

**Oak Knoll Kinderhaus Montessori
Board Meeting/Retreat
June 30, 2002
The Coffee Gallery, Altadena
DRAFT MINUTES**

I. Attendance

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

Guests Present: Elisabeth Dimopoulos (Executive Director)

II. Meeting Called to Order at 9:30 AM by Dorothy Chambless

III. Board Retreat Agenda/Handout (see handout #1)

- A. The meeting was originally scheduled to be from 9 am to 3 pm, but due to several board members conflicting schedules, the meeting ended sooner. Discussion took place regarding what items from the agenda should be covered today and what can be discussed at the next meeting.
- B. Martin suggested that board meeting take place first and the retreat follow. John agreed.
 - 1. Martin suggested that we take more time to plan next Board Retreat (agenda, timeline, topics, etc.)

IV. President's Report (Dorothy Chambless)

- A. **Finances:** *Estimated Income & Expenses (June-December 2002)* (see handout #2)
 - 1. Correction: Rent will decrease in October? November?
 - 2. Martin raised questions regarding staff costs and the tuition income (\$13,000 vs. \$12,669)...where does school get money to cover costs of running the school?
 - a) Staff costs include Dorothy and Elisabeth's salaries, which they are currently not being paid. Their salaries (\$5000 per month?) are being deferred in order to keep the school running.
 - b) Elisabeth explained that, ideally, tuition should cover staff and costs of running the school, and grants should be used for program development. We need enrollment to reach 55 students in order to earn a profit.
 - 3. Handout #2 does not include costs of running Elementary Program. It should support itself, separate from the Primary and Toddler Programs.
- B. **Grants:** Martin questioned how much of the income should come from tuition and grants. Should it be 70/30 or 50/50? He also questioned how many grants Elisabeth is/should be getting out every week? Every month?
 - 1. Elisabeth explained that the Board tried having each member be responsible for calling corporations for grants, but this did not work. She would like parents to volunteer in the office (answer phones, filing, etc.) to free her up to work on grants.
 - 2. How can Elisabeth get more time to work on grants? Suggestions were as follows:
 - a) Close her office to discourage parents from coming in to talk to her without an appointment.
 - b) Place curtains on her doors to discourage students from distracting her.

- c) Stop using her office as the "time-out" area for students.
- d) Schedule office hours to meet with parents or set aside one hour in the morning when parents can come to see her.
- e) Ask parent assistants to do office work to fulfill parent hours.
- f) Work at home one day a week. (Problems: She does not have a computer at home and all of her files are in the school office.)

V. Complaints from Parents and Staff (John Barrone)

A. Staffing during the break:

- 1. Was the complaint regarding under-staffing? Or was the complaint regarding the lack of a lead teacher? Discussion followed. The school was not under-staffed because there were two teacher's aides on duty with a maximum of 8 students (or was it less?) Maryrose suggested that perhaps the parent was questioning staffing because both teachers were aides, not lead teachers.
- 2. Suggestions: It should be made clear that the child care provided during the break was not "regular school". It was provided as a courtesy to parents who did not have child care during this week.

B. Staff turnover: Several teacher's aides have been hired and have left in the past several months.

C. Safety in the Claremont building:

- 1. The back door of the Claremont building: The door handle was covered by a child proof cover, but some of the older kids are still able to open the door. Suggestions: fencing in the small yard and creating a walkway, or locking the door so the students cannot open the door (cannot do this because it may be a violation of licensing (?) regulations).
- 2. The back storage room: Children are not supposed to go into this room. The door should remain closed during school hours.

VI. Minutes (Maryrose Regalado) June 2002 minutes were approved.

VII. Treasurer's Report (Claudia Alvarez)

A. An update, *Balance Sheet as of April 30, 2002*, was passed out three weeks ago. (See handout #3)

VIII. Executive Director's Report (Elisabeth Dimopoulos)

A. Enrollment: Currently, 35 students are enrolled for September, but this is expected to increase as start of the 2002-2003 school year draws near.

B. Staff: There will be a few staffing changes for the Summer Session.

- 1. Gurudarshan has resigned. She will be moving out of the area.
- 2. Lisa will not be working during the Summer Session.
- 3. Jackie will be the Toddler teacher for the Summer Session. Jackie will also provide music lessons in the afternoon. She may use the Claremont building for music lessons during off-hours. She may remain the Toddler teacher during the regular school year if a replacement is not found.
- 4. Shane, our newest teacher's aide, will work on Drama with the students and help them put together the End-of-the-Summer Play. He also cleans the classrooms after school hours.
- 5. Cameron, a teacher's aide, is interested in Landscape Architecture and will be working with the students on gardening projects.

