

OAK KNOLL KINDERHAUS MONTESSORI BOARD MINUTES
Weds, March 8, 2006

In attendance: John Barrone, Dorothy Chambless, John Chambless, Jonna Dennis, Peter Dimopoulos, Hannah Holland, Gwen Hourihan, Nina Powell, Lisa Vigil Ruelas, Alana Steele, Standrea Williams.

For Staff: Elisabeth Dimopoulos, Kaye Lubach and Yolande Treuscorff

CALL TO ORDER

UPDATE ON OUTSTANDING ACTION ITEMS

Fire alarm installation on 3/9/06 at 9am near office in Claremont Building.

Welcome John Chambless back to the Board.

Board minutes: MOTION: to approve minutes as first order of business. 11 AYES.

EXECUTIVE DIRECTOR REPORT: Executive Director asked to wait to give report.

SILENT AUCTION UPDATE: Lisa sent out a complete report school-wide last week; the raffle is up to \$800; we need at least \$3,000. Procurements are up to \$8300. To meet with professional auctioneer. Has Friday tasting set w/ Yvette (school parent) for catering before making final decision. Class Projects: deciding on presentation and selling – whether a raffle or at auction. Discussion re: whether board members should be allowed to buy raffle tickets and allowed to keep winnings if one wins. Some felt it was unethical, others did not. Suggestion to have random picker of the winning ticket during the auction. MOTION: Anyone is allowed to purchase tickets. MOTION SECONDED. ALL AYES. NO NAYES. Next auction meeting is Tues, 3/21 at 7pm.

FIELD TRIPS: Discussion on Board's scheduling school-wide field trips (decision came from last years' parent surveys regarding ways to bring community together) and whether teachers wanted to go on the scheduled Bowers Museum trip. There were two field trips set at beginning of year: Glendale Center Theater and the Bowers Museum. **Decision to table discussion.**

EXECUTIVE DIRECTOR REPORT (attached): 16 tours in Feb. Enrollment at 77 students now – the highest ever – with 4 on waiting list for toddler classroom. Stated monthly income of \$33,752 which Treasurer said was not correct. Letters of intent went to parents early for return by 3/15 re: summer and re-enrollment. Draft contracts went out to teachers but uncertain about Primary 2 [REDACTED]. Advertising went out for Head of School w/ Montessori Connection and NAMPTA. Immediate concern is retention of current students. Report from public health nurse (attached) re: classrooms at Lake. E.D. recommends hiring AirMark to set up new dispensers in classrooms. Orange Grove site is very volatile right now – landlord very upset at recent “improvements”. The situation is complicated with no written reports this academic year. E.D. will take the \$350 credit

\$350 credit from the church and do the best we can with the floors with the Parra's cleaning service. New site director, Sarah Prunier Law. Need to take up fruit trees in primary area and put them in pots. The playset on primary side is very unsafe. We need a paper trail with church/landlord from Site Director with all copies to Head of School. Lack of materials in classroom of major concern. Teachers can do their wish lists on 4/27-28 during parent/teacher conferences. School needs to know that Board will address these issues. **MOTION:** The Board commits that it will set aside 80% of the value of procurements prior to the auction to classroom materials. 8 AYES; 2 NAYE (1 naye because doesn't want to commit money before money is in hand) (1 absent). **ACTION:** **E.D. to send a revised copy of financials to Treasurer.**

SITE SEARCH COMMITTEE: leases for existing sites are due to be signed. The Board has committed to find a new location.

ACCREDITATION COMMITTEE: Alana said she will Chair.

STAFF COMMENT: Yolande mentioned the cleanliness of her classroom. Recommends outdoor boat be tossed.

TEACHERS PRESENT AT MEETING ASKED TO LEAVE IN ORDER FOR BOARD TO DISCUSS SALARIES.

EXECUTIVE SESSION

SUMMER SCHOOL: not discussed (Dorothy sent out Summer Camp Update dated 3/8/06)

NEXT FUNDRAISING DINNER: not discussed.

OLD BUSINESS:

REVIEW OF DOG BITE POLICY: not discussed.

AGENDA FOR NEXT MEETING:

Approval of previous month's Board Minutes
Committees

ADJOURNED

EXECUTIVE DIRECTOR'S REPORT 3-6-06

Tours and Enrollment: 16 tours in February. Total enrollment now 77.
4 on wait list for toddler class, 3 primary scheduled: April, Summer and Sept.

Monthly income now \$33,752

The school is now breaking even every month; this is the first time since 2000 that this has been the case. We are now at 77 students, which is a record, with 7 children registered for later admission.

Letters of intent have gone out, but they are not due until 3/17/06, so we've only received 8 back, 6 of whom are returning in Sept., and 2 of whom are not. [REDACTED].

