

**Final  
Los Gatos-Saratoga Observation Nursery School  
Board Meeting Minutes  
August 27, 2013**

**Board Members (Voting and Non-Voting) Present:** Tandem Hayden, Julia Lombardi, Cristina Villarreal, Anne Collonge, Zelda Bullen, Adrienne Cox, William (Willie) Wang, Chris D, Michele Moore, Ramanan Radhakrishnan, Elan Nguyen, Casey Walter, Brian Horton, Bill LeGrandier, Jenny Chynoweth, Vaughan Sheridan

**Alumni Present:** Kirsten Lundstrom

**Administrative Director:** Jane Krejci

- I. The meeting was called to order at 7:14 P.M.**
- II. Review and approval of May 7, 2013 minutes.**
  - A.** Motion to approve May 7, 2013 minutes made by Vaughan, 2<sup>nd</sup> made by Cristina, all in favor.
- III. Chair Report (Tandem):**
  - A.** Review and approve Nominating Committee slate for the 2013-2014 school year. (See Attachment 1.)
    - i.** Vote to approve Adrienne Cox as Newsletter Chair for the 2013-14 school year: motion to approve made by Vaughn, second made by Willie, all in favor.
    - ii.** Vote to approve Jenny Chynoweth as Auction Co-Chair, Logistics for the 2013-14 school year: motion to approve made by Vaughan, second made by Cristina, all in favor.
    - iii.** Vote to approve Bill LaGrandier as Workday Coordinator for the 2013-14 school year: motion to approve made by Brian, second made by Julia, all in favor.
    - iv.** Vote to approve Anne Collonge as Auction Co-Chair, Event Planning for the 2013-14 school year: motion to approve made by Brian, second made by Ramanan, all in favor.
    - v.** Vote to approve Casey Walter as Animal Chair for the 2013-14 school year: motion to approve made by Vaughan, second made by Ramanan, all in favor.
  - B.** Class Representatives:
    - i.** W2's: Denise Horton
    - ii.** F2's: Open
    - iii.** S2's: Vaughan Sheridan
    - iv.** 3's: Anna Burde
    - v.** 3/4's: Julia Lombardi
    - vi.** 4/5's: Michele Moore
    - vii.** Sat PM: Carol Witter
- IV. Administrative Director Report (Jane K.):**
  - A.** Staffing
    - i.** The School is fully staffed for the school year
    - ii.** New Teacher for the Saturday 2's.
    - iii.** List of substitutes is deep for the year.
  - B.** Summer Session was full.
  - C.** Potential New Outdoor Site
    - i.** May have an opportunity to begin using Bear Creek Stables as a new outdoor school site. With some of the more recent changes at Saratoga Springs to

make it more amenable to mainstream events, having another truly "outdoor" location option would be desirable.

- D. LGSUHSD relationship update:
  - i. Over the summer Jane did a fair amount of research and has concluded we have two options:
    - 1. License the School directly
      - a. Could be a challenge with the current state of our facilities
    - 2. Offer our program through the Los Gatos Saratoga Recreation Department.
      - a. Teachers would have to be employed through the Rec. Dept.
      - b. Meeting this coming Thursday with the Rec. Dept. to determine feasibility, requirements, etc.
- E. Potential Teachers Training thru "Outdoor Classroom Project:
  - i. There is an opportunity for teachers to attend a training program that could enhance our outdoor activities.
  - ii. Cost is \$325 per teacher. Would like to be able to offer at least some assistance to those teachers who would like to attend.
  - iii. We can learn from the Project, but also contribute as we already have a strong outdoor component..
- F. Distributed Robert Rules for running Board Meetings
- G. Distributed Kindness missive.

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

VI. **Voting Chair Reports:**

- A. **Secretary (Position Open):** Kirsten filled in for this meeting.
- B. **Treasurer (Brian):**
  - i. Has the approved 2013-14 Budget.
  - ii. An additional family has been given tuition assistance for a total of three for the 2013-14 school year.
    - 1. We are within budget for the tuition assistance program.
- C. **Information (Tania):** Michele reported for Tania.
  - i. Tania wanted to have permission to send a school-wide email regarding the upcoming camping trip and the board agreed.
- D. **Registration (Margaret):** Tandem reported for Margaret.
  - i. 2013-14 Enrollment status:
    - 1. W2's and F2's are at 12.
    - 2. S2's is at 13.
    - 3. 3's, 3/4's and 4/5's are at 18.
    - 4. Sat PM is at 17.
- E. **Forms/Correspondence (Cristina):**
  - i. 35 families have not sent in their TB test forms.
    - 1. Will give teachers the list.
  - ii. The participation contract had not been updated to reflect the new evening meeting requirements so new contracts are going to be handed out in the circle meetings.
- F. **Programs (Elan/Julia):** Julia reported:
  - i. Didn't receive a list of teacher suggestions yet. Jane said she could begin working off of last year's list and that she would bring up the topic in the next teacher's meeting.
  - ii. Great Dads Project/Keith Zafren: Keith came to Julia with the idea of a Fundraiser that would split the workshop tuition between LGSONS and himself (\$25 and \$70 respectively). There would have to be a minimum of 25 participants for Keith to do it. There was discussion on how a fundraiser like this might negatively impact other fundraising activities. In addition, many felt it would be a challenge to get the minimum required participants.

