

OAK KNOLL KINDERHAUS MONTESSORI
1200 Lake Avenue, Pasadena, CA 91104
BOARD MEETING: November 10, 2002

Members Present: Claudia Alvarez, John Barrone, Joyce Barrone, Dorothy Chambless, Martin Regalado, Maryrose Regalado, Jonathan Spaulding
Guests Present: Elisabeth Dimopoulos (Executive Director)

BOARD MEETING MINUTES

The meeting was called to order by Dorothy Chambless at 9:30 am.

Executive Director's Report:

Elisabeth Dimopoulos announced that she would start working off-site. She has hired an assistant, Maryrose Regalado, to help in the office. Elisabeth will reduce her salary in order to be able to pay an administrative assistant. She also announced that she would remain the Executive Director, and not change her title to Director of Development.

Elisabeth reported that the Tournament of Roses is able to give a maximum grant of \$2500. The grant proposal is due in January 2003.

Enrollment has decreased by 5 students. As a result, tuition has decreased from \$18,000 to \$16,000.

- [REDACTED] moved out of the area, which Elisabeth knew was a possibility when he first enrolled.
- [REDACTED] stopped attending without providing a valid reason and appropriate notice to the Director. At the start of the school year, his family signed the enrollment contract that obligated them to pay for one-year tuition. When contacted, his parents stated that they left within the "6-week trial period", which is mentioned in the handbook. The question was raised whether the school should try to collect the remaining tuition for the school year.
- [REDACTED] moved out of the area.
- [REDACTED] filed a complaint about observing students unsupervised in Dorothy's class. She wrote a letter to the Director in which she expressed concern regarding the alleged lack of supervision and lack of substitute teachers (see attachment #1). [REDACTED] would like to remove her child from Oak Knoll Kinderhaus and receive a refund of tuition paid (she paid half-yearly tuition in advance) for November, December, and January. A discussion followed and it was suggested that [REDACTED] receive a refund for December and January, but not November because she did not give the Director 30-days notice before removing her child from the school. The discussion was tabled. It will be continued via email.

ACTION ITEM:

- A letter from the Board will be sent to [REDACTED] informing her of the final decision regarding this matter.
- Joyce Barrone and Martin Regalado will help in establishing a Policies and Procedures Handbook, which will guide the Board in dealing with the above situations.

There was a short discussion regarding the possibility of purchasing tuition insurance. Parents would be required to purchase this insurance upon enrolling their child. If the family breaks the one-year enrollment contract, which obligates them to pay for tuition for the whole school year, the insurance would cover the tuition for the remainder of the school year.

The Nite on the Town fund-raiser raised \$700, the Rummage Sale raised \$900, and Silent Auction preparations have begun. Auction software has been purchased for \$189 to help with creating a database, bid sheets, catalogs, etc.

Elisabeth discussed the possibility of purchasing a security system for the school. The system would allow parents access through the parking lot gate using a keypad, whereas visitors would have to enter the office through the Lake Street gate using a buzzer system.

Treasurer's Report:

Claudia Alvarez would like Maryrose to input/update the finances in the office computer on a weekly basis so Claudia will not be dependent on Dorothy's paper check register. This will make it quicker and easier for Claudia to work on financial reports.

Actual treasurer's report is tabled until the next meeting on Saturday, December 14, 2002.

Campus Development:

The next meeting for the Campus Development Committee is on November 13, 2002. Jackie has requested that parents volunteer to work on the Toddler play area.

Communication Committee:

Jonathan and Martin will continue to be the editors of the newsletter until another parent volunteers to take the job.

ACTION ITEMS:

- Jonathan needs email addresses and phone numbers of parents who indicated interest in working on the newsletter.
- All copy for the current newsletter should be turned in by November 22, 2002.
- The target date for the next issue is November 30, 2002. It should be mailed out the first week of December and will be sent to Don & Sam (last names?) to scan for the school website.
- All copy for the February issue should be turned in by January 15, 2002.

Elementary Program Committee:

Joyce Barrone did not get calls out to local preschools regarding interest and scheduling of information sessions about the Elementary Program. She suggested sending out letters and then following up with phone calls.

Laurel Beck, a school parent, offered to pay for two hours of a Public Relations consultant's time to promote Elementary Program.

Prospective elementary teacher Beth Olshewski has accepted another job offer. Lisa Martin, one of the school's current primary teachers, has expressed interest in being trained as an elementary

teacher. As another alternative, the school could advertise for an elementary teacher at the AMI conference in Los Angeles, which will take place in February 2003. The teacher must have 10-15 years experience and would be sent for elementary training.

ACTION ITEMS:

- Elisabeth will contact Jan Thorsland and AMI regarding information on competitive salaries for elementary teachers.
- John will discuss possibility of using the Worldwide Church of God/Ambassador College building for the elementary class. He anticipates that they will ask for too much.

NEW BUSINESS

Policies and Procedures Committee:

ACTION ITEM:

- This topic will be discussed through email.

Staff Invitations to Board Meetings:

The staff will be invited on a quarterly basis. Joyce suggested conducting these as retreat type meetings as opposed to the usual monthly business meetings.

Miscellaneous:

Elisabeth mentioned that the Tournament of Roses is encouraging their Board members to sit on community boards. We will discuss extending an invitation to Terabu's friend, the President of the Tournament of Roses Board of Directors.

OLD BUSINESS:

ACTION ITEMS:

- Maryrose will update minutes in the Corporate Book, including attachments.
- Maryrose will update Board on "Thank You" notes sent to parents.

Next Meeting:

Saturday, December 14, 2002 at 9:00 am.

Meeting Adjourned at 11:28 am.

Respectfully submitted by Maryrose Regalado.

Approved