Draft contracts have gone out to all salaried staff; the only question is P2, the Claremont Classroom, for which we have several potentials: [REDACTED]. Discussed a job-sharing arrangement with [REDACTED], which she is open to if her current concerns are addressed. 2 ads are up, one in Montessori Connections, the other at NAMTA, but we have not gotten any new applications that are worth pursuing.

We are now in the best position we have ever been in financially, but I believe that unless we address a number of immediate concerns, we will not see any more progress. Over the next few months, we must focus on retaining our present families, as well as continuing to enroll, and in order to do that, we will have to make significant upgrades in our present functioning. In January, I had a Public Health nurse inspect all of our classrooms, and I was able to change a few glaring problems that she saw, but in order to address her urgent recommendations, we need to purchase new dispensers for soap and towels for the Lake site. I am attaching her initial report, although I still need to meet with her again. My recommendation is that we hire a service such as Aramark, that will supply us with the dispensers we need for free and also act as supplier for our paper goods. We are averaging about \$120 a month in supplies, and Aramark would cost almost exactly the same amount. The following points address urgent concerns that must be addressed:

- Cleanliness of the classrooms. At Lake, we have been functioning for the last year and a half without Janitorial help. The staff has been increasingly vocal about the problem, and on Feb. 11, we started a once-a-week janitorial service, at \$100 a week. At Orange Grove, there have been ongoing problems; I have been working with the church on this, but the situation has been complicated by the former Site Director's relations with the church, and the recent changes to the site that were made without the church's approval. This series of events has put us into a position where not only is it difficult to negotiate with them, but also I am not sure that the church will extend a lease to us again, as they have us in a year-to-year lease that renews every May. They are not charging us janitorial for this month, so we may want to use the money to get our own janitorial crew over there.
- Lack of equipment/materials in the classroom. Every classroom is in need of materials and significant upgrading. The teachers have been requested to put together lists of materials that they need, prioritized. I will re-iterate this at the

staff meeting on March 15, and it will be due the week of the parent teacher conferences, April 27-28. In part one of the problems in the past has been that we need so much that it is difficult to prioritize. The lists of materials from NAMTA and AMI, as well as the one that Kay supplied, should be used in this project. We have been slowly working on this, but there needs to be a sharp focus on the appearance as well as the functionality of the classrooms. Orange Grove is of particular concern, [REDACTED]

[REDACTED] Parents have commented on the general disorder and lack of care of that classroom; unfortunately, we discovered that the problems there are serious. Our new teacher, Yolande, has been working diligently to overcome these problems, but the fact is that the material that was supplied to that class was severely misused and must be rehabilitated to be useable. Our goal as a board should be to provide our Montessori-trained teachers the resources they need to do the job that they were trained for.

- Facilities. Orange Grove is up again for renewal, last year I asked for a multiple-year lease and they said that they would not extend one to any of their tenants. Because of tensions with their administration, I am concerned that they will not renew our lease. In this case we will need to start a site search right away. Lake—the lease is up this year, and we have one more 3 year extension. The plumbing and air conditioning need serious attention—the toilets in both buildings are problematic, and it is not clear that replacing them will make any difference.

The general situation of the school has improved greatly, but I will re-iterate that all of our gains could be lost if we do not address these pressing issues. My recommendation is that the board make these upgrades their top priority the next few months. This is the first year that we will probably be able to spend all the auction money on upgrades. But in order to make the impact that we need, a budget needs to be developed for each classroom and the facility as a whole, so that the money is used the best way possible. In order to accomplish this task, we need to systematically look at each class, with the help of that teacher. This way, there will be a clear priority list and the purchase of upgrades can be done immediately, and the money will not go toward operating expenses by default. This year, we need to show the parents just how much progress has been made, and what a difference our fundraising makes. The accreditation process will help us focus on these goals, also. I think that one of the committees the board should consider is a facilities committee develop a plan to address repair issues and facilities upgrade; this committee's reports could be used to generate budgets for grant work as well.

We have a big job over the next few months, but we are in an excellent position, and if we concentrate on the larger tasks, the school will be in a position to truly celebrate our 10th anniversary next year.

RECOMMENDATIONS FOR ENVIRONMENTAL AND PERSON TO PERSON INFECTION CONTROL

PERSON TO PERSON

**HANDWASHING IS THE SINGLE MOST EFFECTIVE MEANS OF
PREVENTING THE SPREAD OF INFECTION FROM ONE PERSON TO
ANOTHER AND FROM CONTACT WITH CONTAMINATED
ENVIRONMENTAL OBJECTS.**

**WASH HANDS THOROUGHLY USING A LOT OF FRICTION, SOAP AND
RUNNING WATER.**

THERE MAY BE TIMES WHEN THIS IS IMPOSSIBLE IN A BUSY ENVIRONMENT SUCH AS YOURS. AT THESE TIMES, ANOTHER OPTION WOULD BE TO HAVE STAFF CARRY SMALL BOTTLES OF LIQUID HAND SANITIZER IN THEIR POCKETS TO USE IN BETWEEN CHILDREN AND AFTER HANDLING CONTAMINATED ITEMS. HOWEVER, THE HAND SANITIZER SHOULD NEVER BE USED AS AN "EASY" REPLACEMENT FOR WASHING THE HANDS USING RUNNING SOAP AND WATER.

