

DRAFT MINUTES

**OAK KNOLL KINDERHAUS  
BOARD OF DIRECTORS MEETING  
June 17, 2001  
1200 North Lake Avenue, Pasadena**

Board Members Present: Dorothy Chambless, KC Cipriano, Eric Kay, Tracy Kerr, Alicia Vaughn  
~~Guest Present:~~ Elisabeth Dimopoulos

*Executive  
Director :*

The meeting was called to order at 8:45 a.m. by Dorothy Chambless.

WELCOME

Dorothy welcomed new Board members Tracy Kerr and Eric Kay.

FINANCIAL UPDATE

Elisabeth reported that Ledger Plus – Paul Carney will provide 1<sup>st</sup> quarter financials for Year 2001 today. The Pasadena Development Corporation offered to loan Oak Knoll Kinderhaus \$8,000 which will increase the debt by \$160/month. Shortfalls for July and August 2001 are projected.

Advertisements will be published in major parent publications in hopes of attracting new students.

TEACHER UPDATE

Miss Maria has accepted another summer position and will leave Oak Knoll in July. In August, the teachers will be Miss Nadja, Miss Vicky and Miss Violet.

On June 21, Dorothy and Elisabeth will be interviewing a Montessori teacher for the 3-6 year age group. Intentions are to have an all-day Montessori classroom with a qualified Montessori teacher on site. The first teacher would be on site from 7:30 am to 2:30 pm. The second shift would work from 10:00 am to 6:00 pm.

Elisabeth asked the Board for approval for her to attend an Elementary Teacher Training correspondence course based out of Vancouver, British Columbia. The course will take seven months to complete and would cost the school \$2400 (three installments of \$800 each). The Board members discussed and asked Elisabeth to provide more information at a future Board meeting.

### OAK KNOLL WEBSITE

Alicia Vaughan said that the website is up on two different free sites. She is still working on the logistics.

### COMMITTEE FORMATION

The Board members discussed the formation of the following board member/parent committees:

- Fundraising – Wine Tasting, Silent Auction, Rummage Sale
- Teacher Training
- Scholarship Fund
- Outdoor Environment
- Building – Estimates and suggestions for both buildings
- Volunteer/Staffing Committee
- Elementary Education Committee – includes parental input
- Board Selection Committee – nominations, parents and community members
- Parent Hours Task Force

John Barrone will obtain a wall calendar to show the scheduled committee meetings and important dates for the school.

All parents should fill out a Parent Talent Form to find out which committees would be a good match for which parents.

### RESIGNATION

Linda Kessell has resigned from the Board. Elisabeth has sent Linda a letter thanking her for her service to Oak Knoll.

### COMPUTERS

With the help of John Barrone, the computers are now networked together. They still need to be grounded for safety purposes.

### ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

Respectfully submitted,

K.C. Cipriano  
Interim Secretary