

**Oak Knoll Kinderhaus Montessori
Board Meeting
May 5, 2002
1200 North Lake Avenue, Pasadena
DRAFT MINUTES**

Attendance

Board Members Present: **Board Members Absent:**

Claudia Alvarez Jonathan Spaulding

John Barrone

Joyce Barrone

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. May: Expenses \$27,120.00
 - 1. Increased from previous months due to following reasons:
 - a. New playground structure
 - b. Salaries for Dorothy and Elisabeth
 - c. Silent Auction expenses
 - d. Started making balloon payments for the rent
- B. Finances for May 2002 (see attachment #1)
 - 1. \$14,500 total tuition monthly
 - 2. tuition comes in different times during the month
- C. Silent Auction Finances- preliminary report (see attachment #2)
- D. Request for Corporate Book, Minutes, Agendas, etc. be maintain by Secretary
- E. Recommend Annual Business Property Statement be prepared by Treasurer
- F. Request advice from Treasurer on filing Oak Knoll Kinderhaus taxes
 - 1. Claudia recommends that Paul Carney file school's taxes
 - 2. Carney charges \$350.00, which is less than Claudia's company would charge.
 - Taxes are due May 15... school will make a request for an extension
- G. Discussion regarding \$57.00 that is being charged for not using the credit card machine.
 - John Barrone will research direct deposits for salaries and tuition.

Minutes

April minutes were approved.

Treasurer's Report (Claudia Alvarez)

Executive Director's Report (Elisabeth Dimopolous)

- A. Enrollment is 40 students
 - 1. Enrollment is keeping up with projections
 - 2. 1 additional child starting in June
 - 3. 4-5 additional children starting in July
- B. Open House
 - 1. need flyers and postcards to be mailed out announcing next week's Open House
 - 2. Elementary program meeting after May Open House
- C. Elementary Educational will be May 18
 - Will speak to Beth Olshewski regarding salary and recruitment.
- D. Window Ads are working well
- E. Outdoor Environment
 - 1. Play structure is up, now need to work on planters
 - 2. Discussion on whether the outdoor environment grant is used up
 - Expenses for outdoor environment will be documented and a picture will be sent to Weingart (\$5000 for structure, \$1000 for walkway, etc...)
- F. Silent Auction
 - 1. Items that were not bid on will be made available for the parents to bid on.
 - Set up date for Silent Auction Wrap-Up Meeting/Potluck
 - Send "thank you" cards out this week
- G. Elisabeth has 3 grants that she needs to work on:
 - 1. County: May 15 extended deadline
 - 2. Pasadena Foundation
 - 3. Wells Fargo
- H. Toddler Class
 - 1. Enrollment down due to students "graduating" into Primary classes
 - 2. [REDACTED]
 - 3. [REDACTED]
- I. Discussion on office help
 - 1. Lisa has mentioned that she would like to become more involved with administrative duties
 - 2. John Barrone suggested that the staff be required to work in the office so they are more involved in running the school
- J. Summer School Schedule will need to be determined

Communication Committee Report (Martin Regalado & Jonathan Spaulding)

- A. Newsletter did not go out to the general public
 - 1. Will the newsletter still go out? Too late?
- It was suggested that brochures and newsletters be passed out at AYSO sign-ups
- Martin and Jonathan should meet with other parents/contact Shabana Khan, Heather Spazman, Eva Brune... parents who have expressed interest in volunteering

Fundraising (Elisabeth Dimopoulos)

- Very important to work on fundraising since balloon payments for the rent have started

Campus Development (Dorothy Chambless)

- Staff members will meet to discuss what needs to be replaced, cleaned, maintained, etc.

Miscellaneous

- A. There was discussion regarding Parent Service Hours and Silent Auction Procurements from parents
 - 1. Did all parents volunteer for the Silent Auction?
 - 2. Did all parents procure Auction items?
 - A system of keeping track of parent hours, donations, etc. needs to be set up for next year
- B. It was suggested that the school consider hiring Tarabu every quarter to guide us, keep in touch, etc.
- C. Nina Powell was invited to today's meeting, but could not make it
 - She will be invited to the next meeting
- D. Dorothy will be available for administrative duties from 2:30 to 4:00 PM since she is no longer working with the tutoring program

Old Business

- A. Profiles needed from Maryrose, Joyce, and Dorothy.

Next Board Meeting: June 2, 2002 at 9:00 AM

- Food provided by Claudia
- Coffee provided by Elisabeth

Meeting Adjourned 10:45 AM
Submitted by Maryrose Regalado

Approved _____

Board Finances May 2002

Expenses \$27,120.00 for May

Bank statement	9,218.43
Deposits not shown	9,458.00
Subtotal	18,676.43
Outstanding checks	19,682.18
Account balance	-1,005.75

Expected tuition	9,219.00
Remaining bills	7,491.00
Subtotal	1,728.00

Account Balance	-\$1,005.75
Expected income	1,728.00
Subtotal	722.00

Some money will be coming in from Auction.

Silent Auction Finances: April 27, 2002 Preliminary report

Expenses:

- Hall Rental
- Tables, etc rental
- Programs
- Smart and Final – paper goods
- Produce
- Other - ~~meat~~

Income:

Ticket sales/donations	\$8,735.00
(Raffle \$1,052.00)	
(Items not picked up)	
(Items to be sold ?)	

In Kind donations:

Food:

- Meat
- Pastries
- Other?