

**Oak Knoll Kinderhaus Montessori
Board Meeting
April 7, 2002
1200 North Lake Avenue, Pasadena
DRAFT MINUTES**

Attendance

Board Members Present:

John Barrone
Dorothy Chambless
Martin Regalado
Maryrose Regalado
Jonathan Spaulding

Board Members Absent:

Claudia Alvarez
Joyce Barrone

Guests Present: Elisabeth Dimopolous (Executive Director)

Call to Order Dorothy Chambless called the meeting to order at 9:45 AM

President's Report (Dorothy Chambless)

A. April: Expenses \$16,000. Income \$12,000-\$13,000 (tuition).

Minutes

March minutes were approved.

Treasurer's Report (Claudia Alvarez)

(Treasurer absent)

Executive Director's Report (Elisabeth Dimopolous)

- A. March Open House: 8 families came in to see the school. No calls or postcards were sent out. They found out about the Open House from the sign on the street.
- Database of inquiries needs to be updated so that phone calls can be made and postcards can be sent out for future Open Houses. Maryrose will update the database.
- B. The next Open House will be on April 13, 2002 from 12 Noon – 3 PM.
- C. Elementary Educational was not advertised. The Frattasio family came in and spoke to Beth Oshewski (elementary teacher). They have two sons who may be interested in enrolling in the Elementary Program.
- 1. It was suggested that Nina Powell be on the Elementary Program Committee. She attended an elementary Montessori school as a child.
- D. Spring Break Work Party: Many people were sick and could not come. However, construction has begun on the new play structure.
- E. Silent Auction: We currently have \$7000 in procurements.
- 1. The raffle prize will be a Bed and Breakfast Package (The Prufrock Inn in Santa Barbara, flowers, and chocolate). Raffle tickets will be \$5 each or 5 for \$20.
 - 2. Peter Dimopoulos was able to get \$1000 in procurements by walking into businesses in Glendale.
 - 3. Joyce Barrone cannot work on the Auction Catalog.

- Nina Powell, Julia Lopez, and Shabana Khan are planning a “procurement party” in Pasadena.
 - We need a Wine Committee to come up with a wine budget for the silent auction. They need to coordinate how we will acquire wine for the auction (donated or purchased “at cost?”).
 - Elisabeth, Dorothy, John, and Maryrose will meet at the Eagle Rock Cultural Center on April 8, 2002 to make the deposit for the site. We will also measure the site in order to plan table and seating arrangements.
 - We need to find someone to work on the Catalog.
- F. May 2002: Balloon payments begin on the rent. The rent is currently \$2500. It will double to \$5000 per month starting in May.
1. There is just enough cash flow to cover the increase in rent. We need the Auction to do well so that the school is able to keep paying off debt.
 2. Elisabeth needs time to work on grant proposals.

Fundraising (Elisabeth Dimopolous)

- A. Payless Shoe Source denied our grant request.
- B. Los Angeles County: Elisabeth turned in grant request 1 ½ years ago. They just recently responded. They need a great deal of information (details, bids, etc.) provided to them soon.
 - Elisabeth will ask for an extension because it cannot be done in such a short amount of time.
- C. Elisabeth is working on proposals for the Wells Fargo Foundation and The Pasadena Foundation.
- D. It was suggested that Elisabeth delegate other jobs to parents so that she has time to work on grants.
 - Jonathan Spaulding volunteered to make phone calls for the next Open House.

Communication Committee Report (Martin Regalado & Jonathan Spaulding)

- A. Jonathan is working on the next newsletter. It will include an article regarding the Summer Program (dates, potential field trips, etc.), Silent Auction (raffle, updated procurements, etc.), calendar of upcoming events, and an article written by Miss Lisa.
- B. The newsletter should be ready for distribution by the end of next week.
 - Jonathan will call Claudia and Shabana regarding getting the newsletter ready for mailing.
- C. A suggestion was made to add a “kids corner” to future newsletters.

Campus Development (Dorothy Chambless)

- A. Construction on the play structure has started.
- B. Gardening Projects
 - Volunteers needed to work on gardening projects.
 - Remind parents that they can fulfill parent service hours by doing some gardening.

Miscellaneous

- A. Dorothy is available to do tours and work on administrative duties on Tuesdays, Wednesdays, & Thursdays between 12:00 Noon to 1:30 PM and Mondays & Fridays from 12:00 Noon to 3:30 PM.

- B. The office computer is currently being leased. Gateway is offering a buy-out for \$200. Dorothy and Elisabeth are also considering leasing a laptop.
- C. It was suggested that Nina Powell be invited to become a Board member.
 - She will be invited to the next meeting.
- D. There was a discussion regarding Summer Program field trips. Should parents vote on which field trips they would like to be included during the Program? Do they have any further suggestions, in addition to the sites already mentioned?

Old Business

- A. Profiles needed from Maryrose, Joyce, and Dorothy.
- B. Potential Board members: discussion tabled until after Silent Auction.

Next Board Meeting: May 5, 2002 at 9:00 AM

- Elisabeth will bring coffee.
- Dorothy will bring scones.

Meeting Adjourned 11:00 AM

Submitted by Maryrose Regalado

Approved _____