

**Final
Los Gatos-Saratoga Observation Nursery School
Board Meeting Minutes
May 7, 2013**

Board Members (Voting and Non-Voting) Present: Kirsten Lundstrom, Priscilla Amend, Shelly Moss, Vaughan Sheridan, Dominic Giacalone, Eric Rider, Tandem Hayden, Martina Kocianova, Julia Lombardi, Margaret Pettit, Yumi Hiroshima, Kumi Wang, Tanya Vong, Jae Aochi, Ximena Domagalski

Parents Present: Dan Amend, Ramanan Radhakrishnan, Adrienne Cox

Administrative Director: Jane Krejci

- I. **The meeting was called to order at 7:37 P.M.**
- II. **Review and approval of April 9, 2013 minutes.**
 - A. Motion to approve April 9, 2013 minutes made by Eric, 2nd made by Shelly, all in favor.
- III. **Chair Report (Priscilla):**
 - A. Executive Committee voted 4-0 to grant a medical leave to a family in the 4/5's class.
 - B. Review and approval of Nominating Committee slate for the 2013-14 school year. (See Attachment I.) Note that not all positions have been filled and some have changed from the previous meeting. Will continue approval process on open positions in the coming board meetings.
 - i. Motion to approve Nominating Committee slate (as it stands) for the 2013-14 school year made by Tanya, 2nd made by Yumi, all in favor.
 - C. Review and approve budget for the 2013-2014 school year.
 - i. Motion to approve 2013-14 budget made by Martina, 2nd made by Vaughan, all in favor.
- IV. **Administrative Director Report (Jane K.):**
 - A. Three large trees fell at Savannah-Chanelle in the storm over the weekend, damaging some tables along with some of the school materials, as well as covering our class area with a lot of debris. So far, the children have found it interesting and exciting. Jane is in contact with S-C as to status clean up schedule and whether that will impact our usage of the site.
 - B. Results of last month's meeting with the Superintendent of LGSUHSD regarding the relationship of the parent participation preschools that are a part of Adult Education, Los Gatos-Saratoga Recreation.
 - i. A one-year extension has been given to the current relationship structure, so we will be able to operate without change for the 2013-14 school year.
 - ii. LGSONS may have to come to another way to operate beyond that.
 - iii. All four preschools have set up a task force and are working together to come up with potential solutions.
 - C. Shed Update:
 - i. Took down the shed and platform. Had originally planned to leave the platform but discovered it needed to be taken out as well.
 - ii. Shed will be up in the next 10 days or so.
 - D. Eagle Scouts Projects:
 - i. New chicken coop
 - ii. Two small portable benches
 - iii. A sign for "Mountain School"
 - E. Summer Session Registration
 - i. Tuesday/Thursday Class: Leslie Bergh
 1. 18 students; three teachers
 - ii. Monday/Wednesday Class: Sharon Perry

- 1. 12 students; two teachers
- F. Offered a position to a new head teacher for the Saturday 2's class.
- G. Memorial Service and Remembrance for Willys Peck.
 - i. The husband of Betty Peck, founder of Mountain School, passed away April 16th, 2013, just a few months shy of his 90th birthday. A memorial service was held at the Saratoga Federated Church on April 25th and several trees were planted in his name. Condolences may be sent to the Peck family at: 14275 Saratoga Avenue, Saratoga, CA 95070.
- H. Thank you to all who served on the 2012-13 Board!
- V. **Lead Teacher Report (Marie):** No report.
- VI. **Voting Chair Reports:**
 - A. **Secretary (Kirsten):** No report.
 - B. **Treasurer (Dominic):** No report.
 - C. **Information/Marketing (Tania):** No report.
 - D. **Registration (Martina):**
 - i. Petition #1: A family who is currently in the Friday 2's and will be in the 2013-14 3/4's class has requested a leave of absence from May 9th to September 5th. Motion to approve leave of absence made by Dominic, second made by Julia, all in favor.
 - ii. Petition #2: Teacher Marie is making the recommendation for two separate children in the 4/5's class to repeat the class for the 2013-14 school year. This will potentially increase the class size to 20-21. Motion to approve the recommendation made by Kirsten, second made by Tandem, all in favor.
 - iii. 2013-14 Enrollment status:
 - 1. All 2's classes are at 12.
 - 2. 3's and 3/4's are at 18.
 - 3. 4/5 (with above approved recommendation) is at 20.
 - 4. Sat PM is at 13.
 - 5. Wait List is at about 12.
 - E. **Forms/Correspondence (Shelly):**
 - i. Has received checks from all families
 - ii. Needs TB forms from roughly 6 families.
 - F. **Programs (Cristina/Julia):** Julia reported:
 - 1. Under budget for the year!
 - G. **Facilities (Tandem):**
 - i. Shed is down. New shed will be painted by three families in June. (Painting the shed was offered as an Auction Item this year.)
 - H. **Purchasing (Yumi):**
 - i. Just purchased and delivered sand for Savannah-Chanelle, but given the felled trees and debris, may need to augment. Will determine in the coming weeks.
 - I. **Technologist (Eric):**
 - i. Ramanan will be the Technologist in 2013-14.
 - ii. July 1st deliverables:
 - 1. Login system and necessary security
 - 2. Generate class rosters
 - 3. Generate and send via email Welcome Letter
 - 4. Generate and send via email Family Partnership Questionnaire
 - iii. August deliverables:
 - 1. Family Login
 - iv. Jason's family is having a baby this summer, so Eric is keen to make sure his deliverables are completed before the baby arrives.
 - J. **Webmaster (Vaughan):**
 - i. Discussed making a "do not contact" list from some of the responses Rusti had received from some Auction related mailings.

