

**Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
September 6, 2011**



Board Members (Voting and Non-Voting) Present: Priscilla Amend, Yumi Hiroshima, Mark Modeste, Ramanan Radhakrishnan, Liz Basallaje, Vaughan Sheridan, Martina Kocionova, Peter Savich, Stephanie Snow, Michele Moore, Jane Krejci, Sherri Ingrassia, Nicole Engel

Lead Teacher

Marie Imai

Administrative Director

Jane Krejci

- I. **The meeting was called to order at 7:18 P.M.**
- II. **Review and approval of June 7, 2011 minutes.**
 - a. Motion to approve June 7, 2011 minutes made by Sherri , 2nd made by Ramanan; all in favor.
- III. **Chair Report (Priscilla):**
 - a. **Introductions** were made by each attending Board member.
 - b. **An executive board vote was requested in email on July 6, 2011 by Priscilla** because of recent changes to the school's policy on carpooling. The executive board approved to eliminate the Carpool Coordinator position since the school will no longer arrange or require carpools. The LGSONS By-Laws will then be updated with this change.
 - c. **An executive board vote was requested in email on July 6, 2011 by Priscilla** because of recent changes to the school's policy on carpooling. The executive board approved to create the Family Partnerships Coordinator position. The position has been defined as:
 - i. The Family Partnerships Coordinator shall coordinate family partnerships for the 3's, 3/4's, and 4/5's classes. One parent shall be responsible for two children (their own child and one other) in the 3's class and for three children in the 3/4's and 4/5's classes (their own child and two others).
 - ii. The Family Partnerships Coordinator shall consider class size and the individual children when making recommendations.
 - iii. The Family Partnerships Coordinator shall recommend class size to the Head Teacher and Director.
 - iv. The Family Partnerships Coordinator shall assist the teachers and parents with any family partnership related issues.The LGSONS By-Laws will be updated with this change.
 - d. A vote was made to approve the following to the 2011-2012 Board:
 - i. Motion to approve Alison McElravey as Family Partnerships Coordinator for 2011-2012 made by Vaughan, 2nd by Sherri; all in favor.

- ii. Motion to approve Elizabeth Basallaje as Programs Co-Chair for 2011-2012. Motion by Nicole, 2nd by Sherri; all in favor.
 - iii. Motion to approve Ashleigh Coffeng as Alumni Liaison for 2011-2012. Motion by Martina, 2nd by Mark; all in favor.
 - iv. Motion to approve Tara Sturtevant as Librarian for 2011-2012. Motion by Mark, 2nd by Ramanan; all in favor.
- e. Priscilla discussed the various vehicles for school-wide communication:
 - i. Newsletter - will be online for the first time this year.
 - ii. Class Representatives for all seven classes are in place. Email alias is classreps@lgsons.com. There will be a separate class auction representative, which will handle family donations and class donations. After Board meetings, email Priscilla info relating to your area that is relevant to share at the next circle meetings. She will consolidate info into one email and send to class reps.
 - iii. Class email aliases – For anything going out to ALL of the class email aliases, Jane and Priscilla should be notified of information first.
 - iv. There was also mention of the Yahoo Community Group, which is administrated by Annelies Ransome.

IV. Administrative Director Report (Jane K.):

- a. Rebecca Curran has been hired as the new Friday 2s teacher to replace Kathy Wilcox.
- b. An invitation has been sent out for a "Good-bye" party for Teacher Kathy for September 14, 6:30pm at schoolhouse.
- c. We've had the big oak tree at the schoolhouse trimmed again. Mainly have taken weight off the outer branches. There is no bill yet but will split the cost with Lakeside.
- d. We are all set for school to begin at Savannah Chanelle and then Saratoga Springs. The equipment has been moved to both locations.

- V. Lead Teacher Report (Marie):** Priscilla reported for Marie: There are still seven spots open for the Chardonnay Sail on September 24 from 5-7pm in honor of Teacher Kathy. If anyone is interested, they should email Marie immediately. It costs \$46.80 and the participants need to be in Santa Cruz at the dock at 4:30. Teacher Marie will be hosting a potluck at her house for adults only at 7:30 that same night.

VI. Voting Chair Reports:

- a. **Secretary (Jean)** – Priscilla reported for Jean:
 - i. Finished update to Parent Handbook. The newest version is posted on school website.
 - ii. Jean is working on updating school By-laws and Operating Policies.
- b. **Treasurer (Peter):**
 - i. Have files up-to-date. There are two files: ledger and check list file.
 - ii. The tuition assistance account is \$2000 over budget as of last April or May. There are currently no requests for tuition assistance. Peter proposed that if he gets another request, he will let the Board know.

Priscilla said there are ways to raise tuition assistance funds that will offset this over budgeted amount, such as fees from bounced checks, late fees, etc.

