

**Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
April 3, 2012**

Board Members (Voting and Non-Voting) Present: Priscilla Amend, Kirsten Lundstrom, Martina Kocianova, Yumi Hiroshima, Mark Modeste, Jane Krejci, Angie Giacalone, Shelly Moss Nicole Engel, Sherri Ingraffia, Vaughan Sheridan, Ramanan Radhakrishnan

Administrative Director

Jane Krejci

- I. **The meeting was called to order at 7:14 P.M.**
- II. **Review and approval of March 6, 2012 minutes.**
 - A. Motion to approve March 6, 2012 minutes made by Martina, 2nd made by Ramanan, all in favor.
- III. **Chair Report (Priscilla):**
 - A. Vote to approve Anne-Michelle Frances as the Marketing Chair for the remainder of the 2011-2012 school year made. Motion made by Kirsten, 2nd made by Sherri, all in favor.
 - B. Review and approve Nominating Committee slate for the 2012-2013 school year. Not all positions filled by this meeting. Motion to approve candidates for positions filled to date and grant approval for Margaret Pettit to serve as Grant Writer for a third consecutive term and Taffy Dugan to serve as Health Coordinator for a third consecutive term made by Yumi, 2nd made by Ramanan, all in favor. (See Addendum I)
- IV. **Administrative Director Report (Jane K.):**
 - A. Classes have moved outdoors.
 - B. 3/4s, 4/5s, and Saturday Afternoon classes had visitor Mary Jane lead "Creative Movement" sessions and they were a great success. She has agreed to come again and do other classes in the future when she is in the area.
- V. **Lead Teacher Report (Marie):** No report
- VI. **Voting Chair Reports:**
 - A. **Secretary (Kirsten):** No Report
 - B. **Treasurer (Peter):** No Report
 - C. **Information (Nicole):** There have been some requests, many of which have been for summer session. There have also been some requests for tours, but that is more difficult now that we are outdoors.
 - D. **Registration (Martina):**
 - i. No new applications in this last month.
 - ii. Anne-Michelle thought that an Open House for the Summer Program could help attract more new families.
 - iii. No wait list currently for Saturday 2s. (Currently at 11.)
 - iv. Martina had updated charts showing data on how new families heard about LGSONS. Data gathered from the 2012-2013 registration application. (See Addendum II)
 - v. Martina may take over Summer Program Registration as Laura Snyder has been selected for Jury Duty.
 - E. **Fundraising/Auction (Amy, Karen, Ramanan, Rusti):**
 - i. Ramanan wanted to thank the auction team for making the auction a success.

- ii. Lots of really good feedback. Many were impressed at just how high-quality the event is. Jane added that some of the Friday 2s families were “blown away” when they arrived. Really positive feedback on the auctioneer. Also positive feedback on the new caterer.
- iii. No one felt overtasked.
- iv. Sherri suggested that there be more items at lower bidding starts for those with less money to spend. Ramanan responded to that as there was a feeling there were too many lower ticket items last year and so they combined more of the smaller items into packages this year.
- v. Coordination was a challenge this year, in particular with the school-wide vendor solicitations. In general, more people involved in each aspect of the event made coordination a bigger job.
- vi. The rough estimate of funds raised by the auction was \$41,000 before expenses. There are still post-auction sales in progress (at the time of this meeting) and there was an issue that some credit cards were not collected/charged the night of the auction. Estimate on expenses, not more than \$10,000.

F. Facilities (Mark): No report

G. Programs (Yumi and Liz): Yumi reported there are two remaining mini courses:

- i. “Raising Girls: What Parents Need to Know” (April 10th)
- ii. “Create Your Own Picture Frame” (April 23rd)

H. Newsletter (Michele): Priscilla reported for Michele. Articles for the next newsletter are due April 26th. Looking for great springtime recipes.

I. Forms/Correspondence (Shelly):

- i. Forms are slowly coming in.
- ii. TB screening clearances are not coming in with the packets. Will need to send a reminder to families again that TB clearance is good for 4 years but families must re-submit the result every year.
- iii. First round of checks will be mailed to Peter.
- iv. Shelly asked to get enrollment forms on the website by next week and Vaughan agreed.

