle Moore, Ximena Domagalski and Margaret Pettit
 - i. Current board members interested in continuing their position next year and/or having interest in other positions, please contact any member of the Nominating Committee.
 - ii. Any recommendations for other positions, please contact any member of the Nominating Committee.
- IV. **Administrative Director Report (Jane K.):**
 - A. Has an Eagle Scout who will take on the project of building a new chicken coop. Please forward any ideas to Jane. Scout will come back with his initial designs.
 - B. Progress report on new shed:
 - i. Contractor believes it can be set on the current platform.
 - ii. Next steps:
 1. Plan to start after classes have moved outdoors and there is more favorable weather. April/May timeframe.
 2. Remove old shed: dedicate 4-6 people at the next Work Day
 3. Parents could build ramp and/or steps.
 4. Could be an Auction Item to "Paint the Shed."
 - C. Summer School
 - i. Laura has retired so Jane will recruit a new person to oversee the registration for the Summer Session from the teachers.
 - ii. Jane has a flyer roughed out.
 - iii. Priority registration was slated to be until April 15, but we discussed moving that date forward, as some new families had asked why Open Enrollment happened so late in the spring.
 - iv. 23 families from the Open House expressed interest in the Summer Session.
 - v. Vaughan will set up summer@lgsons.com to forward to the new registration person.
 - D. Pre-K Policy
 - i. Had a brief discussion regarding the Pre-K policy in the Operating Policies and it was decided it was good as it stands.
- V. **Lead Teacher Report (Marie):** No report.

VI. Voting Chair Reports:

A. Secretary (Kirsten): No report.

B. Treasurer (Dominic): No Report.

C. Information/Marketing (Tania):

i. Information:

1. Open House had a great turnout. 45 families attended.
 - a. Results from "How they heard about LGSONS" question indicated that our best resource is word of mouth with friends. The expense of Bay Area Parent ad may not be worth the investment.
 - i. Web = 1
 - ii. Online = 4
 - iii. Friend = 26
 - iv. Family = 1
 - v. Harmony/Yahoo Group = 1
 - vi. Class = 1
 - vii. Parent Group = 1
 - viii. Las Madres = 2
 - ix. Bay Area Parent = 1

D. Registration (Martina):

i. Enrollment: All Classes are full.

1. 4/5's is at 17.
2. Sat PM is at 19.

ii. Petitions

1. Three-year-old student that is currently in the 2's class would like to go to the 4/5's Class in 2013-14 school year. Student would not be four by September 1. Teacher recommendation is for either the 3's or 3/4's class.
 - a. Motion to deny made by Tandem, 2nd made by Vaughan, all in favor.
2. Student with September 2nd birthday (will be two) would like to enter the 2's class for the 2013-14 school year.
 - a. Motion to approve made by Kirsten, 2nd made by Cristina, all in favor.
3. Student petitioning for a fourth year in regular classes (4/5s) in the 2013-14 school year. Has already attended 2's, 3's and 3/4s classes. No teacher recommendation has been made yet. Board would like to have the recommendation from the teacher before voting.

iii. Applications for 2013-14 school year, first choice:

1. W2's = 22
2. F2's = 19
3. S2's = 4
4. 3's = 26
5. 3/4's = 18
6. 4/5's = 20
7. Sat PM = 13
8. As of this board meeting, 122 applications total.

E. Forms/Correspondence (Shelly): No report.

F. Programs (Cristina/Julia): Cristina reported:

i. Second semester schedule:

1. Jan. 30, 2013: Common Ground Series: Parenting for Authentic Success – Madeline Levine, Ph.D.
2. Feb. 12, 2013: General Meeting: Eileen Healy

- a. Eileen will be meeting with teachers prior to General Meeting for their own session.
 - 3. Mar. 4, 2013: How to Blog Like a Pro – Erica Montgomery
 - 4. Mar. 11, 2013: Project Cornerstone – Linda Silvus
 - 5. Mar. 21, 2013: Parenting as a Team for Couples
 - 6. Mar 28, 2013: Supporting Friendships: Teaching Social Skills – Heidi Emberling, MA
 - 7. April 23 or 30, 2013: Tips for Improving Communication with Your Children – Adam & Aurianne Dorsay
- G. Facilities (Tandem):** No Report.
- H. Purchasing (Yumi):** No Report.
- I. Technologist (Eric):** Progress is being made.
 - i. User Interface is nearly ready for entry of application forms.
 - ii. Currently there is no security on system but Jason is working on that component.
- J. Webmaster (Vaughan):**
 - i. Open House Facebook campaign went well.
 - ii. Issues with Programs section of the website.
 - 1. Eric suggested RTF to Plain Text as a possible solution.
 - iii. Teacher Jeanne made some changes to the Sat PM class description.
- K. Newsletter (Michele/Derek):**
 - i. Newsletter went out and she received lots of positive feedback from the 2's classes.
 - ii. There was discussion of a third newsletter. Some ideas are:
 - 1. Promote Summer Session and Camping Trips
 - 2. Results of the Auction
 - 3. Advertise remaining Buy-A-Spots from Auction
- L. Auction (Amy, Mary, Rusti):** Amy reported:
 - 1. Mary has more or less completed the event planning.
 - 2. Rusti is starting to work with her database teams.
 - 3. Amy is in the thick of solicitation work but has most of the family donation ideas and is still working on the target of 150-200 vendor donations.

VII. Non-voting Chair Reports:

- A. Alumni Liaison (Ashleigh):** No report.
- B. Animals (Casey):** No report.
- C. Community Service Liaison (Caroline):** Priscilla reported for Caroline:
 - i. Second Harvest Food Bank Food and Fund drive is currently underway. The bin is in the Schoolhouse until March 14th.
- D. Family Partnership (Alison):** No report.
- E. Garden (Robin):** Priscilla mentioned that there is a parent in the W2's class that may be interested in the position for next year.
- F. Go Green Advocate (Angie):** No report.
- G. Grant Writer (Margaret):** No report.
- H. Health and Safety Coordinator (Michele):** No report.
- I. Librarian (Kari):** No report.
- J. Mountain School Parties (Margaret):** No report.
- K. Raffle (Kuni/Amoreena):** No report.
- L. School Photos (Vivian):** No report.
- M. Scrip/eScrip (Ximena):** No report.
- N. Social (Linda):** No report.
- O. T-shirt sales (Jae):** No report.
- P. Turkey Trot (Anna/Denise):** No report.
- Q. Workday Coordinator (Kumi):** No report.

VIII. New Business

- A.** Eric had one piece of new business: Living Willow Structure for the Schoolhouse. Eric brought some example pictures and there was initial interest in the idea. He will research a bit further as to costs.
 - i.** Location and maintenance (including water) were questions.

IX. Adjourn

Meeting adjourned at 8:27 p.m.

Next meeting: Tuesday, March 5, 2012 at 7:00 p.m. at Van Meter Elementary School.