

**OAK KNOLL KINDERHAUS MONTESSORI
BOARD MINIUTES
WEDNESDAY, NOVEMBER 10, 2004**

- I. ENROLLMENT:
 - a. OPEN HOUSE – 5 families at OG; 2 at Lake
 - b. FOLLOW-UP – Elisabeth walking through procedures with Aliete
 - c. DISCUSSION: bringing new students into toddler program and Seadra's input; Aftercare at OG has 2 students right now.

- II. FINANCES:
 - a. CCIS: families and procedures
 - b. BAD CHECKS and BILLS: solutions and what's most outstanding
 - c. SOLUTIONS: reduce Ariyanna's class in afternoon; Gwen to do more research on workmans comp; need a collections person; raise tuition deposit \$10 a month to pay into fund; parent hours are due up until Silent Auction then you have to pay; 2 board members paying semi-annual early.

- III. FUNDRAISING
 - a. SILENT AUCTION: need sponsorship letter now
 - b. DISCUSSION: Ariyanna offered trunk show; board agreed 15% not enough, would like to reply 50% of sales or no thanks.

- IV. STAFF
 - a. DISCUSSION: train Corrina or ask Andrea regarding bookkeeping; Time for bookkeeping: 1st – 8th of each month bookkeeping takes 30-45 minutes a day; after that it's approx 15 minutes a couple times a week
 - b. STAFFING: Claudia and Corrina responsibilities; use of parent talents; Jonna continue with invoicing, data entry, and pay receivable.
 - c. DISCUSSION: directorships regarding human resources vs. upper level management
 - d. STAFF MEETINGS: held once a week (OG separate from Lake) and a general staff meeting held once a month

- V. OPEN HOUSE
Next Open House coincides with game at Rose Bowl. Reschedule OG only: Lake on 12/4; OG on 12/11.

- VI. NEXT MEETING
Scheduled for December 1, 4-6pm at Elisabeth's house

ACTION:

- (Aliete with Elisabeth's input) Follow-up with Open House visitors
- (?) Speak with Ariyanna regarding her class in the afternoon
- (Dorothy?) Respond to Ariyanna regarding trunk show
- (Nina) Silent Auction Sponsorship Letter for Board
- (TO DO) Need a "Collections Person"; check into Bad Checks company as well
- (Gwen) Check on workmans comp rate with another agent and tell NEK hiring another person.
- (?) Bookkeeping solution?