

Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
May 5, 2015

Board Members (Voting and Non-Voting) Present: Brian Horton, Margaret Pettit, Kelly Buhr, Viji Mahathevan, Ted McLeod, Vaughan Sheridan, Johanna Mahal, Stephine Lasher, Michele Moore, Tandem Hayden, Adrienne Cox, Denise Horton, Carla Crowen, Madhuri Fletcher.

Administrative Director: Leslie Bergh

- I. The Meeting was called to order at 7:22 P.M.**
- II. Review and approval of April 14, 2015 minutes.**
 - a. Motion to approve November 14, 2015 minutes made by Michele Moore, 2nd made by Denise Horton, all in favor.
- III. Chair Report (Adrienne)**
 - a. Next month's board meeting on June 2nd will be the handover from the outgoing board to the in-coming board.
 - b. Outgoing board members to prepare Binders for the new board members.
 - i. All binders to contain an updated version of the operating policies
 - ii. See Adrienne Cox for any questions about the Binder content.
- IV. Administrative Director (Leslie)**
 - a. Cheryl Simpson, the school's bookkeeper has announced she will be retiring at the end of the current school year. The school is searching for a new Bookkeeper.
- V. Lead Teacher (Marie)**
 - a. Proposal for Teacher Salary Raises
 - i. Teacher's salary expense is currently \$30 per hour or +/- \$100,380 per annum.
 - ii. Teachers have not received a pay increase since 2006 and pay has not kept pace with cost of living. The COLA adjusted teacher pay would be \$36.48/hour.
 - iii. A motion to approve an increase in Head Teacher Pay to \$43/hour commencing in the 2015/2016 school year and an annual performance review for head teachers was made by Adrienne Cox and seconded by Margaret Pettit. Board voted and approved with all in favor.
 - iv. Tuition increase to pay for the salary increase was tabled and will be considered by the executive board in the fall and be effective for the 2016/2017 school year.
- VI. Voting Chair Reports**
 - a. **Secretary (Madhuri)**-No report.
 - b. **Treasurer (Brian):**
 - i. Reported four family approved for tuition assistance for 2015/2016 school year.
 - ii. Motion to increase the tuition assistance by \$350 to \$5,350 for the 2015/2016 school year to accommodate the current requests. Approved all in favor with the motion made by Margaret Pettit with second from Ted McLeod.
 - c. **Information Chair (Tandem):**
 - i. Currently over-subscribed in the 2's class with a significant waitlist.
 - ii. Summer School Registration-Information Chair needs better communication with the Director and the teacher in charge of Summer School.
 - iii. LGSONS Summer School Registration forms to be consistent with the forms required by the Los Gatos Rec dept.

d. Registration Chair (Margaret)

- i. Currently have 1 spot open in the 2's which will be filled from wait list.
- ii. Saturday afternoon class has 2-3 spots to be filled.
- iii. All other classes are full
- iv. 4/5 class is oversubscribed with 21 students
- v. Currently have waitlists for the 2's and 3's classes.

e. Forms/Correspondence (Denise)

Motion made to amend the dates forms are due in school Bylaws and to enact a new policy to address late forms. Motion made by Julia Lombardi and seconded by Michele Moore and was approved with all in-favor.

1. **Forms Due Date:** Welcome Packages sent out March 1 (1 week earlier) with all forms due by April 15.
2. **Late Forms Policy:** At the due date, any family who has not properly submitted all of the required forms will receive an e-mail giving them one week to turn in the required forms properly fill out (7-weeks total). If the required forms are not properly completed and received by the end of week 7, the director can call the family and give them one additional week (8-weeks total). Any family who has not properly completed and submitted all the required forms after 8-weeks, they will not be considered enrolled in the school and their spot will be given to the next family on the waiting list. This policy shall apply to both new families and alumni.

f. Programs (Viji):

- i. All mini-courses have been completed.
- ii. Recommendations for next year's programs include "Unplug & Play" and Non-violent communications (Jared Finkelstein)

g. Facilities Chair(Gavin)-Absent with no report.

h. Purchasing (Michele)-No report.

i. Technology (Ted)

- i. Database export is nearly complete, need class placement information, but all other data has been exported.

j. Webmaster-(Vaughn)

- i. David and Ki Desrosiers will be taking over as Webmaster for the 2015/2016 school year.
- ii. Email Communication- Vaughn recommended the school use Net Fonts to clear email address so communications will not be marked as Spam.
- iii. Basecamp suggested as potential school wide communications tool.

k. Newsletter(Stephanie)-No report.

l. Auction (Johanna)-No report

m. Alumni (Anne-Michelle) –Absent and no report

n. Animals Chair –

- i. Gina Negrini to watch the animals during the off season (September-October).
- ii. Need an Animals Chair for next year.

Non-Voting Chair Reports

1. All other non-voting chair members had nothing to report.

Vote was held to approve new members to the non-voting board. Motion to approve was made by Margret and seconded by Madhuri with all in favor of approval.

Non-Voting Board additions include:

Alumni Liaison	Christine Ging
Family Partnerships Coordinator	Michelle Almeida
Community Service Liaison	Caroline Foreman
Garden Coordinator	Jason Jillson
Go Green	Kate Cocchiglia
Health and Safety Coordinator	Michele Moore
Librarian	Courtney Boitano
Marketing	Paula & Dennis Anzano
Fundraising Chair - eScrip/Scrip	Amy Moreland
Mountain School Parties Coordinator	Stephanie Lasher
School Photos Coordinator	Jenny Sun
Social Chair	Christi Zenteno
T-shirts/Sweatshirt Sales Coordinator	Kelly Buhr
Workday Coordinator	Gavin Darby

Meeting was Adjourn at 8:56 P.M.