

**Los Gatos-Saratoga Observation Nursery School  
Board Meeting Minutes  
August 28, 2012**

**Board Members (Voting and Non-Voting) Present:** Mary Ly, Kirsten Lundstrom, Priscilla Amend, Tandem Hayden, Cristina Villarreal, Michele Moore, Yumi Hiroshima, Tania Vong, Martina Kocianova, Eric Rider, Shelly Moss, Julia Lombardi, Dominic Giacalone, Vaughan Sheridan, William Wang.

**Administrative Director**

Jane Krejci

- I. **The meeting was called to order at 7:10 P.M.**
- II. **Review and approval of June 5, 2012 minutes.**
  - A. Motion to approve June 5, 2012 minutes made by Martina, 2<sup>nd</sup> made by Michele, all in favor.
- III. **Chair Report (Priscilla):**
  - A. Introductions of people attending the meeting.
  - B. Vote to approve Mary Ly as Auction Co-Chair for the 2012-2013 school year. Motion to approve made by Martina, 2<sup>nd</sup> made by Eric, all in favor.
  - C. Vote to approve Jae Hee Aochi as T-Shirt/Sweatshirt Sales Coordinator for the 2012-2013 school year. Motion to approve made by Michele, 2<sup>nd</sup> made by Yumi, all in favor.
  - D. Executive Board votes from the summer:
    - i. Update the LGSONS Operating Policies to grant priority registration to Lakeside School District residents. Priority for enrollment is now:
      - 1) Current families;
      - 2) Saturday Afternoon class families;
      - 3) Alumni families;
      - 4) Lakeside School District residents;
      - 5) New families
    - ii. Update the LGSONS Operating Policies and By-Laws to reduce the number of evening meetings from 12 to 9 (3 circle meetings instead of 4 per semester and 1 general meeting instead of 2 per year).
  - E. School-wide communications. Reviewed resources available to disseminate information to the whole school:
    - i. Class Representatives: Priscilla will send email to the class representatives with Board Information to report in circle meetings.
    - ii. Fundraising Class Liaisons - Grass roots representatives for the organizers of the school's fundraisers, these parents disseminate all fundraising information to families in their classes at circle meetings, through emails to their **individual** classes, etc.
    - iii. Newsletter - Michele Moore, Newsletter Chair, will send out details regarding the first newsletter, which is slated to come out the week of September 17. Besides chair reports/Board news, Michele welcomes your contributions, reviews of parenting or children's books, your kids' favorite recipes for home or school, reflections on parenting and family life, or any number of other topics suitable for our school community.
    - iv. To reduce the amount of Board-related emails sent to families, Priscilla will send out a single email after the monthly Board meeting to the whole school. These monthly emails will contain a summary of all Board news. Because of the upcoming circle meetings and the newsletter coming out in mid-September, this summary email will first come out in October. As we get closer to October, Priscilla will send

an email to the Board email alias requesting Board information to include.

- v. Teachers often include a summary of timely Board information in their weekly notes.

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

- A. Summer Session had only one class, but it was full.
- B. Renewed Schoolhouse lease for five more years. There was a rent increase, but Lakeside agreed to reroof the Schoolhouse at their expense.
- C. We cleaned the Schoolhouse carpets for the beginning of the year.
- D. Major revamp of the Parent's Room over the summer, including cleaning files, reorganization of materials, etc. Check it out!
- E. Eagle Scouts finished the plank building set for the Schoolhouse. Should be a wonderful new construction activity for the children.
- F. New garden projects:
  - i. Worm Hotel, which includes a viewing "window" into the worm box, so the children can see the worms working.
  - ii. Growing View Box, in which seeds, plants can be started and the children will be able to see the plants grow underground through a plexiglass window.
- G. The School is fully staffed for the 2012-13 year.
- H. New Family Orientation on August 30<sup>th</sup>.
- I. Saturday morning 2's Class was cancelled for the 2012-13 year due to low enrollment.