6. Seadra, one of our former teacher's aides, may return and work as the Toddler teacher for the school year.
- C. Open House:** The next Open Houses will be July 20 and August 10, 2002 from 12-3pm.
- Send out announcements.
- D. Montessori Educational:**
- Contact families enrolled in the fall regarding Montessori Educational.
- E. Parent Orientation/Back-To-School Night:** August 20, 2002 (Tuesday)
- Send announcements as soon as possible.
- F. Required Parent Hours:**
1. Each family is required to perform 2 hours per month (20 hours per year).
 2. There was a discussion regarding enforcement of mandatory parent hours. Many families fulfill their 2 parent hours each month. Some families pay off their parent hours at \$40 per month. Other families do not perform parent hours nor do they pay off parent hours. Discussion followed regarding whether these families should be charged for not fulfilling their obligation. Elisabeth fears the school may lose families if they require them to pay for not fulfilling their obligation. Is it worth it to lose families and their tuition over 2 parent hours or \$40 per month?
- G. Elementary Program Committee:** (tabled)
- H. 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. There was a problem regarding inquiries, but the problem has been fixed.
 3. Problems with the magazine ads (?). (tabled)
- I. Fundraising:** There was a discussion regarding Scrip Fundraising.
1. Elisabeth suggested that Scrip may not work. It may be asking too much from some families, since the school tuition can no longer be considered affordable for many families. Other schools in the area have tuitions that are lower than Oak Knoll's. She does not want to lose families over a small amount that may be raised with Scrip. Scrip funds may not be worth losing the tuition from those families. There was a long discussion. Claudia Alvarez agreed that Scrip may be asking too much from our families.
 2. e-Scrip could be easier than traditional Scrip. Parents can participate voluntarily and it does not require payment for Scrip up front.
- Elisabeth suggested that someone in favor of Scrip be in charge of researching Scrip and getting it started.

IX. Committee Reports (tabled until Retreat)

A. Communications Committee (Martin Regalado & Jonathan Spaulding)

1. Elisabeth had some concerns regarding the newsletter. She received a final draft of the newsletter in her office, but it has not been copied, prepared for mailing, nor distributed to parents and the community.
2. Martin was credited with working hard to put the newsletter together, but the Communications Committee failed to prepare the newsletter for distribution. Elisabeth made it clear that delivery to her office does not mean the newsletter will be prepared and distributed. She stated that the Committee is responsible for coordinating a group of parents to copy, label, stamp, and mail the newsletters.

B. Volunteer Committee (Maryrose Regalado)

1. We need a Volunteer Coordinator to get parents to come and work on the following:

- a) Campus maintenance: this includes repairs, beautification, gardening, etc.
 - b) Work Parties: parents come on scheduled weekends to work on various projects on campus.
 - c) Office work: Tasks that Elisabeth can delegate to parents willing to come in for 2-3 hours per week (answer phones, filing, etc.). Staff members could also help in the office. Ms. Lisa has expressed interest in working more.
2. We need Board members and/or parents to take charge of and participate in Work Parties, Open Houses, and Orientations. Dorothy and Elisabeth should not be expected to be at the school every weekend for these events.

X. Silent Auction Update (Dorothy Chambless and Elisabeth Dimopoulos)

- A. **Silent Auction Questionnaires** were passed out to parents. Seven of the questionnaires were returned and most of the responses were positive. The most common problem was that new families did not know enough about the event.
- B. **Northwest Montessori:** Their staff and Board members plan and organize their Silent Auction. Their parents are not as involved in the Silent Auction as our parents are.

XI. Old Business

- A. **Taxes:** Taxes and property taxes need to be done.

XII. Reminders

- Board Member Manual:** Dorothy will contact the company regarding these manuals and will try to get one for each Board Member.
- Board Member Handouts** (see handout #4 excerpts from the *Board Member Manual*) should be read before the next meeting on July 20, 2002.
- Board Retreat Dates:** July 20, 2002 and August 10, 2002 from 10 am to 12 noon. A third date needs to be scheduled.
- Parent Orientation Night** is scheduled for August 27, 2002 at 7:30 pm.

- XIII. Next Board Meeting:** Board Retreat on July 20, 2002 at the school from 10 am to 12 noon. Board members are expected to stay for the Open House which follows from 12-3 pm. (See handout #5 *Suggested Topics for the Next Board Retreat*)

XIV. Meeting Adjourned 12:00 noon.

Submitted by Maryrose Regalado

Approved

6/30/02

Handout #1

**Oak Knoll Kinderhaus Montessori
Board Retreat June 30, 2002**

Suggested Topics to be covered: (what can be tabled until next meeting?)

Board Members Manual

Board Information

Chapter #1 Fundamentals of Board Services

Chapter #4 Board's Responsibility to Plan

Chapter #5 The Board's Role in Finances

Questions:

What are our most pressing issues? Finances

How can we solve this issue?

Scrip

Board Pledge

Board Personal Fundraising activity

Grants

Increase enrollment

How do we become more effective and efficient Board Members?

Committees-newsletter

financial

office assistance

parent work parties

Problems with Grounds and Maintenance

Fundraiser for particular areas of need

We need several meetings to deal with remaining Chapters in the Board Member Manual.

Board member's discussion of Chapters covered in first Board Retreat.

