

**OAK KNOLL KINDERHAUS MONTESSORI
QUORUM BOARD MEETING AT COFFEE KLATCH
FRIDAY, JUNE 10, 2005**

Attending: Lisa, Peter, Jonna, John, Hannah, Gwen and Elisabeth (staff)

1. Discussion on safety and cleaning:
 - a. Redo Claremont door lock
 - b. STORE ROOM: clean the week of vacation; Hannah and Gwen will approve all donations before they go in the store room; need to create system for check in/out of items in store room.
2. PARENT HOURS: credits vs. hours? Notebook each site for check in/out. Ad Hoc committee working on.
3. STAFF:
 - a. [REDACTED]
 - b. Discussed staff positions at OG both teachers and assistants to streamline.
 - c. Discussion on elementary co-teacher (\$2400/month including taxes, etc.) and finances.
4. FINANCIAL: must raise another \$10,000 to hire elementary co-teacher.
 - a. Elisabeth has asked Lisa Ruelas to assist w/ grants. She would receive tuition remission. She has not accepted or declined yet.
 - b. UPDATE at each board meeting regarding grants.
 - c. Enforcement of late tuition fees. Post on boards and newsletter.
 - d. Check that we are receiving all corporate matching grants available
 - e. Most important short term goal for board is to finance Sarah.

MOTION: to move ahead and hire Sarah (Peter); 2nd (Hannah); all ayes.
5. ENROLLMENT:
 - a. Corrina gives Elisabeth a weekly enrollment status report; board would like to receive as well.
 - b. There are 2 strong candidates for students in elementary (one through new co-teacher, Sarah).
6. COMMUNICATION: bulletin boards at both sites.
7. NEXT MEETING:
 - a. review of tuition remission candidates and policy
 - b. student transition procedures