

**OAK KNOLL KINDERHAUS MONTESSORI
BOARD MINIUTES – (REVISED 12-17-04)
WEDNESDAY, DECEMBER 1, 2004: 4-6pm
Held at Dimopoulos house
Minutes recorded by secretary, Gwen Hourihan**

Board Members Present: Elisabeth Dimopoulos, President; John Barrone; Hannah Holland; Jonna Dennis, Treasurer; Lisa Vigil Ruelas; Dorothy Chambless; Nina Powell; Gwen Hourihan, Secretary.

- I. ENROLLMENT:
 - a. DISCUSSION: to create packet and finalize policy on all those receiving financial aid for tuition
 - b. ACTION: Elisabeth will follow-up with Corrina re: getting packet done.
 - c. ACTION: Lisa to draft letter to those who continually pay late re: arrangements (including tracking parent hours). Jonna to email Lisa the finances regarding this.
 - d. ACTION: Schedule meeting regarding Notice to Parents re: fulfilling parent hours and re-enrollment fees.
 - e. ENROLLMENT CURRENTLY: 60 students = 19 Miss Dorothy/Primary/Lake (3-4 available); 4 (one going to OG) Miss Ariyanna/Primary/Lake (6 available); 11 (2 transitioning to Ariyana) Miss Seadra/Toddler/Lake (2 available); 17 Miss Lisa/Primary/OG (4 available); 9 Mr. Jerry/Elementary/OG (available on assessment basis).
 - f. ACTION: when tours are given need to relay the message to prospective families that we are on an academic calendar. Make that a positive.
 - g. TEACHER AIDES: we will need to hire an aide for Miss Lisa's class by January for 7:30am-11am slot; Mr. Jerry will need an extra person (parent volunteer -- toward parent hours) on days he takes students to Rose Bowl (presently Tuesdays and Thursdays).
 - h. DISCUSSION: how to transition 6 year olds between Miss Lisa and Mr. Jerry.
 - i. OPEN HOUSES SCHEDULED: 12/4 at Lake; 12/11 at O.G.

- II. GEN'L BOARD ISSUES:
 - a. Elisabeth is resigning as President of the Board as of January meeting in order to resume her position as Executive Director. She will work for three months on a deferred salary. She will be the staff member to report to the board.
 - b. ACTION: nominations for Board President (ability to run a meeting, to make sure agenda is set and distributed).
 - c. MOTION: Any founding member of OKKM may have a place on the board if there is a vacancy. Make an addendum to the bylaws. Motion seconded. 7 yeses; 2 abstaining. MOTION PASSED.
FOUNDING MEMBERS: John Chambless, Dorothy Chambless, Peter Dimopoulos, Elisabeth Dimopoulos.
 - d. NOMINATION: Peter Dimopoulos, founding member, added to the board as of January.
 - e. MOTION: change "Section 1. NUMBER" in bylaws from 7-10 board members to 7-15 board members. Motion seconded. 8 yeses. MOTION PASSED.
 - f. ACTION: Gwen to review how to amend & report amendments of bylaws.
 - g. MOTION: change "Section 13. QUORUM FOR MEETINGS" from 3 to 50% + 1. Motion seconded. 8 yes. MOTION PASSED.

- III. FINANCES:
 - a. Jonna requested monthly financial reviews once Elisabeth back in office.

- III. FUNDRAISING
 - a. SILENT AUCTION: sponsorship letter has been updated
 - b. GRANTS: should hear about grant for class materials by early December.

IV. STAFF

- a. PRESENTED: reports from Staff for the Board (these will be kept on file in the office in a Board binder for review).
- b. CHANGE: Ariyanna will be replaced in January.
- c. REPLACEMENT: Talking with Miss Denise regarding the position. She is seriously considering with the addition of materials for the classroom.
- d. ACTION: to ask Miss Denise for a list in order of priority for the materials.
- e. DISCUSSION: regarding class materials. Making some of the materials; our credit at Montessori Services.
- f. ACTION: Elisabeth to talk with Alette regarding whole school fire drills, both sites.
CHANGE EMERGENCY SITES: Orange Grove to Gamble House, not the church sanctuary; Lake to keep site of Santa Catalina Library on Washington Blvd.
- g. ACTION: staff meetings will change to the second weeks of each month in order for board actions to be taken.

V. MISC.

- a. ACTION: Dorothy and Gwen to meet to create Board binder to be kept in school office.
- b. TEACHER APPRECIATION: at Elisabeth and Peter's house on Sunday, Dec 12, 12-2pm.

VI. NEXT MEETING

- a. Scheduled for Weds, January 5, 4-6pm. Place TBD.
- b. ACTION: remind Marisol re: childcare for meeting.