

**Oak Knoll Kinderhaus Montessori  
Board Meeting  
February 3, 2002  
1200 North Lake Avenue, Pasadena  
MINUTES (revised)**

**Attendance**

<b>Board Members Present:</b>	<b>Board Members Absent:</b>
John Barrone	Jonathan Spaulding
Joyce Barrone	Claudia Alvarez
Dorothy Chambless	
Martin Regalado	
Maryrose Regalado	

**Guests Present:** Elisabeth Dimopolous (Executive Director)

**Call to Order** Dorothy Chambless called the meeting to order at 9:20 am.

**President's Report (Dorothy Chambless)**

- A. Dorothy suggested that John Barrone be in charge of e-mailing the minutes and agenda to all the board members. He will also call and inform/remind all the board members of the next meeting's date and time.
- B. February expenses/income report is not complete.
- C. From now on, the agenda for each meeting needs to be approved at the beginning of the meeting. We read the agenda, made additions, and then approved it.
  1. Additions to agenda:
    - New Business*
    - a) *Vote on prospective board member Bridget Springer.*
    - b) *Discuss procedures for bringing in new board members.*

**Minutes**

- A. Dorothy suggested format changes in last month's minutes, so they will be easier to follow.
  - B. Dorothy suggested that minutes be e-mailed to the board members a week after the meeting took place. This will allow plenty of time for changes and additions to be made, and a new draft of the minutes to be prepared, if necessary. Minutes were previously e-mailed to members 3 weeks after the meeting.
- Maryrose will reorganize/reformat the minutes this week.

**Treasurer's Report (Claudia Alvarez)**

Treasurer was absent. Treasurer's Report tabled until the next meeting.

**Communication Committee Report (Martin Regalado)**

- A. The main part of the job description of this Committee is to put together and mail out the school's newsletter. The last two newsletters were put together as follows:
  1. Collected articles from Dorothy and Elisabeth
  2. Formatted the newsletter and filled in articles where necessary
  3. Sent draft of newsletter to Elisabeth for changes and approval
  4. Elisabeth sent the newsletter back with changes, if necessary
  5. Printed out final draft of newsletter
  6. Other parents labeled, stamped, and mailed out the newsletters

- B. It was suggested that the Communication Committee assign a parent and/or group of parents to take care of the following tasks on a regular basis:
- Database entry person to update the school's mailing list (monthly)
  - Group of parents print, label, stamp, and mail out newsletters (every other month)
  - Group of parents to print, label, stamp, and mail out postcards announcing Open Houses and Montessori Educationals (monthly)

**Campus Development Report (John Barrone & Elisabeth Dimopolous)**

- A. John reported on what was discussed regarding the play area at a recent meeting with Tarabu Kirkland, the consultant from the Flintridge Foundation. Tarabu suggested that we take care of what we need and can afford right now, and then add more when we can afford to.
- B. Playground construction update (Dorothy passed around the original diagram for the play area.)
1. Elisabeth reported that the estimate from Bruce Khouri, the contractor hired to rebuild the play area, was much more than the school can afford. The school has \$8000 available for the playground, and the estimate from Bruce was \$15,000.
  2. We now need a new and less expensive plan for the playground.
  3. Elisabeth said that the play structure from the Waverly School would not work out in our playground. Too much effort is required to take it apart, remove it from the Waverly School, put it back together, and set it up in our playground.
- C. Office and Exterior of Claremont Building
1. Denise Lumarda is still painting the exterior of the school and will help organize the school office.
  2. The school received a \$200 donation (\$100 from the Lumarda family + a matching grant of \$100) to buy a new desk and file cabinet for the school office.
  3. Elisabeth also reported that if we have a plan for the outside façade/landscaping, the city might match half of our expenses if they approve of the plan. For example, if the city approves our landscaping and we spent \$10,000, they will reimburse us \$5000.
- We need to form a playground committee ASAP to plan out the new play area. This committee needs to decide what the school's playground needs right now and what can be added later.

**Fundraising Report (Elisabeth Dimopolous)**

- A. Elisabeth reported that Tarabu is disappointed that we have not worked on researching prospective corporate donors as was discussed at last month's meeting.
- B. The Silent Auction will take place at the Eagle Rock Cultural Center. They charge a rental fee of \$40 per hour. Elisabeth estimates that it will cost us \$400 from 12:00 noon to 10:00 PM (includes time to set up and clean up).
- Joyce needs the list of email addresses for the parents who attended the last Silent Auction meeting.

**Executive Director's Report (Elisabeth Dimopolous)**

- A. Enrollment has increased faster than was predicted in January (prediction of 3 new enrollees per month). The December enrollment was 24. February enrollment is currently 33 and March enrollment is expected to be at least 34.
- B. Open Houses have been very successful. The January Open House brought us 3 enrollees and many potential new students for the fall. The next Open House will be February 16, 2002.
- C. Beth Oshewsky will present the Montessori Educational on the Elementary Program. Date and time to be announced. It was suggested that this be after the Open House because parents and prospective families will already be at the school.
- Other area Montessori schools without an Elementary Program will be contacted so they can attend
- D. Advertisements

1. Elisabeth reported that the school was cited for the new sign because we do not have a permit. She will take care of the permit this week.
2. Eva Brune and Heather Spaizman (both are parents) will help the children with the artwork/signs on the windows (outside the Claremont Building) to advertise Open Houses, special events, etc.
3. The ads that are in LA Parent magazine cost \$400 per month. The school is currently paying \$200 per month. Even though these ads are too expensive, they have been very beneficial. We are receiving many responses from these ads.

E. New Staff

1. The Toddler class has a new teacher's aid named Gilbert Aragon.
2. Seadra Cronk, an early education and music major at Pasadena City College, may be interested in teaching the Toddler class. She is a potential candidate to train for and, eventually, take over Gurudarshan's class. If she is hired to help Gurudarshan, then Gilbert will move to Aliete's class.

- F. A local physician, Dr. Razan Ammari, visited the school and informed Elisabeth that she may be willing to invest in the school if we will teach Arabic culture & language.

**Consultant Meeting Report (Elisabeth Dimopolous)**

- A. The school should get up to date on the rent so perhaps the landlord will consider leasing us one of the other buildings on this lot.
- B. All board members should make corporate calls to prospective donors. Each member should choose 5 companies from the list that Tarabu provided.
- John Barrone will call all of the board members to remind them to make those corporate calls.

**New Business**

- A. We will discuss and vote on potential board member Bridget Springer when all members are present.
  - A profile packet needs to be sent to Bridget if she does not already have one.
- B. The profile packets need to be in Microsoft Word format so that it is easy to print out and/or e-mail to future potential board members.
- C. Changes to Agenda: John Barrone made a motion (seconded by Martin Regalado) that the Executive Director's Report be the first item on the agenda from now on because Elisabeth has to leave the Board meetings at 10:00 AM. Discussion followed and everybody agreed with the motion because Elisabeth's reports are important and she should be able to present all of her information before she has to leave.

**Old Business**

- A. Discussion on Fundraising Scrip is on hold indefinitely.
- B. Board member profiles
  - Profiles are still needed from Maryrose, Joyce and Dorothy.
- C. Lovett Goods – potential Board member
  - John will contact her and will send her a profile packet so she can look at it if she is interested.

**Next Meeting** March 3, 2002 at 9:00 AM

- Refreshments to be provided by Jonathan Spaulding.

**Meeting Adjourned** 10:30 AM

Submitted by Maryrose Regalado

Approved M. Regalado 3/3/02