

**Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
November 6, 2012**

Board Members (Voting and Non-Voting) Present: Kirsten Lundstrom, Priscilla Amend, Tania Yong, Julia Lombardi, Yumi Hiroshima, Vaughan Sheridan, Rusti Incenogle, Dominic Giacalone, Michele Moore

Administrative Director: Jane Krejci

- I. **The meeting was called to order at 7:12 P.M.**
- II. **Review and approval of October 2, 2012 minutes.**
 - A. Proposed modifications:
 - i. In IV. B. Change "Saratoga Parent Preschool" to "Saratoga Parent Nursery School."
 - ii. In VI. I. i. Remove "(???)"
 - B. Motion to approve October 2, 2012 minutes, as modified, made by Dominic, 2nd made by Tania, all in favor.
- III. **Chair Report (Priscilla):** No report.
- IV. **Administrative Director Report (Jane K.):**
 - A. In the Los Gatos Weekly Times, there was coverage of Jan Eby's new book, "The Grammie Guide" where Mountain School was mentioned.
 - B. Considering a new shed for the Schoolhouse. Would like it to be an upgrade from the current shed, with a concrete pad and Tuff Shed building. Cost could be around \$3,000.
 - i. Michele will refer someone who could provide a quote.
 - ii. Jane will probably get quotes for two sizes of shed.
 - iii. Dominic asked whether this would require permission from Lakeside School. Jane believed it would not require permission, as it is not a modification to the Schoolhouse proper.
 - iv. Once quote information is gathered (in the next month or so), Board will vote on funds.
- 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. Marketing:
 1. Las Madres event went well. Less busy than other years but steady. Jane talked to a number of other schools and maybe there is a correlation of lower interest in preschool/nursery schools due to the increased offering of Pre-K classes.
 - a. Tanya thought that our table blended in with the other tables and Yumi suggested a new colored tablecloth in red. Rusty offered to make one.
 2. Brochures and cards for the school need revamping, which Tania will begin doing.
 - D. **Registration (Martina):** Priscilla reported for Martina:
 - i. Enrollment
 1. 3/4's is at 17.

2. The Saturday Afternoon class is at 15 with a family shadowing this weekend.

E. Forms/Correspondence (Shelly):

- i. Last two outstanding TB documentation items have been received.

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

i. December Programs:

1. November 28th: Real Parents, Real Kids, Real Talk
2. December 5th: Hicklebee's
3. December 11th: Sock Stick Horse Creation
4. December 13th: Playborhood: Turn your Neighborhood Into a Place for Play

ii. January Programs schedule is set.

iii. February 12th: General Meeting Speaker - Eileen Healy

iv. March Programs:

1. Looking into Erica Montgomery - blogging in lieu of scrapbooking.
2. Bullying Prevention via Project Cornerstone. No date set.

G. Facilities (Tandem): No report.

H. Purchasing (Yumi): All the Earthquake Kit materials have been purchased and passed on to Michele.

I. Technologist (Eric): Priscilla reported for Eric:

- i. The technical team is changing away from WaveMaker and moving straight to JavaScript and HTML (using another open source framework). Made the change because WaveMaker doesn't give so much control when they change the database. More programming needed upfront but don't need to re-do a lot when a change is made.
- ii. Could use another developer to move the project along faster. If anyone knows someone with HTML and JavaScript experience, please let Eric know. Priscilla will send an email to the school community.

J. Webmaster (Vaughan):

- i. Teacher Marie has a new email address, and it has been added to the appropriate school mail lists.
- ii. Continues to encourage Board members to "Like" our Facebook page and post frequently. The more often we post, the broader our "reach" is.
- iii. There was a brief discussion regarding what types of pictures are appropriate for the FB page. General guidance is to always seek permission from the parent to post a picture if the child is recognizable in the photo.

K. Newsletter (Michele/Derek): No report.

L. Auction (Amy, Mary, Rusti): Rusti reported:

i. Greater Giving:

1. Training on 10/26 was helpful.
2. Not planning to import user data until after the Turkey Trot is over.
3. Believes the software should be an improvement.

VII. Non-voting Chair Reports:

A. Alumni Liaison (Ashleigh): No report.

B. Animals (Casey): No report.

C. Community Service Liaison (Caroline): No report.

D. Family Partnership (Alison): No report.

E. Garden (Robin): Jane reported for Robin. New planting happening in the garden. Struggling with the watering system.

F. Go Green Advocate (Angie): No report.

- G. Grant Writer (Margaret):** No report.
- H. Health and Safety Coordinator (Michele):**
 - i. Earthquake Kits:
 1. In the process of updating and reorganizing the Earthquake Kits for the Schoolhouse. Planning to buy just canned goods in bulk so that they can be replaced all at once upon expiry. Choosing only canned goods since much of the paper/plastic packaged foods in current kits were infested.
 2. There are blankets, but she is considering replacing them with ones specifically for Earthquake Kits so they take up less room.
 - ii. First Aid Kits updates are completed.
- I. Librarian (Kari):** Jane reported that the new Librarian is putting together an up-to-date catalog for the children's books. Parents will be reminded that they may look at these books AT the Schoolhouse, but please don't take them home.
- J. Mountain School Parties (Margaret):** No report.
- K. Raffle (Kuni/Amoreena):** Priscilla reported for the Raffle team:
 - i. Seems to be going well. Every time tickets come back, they are taken by someone else who wants more. The push is now to get both the unsold and sold tickets and money back this week.
 - ii. Dominic reported that he has not received the sponsorship check from Willow Street Pizza yet.
- L. School Photos (Vivian):** No report.
- M. Scrip/eScrip (Ximena):** Priscilla reported for Ximena:
 - i. Our Whole Foods Scrip order totaled \$2,500 from 6 families. The school will earn about \$100 from this order. Ximena is on the fence now about whether to do another order in December because she doesn't know if there will be enough interest to do it again so soon after this order. In addition, there will be a drive for Great Lakes Scrip Gift Cards in December, and she doesn't want an additional Whole Foods drive to deter from that.
- N. Social (Linda):** No report.
- O. T-shirt sales (Jae):** No report.
- P. Turkey Trot (Anna/Denise):** Priscilla reported for the team:
 - i. Anna and Denise just got the bill from Lake Almaden and they are only charging us \$200 for the whole event! That is a \$1000 savings for making the move from Vasona.
 - ii. Board Member questioned whether parking is free or not at the new site.
 - iii. Goodie Bags were donated from Whole Foods.
- Q. Workday Coordinator (Kumi):** No report.

VIII. New Business

- A. No new business.

IX. Adjourn

Meeting Adjourned at 8:10 p.m.

Next meeting: Tuesday, December 4, 2012 at 7:00 p.m. at Van Meter Elementary School.