

OAK KNOLL KINDERHAUS MONTESSORI BOARD OF DIRECTORS MEETING MINUTES WEDNESDAY, NOVEMBER 2, 2005

Board Attendees: John Barrone, Jonna Dennis, Peter Dimopoulos, Hannah Holland, Gwen Hourihan, Nina Powell, Lisa Vigil Ruelas, Alana Steele. Staff Attendee: Elisabeth Dimopoulos.

CALL TO ORDER

WELCOME NORM

Discussion on inviting Norm to be on Community Advisory Board, not on Board of Directors due to his absence at Board meetings. MOTION made and seconded. VOTE: 8 YES, 0 NO.

ACTION: Ask Dorothy (who has the relationship) to let him know.

EXECUTIVE DIRECTOR REPORT

Lake rental figure is \$4333.; Orange Grove is \$3595.

FIRE CODE: Exec Dir has left messages for Fire Marshall with no reply. We need a new system, but don't know which kind, but we assume the kind with pull stations at all exits.

Discussion on capacity in the Lake buildings; E.D. stated we are licensed for 54 in the Lake building alone, and 20 in Claremont. There was argument as to the validity of that. It's believed that our license says 54 total which would include Claremont. (Do we need to check on this?) E.D. licensed these buildings in 2000. The school was originally licensed for 54 for the Lake building only in 2000, and when Claremont was licensed in 2001, they did not increase our capacity because of a snafu on the fire clearance (DSS never sent the inspector). The number of 54 is the rational number for the facility with 10 toddler, 24 in Primary 1, 20 in Primary 2. Suggestion to ask Jim Stewart for help/intervention.

ACTION: Elisabeth to try Fire Marshall again. (Done. Still no response.)

ENROLLMENT/TOURS: last month there were 10 tours with 2 enrolled in Primary. A couple of toddler's are moving up, allowing us to enroll an additional 2 students. One more toddler will move up in January, and there is a younger sibling waiting for this spot. We have toddlers waiting to get in her class as well. With the 2 new enrollees in Seadra's we will be at 71 students.

PARENT CREDIT SYSTEM: Discussion on creating mid-month invoice for parents to understand where they stand and to see that the system is in affect and needs to be taken seriously. Needs to be separate from tuition invoices to not show as income. E.D. stated she will not set it up; that it's being done with the log books now. Some board members felt parents need to know what their balance is, and asked how teachers track.

ACTION: E.D. to check with teachers and look at log books. Create a generic memo to all parents to let them know they are behind or on target. (DONE.)

OFFICE: E.D. asked for help in the office. Lisa VR offered help. Alana offered help too. Tiffany has not been in due to illness. Suggestion that Maggie's parents should be asked to help with laminating.

ACTION: E.D. to call Tiffany to ask when she'll be back and if she can do some of the stuff at home. Done.

NEW POLICY ON FIELD TRIPS: Went out to all teachers; already received one back. All parents who drive will be required to give a copy of their drivers license and proof of insurance to the office and will receive a phone roster for the trip.

GRANTS: none applied for in October. Pasadena Community Foundation applied for and received.

September: Weingart – no reply yet. Created list of grants. Willa's mom (Rachel) in Seadra's class is a professional grant writer and has offered to help with calls.

GOAL: to send out two grants a month. E.D. is doing the community work toward that goal; received the Pasadena Community Foundation grant of \$1200 for the new Lake yard beautification.

ACTION: review Pasadena Showcase House for the Arts guidelines for possible musical instrument purchases. E.D. identified Parsons grant to send out by Weds, Nov 24. She will identify one more by Nov 14 and send it out in November as well. Nina Powell and Lisa Vigil Ruelas to talk w/ Wells Fargo re: sponsoring the Silent Auction.

TUITION REMISSION: Board would like from E.D.: class, program, full price, actual price, and what are the guidelines. E.D. stated that the guidelines are and have been for families of 4 earning \$35,000 or less annually (figure from WIC).

ACTION: Board to create policy and firm guidelines for this program. Can offer bartering but would then need to 1099 those families.

REQUEST FOR REMISSION: scholarship request and tuition remission request for six weeks for vacation waiver from Toddler parent. E.D. recommends 4-week tuition remission because this family has brought in a couple of families already.

ACTION: E.D. to let them know we can't offer scholarship this year but invite them to reapply next year. We will give them vacation waiver of 2 weeks. Over enroll Toddler Class while they are gone Feb-March 2006.

[REDACTED]

[REDACTED]

MOMMY & ME: E.D. suggested a Mommy & Me program for 3 hours a morning to help those moms with babies. She's looking in to it with DSS. Jonna requested hard core cost analysis on such a program.
ACTION: cost analysis for Mommy & Me Program. (Done by Exec Dir?)

LONG TERM PLAN: AMI accreditation. Also look into WASC accreditation (Western Association of Schools and Colleges). E.D. recommend we do WASC now with an initial application fee of around \$100, then \$250 for them to come and observe classes. For AMI we would need to upgrade materials in the classrooms. We need a list: someone trained in Montessori program needs to create that list. Then each teacher could check off the items they don't have and put the items needed on their Class Holiday Wish List.

ACTION: Alana to print guidelines and send to board members. (DONE)

NEXT MONTH: board review and discuss whether to move on WASC accreditation.

NEW BOARD MEMBERS: have not received board packets.

ACTION: Gwen to copy for Alana and Standrea. (DONE. Except Confidentiality Statement which Elisabeth has told Gwen is in the office computer. Gwen will attempt to find it.)

ACTION: Elisabeth to give Board information on person she proposes as new member: Marnie.

FINANCES: To counteract the shortfall each month we need more enrollment and grants. We will be in crisis mode again in January if we don't receive a grant. Open Houses have had low attendance. We need LINKS from/to the website. Nina has made a request with Yahoo for ad placement. E.D put us back on the NAMTA list. Other ideas?

ACTION: Lisa Vigil Ruelas to apply for grant with Google for free advertising.

EARTHQUAKE KITS: E.D. was putting together backpacks; there was discussion regarding what types of first aid kits are appropriate for field trips, and evacuation drills. Gwen reported Orange Grove is empty. There are only expired water and food bins, nothing else.

ACTION: Gwen researching and taking stock of Orange Grove kits. Jonna working on first aid kits.

ACTION: All teachers need CPR renewal. A tentative date has been set in January for a renewal class for all staff. The cost would be approximately \$500.

MEETING ADJOURNED

11/2/05 BOARD MEETING

Los Angeles Times	Family Fund	Jan	online		
Verizon		rolling	online		
American Honda, Inc		1-May	call for new pkt		
NBC 4	Ask Blue	rolling		auction letter	
Coldwell Banker			online		
Starbucks		rolling	fax request		
Chevron		March	send proposal	equipment or books	submitted 10/14/05
Hitachi		March			submitted Sept.
Pasadena Comm. Foundation		rolling			no response
Weingart Foundation		Jan	have application		Submitted
Tournament of Roses					declined
GM					
Parsons		rolling			
Hasbro	playgrounds	rolling			
Allstate		rolling			
Junior League Pasadena		Sept. 06			
Bank of America		rolling			

Target -

Home Depot -