HANDS SHOULD BE WASHED:

AFTER USING THE BATHROOM

AFTER COVERING THE MOUTH TO COUGH

AFTER BLOWING THE NOSE OR AFTER HELPING TODDLERS TO BLOW THEIR NOSE OR CLEANING UP AFTER A SNEEZE, ETC.

AFTER CHANGING SOILED DIAPERS AND/OR UNDERPANTS

AFTER CLEANING UP SPILLS AND ACCIDENTS

AFTER HANDLING DIRTY DISHES

AFTER CLEANING ANY DIRTY ENVIRONMENTAL SURFACES SUCH AS TABLES, DOORKNOBS, FLOORS, MOPS

HANDWASHING SIGNS PLACED IN EACH BATHROOM AND ANY SINK AREA ARE A GREAT REMINDER.

DISPOSAL OF DIRTY (CONTAMINATED) ITEMS

TISSUE SHOULD BE USED TO BLOW THE NOSE AND/OR COUGH. THE TISSUE SHOULD NOT BE RE-USED. TISSUE SHOULD BE DISPOSED OF IN A COVERED TRASH CONTAINER.

WASH HANDS AFTER CONTACT WITH ANY "DIRTY" ITEMS SUCH AS USED TISSUE, TRASH, DIRTY LAUNDRY.

EQUIPMENT

STEP OPERATED TRASH CANS WITH LIDS WOULD BE BEST SO YOU DO NOT HAVE TO TOUCH THE LID WITH YOUR HANDS.

WALL-MOUNTED PUMP SOAP DISPENSERS

PAPER TOWELS FROM A WALL MOUNTED TOWEL DISPENSER. CHOOSE ONE THAT YOU DO NOT HAVE TO OPERATE WITH YOUR HANDS TO DISPENSE THE TOWEL.

PAPER CUPS.

THROW AWAY ALL SPONGES. THEY NOTORIOUSLY HARBOR BACTERIA.

ALL RAGS USED FOR CLEANING. DRYING DISHES, DRYING HANDS SHOULD BE WASHED DAILY. DO NOT USE RAGS THAT ARE PREVIOUSLY WET OR DAMP; THEY HARBOR BACTERIA AND VIRUSES.

MOPS SHOULD BE ALLOWED TO AIR DRY IN THE SUNSHINE BETWEEN USES. DO NOT STORE IN THE BUCKET. THROW AWAY MOP WATER AFTER EACH USE. MOPS SHOULD BE WASHED IN THE WASHING MACHINE ONCE PER WEEK AND THOROUGHLY DRIED IN THE DRYER OR SUNSHINE BEFORE USING AGAIN.

PLACE ANY DIRTY, DAMP, WET RAGS IN A COVERED LAUNDRY CONTAINER UNTIL THEY ARE WASHED. STEP OPERATED CONTAINERS ARE BEST.

GLOVES USED FOR CLEANING AND/OR CHANGING TODDLERS SHOULD BE DISPOSED OF AFTER EACH USE.

HEAVY RUBBER GLOVES TRADITIONALLY USED FOR CLEANING HARBOR BACTERIA BECAUSE THEY GET MOIST INSIDE AND PROVIDE A NICE PLACE FOR BACTERIA TO GROW. BEST NOT TO USE THEM.

EACH CHILD'S LINEN (INCLUDING PILLOWS) USED FOR NAPS SHOULD BE USED ONLY FOR THAT CHILD AND SHOULD BE LAUNDERED WEEKLY (ALL OF IT INCLUDING BLANKETS AND PILLOWS)

CUSHIONED AND/OR MATERIAL COVERED CHAIRS, COUCHES, ETC. SHOULD NOT BE USED. IT IS HARD TO COMPLETELY CLEAN THE MATERIAL AND STUFFING IN CASE OF ACCIDENTS AND/OR SPILLS.

SPECIAL NOTE ABOUT THE DISHWASHING EXERCISE: SINCE WATER IS A GREAT SPOT FOR BACTERIA TO GROW, I RECOMMEND SOME THOUGHT BE GIVEN TO MAKING THIS EXERCISE AS "CLEAN" AS POSSIBLE. THE CHILD SHOULD WASH HIS/HER HANDS BEFORE AND AFTER THE EXERCISE. I ALSO RECOMMEND THAT THE DISHES BE RINSED OFF (BY A STAFF MEMBER) BEFORE THE CHILD PUTS THEM IN THE DISHPAN. LIMIT THE EXERCISE TO THE PERIOD IMMEDIATELY FOLLOWING MEAL OR SNACK. CHANGE THE WATER FREQUENTLY. DO NOT LET IT SIT FOR AN EXTENDED PERIOD OF TIME.

