

**Los Gatos-Saratoga Observation Nursery School  
Board Meeting Minutes  
January 2, 2016**

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

Administrative Director: Leslie Bergh

- I. The meeting was called to order at 7:09pm by Madhuri**
- II. Approval of Dec 2015 Minutes**
  - a. Motion to approve 1st Michele, 2nd Tandem. Motion approved.
- III. Chair Report (Madhuri)**
  - a. Discussion RE: keeping "All School" Folder in Basecamp. We are hoping that the unfortunate incident that happened in Dec. was a one-time event. The "All School" folder is a very convenient and efficient way of communicating school wide events and topics. The "Reply All" function is annoying, but you can personalize your settings to get a digest instead of every single email.
  - b. As Webmaster, David has the authority to "Moderate" Basecamp. He can temporarily shut down a member who is abusing/ disregarding our social media policies (until issue with member is resolved).
  - c. We realize that Basecamp was not necessarily set up for use by a school. Derek is looking in to see if we can switch over to Google Docs next year.
  - d. Executive Board voted to update the ByLaws and OP to include SB 792. This new Law requires all teachers and volunteers who work with children to show proof of immunity to measles, pertussis and influenza.
- IV. Directors Report (Leslie)**
  - a. We need to get our vacuum fixed again. Depending on cost, we may just need to replace it. Peter said he had a working vacuum to donate to the school.
  - b. The teachers received a \$1,000 teaching donation from Jane Dodge, of the Community Foundation of Monterey County.
  - c. Leslie interviewed Debbie Grey, the Director of Grace Preschool. Debbie is leaving Grace and Leslie wants to keep her in the loop in case Mt. School finds itself in need of a teacher.
- V. Head Teacher (Marie) No Report**
- VI. Voting Chairs**

**A. Secretary (Kerri)**

- i. Changes made to By Laws and OP re: SB 792. Will post on Basecamp and ask David to update LGSONS website. Will get hard copies to the Parent Room.

**B. Treasurer (Derek)**

- i. We received approx \$10K in pledge pages from the TT.
- ii. Passed out 2016-2017 approved budget

**C. Information (Michele)**

- i. Open House is on Jan 24th! She is getting 3-5 emails a day inquiring about our school.

**D. Registration (Tandem)**

- i. We have set the Application fee at \$60.
- ii. Application time frame is Jan 24th thru Feb 22nd. We have extended the deadline because we are asking for all health forms upfront.
- iii. David will update the tuition on the website.
- iv. Due to increase in the Application Forms, the Forms Chair may need to be a 2 person job in the future.

**E. Forms (Denise) No report**

**F. Programs (Patricia) No report**

**G. Facilities (Eric)**

- i. We need to set rat traps in the supply room. May need to have a professional come in and see if they can block any spots the rats may be coming in.
- ii. Need to see what is going on with the phone in the Parent Room. It has been ringing, but the line is dead when it is picked up. First try a different phone, second , get the phone provider out to assess.
- iii. The sandbox walls need to be replaced. Hoping to do something “pretty” maybe out of branches from the dead tree that needs to be removed? Trying to come up with a plan that can be executed at the final Parent work day.

**H. Purchasing (Peter) No report**

### **I. Webmaster (David)**

- i. Calendar updated
- ii. Leslie needs to connect with Stephanie and make sure Lakeside is notified when there are parties at Mt. School.
- iii. ERP \_ Elizabeth will get it.
- iv. The summer school form needs to be updated with dates and costs.

### **J. Newsletter (Elizabeth)**

- i. Jan deadline is Sunday the 10th

### **K. Fundraising (Johanna)**

- i. Need a public Place to do the Winter Raffle Drawing.
- ii. The adult night out at Blush was cancelled.
- iii. BBQ meetings are starting
- iv. There are no winter Buy-A-Spots, will resume in the Spring
- v. Class projects should begin in March. That gives classes 2 months to create and build.
- vi. The Drone footage did not work out at the TT. Trying to figure out if we can do something else... Filming at school for promotional purposes?
- vii. Johanna is looking for her replacement...
- viii. Winter Raffle prizes are: Maui condo + \$1,000 airfare or \$1,000 for an Apple product

### **VI. Non Voting Chairs No Reports**

Meeting Adjourned at 8:49PM