

**Oak Knoll Kinderhaus Montessori  
Board Meeting  
March 3, 2002  
1200 North Lake Avenue, Pasadena  
DRAFT MINUTES**

**Attendance**

**Board Members Present:**

John Barrone	Maryrose Regalado
Joyce Barrone	Jonathan Spaulding
Dorothy Chambless	Claudia Alvarez
Martin 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. March: Expenses \$13,000. Income \$15,000.
- B. February: Income \$14,000.

**Minutes**

Changes and additions were suggested for last month's minutes.

- Minutes will be amended to include changes.

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

Claudia passed out the November Balance Sheet. (See attachment # 1)

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

- A. Enrollment is now at 40 students. Enrollment was 24 students in December. Our current enrollment is way ahead of the projections.
- B. The February Open House brought in 2 new enrollees.
- C. Montessori Educational about the Elementary School Program was held after the February Open House. Aria Montessori handed out fliers announcing the educational and many of their parents expressed interest in attending.
  - The date for the March Educational needs to be set.
- D. Elementary School Program: There are at least 5 students interested in the program. We need 15 students. Another building is needed for the class. It cannot squeeze into the existing classrooms. The landlord may lease us another building if we keep up to date on the rent.
- E. Advertisement
  - 1. We should continue to have ads in the parent magazines, although we still owe them money.
  - 2. The windows outside the Claremont House have been painted and decorated by parents and students.
  - 3. Elisabeth acquired a permit for the school's sign.
- F. New Staff
  - 1. Seadra Cronk was an aide in Aliete's class for a week. She was in an accident and informed Elisabeth that she could hire someone else to take her place.
  - 2. Gilbert Aragon, the current Toddler Aide, will be moving to Aliete's class when a new Toddler Aide is hired.

3. Jennifer Tripet will be the new Toddler Aide. She will possibly train to take over the Toddler Class when Gurudarshan leaves. She will give The Waverly School her 2 weeks notice this week.
  4. Cameron Evans is the aide in Aliete's class for now. Later, she will be Dorothy's aide.
  5. Lisa Martin, the current after-care teacher, will start working more hours in mid-March. Her hours will be noon to 6:30 PM.
  6. Dorothy will be working in the office at noon everyday to help with administrative duties.
- G. Miscellaneous
1. Denise Lumarda will help Elisabeth organize her office. She will bring in a new desk and filing cabinet.
  2. The school's website will be ready soon. A school dad is working on it for parent hours and reduced tuition.

**Silent Auction Committee Report (Elisabeth Dimopolous and Dorothy Chambless)**

- A. There were approximately 10-12 attendees at the last auction meeting.
- B. The Silent Auction will take place on April 27, 2002 at the Eagle Rock Cultural Center.
- C. We currently have \$2000 in procurements.
- D. Gene Tikasingh, a graphic artist, has already designed a poster. He will work on the tickets and the program this week. This is ahead of schedule compared to the two previous auctions. When the tickets are ready, they can be sold pre-sale as a way to make money before the Auction.
- E. Henry Guerrero is the Catering Coordinator for the Auction. A buffet dinner will be served. The school has plenty of in-house talent to provide dishes for the buffet. Peter Dimopolous will be the bartender for the Auction. Wine will be served at \$2 per glass. The wine will either be donated or bought at Trader Joe's. In addition, the Laghab family will bring their BBQ grill to use on the night of the Auction.
- F. The site does not require too many decorations. The Laghab family says they have 100 rose bushes in their backyard and are willing to donate roses to use for decorations.
- G. Day care will be provided during the event at the school.
- H. The classes will be working on projects to sell at the Auction.
  1. Aliete's class is working on a lullaby tape.
  2. Dorothy's class will work on a quilt.
  3. Gurudarshan's class will work on a planter.

**Fundraising (Elisabeth Dimopolous and John Barrone)**

- A. Tarabu is disappointed at the lack of corporate calls made by board members.
- B. Balloon payments for the rent will be starting soon.
- C. Jonathan Spaulding is currently making corporate calls for a film he is working on. It was suggested that perhaps he conduct a workshop on how to make corporate calls.
- D. John Barrone needs a list of which prospective corporate donors each board member will contact.

**Campus Development (Dorothy Chambless)**

- A. The playground will be worked on in increments. Dorothy and Lisa will draw out a plan.
- B. A playground salesman will take a look at everything to make sure the play equipment meets safety guidelines.
- C. One idea was to build a box on the existing playground and fill it with wood chips. This is less expensive than tearing out the asphalt. Games like hopscotch can be painted on the remaining exposed asphalt.
- D. Campus Maintenance & Beautification Committee
  1. Teachers will lead this committee. They can make sure that the school maintains an indoor/outdoor Montessori environment.

2. The teachers will send a notice to parents regarding what they need for projects, such as dirt, nails, work clothes, etc.
3. The children will work on planters for the exterior of the Claremont House. They will need pieces of wood and dirt, preferably donated from parents.

