

**Los Gatos-Saratoga Observation Nursery School  
Board Meeting Minutes  
Tuesday, June 5, 2012**

**Board Members (Voting and Non-Voting) Present:** Kirsten Lundstrom, Dominic Giacalone, Tania Vong, Cristina Villarreal, Tandem Hayden, Shelly Moss, Priscilla Amend, Yumi Hiroshima, Martina Kocianova

**Other Parents Attending:** Eric Rider

**Administrative Director:** Jane Krejci

- I. **The meeting was called to order at 7:12 P.M.**
- II. **Review and approval of May 1, 2012 minutes.**
  - A. Motion to approve May 1, 2012 minutes made by Yumi, 2<sup>nd</sup> made by Dominic, all in favor.
- III. **Chair Report (Priscilla):**
  - A. Introductions of people attending the meeting.
  - B. Vote to approve Tania Vong as Marketing Chair for the 2012-13 school year: motion to approve made by Kirsten, second made by Cristina, all in favor.
  - C. Vote to approve Caroline Forman as Community Service Liaison for the 2012-13 school year: motion to approve made by Tania, second made by Dominic, all in favor.
  - D. Vote to approve Kumi Wang as Workday Coordinator for the 2012-13 school year: motion to approve made by Kirsten, second made by Shelly, all in favor.
  - E. Vote to approve Casey Walter as Animals Chair for the 2012-13 school year: motion to approve made by Yumi, second made by Shelly, all in favor.
  - F. Vote to approve Sandhya Raman as Turkey Trot Committee Member for the 2012-13 school year: motion to approve made by Dominic, second made by Tania, all in favor.
  - G. Review and vote on proposed new Voting Board position – Technologist (see Addendum I for description): motion to approve made by Kirsten, second made by Yumi, all in favor.
  - H. Vote to approve Eric Rider as Technologist for the 2012-13 school year: motion to approve made by Tania, second made by Martina, all in favor.
  - I. Review 2011-12 Program Evaluation Data – areas discussed:
    - i. Newsletter: Many wanted the newsletter to be online, but also a good number of people confessed they are more likely to read it if it is in paper form. Some discussion regarding the purpose of the newsletter: is it meant to be a source for important school news or an augmentation to the school experience? Not widely understood what the parents' responsibility is to the newsletter for content. A suggestion was made about a questionnaire to determine goals for the newsletter in the future.
    - ii. Fundraising: Overall, the plan for 2012-13 is to make a shift toward "Fundraising" as the overarching term for the Auction, Turkey Trot, Raffle and other fund-generating activities. The process for planning/initiating these activities has begun and will continue over the summer. (Some parents will be able to complete their fundraising duties during that time.)
      1. Tuition vs. Fundraising: Response was closely split on whether tuition should be increased in lieu of fundraising responsibilities.
      2. Solicitation Calls:
        - a. Not a popular activity for many, but there were some who did like that job. The hope is to recruit a team of



that would have one to donate. Rough requirements: Rubbermaid or the like, approx. 6' x 8'.

- C. Summer school schedule has been condensed to one Tuesday/Thursday class. The number of students will be slightly higher and an additional teacher will be added.
- D. The school is fully staffed for 2012-13 with some teachers requesting even more hours.
- E. Health insurance for the teachers was reviewed and it will not be something the school can offer this year.
- F. Turkey Trot will be on a Saturday this year: November 17, 2012. The TT will count as a class for the Saturday classes.
- G. In response to the evaluation, the teachers have decided to reduce the number of required night meetings for the year and focus the curriculum to be more class specific. More general topics will be moved to mini-course offerings.
  - i. Three (3) Circle Meetings per semester
  - ii. One (1) Mini Course per semester
  - iii. One (1) General Meeting for the year
- H. Fundraising/Alumni 2011-12:
  - i. '56 Campaign has generated \$1548 thus far.
  - ii. May Alumni event generated \$484.
  - iii. Credit Union made \$1500 donation.

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

VI. **Voting Chair Reports:**

- A. **Secretary (Kirsten):** No Report.
- B. **Treasurer (Dominic):** Reminder that the fiscal year ends at the end of June, so please submit reimbursements by then.
- C. **Information (Tania):** A few 2s inquiries. Clarified that nannies are not eligible for attendance – only parents and grandparents.
- D. **Registration (Martina):** Saturday 2s enrollment is at 4. Saturday PM enrollment is at 11. All other classes are full.
- E. **Fundraising/Auction (Amy, TBD, TBD, TBD):** Priscilla expressed concern in recruiting more members for the team this year.
- F. **Facilities (Tandem):** Has a list of small things to purchase and will hand that over to Yumi.
- G. **Programs (Cristina/Julia)** Cristina reported that she will be meeting with co-chair in the coming week.
- H. **Newsletter (Michele/Derek):** Priscilla reported that there was no final May Newsletter.
- I. **Forms/Correspondence (Shelly):** Some new families interaction. Will wait for summer mailing to follow up with returning families with outstanding TB screening form.
- J. **Purchasing (Yumi):** No Report.
- K. **Webmaster (Vaughan):** No Report.

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):** Priscilla reported that Robin needs help maintaining the garden. Jane suggested an email could be sent to the community with a request for garden volunteers. Perhaps a teenager or other parent could act

as "children minder" in the schoolyard so more families could participate if a day to work in the garden was picked.

- F. **Go Green Advocate (Angie):** No report.
- G. **Grant Writer (Margaret):** No report.
- H. **Health (Taffy):** No report.
- I. **Librarian (Kari):** No report.
- J. **Marketing (Tania):** No Report from Tania, but Jane made a suggestion for putting in a notice in the Mountain Network News as it is free.
- K. **Mountain School Parties (Margaret):** No report
- L. **Raffle (Kuni/Amoreena):** No report.
- M. **School Photos (Vivian):** No report.
- N. **Scrip/eScrip (TBD):** No report.
- O. **Social (TBD):** No Report.
- P. **T-shirt sales (Rosa):** No report.
- Q. **Turkey Trot (Anna/Denise/Sandhya/TBD):** No report.
- R. **Workday Coordinator (Kumi):** No report.

**VIII. New Business**

- A. No new business.

**IX. Adjourn**

Meeting Adjourned at 8:52 p.m.

**Next meeting:** Has yet to be scheduled.

**Addendum I:**

**Los Gatos-Saratoga Observation Nursery School Proposed New Voting Board Position  
June 2012**

Technologist : Duties and Powers

- 1) The Technologist shall coordinate technical projects for the school at the request of the Director, Head Teacher, and the Board.
- 2) The Technologist shall work with key stake-holders to develop project requirements to ensure technical projects fulfill the needs of the school.
- 3) The Technologist shall develop a budget for technical projects, in writing, and present it to the Board for approval.
- 4) The Technologist shall evaluate technical solutions and present recommendations to the Board for approval.
- 5) The Technologist shall oversee development / customization of solutions to meet the technical requirements of the school and shall coordinate parent volunteers and hire technical contractors to do development for technical solutions, as needed.
- 6) The Technologist shall work with hosting services to ensure any technical issues are addressed.
- 7) The Technologist shall perform all non content-related maintenance of the website, database, and other technical solutions.
- 8) The Technologist shall purchase all required software, hardware, hosting services, and domain names needed to meet the school's technical needs within the budget allocated by the Board.
- 9) The Technologist shall act as co-system administrator with the Webmaster for the website and database for the purpose of user management of both systems.