

**OAK KNOLL KINDERHAUS MONTESSORI  
BOARD MEETING MINUTES: APRIL 6, 2005**

- I. Call to Order: John
- II. Norm, new board member, not available (illness)
- III. Enrollment: currently at 71; During summer would like 17 in each primary class (break event point). Summer School challenge: low enrollment till last minute.
- IV. Financial Report: Jonna handed out projections for payroll and expenses.  
**She needs numbers reviewed by Elisabeth.**  
Break even is at approx 60 full tuition students (17 per class; 3 slots for scholarships)  
**All board members asked to review projections and email Jonna with any comments; Jonna will send revised reports by 4/15.**  
Gwen to check on Workers' Comp (done: our last payment for the year is 4/23). **Elisabeth to review CCIS form w/ Corrina and Jonna.**
- V. Staffing: **Dorothy and Elisabeth to let Jonna know where we are understaffed.**
- VI. Silent Auction: raised \$4000 in procurements thus far. Nina sent minutes to large email group. Working on class projects. Next board meeting: assign positions.
- VII. Parent Hours/Committees: report by Dorothy on the system and the way it works. Still needs implementation. There are 5 categories w/ chairs: campus development (Judy); community and events (Aliete); homeroom (Dorothy); office (Corrina); fundraising (Elisabeth). **Ad hoc committee formed to report at next meeting (Hannah, Peter and Joyce).**
- VIII. Old Business:
  - i. transitioning students: Elisabeth has a packet of guidelines, etc. left by Heather. Jan Thorslund from Northwest Montessori here next month: to discuss with her.
  - ii. Tuition Assistance: **tuitions w/ bartering need to be accounted for.**
- IX. New Business:
  - i. Jan Thorslund will be observing and reporting on our classes (except Toddler; Elisabeth looking into someone else to do same for that class).
- X. Next Meeting: Wednesday, May 4, 2005.  
ITEMS:  
Report on Summer School Enrollment  
New financial projections  
Report on CCIS  
Silent Auction: staffing positions  
Parent Hours: report from Ad hoc committee