### **Communication Committee Report (Martin Regalado & Jonathan Spaulding)**

- A. Martin passed out a committee job description (see attachment # 2)
- B. After the newsletter is put together, parents are needed to prepare it for mailing. They can fold, stamp, label, and mail the newsletter to fulfill parent service hours.
- C. There was discussion regarding printing out copies of the newsletter. Previously, Martin and Jonathan have taken the responsibility of printing copies of the newsletter at work. For the last newsletter, Jonathan made copies at Kinko's and 200 copies cost him about \$70. It was suggested that board members should not be making copies at work. A parent will make copies at Kinko's (or other store) and will be reimbursed by the school.
- D. Several suggestions were made regarding the newsletter.
  1. Dorothy suggested that excess pizza money be used to defer costs of printing copies of the newsletter. The pizza donation can bring in more than what is needed to make pizza every week. A new sign will be posted by the donation can to explain that the money will be used for pizza and the newsletter.
  2. Jonathan suggested that perhaps the newsletter be quarterly from now on.
  3. John suggested that we mail the newsletter to Human Resources Departments of local companies so they can refer new families to the school.
    - It was suggested that the school's mailing list be organized/coded to make printing out mailing labels easier. E-mail addresses should be added to the database.
    - The next newsletter should be ready mid-March. This is an important edition because it will announce the Silent Auction.

### **New Business**

- A. Dorothy would like to form a new committee to work on the Elementary Program. It should include parents who are interested in enrolling their children in the Elementary Program, not just Board members. Their job description includes the following:
  1. Coming up with ideas regarding budget, funding, recruitment, etc.
  2. Speaking to the landlord regarding the lease of another building.
  3. Work with Beth, the elementary program teacher.
  4. This committee will report back to the Board.
  5. It is very important to coordinate and set up dates with the landlord and Beth to make sure we have a teacher and a classroom for the start of the program.
    - The March Elementary Educational and parent sign-up sheet to recruit Committee members is being organized by the administration.
- B. Dorothy asked the other Board members for their opinions regarding the idea of taking a small loan from the playground fund to use for the Auction. The loan will be repaid at the completion of the Auction. Discussion followed and it was agreed that the school should not borrow money from the playground fund to use for the Auction.
  1. The Weingardt Foundation grant specifically said that the money is for the outdoor environment. Taking a loan from this playground fund could jeopardize our standing with Weingardt and other donors in the community.
  2. The school should have enough money for the Auction from pre-sale tickets.
- C. Jonathan reported on Liability Insurance for Board members. He spoke to Kevin Bruns of NEK Insurance. The standard policy will cost \$1400 to \$1500 per year, approximately \$200 per member. It covers directors and officers for \$1,000,000 and employment practices for \$1,000,000. The school will need to purchase the policy and the Board members will reimburse the school. Jonathan reported

that he inquired about a policy for 7 directors, but does not know if the premium will change for increased directors.

- Jonathan will contact Kevin again to find out the maximum amount of people (directors and officers) covered for the \$1400 to \$1500 premium.
  - This will be discussed again at the next meeting.
- D. A New Member Orientation Packet will be provided for prospective Board members. This will allow them a chance to decide if they want to join the Board. They will also receive information regarding roles, responsibilities, etc.
- Claudia will update the Orientation Packet in Microsoft Word format so that it is easier to e-mail to prospective Board members.

### **Old Business**

- A. Profiles needed from Maryrose, Joyce, and Dorothy.
- B. There was a discussion regarding Bridget Springer and other prospective Board members in general. Prospective Board members will be asked essential questions to help clarify their intent for serving on the Oak Knoll Kinderhaus Montessori Board.
1. Bridget is a local real estate agent. She will be an asset to the Board because she shows homes to new families moving to the area and is also active in the community.
- Bridget will be invited to the next Board meeting in April. She will bring her completed New Member Orientation Packet. After the meeting, current Board members will vote on her over e-mail. They will send their votes to Maryrose at maryrose525@yahoo.com.
- C. Other prospective Board members
1. Bridget will contact Lovett Goods.
  2. Maria Mirales, a former Montessori child, is married to Adolfo Mirales, a member of the Flintridge Foundation. They are part of the Pasadena Arts Foundation and active in the community.

### **Next Board Meeting: April 7, 2002 at 9:00 AM**

- Bridget will provide coffee.
- Claudia will provide food.

