

**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, Vaughan Sheridan, Rusti Incenogle, Dominic Giacalone, Shelly Moss, Eric Rider, Tandem Hayden, Christina Villarreal, Martina Kocianova

**Administrative Director: Jane Krejci**

- I. **The meeting was called to order at 7:30 P.M.**
- II. **Review and approval of November 6, 2012 minutes.**
  - A. Motion to approve November 6, 2012 minutes made by Rusti, 2<sup>nd</sup> made by Christina, all in favor.
- III. **Chair Report (Priscilla):**
  - A. Review, discuss and vote to approve funds for a new shed for the Schoolhouse.
    - i. Review: Jane procured a quote: materials, delivery and labor for 10' x 14' shed with window and skylight would be \$3,399.00. New shed would not require a cement pad. Does not include painting or removal of old shed. Lakeside School has given us the OK to replace the existing shed.
    - ii. Discussion:
      1. Jane was hesitant to start the work right away because of the rainy weather, so there isn't a rush to complete the work.
      2. Tandem thought it would be relatively easy to get volunteers during the Work Day to do the demolition.
      3. It was suggested to get a U-Haul truck to remove debris and be temporary storage for the contents of the shed while the new one is being built.
      4. It was also suggested that we create a Buy-A-Spot for painting the new shed for this year's Auction.
    - iii. Vote: Motion to approve \$3,600 in funds from savings to build new shed was made by Tandem, 2<sup>nd</sup> made by Vaughan, all in favor.
  - B. Review, discuss and vote on the Budget Committee's proposal to increase tuition for the 2013-14 school year.
    - i. Review: The Budget Committee met and reviewed projected revenues and expenses as well as tuitions from similar area schools for the upcoming school year and is recommending a 3% increase in tuition for the multi-day classes. A key factor for this recommendation is that rent will be increasing with the new lease agreement of the Schoolhouse. Other expenses may increase as well.
    - ii. Tuition for the 2013-2014 school year will be as follows:
      1. 2s Classes and Saturday Afternoon Class - \$998
      2. 3s Class - \$1,950
      3. 3/4s Class - \$2,700
      4. 4/5s Class - \$2,700
    - iii. Discussion:
      1. The Board reviewed the reasons for keeping the one-day class tuition the same.
      2. Some Board members recommended regular (yearly) increases going forward.
      3. The Board discussed how our program is unique and is difficult to compare apples to apples to other area schools.

- iv. Vote: Motion to approve a 3% increase in multi-day class tuition was made by Tandem, 2<sup>nd</sup> made by Eric, all in favor.

**IV. Administrative Director Report (Jane K.):**

- A. Met with Almaden Country School and its enrollment (similar to Mountain School) is down. Its after-school program is full however. It also is experiencing lots of movement in its enrollment.

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

**VI. Voting Chair Reports:**

- A. **Secretary (Kirsten):** No report.

- B. **Treasurer (Dominic):** Reported the preliminary numbers for the Turkey Trot and Raffle. Target was to raise \$12,000 and was exceeded with a combined \$15,482.

- i. Turkey Trot: \$5,433
- ii. Raffle: \$10,051

- C. **Information/Marketing (Tania):**

- i. Information:
  - 1. Open House is Sunday, January 20, 2013.
    - a. Planning to advertise: Silicon Valley edition of Bay Area Parent; Mountain News Network; and the community newspapers for Campbell, Saratoga, Los Gatos
    - b. Has a PDF of a great flyer from a previous year but can't edit it. Made another simple flyer, but would really like to have something more like the one from the PDF. A number of people were suggested to contact to get some help: Jen, Katie and Yumi, all moms in the 4/5's class.

- D. **Registration (Martina):**

- i. Enrollment:
  - 1. 3/4's is currently enrolling a family to bring the class to 18.
  - 2. 3's has one opening.

- E. **Forms/Correspondence (Shelly):**

- i. Processing two new families.

