

**Oak Knoll Kinderhaus Montessori
Board Meeting
December 5, 2001
1200 North Lake Avenue, Pasadena
DRAFT MINUTES**

Attendance

Board Members Present:	Board Members Absent:
John Barronc	Jonathan Spaulding
Joyce Barrone	
Dorothy Chambless	
Martin Regalado	
Maryrose Regalado	
Claudia Alvarez	

Call to Order Dorothy Chambless called the meeting to order at 7:45 PM.

Minutes Read Maryrose read the minutes. An addition was made to email the minutes to board members before the meetings to save time. Minutes approved.

Treasurer's Report Claudia passed out a financial report. There were questions regarding credit card debt amount and leasehold improvements. John Barrone motioned that we postpone discussion because Claudia is still working on the financial report. Motion seconded by Claudia.

Campus Development Report Bruce Khouri, the builder in charge of renovating the play area, is in France. While he is gone we can tear out the asphalt and pour cement where necessary.

Fundraising Report The two Rummage Sales raised approximately \$900.00.

Executive Director Report (Elisabeth absent, so Dorothy gave report.) Dorothy reported that enrollment in the Toddler Class is almost full. Elisabeth has given many tours recently, but there have been few enrollments.

Regarding finances, Dorothy reported that the school is currently paying off credit cards and paying off improvements for the Claremont House. The school now has a new rental agreement. The rent is now \$2500/month until May 2002. Then it will become \$5000/month for the rest of the year to make up for the reduced rent earlier in the year. After the school has paid off what it owes, the rent amount will be reassessed. Dorothy reports that 64 children need to be enrolled in order to be able to pay \$5000/month. Our current enrollment is 24 and 2 more children will start in January 2002. There was discussion whether it is realistic to expect enrollment to increase from 26 to 64 in such a short period of time. Dorothy believes that this goal is realistic because other Montessori schools in the area are full and referring students to Oak Knoll Kinderhaus. Also, grants and fund-raisers can be used to make the \$5000/month rent. There was also a question raised on what the "break even" enrollment is. The discussion was postponed because Elisabeth was absent and she can best answer these questions.

New Teacher Lisa Martin is a new teacher working 3 hours/day, 4 days/week. We want to hire her for more hours when the school can afford it.

Open Houses/Publicity The school will continue to hold an Open House every month for publicity. Open Houses have always worked in the past at the school's old site. Joyce Barrone suggested that we set a fixed day