### **Meeting Adjourned 11:10 AM**

Submitted by Maryrose Regalado

Approved *Regalado* 4/7/2002

03/03/02

**OAK KNOLL KINDERHAUS MONTESSORI**  
**Balance Sheet**  
 As of November 30, 2001

	Nov 30, '01
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Petty Cash	100.00
1020 · Cash in Bank - Citizens	6,372.08
<b>Total Checking/Savings</b>	6,472.08
<b>Other Current Assets</b>	
1450 · Payroll Clearing	265.89
<b>Total Other Current Assets</b>	265.89
<b>Total Current Assets</b>	6,737.97
<b>Fixed Assets</b>	
1510 · Furniture and Fixtures	588.38
1530 · Machinery and Equipment	18,754.44
1540 · Leasehold Improvements	22,556.27
1610 · Accum Deprec - F & F	-6,682.00
<b>Total Fixed Assets</b>	35,217.09
<b>Other Assets</b>	
1950 · Organization Costs	7,227.00
1960 · Accumulated Amortization	-1,686.30
<b>Total Other Assets</b>	5,540.70
<b>TOTAL ASSETS</b>	<b>47,495.76</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2140 · Accounts Payable - Other	300.00
<b>Total Accounts Payable</b>	300.00
<b>Credit Cards</b>	
2005 · Credit card payable	2,599.97
<b>Total Credit Cards</b>	2,599.97
<b>Other Current Liabilities</b>	
2060 · Note Payable - Fleet	799.08
2070 · Note Payable - Pas Dev Corp	4,163.40
2160 · Payroll Withholdings - FICA	367.90
2170 · Payroll Withholdings - FWT	126.95
2180 · Payroll Withholdings - SWT	70.29
2190 · Payroll Withholdings - SDI	123.48
2200 · Payroll Tax Payable - FICA	-592.12
2210 · Payroll Tax Payable - FUTA	-210.85
2220 · Payroll Tax Payable - SUI	134.23
2230 · Payroll Tax Payable - ETT	6.72
2250 · Accrued Payroll	20,000.00
<b>Total Other Current Liabilities</b>	24,989.08
<b>Total Current Liabilities</b>	27,889.05
<b>Long Term Liabilities</b>	
2560 · L/T Note Payable - Fleet	-199.77
2570 · L/T Note Payable - Pas Dev Corp	16,966.65
2710 · Note Payable - Officers	23,854.00
<b>Total Long Term Liabilities</b>	40,620.88
<b>Total Liabilities</b>	68,509.93
<b>Equity</b>	
3010 · Beginning Fund Balance	-10,385.00
3900 · Retained Earnings	-13,344.65
Net Income	2,715.48

03/03/02

**OAK KNOLL KINDERHAUS MONTESSORI**  
**Balance Sheet**  
As of November 30, 2001

	<u>Nov 30, '01</u>
Total Equity	<u>-21,014.17</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>47,495.76</u></b>

03/03/02

**OAK KNOLL KINDERHAUS MONTESSORI**  
**Profit and Loss**  
 January through November 2001

	Jan - Nov '01
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Income - Tuition	125,656.81
4020 · Income - Grants	10,100.00
4030 · Income - Donations	26,580.00
4040 · Income - Fundraising	10,332.19
4050 · Income - Recycling Program	58.07
4060 · Income - Misc fees	3,199.84
<b>Total Income</b>	175,926.91
<b>Expense</b>	
6000 · Program Service Expenses	
6010 · Wages - Program Services	13,241.25
6020 · Wages - Teachers	82,289.63
6030 · Payroll Taxes - Program Service	866.29
6040 · Payroll Taxes - Teachers	4,248.62
6050 · Auction Expenses	127.82
6060 · Classroom Supplies	649.02
<b>Total 6000 · Program Service Expenses</b>	101,422.63
7020 · Office Salaries	11,875.00
7060 · Advertising	901.90
7080 · Auto Expense	12.00
7100 · Bank Charges	608.51
7140 · Continuing Education	621.25
7180 · Employment Benefits	5,763.47
7200 · Insurance - General	1,862.24
7210 · Insurance - Workers' Comp	3,142.76
7230 · Legal and Accounting	3,270.00
7240 · Office Expense	3,341.94
7250 · Office Supplies	850.29
7270 · Payroll Taxes	1,732.64
7290 · Postage and Delivery	14.25
7320 · Rent	29,350.00
7330 · Rental of Equipment	266.36
7340 · Repairs and Maintenance	1,972.56
7350 · Taxes and Licenses	100.50
7360 · Telephone	2,407.83
7380 · Utilities	2,086.97
9999 · Suspense	-375.90
<b>Total Expense</b>	171,227.20
<b>Net Ordinary Income</b>	4,699.71
<b>Other Income/Expense</b>	
<b>Other Income</b>	
8020 · Dividend income	62.07
<b>Total Other Income</b>	62.07
<b>Other Expense</b>	
8050 · Interest Expense	2,046.30
<b>Total Other Expense</b>	2,046.30
<b>Net Other Income</b>	-1,984.23
<b>Net Income</b>	2,715.48

## **Communications Committee Description**

### *Purpose*

The Communications Committee is responsible for communicating important news, issues, and events to the Oak Knoll Community and the general public.

### *Roles and responsibilities*

1. Editing and publishing the school newsletter
2. Communicating important news to parents, family and community beyond normal modes of communication (i.e. notices in parent's folder, flyers at sign-up table)
3. Communications support to the Executive Director and Board

### *Duties*

#### School Newsletter

- Solicit articles or entries to be included in the newsletter
- Provide template/request forms for sections of the newsletter
- Format and edit articles or entries received
- Print final copy of newsletter for production and distribution

#### Communications to the community

- Organize mass communications events (i.e. open house flyers)
- Coordinate development of communications media (i.e. posters, flyers, postcards)

#### Communications support

- Serve as a resource for communications for the school and Board
- Assist with miscellaneous communications efforts as needed