J. Purchasing (Sherri): The emergency kits will be updated at the Schoolhouse now that classes have moved outdoors.

K. Webmaster (Vaughan): Vaughan reported he is a bit behind on website updates as he was out of the country, but he will get caught up. No activity on the database project.

VII. Non-voting Chair Reports:

A. Alumni Liaison (Ashleigh): No report.

B. Animals (Julia): No report.

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

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 (Taffy): No report

I. Librarian (Tara): No report

J. Marketing (Anne-Michelle): Priscilla reported that Anne-Michelle has already started work on the marketing front.

- i. Created an official Facebook page. Requested former and current families to “Like” our page. Had 41 “Likes” by the time of this meeting.
- ii. Activated our Yelp listing.
- iii. Spoke to the owner of Tiny Tots Boutique and posted a flyer for summer school on their bulletin board. Owner offered to “Like” us on Facebook on behalf of Tiny Tots.
- iv. Created a free listing for summer school on SignUpForCamp.com.

- v. Posted summer school info regarding multi-age classes on Harmony's Yahoo group.

- K. **Mountain School Parties (Margaret):** No report
- L. **Raffle (Amoreena and Kuniko):** No report
- M. **School Photos (Anne):** No report
- N. **Scrip/eScrip (Stephanie):** No report
- O. **T-shirt sales (Anne-Michelle):** No report
- P. **Turkey Trot (Patricia/Tania/Rosa):** No report
- Q. **Workday Coordinator (Tandem):** No report

VIII. New Business

- A. Jane requested some help with a "What's New" story board for an alumni fundraiser at the Black Ridge Winery on May 5th. Yumi offered to help. Ramanan volunteered a monitor so a continuous slide show could be presented.

IX. Adjourn

Meeting adjourned at 7:59 p.m.

Next meeting: Tuesday, May 1, 2012 at 7:00 p.m. at Van Meter Elementary School.

Addendum I:

Filled and approved Board positions for 2012-13 as of this meeting.

Voting Board (*Denotes Executive Committee Positions)

Chair*	Filled and Approved April 3, 2012.
Treasurer*	Filled and Approved April 3, 2012.
Information Membership*	Not yet filled.
Registration Membership*	Filled and Approved April 3, 2012.
Secretary	Filled and Approved April 3, 2012.
Auction Co-Chair	Not yet filled.
Auction Co-Chair	Not yet filled.
Auction Co-Chair	Not yet filled.
Auction Co-Chair	Not yet filled.
Facilities Chair	Not yet filled.
Programs Co-Chair	Filled and Approved April 3, 2012.
Programs Co-Chair	Filled and Approved April 3, 2012.
Newsletter	Filled and Approved April 3, 2012.
Forms/Correspondence Chair	Filled and Approved April 3, 2012.
Purchasing Chair	Filled and Approved April 3, 2012.
Webmaster	Filled and Approved April 3, 2012.

Non-Voting Board

Alumni Liaison	Filled and Approved April 3, 2012.
Animals Chair	Not yet filled.
Family Partnerships Coordinator	Filled and Approved April 3, 2012.
Community Service Liaison	Not yet filled.
Garden Coordinator	Filled and Approved April 3, 2012.
Go Green Advocate	Filled and Approved April 3, 2012.
Grant Writer	Filled and Approved April 3, 2012.
Health Coordinator	Filled and Approved April 3, 2012.

Librarian	Filled and Approved April 3, 2012.
Marketing	Not yet filled.
Misc. Fundraising/Raffle	Filled and Approved April 3, 2012.
Misc. Fundraising/Raffle	Filled and Approved April 3, 2012.
Misc. Fundraising/Scrip/eScrip	Not yet filled.
Mountain School Parties Coordinator	Filled and Approved April 3, 2012.
School Photos Coordinator	Not yet filled.
Social Chair	Not yet filled.
T-shirts/Sweatshirt Sales Coordinator	Filled and Approved April 3, 2012.
Turkey Trot Committee Member	Not yet filled.
Turkey Trot Committee Member	Not yet filled.
Turkey Trot Committee Member	Not yet filled.
Turkey Trot Committee Member	Not yet filled.
Workday Coordinator	Filled and Approved April 3, 2012.

Addendum II:

New families data gathered from the 2012-13 registration forms.

