

**Oak Knoll Kinderhaus Montessori
Board Meeting
June 2, 2002
1200 North Lake Avenue, Pasadena
DRAFT MINUTES**

I. Attendance

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

Guests Present: Elisabeth Dimopoulos (Executive Director)

II. Meeting Called to Order at 9:00 AM by Dorothy Chambless

III. President's Report (Dorothy Chambless)

A. Finances: June Expenses \$ _____ Income \$ _____

IV. Minutes (Maryrose Regalado) May 2002 minutes were approved.

V. Treasurer's Report (Claudia Alvarez) Treasurer absent.

VI. Executive Director's Report (Elisabeth Dimopoulos)

A. Enrollment: Currently, 42 students are enrolled. 35 students are enrolled to attend the summer camp, but this is expected to increase as school year ends.

B. Staff: There have been several staffing changes recently.

1. Jennifer and Gilbert are no longer working at Oak Knoll.
2. Shane _____ hired as a new afternoon teacher's aide.
3. Jackie _____ will be the interim toddler teacher when Gurudarshan leaves at the end of June.
4. Current teacher's aide, Cameron, will take on more hours and responsibility this summer.

C. Open House: 9 new families attended the May Open House. One family enrolled their child. This is a good turnout, especially since postcards/announcements were not mailed out to advertise this Open House.

D. Elementary Program:

1. It is still necessary to find a classroom for the Elementary Program. Possibilities include leasing an additional building from current landlord (on-site) or renting a space from a local church.
2. Beth Olshewski is asking for \$40,000 salary. Oak Knoll Kinderhaus may not be able to accommodate salary request, so considering hiring her to work in the morning only. She has agreed to work on recruitment of elementary students and board members.

3. There are currently 5 to 6 students committed to attending the Elementary Program. 15 students are required to cover staffing, administrative costs, supplies, rent, etc. and still profit from the Program. Thus, if enrollment in the Elementary Program remains at 5-6 students, the school will be operating at a loss until enrollment increases.
- Suggestion: Visit Aria Montessori and give a presentation on the Elementary Program. Parents at Aria Montessori have previously expressed interest in our Montessori Elementary Program.

E. Advertisement:

1. Window ads are very successful. There have been many inquiries from parents that drive by and see the information painted on the windows.
2. Website is montessoripasadena.com

F. Fundraising:

1. Wells Fargo: They rejected our grant request. Elisabeth will contact them and ask why the request was denied.
2. County of Los Angeles: Elisabeth is still working on this grant request.
3. Weingart Foundation: Elisabeth is working on a report documenting work already done for the outdoor environment.

G. Summer School Schedule: The schedule was handed out to parents last week.

H. End of Year Celebration: The potluck will be on Friday, June 21 at 3:00 PM.

VII. Committee Reports

A. Communication Committee (Martin Regalado)

1. The newsletter will be out before the end of the school year.

B. Campus Development (Dorothy Chambless)

1. Construction supplies, old supplies, trash, etc. around the school will be cleaned up.
2. Summer Rummage Sale will be on Saturday, June 22.

VIII. New Business

A. Silent Auction Questionnaires: Did not get many questionnaires back. We need to get more parents to fill it out and return to us.

- Results will be compiled and presented at the End-of-the-Year Celebration on June 21.

B. Board Recommitment:

- Board Retreat planned for Sunday, June 30. Location TBA. Board members will discuss new school year, calendar of events, etc.

C. Recruitment of New Board Members:

1. Alyson Beecher: She is the former executive director of Westminster Academy.
2. Jack Fanselow: He is a local businessman. He cannot commit to being on the Board for at least another year.

IX. Old Business

A. Taxes: Claudia Alvarez and Paul Carney are working on this.

B. Nina Powell: She is not able to be on the Board.

X. Next Board Meeting: Board Retreat on June 30, 2002. Location: TBA.

XI. Meeting Adjourned 10:15AM

Submitted by Maryrose Regalado

Approved