- c. **Information (Nicole):** It has been a slow summer. She has received just a few calls.
- d. **Registration (Martina):**
 - i. All classes are full except for Saturday Afternoon class. There are two empty spots, with the possibility of one family enrolling. Two's classes have wait lists, but 3/4s and 3s just have one or none on waiting list.
 - ii. There is an issue with the application. We will have to rewrite the carpool language and should mention on the application that teachers have the right to use their discretion when balancing a class. Sometimes have to take into consideration a child's developmental level in order to balance a class.
- e. **Fundraising/Auction (Amy, Karen, Ramanan, Rusti):**
 - i. Ramanan reported for Amy: Redwood Estates has been secured. The title for the auction is "Magical Mountain School Moments." They are investigating food options and decorations are in progress.
 - ii. Ramanan reported for Karen: timelines have been set and an FAQ (Frequently Asked Questions) page has been created to answer questions and describe rules for each auction job. An auction alumni liaison has been secured. An auction job survey is in progress. This will decrease the paperwork and time spent on spreadsheets. The auction team is exploring the use of Google Forms. The auction job descriptions have been posted.
 - iii. Ramanan reported that he is helping Karen with the MaestroSoft software. They are trying to generate new reports. Also, by July 2012 we will need to be PCI compliant (Personal Credit Card Industry). This means we will need to be compliant with certain security standards. This will not affect the auction in 2012, but will need to happen for next year. This year, Ramanan's computer and home network will be PCI compliant. Ramanan suggested that we go with an online version of MaestroSoft so we can put a catalog of the auction items online. We can pay \$540 for six months, we will all have access and we can put sponsorships on it.
 - iv. Ramanan reported for Rusti: the guest and alumni cost for this year's auction will be \$30, but the charge for current Mt. School families will remain at \$20. This fee was built into the tuition costs. A penalty fee will be instituted for buy-outs and family donations that do not meet the deadline date. Co-chairs will visit classes at Circle Meetings to answer questions after the survey goes out.
- f. **Facilities (Mark):**
 - i. Mark has talked with Cathy Spears about things that need to be done. The roof is still leaking. We can probably get through the winter, but we may need to look into more professional services to fix it. Jane suggested that Lakeside look into it.
 - ii. The two kitchen faucets need work. Mark thought we could handle repairs to the art sink in one workday.
 - iii. There is no new toilet seat.
 - iv. The cabinets need attention, especially the ones in the woodworking area.
 - v. Rope swing is a potential project for the Boy Scouts.
 - vi. Landing repair for the zip line was completed by Victor Ingraffia. Mark asked if we wanted side rails. However, side rails may not be a good idea since it would provide something for children to climb on and over.

- vii. The autofill in the chicken coop was running continuously so Mark fixed it temporarily. We need to take a look at it for a more permanent repair.
 - viii. Mark will do a walk through with Jane to see if anything else needs attention.
 - ix. A potential climbing structure is being explored. Mark will figure out how to build it.
- g. Programs (Yumi and Liz):**
- i. Six mini courses have been organized by Yumi and Liz with the possibility of adding more from outside invitations if of interest. There will be a CPR course, Martina Kocianova will talk on nutrition from a holistic approach, Mother Nature film, talk from Dr. Jerrold Shapiro focusing on boys, talk from Juliana Scalise focusing on paying attention to yourself, and a Common Ground seminar.
 - ii. The General Meeting has been set for November 9 with Janis Keyser, the co-author of *Becoming The Parent You Want To Be*.
- h. Newsletter (Michele):**
- i. Michele has emailed the school regarding newsletter submissions with a deadline of September 9. The newsletter will come out one week after the submission deadline. Michele and her husband are picking a format for the newsletter, which will be simple and organized.
 - ii. Ramanan asked if she would consider doing a Blog. It would open up communication throughout the school and would make it more interactive. Michele was going to look into this idea.
- i. Forms/Correspondence (Shelly):** Priscilla reported for Shelly: still waiting for TB test results from a few parents. Teachers are following up directly with parents.
- j. Purchasing (Sherri):** Sherri reported that she has purchased sand, but nothing else.
- k. Webmaster (Vaughan):**
- i. Vaughan reported that there have been a lot of changes to the website; FAQs, auction and family partnerships. He asked all chairs to look at website under their section and notify him of changes that need to be made.
 - ii. The school calendar has been updated
 - iii. Vaughan has been working with teachers one-on-one so they can update as well.
 - iv. Vaughan is also working on making all forms available online.

VII. Non-voting Chair Reports:

- a. Alumni Liaison (Ashleigh):** Priscilla reported for Ashleigh: There will be a meeting by mid-October with Ashleigh, Amy Williams, Alis Whitman, Jane Krejci and Priscilla to create a strategy surrounding alumni and define the alumni liaison role more broadly. More definition to the role is needed.
- b. Animals (Cathy Spears-temporarily):**
 - i. Recruiting for this role is underway. Cathy Spears is filling this role temporarily.
 - ii. Peter gave an animal report on behalf of Cathy. We have two new guinea pigs and one has had two babies already. The other is getting fatter so she will probably have babies soon. This was a surprise since it was not known they were pregnant when they were purchased!
- c. Community Service Liaison (Mira) —** No report
- d. Family Partnership (Alison) —** No Report
- e. Grant Writer (Margaret):** Priscilla reported for Margaret: Margaret would like to meet with Jane regarding our needs.
- f. Health (Taffy) —** No report
- g. Librarian (Tara) —** No report

- h. **Marketing (Annelies)** — No Report
- i. **Mountain School Parties (Margaret):** Priscilla reported for Margaret: So far one party has been scheduled. An ad will be put in the newsletter.
- j. **Raffle (Amoreena and Kuniko)** – No report
- k. **School Photos (Anne)**— No Report
- l. **Scrip/eScrip (Stephanie):** Stephanie reported that she is new to the position and is just learning.
- m. **T-shirt sales (Anne-Michelle)**— No report
- n. **Turkey Trot (Patricia, Tania Rosa, Tracy)** — No report
- o. **Workday Coordinator (Erik)** — No report

VIII. New Business- None

IX. Adjourn

Meeting Adjourned at 8:37 p.m.

Next meeting: Tuesday, October 4, 2011 at 7:00 p.m. at Van Meter Elementary School.