SANDBOX: COVER AT NIGHT AND WHEN NOT IN USE SO KITTIES DON'T THINK IT'S THEIR SANDBOX.

DAILY CLEANING

WIPE OFF TABLES AND CHAIRS WITH A PAPER TOWEL OR CLEAN RAG AND DISINFECTANT SUCH AS LYSOL. ANOTHER OPTION WOULD BE DISPOSABLE DISINFECTANT WIPES.

CLEAN UP ANY SPILLS OR ACCIDENTS IMMEDIATELY USING A CLEAN RAG OR TOWEL AND DISINFECTANT.

WIPE OFF DOORKNOBS, HANDRAILS, DOOR JAMS WITH DISINFECTANT

WIPE OFF TOILET SEATS, TOILET FLUSH HANDLES, SOAP DISPENSERS, BATHROOM AND KITCHEN FAUCET HANDLES WITH DISINFECTANT

EMPTY TRASH CANS. USE TRASH CAN LINERS.

ANY TOYS, UTENSILS USED BY A SICK CHILD SHOULD BE WIPED OFF WITH A DISINFECTANT BEFORE BEING USED AGAIN BY ANOTHER CHILD. I KNOW THIS MAY BE ALMOST IMPOSSIBLE TO DO; HOWEVER, IF EVERYONE

INCLUDING THE CHILD IS WASHING THEIR HANDS FREQUENTLY AND USING AND DISPOSING OF TISSUE CORRECTLY AS IDENTIFIED ABOVE, YOU WILL ALREADY HAVE GREATLY MINIMIZED THE RISK OF CROSS-INFECTION.

VACUUM CARPET.

EMPTY BUCKETS USED TO CAPTURE WATER DRIPPING FROM THE WATER DISPENSER.

CLEAN THE DRINKING WATER DISPENSER KNOB USING WATER AND FRICTION (NOT DISINFECTANT DUE TO CONTACT WITH DRINKING WATER.)

WEEKLY CLEANING

ALL OF THE ABOVE PROCEDURES FOR DAILY CLEANING SHOULD ALSO BE PART OF THE WEEKLY CLEANING SCHEDULE.

TOILETS, LAVATORIES, SINKS SHOULD BE SCRUBBED USING BLEACH

SCRUB STOVE, REFRIGERATOR, MICROWAVE, TOASTER OVEN, ALL KITCHEN COUNTERS AND EATING AREAS WITH CLEANSER/DISINFECTANT. ANY FOOD LEFT OVER AT THE END OF THE WEEK SHOULD BE DISPOSED OF.

SCRUB OUT TRASH AND LAUNDRY CONTAINERS USING DISINFECTANT.

VACUUM CARPETED AREAS THOROUGHLY INCLUDING UNDER FURNITURE. DUST ACCUMULATES UNDER FURNITURE AND CAN TRIGGER AN ALLERGIC RESONSE IN THE SENSITIVE CHILD OR ADULT. THIS IN TURN CAN MAKE THE PERSON MORE SUSCEPTIBLE TO INFECTION.

CARPETS SHOULD BE SHAMPOOED MONTHLY ESPECIALLY IN THE TODDLER AREA WHERE THERE MAY BE FREQUENT SPILLS AND OTHER ACCIDENTS.

MOP ALL FLOORS USING DISINFECTANT. MOVE ALL FURNITURE AND MOP UNDERNEATH.

WASH DOOR JAMS, WINDOW SILLS AND FLOOR BASEBOARDS.

WASH/DUST FURNITURE

DUST CEILINGS FOR COBWEBS.

VENTILATION

GET AS MUCH AIR CIRCULATION AS POSSIBLE.

OPEN WINDOWS (SAFETY AND WEATHER PERMITTING.)

SICK CHILDREN

SICK CHILDREN SHOULD STAY AT HOME. IF THEY ARE AT SCHOOL THEY SHOULD BE SEPARATED FROM OTHER CHILDREN AS MUCH AS POSSIBLE (I.E., WORK AT A DIFFERENT TABLE, WORK IN A DIFFERENT ROOM, BE OUTSIDE WHEN OTHER WELL CHILDREN ARE INSIDE, NAP IN A DIFFERENT ROOM.) **SICK CHILDREN CAN BE SEPARATED TOGETHER AS A GROUP.**

SICK STAFF MEMBERS

SICK STAFF MEMBERS SHOULD STAY AT HOME.

AS A GENERAL RULE, PEOPLE ARE USUALLY MOST CONTAGIOUS WHEN THEY ARE FIRST GETTING SICK.