- F. **Programs (Cristina/Julia):** Christina reported:

- i. December Programs:
  - 1. December 5: Hicklebee's
  - 2. December 11: Sock Stick Horse Creation
  - 3. December 13: Playborhood: Turn your Neighborhood Into a Place for Play
- ii. Second semester schedule is almost done.
- iii. February 12: General Meeting Speaker - Eileen Healy

- G. **Facilities (Tandem):**

- i. Will be working with Jane to coordinate work for the new shed.
- ii. Will also be looking into what can be done for chicken coop (see notes under Animals Chair).

- H. **Purchasing (Yumi):** No report.

- I. **Technologist (Eric):** Eric:

- i. Reported that Ted McLeod has joined the team working on the Management System. They have a full development team now: data, java, front end, and developer.
- ii. Opened discussion regarding budget for the Management System project. Is still reviewing software that is open source (therefore free),

but there are a number of software packages that may require purchase in order to continue development

1. WebStorm license is \$99. Potentially need 3 licenses.
  2. EXTJS license is \$595 per developer. Potentially needs 1 license.
- iii. Will determine best course of action and submit appropriate items for discussion and vote for next meeting.

**J. Webmaster (Vaughan):**

- i. Facebook page has reached 100 "Likes." Continues to encourage Board members and greater Mountain School community to "Like" our Facebook page and post frequently. The more often we post, the broader our "reach" is.

**K. Newsletter (Michele/Derek):** Priscilla reported for Michele:

- i. Next newsletter will be out on January 14, in time for the Open House on the 20<sup>th</sup>. Submissions due by Friday, January 4.

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

- i. Catering and donations are moving forward.
- ii. Logistics is still in a holding pattern.

**VII. Non-voting Chair Reports:**

**A. Alumni Liaison (Ashleigh):** No report.

**B. Animals (Casey):** Priscilla reported for Casey:

- i. Chicken coop is in need of some major repair.
  1. Needs all new chicken wire as other animals are getting inside.
  2. Brooding box needs to be replaced.
- ii. She requested some/all of the work be slated for the next Work Day.
- iii. Jane mentioned that if the Eagle Scouts request another project, they could do some of the work - build a new brooding box. Tandem is going to research work parameters and materials as well.

**C. Community Service Liaison (Caroline):** Priscilla reported for Caroline:

- i. The wintertime community service project is underway. The Christmas Project display board is in the Parent's Room. All 50 of the angels were taken in just one week. The date to return gifts has been extended until Thursday, December 13 at noon. If anyone wants to contribute, but did not pick up an angel, you may donate a gift card or money toward gift cards that Caroline can then purchase.

**D. Family Partnership (Alison):** No report.

**E. Garden (Robin):** No report.

**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):** Priscilla reported for Ximena:

- i. We have earned \$163 from eScrip purchases for September and October, and \$100 from our Whole Foods Scrip order in November (\$263 for all 3 combined). Using conservative estimates for our December Scrip orders and for our November/December eScrip purchases, we should earn approximately \$600\* by the end of December 2012 (\* includes September-December 2012 fundraising only).
- ii. December Scrip orders are due this coming Friday, December 7. Order forms are available at the Schoolhouse in the Parents' Room and can be dropped off in the designated envelope (or mailed to

Ximena at the address noted on the order form). Please consider purchasing Scrip gift cards for your favorite retailers, as the Scrip fundraising percentages are often higher than the eScrip percentages for the same retailer (e.g. Safeway Scrip 4% vs. Safeway eScrip 1-2%).

**N. Social (Linda):** Priscilla reported for Linda:

- i. Los Gatos Holiday Parade: A small but valiant group of Mountain School families braved the rainy weather and marched in the Los Gatos Holiday Parade on Saturday, December 1. Big thanks go to Holly Osment (4/5's and Friday 2's) for heading up our group, to Shelly Moss (4/5's) and her son Brady (alum) for carrying the LGSONS banner, and to all the families who attended the parade. We're hoping for sunnier weather and a larger turnout next year!

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

**P. Turkey Trot (Anna/Denise):** No report.

**Q. Workday Coordinator (Kumi):** No report.

**VIII. New Business**

- A. No new business.

**IX. Adjourn**

Meeting Adjourned at 8:50 p.m.

**Next meeting:** Tuesday, January 8, 2012 at 7:00 p.m. at Van Meter Elementary School.