

**OAK KNOLL KINDERHAUS MONTESSORI
BOARD MEETING: MINUTES
Monday, September 27, 2004**

Present: Dorothy, Elisabeth, John B, Jonna, Lisa, Hannah, Nina, Gwen

- I. Introduction of new board members: Lisa, Hannah, Nina, Gwen
Sign confidentiality agreements, and write bios for grant materials.
- II. Elect Secretary and Treasurer
Jonna elected as Treasurer; Gwen elected as Secretary
- III. Flintridge Foundation Update: Elisabeth
By spring, goal to have 15 board members
Decision to use LaShawn Smith as our Flintridge consultant (free for 5 sessions).
Meet with her at the school this week; introduce her to the board next meeting.
- IV. Enrollment Status (w/ Aftercare); Aftercare at orange Grove; October Open House
 - a. We have room for 30 new students; need at least 10.
Distribute flyers and/or newsletter to the libraries (for story times) every month; all materials to Alliette for publication the last Thursday of every month in order to distribute the following Monday. Need to determine who will distribute where.
Lisa will look into reentering or retrieving the Alumni List.
Gwen will get Pasadena Day Nursery's sliding scale.
 - b. Would like to hire someone with at least 12 units of early childhood education; looking for someone 2:30-5:30 or 6pm
 - c. Discussion re: Open House, banner, flyer distribution, parent attendance.
- V. Finances
 - a. drop ad from SBC yellow pages
 - b. Hannah to act as point person in researching saving on budget items, ie, SBC is raising their phone rates 17%; submissions will go to Dorothy.
- VI. Non-teaching staff and Job Duties
Looking for someone to run office who has run a school before with bookkeeping experience.
- VII. Fundraising and Grants
Elisabeth: GOALS
 - 1) get the grant machine up and operating
 - 2) individual fundraising: start annual giving campaign for fall; auction for spring
 - 3) start procuring for auction nowBoards job in next few months to raise money.
- VIII. Next Meeting
Monday, October 4, 2004, 5:00pm, at Elisabeth's house.
 - a) Joyce respectively asks to be removed from the board.
 - b) Determine length of service for each board member
 - c) LaShawn Smith