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

**VI. Voting Chair Reports:**

**A. Secretary (Kirsten):**

- i. Over the summer worked on updates to the Operating Policies, By-Laws and Handbook with Jane and Priscilla. Handbook is complete. Finalizing last changes to the OPs and BLs. New copies of all will be posted in the Parent's Room at Schoolhouse and on the website.
- ii. Also attended/recorded a number of meetings regarding a new School Management System being developed by Eric, Technologist, and his team.

**B. Treasurer (Dominic):** No Report.

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

- i. Recommends submitting articles to the Mountain Network News, Education section in Mercury News.
- ii. Inquiries have been few. After decision to cancel Saturday 2's class, there seems to be more interest!
- iii. Wants to get School mentioned/featured in more mainstream outlets
  - 1. Yelp: Has one review, we should have more. Board members can post reviews over the course of the year. Michele and Mary agreed to write reviews. Should find ways to encourage other families (current and alum) to write reviews.
  - 2. Facebook:
    - a. LGSONS is on Facebook but there appears to be some confusion between the official school page and the Alumni page. It was discussed fixing that problem, but wasn't noted who specifically would address it. Vaughan will add a "like us" link on the website.
  - 3. Newspaper Articles: We discussed finding someone to write an article that could get pitched to the Mercury News. Tandem suggested her husband.

- a. Ideas were:
  - i. Choose a particularly good observation by one of the parents (get permission) and use that as a basis of an article.
  - ii. Answer the question - What makes LGSONS different from other Co-op preschools?
- 4. YouTube: Potentially creating a LGSONS Channel that could feature videos that families have taken of school activities or other events, and/or informational videos regarding the school, its specific brand of co-op, educational philosophy, etc. No specific action items were made for this idea.

**D. Registration (Martina):**

- i. Petition: A parent requested an age requirement waiver for entrance into the 3's class. Child was born Nov. 26, 2009, well outside of the historical 10 day allowance generally approved by the Board. Motion to deny was made by Vaughan, 2<sup>nd</sup> by Tandem, all in favor.
- ii. Saturday 2's class is cancelled for 2012-13. This brought up some discussion on the need for additional marketing to help fill the gap that this will create for next year's higher classes. Jane had mentioned that enrollment is down for a lot of the co-ops for which she is familiar.
- iii. There has been lots of movement between the classes over the summer.
  - 1. Currently no wait list for 3/4's and 4/5's classes.
  - 2. Waitlist for the 3's class.
  - 3. Waitlist for 2's: 9 (None are interested in Saturday morning.)

**E. Fundraising/Auction (Amy, Mary):** Mary reported for the group.

- i. There will be a change in venue to Saratoga Foothill Club.
- ii. Date: April 20, 2013
- iii. Semi-formal.
- iv. Theme: "This Little Light of Mine"
- v. Change in auction software to "Greater Giving."
- vi. Change in process:
  - 1. Online pre-registration with credit card.
  - 2. Pre/post auction sales.
  - 3. There is a solicitations committee this year that will replace the need for all families to make solicitations calls that was done for the last two auctions.
  - 4. No buyout option for family donation; more coordinated effort to group families in each of the classes to create donation packages. The full \$450 buyout (family donation and committee work) is still being offered.
  - 5. Fundraising Class Liaisons will begin working with families now in order to complete family and class donations comfortably on time.
  - 6. More targeted vendors list for solicitations; emphasis on unique, one-of-a-kind donations and experiential items.
- vii. Families will still serve on an auction/fundraising committee, participate in the family donation, and contribute to a class donation project.

**F. Facilities (Tandem):**

- i. Needs binder from previous Chair. Will follow up with Mark Modeste.
- ii. Planning to have meeting with Jane.
- iii. First Workday is October 21<sup>st</sup>.

