

**Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
March 1, 2016**

Board Members (Voting and Non-Voting) Present: Denise Horton, Elizabeth Wallace, David Desrosiers, Patricia Darby, Johanna Mahal, Kerri Webb, Michele Moore, Tandem Hayden, Derek Almeida, Jason Jillson, Pedro Perez, Madhuri Fletcher.

Administrative Director: Leslie Bergh

- I. The meeting was called to order at 7:25pm by Madhuri**
- II. Approval of Feb 2016 Minutes**
 - a. Motion to approve 1st Derek, 2nd Kerri. Motion approved.
- III. Chair Report (Madhuri)**
 - a. Madhuri reminded the Board that as a school we are bound by the law. We could be audited at anytime and it is our job as Board members to uphold and follow the law whether we agree with it or not.
- IV. Directors Report (Leslie)**
 - a. Monday school was cancelled due to police activity near the school. The Sheriff reviewed our school safety plan and said it looked good. He gave one suggestion - How do we know who to believe if we are told its "all clear". He said call 911, they will let us know.
 - b. Leslie will be meeting with the Teachers this month to review if we are going to have any staffing changes for next year. She is hopefully going to have answers by March 15th.
 - c. Debbie Grey, former Director of Grace, has decided that she will not be available next year.
 - d. Evaluations are hopefully going out to All Community by April 15th. We are still trying to figure out if we can do this electronically. Derek is looking in to using Zoho as a potential replacement for Basecamp. Johanna reminded us that there is 5 years worth of Fundraising info in Basecamp. It has replaced "the Binder" and she will not be able to import that info in to Zoho.
- V. Head Teacher (Marie) No Report**
- VI. Voting Chairs**
 - A. Secretary (Kerri) No Report**
 - B. Treasurer (Derek) No Report**
 - C. Information (Michele)**

- i. Still getting requests for tours. We are not giving any more tours this year, but are still accepting applications.

D. Registration (Tandem)

- i. She has 5 petitions to present to the Board.
- ii. As a Board we reviewed the Operating Policies, Enrollment and Eligibility (section 3, A).

a) Child is petitioning for a 4th year of Mt. School. Child has done the 2's, 3's and is currently enrolled in the 3/4's. Birthday is Aug 31, 2011. Parents think child would benefit from an extra year of preschool and enroll in the 4/5's. Current Mt. School teacher agrees. Motion to approve, 1st Madhuri, 2nd Johanna. Motion unanimously approved.

b) Alumni Family wants to delay start date of 3's class until early to mid October. They say they are currently RVing and are not sure when they will be back in their house. Board discussed that the 3's is a partnership class and that this may be a hardship on other families. Board will counter and allow family to delay start date to Sept. 15th. Motion to counter offer: 1st Patricia, 2nd Derek, unanimously passed.

c) Family has a child with an Aug 22, 2013 birthdate. Child is a premie, actual due date was October 19, 2013. Family wants to enroll child in the 2's class. Motion to approve 1st Elizabeth, 2nd Michele. Unanimously approved.

d) Child has a August 2013 birthday. Child has a speech delay and some motor skills delays. Parents want child in the 2's class instead of the 3's. Motion to deny 1st Elizabeth, 2nd Madhuri, unanimous.

e) Current 4/5's family wants to repeat the 4/5's, teacher supports. Board discussed the pros and cons of letting a child repeat the same class. Some felt it takes a spot away from a new family. Some felt that we don't get many new family apps for the 4/5's so it really won't be taking a spot away. Children who are approved to repeat the same class are not given priority over current families who are choosing that class for the first time. Board vote: 1 no, 5 yes, 1 abstained.

iii. Tandem gave the Board feedback on the Registration process: It has been hard. What does she do with the people who have missed the deadline? The Board agrees that Feb. 22, 2016 was the deadline to have completed applications postmarked. In the spirit of process and fairness, we are trying to give our current families and alumni a chance to submit any missing papers. All papers/correspondence submitted by March 1st will qualify. We have deadlines for a reason. Without deadlines we can be chasing down paperwork for months. We have robust interest in our school from new families. Current families and alumni need to remember that we are parent volunteers doing this for the continuation of Mt. School and cooperate with our requests to keep Mt. School in compliance with the law.

iv. Tandem will give Madhuri a list of the current and alumni families who still have outstanding paperwork and Madhuri and Leslie will send out an email letting them know that they have missed priority registration and will be placed in general registration once their completed registration papers are received.

v. As a Board we discussed that the upcoming 2016-2017 school year, as the first since the new laws regarding vaccines and parent vaccines will be implemented, has really front loaded the amount of forms we are requiring from families. Going

forward, the “form load” will hopefully lesson as returning families will already have some of the needed paperwork on file.

E. Forms (Denise) No report

F. Programs (Patricia)

- i. Laura Markham has been confirmed for March 31, 2016. The talk will be held at St. Andrews church. Tickets are available thru Eventbrite. She has a flat fee of \$2,200. We are allowed to keep any profits over that dollar amount. We will make a donation to St. Andrews for the use of their auditorium in the amount of 10% of any profit Mt. School receives.
- iii. Patricia will talk to Denise. Tandem and Madhuri will work on a venue.

G. Facilities (Eric)

- i. Madhuri is trying to get in touch with Eric regarding his responsibilities as the Facilities Chair. Several Board members have been trying to get in touch with him thru email and/or phone and have been unsuccessful.

H. Purchasing (Peter)

- i. Can someone please text him a picture of the hand written teachers purchasing list from the Teachers room? That way he can be timely with their purchasing requests!

I. Webmaster (David) No Report

J. Newsletter (Elizabeth)

- i. The February newsletter will be combined with the March newsletter! She needs submissions by Sunday, March 6th.

K. Fundraising (Johanna)

- i. Winter raffle was super successful!! \$21K gross!!
- ii. 3's class sold the most tickets.
- iii. There were only 6 people in attendance for the drawing :(Next year we really need to try and get more community members there. Especially Board members. Feedback was the drawing was on Oscar night and people already had plans.

VI. Non Voting Chairs

L. Garden (Jason) No Report

M. Health and Safety (Michele)

i. Michele thinks the Health and Safety Chair has evolved so much this past year it may be worth considering making it a voting Board position.

ii. As the Health and Safety Chair Michele has been working closely with Tandem helping her with the Registration forms. They have both logged in many hours dealing with this years registration forms. Michele has answered varying questions from many different families, old and new. And while most interactions have gone smoothly, there are a few that she is stuck on. The Board discussed these situations. Leslie and Madhuri will contact the families that still have unresolved forms and get guidance from the health Department and the new laws.

iii. The Board suggests that it may be time to hire a neutral third party to handle Registration. As parent volunteers, we have personal relationships with many of the same families we then need to have these hard conversations with and requests from.

VII. New Business

A) Derek - A request from Michelle Almeida the Family Partnership Chair:

1) We have a question that asks parents if there is a family that they DONT want to partner with. Can we ask why? 2) Can we have an "Are you interested in carpooling" question on the form? Michele Moore says we used to but had to remove it due to legal issues. She will ask Jane about it.

Meeting Adjourned at 10:01PM