

OAK KNOLL KINDERHAUS BOARD MEETING MINUTES
Wednesday, April 12, 2006

CALL TO ORDER (Vice President started meeting as President was not in attendance yet.)
Present: Dorothy Chambless, John Chambless, Jonna Dennis, Peter Dimopoulos, Hannah Holland, Gwen Hourihan, Nina Powell, Lisa Ruelas, Alana Steele, Standrea Williams, and Elisabeth Dimopoulos (Staff).

REVIEW OF MARCH MEETING MINUTES

MOTION: With the revisions of 1) the pre-spending limit to be no more than \$5000 total for Silent Auction in 2006, and not based on procurement value at Auction, and 2) delete any mention of teacher and staff salaries, we accept the March minutes as is. MOTION SECONDED. 10 AYES; 0 NAYES; 0 ABSTAIN.

REAL ESTATE CONTRACTS (John Barrone arrived.)

Ad hoc committee will be formed to review all real estate contracts as they come up for renewal. Peter, John B, and Alana agreed to be on that committee. The committee will then make their recommendation to the Board.

HEAD OF SCHOOL POSITION

Discussion on three options for HOS at this time. MOTION: Board's first choice for HOS is [REDACTED], and Board is willing to meet salary. MOTION SECONDED. DISCUSSION on other candidates and what they bring to the position, as well as attrition and enrollment and how that relates to the HOS salary. 10 AYES; 1 NAYE (Peter does not want to be financially responsible.); 0 ABSTAIN. [REDACTED] will get to Alana the beginning of May regarding the position.

7:35PM: JOINING MEETING -- TEACHER: Seadra Cronk; NEW BOARD NOMINATIONS: Bill Muerer and Blue Sandefur.

COMMITTEES

Discussion on committees and election of a Board Member as Chair of each committee.
Vision/Long Term Planning: nominate: Dorothy and John Chambless; seconded; 10 AYES; 0 NAYES; 1 ABSTAIN.
Short Term Goals: nominate: Dorothy; seconded; 11 AYES; 0 NAYES; 0 ABSTAIN.
Fundraising Committee: nominate: Elisabeth (joining Board in June); seconded; 11 AYES; 0 NAYES; 0 ABSTAIN.
Budgeting: nominate: Jonna; seconded; 10 AYES; 1 NAYE; 0 ABSTAIN.
Marketing: nominate: Gwen; seconded; 11 AYES; 0 NAYES; 0 ABSTAIN.
Accreditation: nominate: Alana; seconded; 11 AYES; 0 NAYES; 0 ABSTAIN.
Site Selection Committee: nominate: John Barrone; seconded; 11 AYES; 0 NAYES; 0 ABSTAIN.
Scholarship Review Committee: nominate: Hannah; seconded; 11 AYES; 0 NAYES; 0 ABSTAIN.
Peter also on this committee.

Discussion on Board's responsibilities in regard to committees. Committees will do the research and make recommendations to the board. Board and the Executive Director or Head of School will then make a decision based on the committees findings and recommendations. The Head of School is an active participant in all committees.

DISCUSSION: on whether staff receives the minutes, on adding the minutes to password protected section of the website -- all our minutes are public except Executive Sessions. The minutes binder is in the Lake office. Gwen to make a copy for the Orange Grove office too. Financial information is public but not salaries or personnel issues.

Bill offered to research Robert's Rules, the distribution of minutes and the board's liability.

Peter asked all Board members to review the Board's Bylaws, Robert's Rules of Order, and the State of California's Non-Profit Corporate Laws (google Robert's Rules and Carver). (DONE: Peter sent web links by email.)

EXECUTIVE DIRECTOR REPORT: Report distributed Monday, 4/10. No questions. Flintridge offered us consultant.

SILENT AUCTION REPORT: Report distributed prior. No questions. Discussion on caterers and the decision for the caterer.

NEXT FUNDRAISING DINNER: not discussed.

NEW NOMINEES: Verbal bios: Blue Sandefur, Bill Muerer

ADDITIONAL NOMINEE: Julie Brown, could not make it tonight.

NOMINATION OF NEW BOARD MEMBERS: Bill Muerer, Blue Sandefur and Julie Brown. Seconded. 9 AYES; 0 NAYES; 0 ABSTAIN (2 ABSENT: Board members had left due to illness.)

STATE OF SCHOOL FORUM: Seadra putting together transcripts of speeches and CD of photos.

NOMINATIONS FOR BOARD ELECTIONS:

PRESIDENT: nominate: Alana; seconded. Nominate: Nina; seconded.

Board members may also do a write-in nomination the day of elections.

VICE PRESIDENT: nominate: Hannah; seconded.

SECRETARY: no nominations at this time.

TREASURER: nominate: Standrea; seconded.

ANNUAL MEETING: Monday, May 8, 7pm.

NEW BUSINESS:

AUCTION COMMITTEE: Discussion on Auction Committee recommendation that the no children at the auction rule apply to all. Discussion on older children being allowed to work at the auction.

MOTION: Follow committee's recommendation for this year's auction w/ lap babies only allowed.

Readdress issue for next year. Seconded. OPEN DISCUSSION. AMENDMENT TO MOTION:

students over 9 years old should be allowed to participate. No second. MOTION to close discussion. Seconded. 7 AYES; 1 NAYE; 1 ABSTAIN; 2 ABSENT.

MOTION to adjourn. Seconded.

MEETING END.

From: Elisabeth Dimopoulos <emommy3@sbcglobal.net>

Date: Mon Apr 10, 2006 07:51:24 PM US/Pacific

To: board@oakknollkinderhaus.com

Subject: [board] report

Here is my report for the month of March, 2005.

There were a total of 21 tours. There continue to be many calls coming in, with most from the website.

Total enrollment: 79 (yay!)

Total income for May, 2006: \$34.535

There are now 9 openings in primary, 0 toddler, and 9 elementary.

Cash is very slim, however, with the re-enrollment and some raffle money, we met all bills this month.

Re-enrollment is strong, although we still have a number of families who are undecided for next year.

There are 6 on the waiting list for the toddler class, with five children scheduled for enrollment in summer or fall.

Summer enrollment is still trickling in; it appears that we will once again close down Orange Grove for the summer.

The Neighborhood church has indicated that they will give us a new lease with a 5% increase in base rent. We do not yet have the contract in hand. We will provide our own janitorial next year in part because of all the problems this year.

The State of the School event was a success, with 26 attendees. Many of the parents requested that the speeches be made available, so Chris Hawthorne (who's a writer for the L.A. Times) will be editing them and putting together a pamphlet for distribution. Very favorable response from all parents polled.

As a result of this event, Rachel Fine has offered to help with putting together a fundraising plan for the school, and Jenny Lin is working on a public relations plan. Any committees that are formed should include these individuals.

Flintridge has offered to send a consultant to advise our board on best practices. They are willing to come after the May meeting, since they want to work with whatever officers are elected at that meeting. I am on vacation this week, but will attend the Wednesday meeting. Please hold all questions for the meeting. Thanks.

Elisabeth

Elisabeth C. Dimopoulos
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