**G. Programs (Cristina/Julia)**

- i. Mini Courses on the Schedule:

1. Oct. 3: Common Ground Series: Inspire Great Thinkers, John Hunter
2. Oct. 25: Healthy Eating Habits for Children, Karen Ross
3. Nov. 28: Real Parents Real Kids, Real Talk, Susan Belton
4. Dec. 5: Hicklebees
5. Dec 11: Sock Stick Horse, Karyn Cline and Jan Eby
6. Dec 13: Playborhood: Turning your Neighborhood into a Place for Play, Mike Lanza

ii. General Meeting Ideas: Carol Dewek; Janice Keiser; Bev Boss

**H. Newsletter (Michele/Derek):**

- i. Based on feedback from last school year's program evaluations, planning to do just two-three newsletters this year, with the first coming out in September.
- ii. There was a lot of discussion regarding the newsletter format and timing, community contributions, and content.
  1. If more participation/content can be generated, additional newsletters could be published this year.
  2. There is budget for hard copy newsletters, if there is interest.
  3. In addition to their specific Chair news/reports, Board members were encouraged to submit content that could appeal to the School community: articles, recipes, reflections, book reviews, etc.
  4. Additional content ideas: teacher spotlight; parent/child spotlight; photographs

**I. Forms/Correspondence (Shelly):**

- i. Four new families that she is expecting tuition checks from in the next week.
- ii. Two-four families in each class are still outstanding for their TB materials. (They are still requesting old forms be pulled from previous year's files.) Will provide teachers with list of outstanding families in each class so they can follow up.

**J. Purchasing (Yumi):** Sent an email of introduction to the teachers and requested lists of materials needed.

**K. Technologist (Eric):**

- i. Continued work on the School Management System.
  1. Several planning meetings over the summer.
  2. Recruited another team member. Eric Rider, Ramanan Radhakrishnan and Jason Te Whau are currently the working team.
  3. The new online system will allow school to manage family, class, student and alumni information online. Current families will also be able to register, edit family information, and follow class information. Alumni will be able to edit contact information.
  4. The first phase of the project has been focused on identifying the relationships that people have within the context of the school, and building that framework.
  5. Target is for phase 1 of the system to be live by early January 2013 for enrollment of the 2013-14 classes.

**L. Webmaster (Vaughan):**

- i. New Donations button on website via PayPal.
- ii. Website needs updating so please send any updates and/or report any outdated/nonfunctioning pages, links, etc. to Vaughan.

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

- A. Alumni Liaison (Ashleigh):** Jane reported for Ashleigh that revenues from Alumni activities through June were \$3500; approx. \$850 came in over the Summer.
- B. Animals (Casey):** No Report.
- C. Community Service Liaison (Caroline):** No report.
- D. Family Partnership (Alison):** Priscilla reported for Alison that she would be finalizing partnerships this week.
- E. Garden (Robin):** Jane reported for Robin. She is moving ahead with the Class "Adopt a Bed" program: each class will tend a designated bed during the time we are at the Schoolhouse. She will be making signs for each class.
- F. Go Green Advocate (Angie):** No report.
- G. Grant Writer (Margaret):** No report.
- H. Health (Taffy):** No report.
- I. Librarian (Kari):** No report.
- J. Mountain School Parties (Margaret):** No report.
- K. Raffle (Kuni/Amoreena):** No report.
- L. School Photos (Vivian):** Priscilla reported for Vivian that Fall Family Photos at Vasona will be Sept. 23; Sept. 30; Oct. 13 and 14.
- M. Scrip/eScrip (TBD):**
  - i. There was no report, but some discussion regarding making a group effort to get the program going this year until a Chair can be found.
    - 1. Julia talked about creating a thermometer poster for the Parent's Room to show participation/earnings.
    - 2. Yumi mentioned "cheater cards" she had made to hand out at events and place in the Parent's Room, to help increase participation.
- N. Social (TBD):** Jane is planning the Fall picnic until the Social Chair position is filled.
- O. T-shirt sales (Jae):** No report.
- P. Turkey Trot (Anna/Denise/Sandhya/TBD):** No report.
- Q. Workday Coordinator (Kumi):** No report.

**VIII. New Business**

- A.** No new business

**IX. Adjourn**

Meeting Adjourned at 8:46 p.m.

**Next meeting:** Tuesday, October 2, 2012 at 7:00 p.m. at Van Meter Elementary School.