1. Motion to deny Great Dads Fundraiser idea made by Michele, 2<sup>nd</sup> by Adrienne, all in favor.
  - iii. Project Cornerstone informational meeting scheduled for next Wednesday.
- G. Facilities (Kumi/Willie):** Report made by Willie.
- i. The New Shed is done!
  - ii. In his inspection over the summer, Willie found things in general working order
  - iii. Teacher Sharon cleaned out and reorganized the storage room over the summer.
  - iv. There is evidence of rats in the garden shed.
  - v. There still seems to be issues with the sprinkler system. It may be that a facilities worker from Lakeside is turning off the automated timer. They will investigate further.
- H. Purchasing (Michele):**
- i. She has received the list of supplies needed from the teachers and will move forward with that.
- I. Technologist (Ramanan):**
- i. Development team wants to give a demo of the online system at the next meeting.
  - ii. Now that the system is live, they are incurring expenses of about \$40-50 a month.
- J. Webmaster (Vaughan):**
- i. Turkey Trot page has been updated.
  - ii. Needs to update the board mailing list.
  - iii. Vaughan asked each board member with items on the website to review their sections and send him updates.
  - iv. It brought to Vaughan's attention that not all circle meeting times were available on the calendar. Vaughan said that not all the times were provided to him, but he did enter those that had been.
- K. Newsletter (Adrienne):**
- i. There was a larger discussion about increasing the frequency of the newsletter, and making it more of the "goto" resource for school events and information. The plan is to have the first newsletter during the first week of school this year.
  - ii. Other ideas:
    1. Board Chair reports or spotlights
    2. Possibility of a blog style newsletter
- L. Auction (Anne/Jenny):**
- i. Auction will be March 29, 2014.
  - ii. Foothill Club is already reserved.
  - iii. General discussion regarding the auction and other fundraising ideas:
    1. Food trucks where the sales go to the school
    2. A Farm-to-Table style dinner event, where proceeds go to the school

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

**A. Alumni Liaison (Anne-Michelle):** No report.

**B. Animals (Casey):**

- i. Los Gatos Pet People will no longer be donating the chicken feed, but will still donate the food for the guinea pigs.
- ii. There was a general discussion regarding animals at the school. Especially since the students are only there during the winter months, it is a challenge on many fronts to manage the program. The animals don't have a permanent home; continuous rotation of caretakers can be stressful on the animals. It can become a large commitment for the Animal Chair in time, cost and flexibility (especially when travel is involved). Does the commitment justify the outcome if the animals are only together with the students for a few months? No action/decision was made during this discussion.

- iii. Casey said that she was willing to continue as the Animal Chair if no other family volunteered to do it, but she was ready to give up this responsibility because of other commitments.

**C. Family Partnership (Alison):** No report.

**D. Community Service Liaison (Caroline):** No report.

**E. Garden (Adrienne):**

- i. Watering System: As mentioned in the Facilities report, there are still issues with the watering system.
- ii. Garden Shed: As mentioned in the Facilities report, there is evidence of rats in the shed.
- iii. Composting System: Garden needs a better composting system and will be moving forward with that.
- iv. Fruit Trees: Because the children are mainly at that School House in the winter, she wanted to have crops that produce in the fall/winter, rather than plant a summer garden. Fruit trees may be a good option.
- v. Other ideas discussed:
  - 1. Owl Box
  - 2. Critter Cam

**F. Go Green Advocate (Lisa):** No report.

**G. Health and Safety Coordinator (Michele):** No report.

**H. Librarian (Kari):** No report.

**I. Marketing (Position Open):** No report.

**J. Fundraising: Raffle (Casey/Zelda):**

- i. Willow Street Pizza has agreed again to sponsor the ticket printing for raffle.
- ii. Working on the sources for the prizes. Desired is another vacation rental and apple products, since those were such a hit last year.
- iii. Turkey Trot & Raffle will be November 2, 2013 at Almaden Lake Park.

**K. Fundraising: Scrip/eScrip (Position Open):** No report.

**L. Mountain School Parties (Gina):** No report.

**M. School Photos (Vivian):** No report.

**N. Social (Carol):** No report.

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

**P. Turkey Trot (Anna/Denise/Melissa):** See Raffle report.

**Q. Workday Coordinator (Bill):** No report.

## VIII. **New Business**

- A. No new business.

## IX. **Adjourn**

Meeting adjourned at 8:37 p.m.

**Next meeting:** Tuesday, October 1, 2013 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 as of May 7	Nominated - Aug. 27	
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
<b>Secretary</b>			madhuri@usa.net
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
<b>Auction Co-Chair (Solicitations)</b>			
<b>Auction Co-Chair (Event Planning)</b>		Anne Collonge	ahjonesy@gmail.com
<b>Auction Co-Chair (Logistics)</b>		Jenny Chynoweth	jennychynoweth@hotmail.com
Facilities Chair	Kumi & Willie Wang		wil_wang@yahoo.com
<b>Newsletter</b>		Adrienne Cox	babylemon2010@yahoo.com
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	Casey Walter		casey@outlook.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
<b>Marketing</b>			
Fundraising Chair - Raffle	Casey Walter		casey@outlook.com
Fundraising Chair - Raffle	Zelda Bullen		zelda.in.the.abstract@gmail.com
<b>Fundraising Chair - eScrip/Scrip</b>			
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
<b>Workday Coordinator</b>		Bill LaGrandier	wipalag@gmail.com