- ii. Discussed whether we should turn on the "unsubscribe" feature to our mailing system, but it would not leave us a method of tracking who has chosen to unsubscribe. No decision was made regarding to turning that feature on.

K. Newsletter (Michele/Derek): No report.

L. Auction (Amy, Mary, Rusti): Priscilla reported:

- i. Gross revenues: \$47,728
- ii. Expenses: \$13,705
- iii. Net Revenues: \$34,023

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): Adrienne, incoming chair, reported.

- i. Watering System: The current system was just installed in 2010. She believes that the issues may just related to the timers, and not a faulty system.
- ii. Discussion regarding the usefulness of a summer garden, since for the most part the children are not present during the spring, summer and fall. Made a suggestion for planting fruit trees that for more year round harvest and could free up some space.
- iii. Looking to change the current composting system to a three bin system that will better handle the load the cooking program puts on it during the winter months.

F. Go Green Advocate (Angie): No report.

G. Grant Writer (Margaret): No report.

H. Health and Safety Coordinator (Michele): No report.

I. Librarian (Kari): No report.

J. Mountain School Parties (Margaret):

- i. Discussion regarding current party parameters, to see if there could be some ways to increase the number of parties per year.
 - 1. Potentially decreasing cost by a modest amount, in the neighborhood of \$25.
 - 2. Increasing the length of time to three hours.
 - 3. Promote the fact there is someone to clean up and assist with the party.

K. Raffle (Kuni/Amoreena): No report.

L. School Photos (Vivian): No report.

M. Scrip/eScrip (Ximena):

- i. Net revenues: \$1,440

N. Social (Linda): No report.

O. T-shirt sales (Jae): No report.

P. Turkey Trot (Anna/Denise): No report.

Q. Workday Coordinator (Kumi): No report.

VIII. New Business

- A.** No new business.

IX. Adjourn

Meeting adjourned at 8:51 p.m.

Next meeting: Tuesday, June 4, 2012 at 7:00 p.m. at Van Meter Elementary School.

Attachment 1:

Los Gatos-Saratoga Observation Nursery School 2013-2014 Board Roster

Voting Board (*Denotes Executive Committee Positions)

	Approved - April 9	Approved - May 7	
Chair*		Tandem Hayden	tandemhayden@gmail.com
Treasurer*	Brian Horton		hortonbrianj@gmail.com
Information Membership*	Tania Vong		chiomi@gmail.com
Registration Membership*	Margaret Pettit		margaretp@gmail.com
Secretary			
Forms/Correspondence Chair	Cristina Villareal		crismv@ymail.com
Programs Co-Chair	Julia Lombardi		juliabenjaminster@gmail.com
Programs Co-Chair	Elan Nguyen		elannguyen@yahoo.com
Technologist	Ramanan Radhakrishnan		rrramanan@gmail.com
Auction Co-Chair (Solicitations)			
Auction Co-Chair (Event Planning)			
Auction Co-Chair (Logistics)			
Facilities Chair		Kumi & Willie Wang	mail2kumi@gmail.com
Newsletter			
Purchasing Chair	Michele Moore		michele.moore08@gmail.com
Webmaster	Vaughan Sheridan		vaughan_sheridan@yahoo.com

Non-Voting Board

Alumni Liaison	Anne-Michelle Frances		ampfrances@gmail.com
Animals Chair		Ashleigh Coffeng- guinea pigs	ashcoffeng@yahoo.com
Family Partnerships Coordinator	Alison McElravey		amcelravey@aol.com
Community Service Liaison	Caroline Foreman		caroline_foreman@yahoo.com
Garden Coordinator	Adrienne Cox		babylemon2010@yahoo.com
Go Green Advocate	Lisa Herbold		lisaherbold@yahoo.com
Health and Safety Coordinator	Michele Moore		michele.moore08@gmail.com
Librarian	Kari Benassi		kbbenassi@gmail.com
Marketing			
Fundraising Chair - Raffle	Casey Walter		casey@outlook.com
Fundraising Chair - Raffle	Zelda Bullen		zelda.in.the.abstract@gmail.com
Fundraising Chair - eScrip/Scrip	Ximena Domagalski		ximena_gonzalez@yahoo.com
Mountain School Parties Coordinator	Gina Negrini		ginanegrini@gmail.com
School Photos Coordinator	Vivian Yuan		vyuan@yahoo.com
Social Chair		Carol Witter	carolwitter@gmail.com
T-shirts/Sweatshirt Sales Coordinator	Jae Hee-Aochi		jhaochi@gmail.com
Turkey Trot Committee Member	Anna Burde		annaburde@gmail.com
Turkey Trot Committee Member	Denise Horton		denise1206@gmail.com
Turkey Trot Committee Member	Melissa Goldberg		melissy_d_garcia@yahoo.com
Workday Coordinator			