Next meeting _____ Location _____

Estimated Income and Expenses June-December 2002

	June	July	August	Sept	Oct	Nov	Dec
Expenses							
Staff/tax	13,000	13,000	11,980	9,448	13,000	13,000	13,000
Rent	5,250	5,250	5,250	5,250	5,250	5,250	5,250
Loan	506	506	506	506	506	506	506
Kaiser	1,805	1,200	1,200	1,200	1,200	1,200	1,200
Insurance	250	250	250	250	250	250	250
Other	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Total	23,311	22,706	21,686	19,154	22,706	22,706	22,706
Income							
Tuition		12,669	6,500				
		-9,963	-15,186				

Handout #3

6/30/02

06/01/02

OAK KNOLL KINDERHAUS MONTESSORI
Balance Sheet
 As of April 30, 2002

DRAFT

	Apr 30, '02
ASSETS	
Current Assets	
Checking/Savings	
1000 · Petty Cash	100.00
1020 · Cash in Bank - Citizens	6,669.31
Total Checking/Savings	6,769.31
Other Current Assets	
1450 · Payroll Clearing	265.89
Total Other Current Assets	265.89
Total Current Assets	7,035.20
Fixed Assets	
1510 · Furniture and Fixtures	661.74
1530 · Machinery and Equipment	18,754.44
1540 · Leasehold Improvements	27,154.99
1610 · Accum Deprec - F & F	-6,682.00
Total Fixed Assets	39,889.17
Other Assets	
1950 · Organization Costs	7,227.00
1960 · Accumulated Amortization	-1,686.30
Total Other Assets	5,540.70
TOTAL ASSETS	52,465.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2005 · Credit card payable	137.97
Total Credit Cards	137.97
Other Current Liabilities	
2060 · Note Payable - Fleet	374.95
2070 · Note Payable - Pas Dev Corp	4,711.16
2160 · Payroll Withholdings - FICA	930.63
2170 · Payroll Withholdings - FWT	658.51
2180 · Payroll Withholdings - SWT	171.59
2190 · Payroll Withholdings - SDI	189.68
2200 · Payroll Tax Payable - FICA	-1,872.43
2210 · Payroll Tax Payable - FUTA	-210.85
2220 · Payroll Tax Payable - SUI	-128.65
2230 · Payroll Tax Payable - ETT	-5.01
2250 · Accrued Payroll	25,000.00
Total Other Current Liabilities	29,819.58
Total Current Liabilities	29,957.55
Long Term Liabilities	
2570 · L/T Note Payable - Pas Dev Corp	14,564.12
2710 · Note Payable - Officers	23,854.00
Total Long Term Liabilities	38,418.12
Total Liabilities	68,375.67
Equity	
3010 · Beginning Fund Balance	-10,385.00
3900 · Retained Earnings	-17,357.18
Net Income	11,831.58
Total Equity	-15,910.60
TOTAL LIABILITIES & EQUITY	52,465.07

06/01/02

OAK KNOLL KINDERHAUS MONTESSORI

Profit and Loss

January through April 2002

	Jan - Apr '02
Ordinary Income/Expense	
Income	
4010 · Income - Tuition	50,780.92
4030 · Income - Donations	1,318.00
4060 · Income - Misc fees	2,226.10
Total Income	54,325.02
Expense	
6000 · Program Service Expenses	
6020 · Wages - Teachers	15,766.50
6050 · Auction Expenses	610.00
6060 · Classroom Supplies	173.52
Total 6000 · Program Service Expenses	16,550.02
7020 · Office Salaries	3,500.00
7060 · Advertising	1,582.83
7100 · Bank Charges	57.50
7180 · Employment Benefits	7,099.78
7200 · Insurance - General	495.22
7210 · Insurance - Workers' Comp	1,500.20
7230 · Legal and Accounting	212.00
7240 · Office Expense	164.95
7320 · Rent	10,000.00
7350 · Taxes and Licenses	200.00
7360 · Telephone	475.54
7380 · Utilities	797.32
9999 · Suspense	-195.40
Total Expense	42,439.96
Net Ordinary Income	11,885.06
Other Income/Expense	
Other Income	
8040 · Other Income	482.70
Total Other Income	482.70
Other Expense	
8050 · Interest Expense	536.18
Total Other Expense	536.18
Net Other Income	-53.48
Net Income	11,831.58

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June 30, 2002
The Coffee Gallery, Altadena
MINUTES submitted by Maryrose Regalado**

SUGGESTED TOPICS FOR THE NEXT BOARD RETREAT

There were several discussions of what should be covered during the Board Retreat. The suggestions that were made throughout the meeting are summarized as follows:

- 1) Committees
 - i) Job descriptions
- 2) Trouble with Magazine Ads
- 3) Campus Maintenance
- 4) Define Relationship between Administration and Board
- 5) Pros and Cons of Parent Board
 - i) Need for non-parents and alumni parents on the Board
- 6) Administration, Policy and Procedures, etc.
 - i) Prepare templates for meetings and reports
 - ii) Prepare written reports so documented and more efficient
 - iii) School policies
- 7) Parent Obligations
 - i) Parent Hours
 - ii) Participation in fundraisers