

**OAK KNOLL KINDERHAUS MONTESSORI  
BOARD MINUTES**

**WEDS, JUNE 1, 2005**

In attendance: Joyce Barrone, Gwen Hourihan, Dorothy Chambless, Elisabeth Dimopoulos, Peter Dimopoulos, John Barrone, Nina Powell, Lisa Vigil Ruelas, Jonna Dennis. Absent: Norman Merino, Hannah Holland.

**NEXT MEETING: Weds, July 6**

**NOMINATION:** Elisabeth **nominated** a family friend to the board, a public school teacher, named Marnie. She has standing meetings on Wednesdays so the board meeting would need to be moved. No decision made.

**FINANCIAL:** Copies of **CURRENT COST & INCOME ANALYSIS** were distributed.

- Summer enrollment is at its highest at 35/37 for Summer 1; 31/33 for Summer 2 (first figure paying students). For Aliete: first session is full; 4 spaces left in second session.
- Aliete is enthusiastically filling spots; **goal to fill 20 spots for 60 total (plus waiting list)**. Full capacity is 67 students; 7 maximum for barbers, etc.; 60 at full price. Currently, 48 students enrolled for the fall
- **Primary:** Oma is full; Lisa has 2 spots; Maggie has more.
- **CCIS: need to create cap.** Policy Ideas: understanding that they pay minimum (\$300); can only accept full-time w/ aftercare.
- **Toddler:** will start only accepting 5 day (per Seadra's request). Mommy & Me program in future.
- **Elementary: looked at options w/ the 2 co-teachers.** Discussion on [REDACTED] training: AMI vs. AMS. Discuss screening of potential students. [REDACTED].
- Cut number of assistants at OG now. **ASK ALIETE AND CORRINA TO LOOK AT O.G. AND HOW TO ADJUST HOURS NOW.** In the fall, use co-teacher as floater, have just 2 assistants.

**FRIDAY, JUNE 10, COFFEE KLATCH, 9am:** quorum board meeting to discuss program logistics (teachers/assistants). Summary in emails until then re: who/background/salary/needs/considerations.

**EXPENDITURE PROTOCOL:**

- **NEW POLICY: \$200 or over, excluding emergencies, requires board approval; when 4-5 board members reply decision is complete.**
- Schedule regular **internal audits** w/ Treasurer, John Chambless, Corrina and Elisabeth; all information distributed and explained for board to review.
- Start giving each teacher \$25 a month for their petty cash
- Adopt Heather Spaizman's system of snack requests school-wide, adding request for toilet paper and paper towels. Create email group for each class. Dry erase board each class to list additional items needed; parents cross out as given.

**TEACHERS:**

[REDACTED]

**SILENT AUCTION:**

- \$16,000 gross; net \$13-14,000; should not be counted in budget
- final report: still working on

**EMPLOYEE REVIEW:**

- **To families w/ deadline asap (in folders Mon, June 6 – back to school Fri, 10). Nina to send out email re: check folders.**

**PARENT HOURS:**

- Ad hoc committee to report; implement system before September.

**TREASURER:**

- Jonna retiring as treasurer as of May 1, 2005.
- Need nominations for treasurer: generally 2-3 hours a month, 20 hours/year.

**TABLE ALL OTHER ITEMS TILL NEXT MEETING:**

- Elementary transitioning procedures
- Tuition assistance policies
- Annual Meeting Procedures