

**Oak Knoll Kinderhaus Montessori  
Board Meeting/Retreat  
July 20, 2002  
1200 North Lake Avenue, Pasadena  
DRAFT MINUTES**

**I. Attendance**

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

**Guests Present:** Elisabeth Dimopoulos (Executive Director)

**II. Meeting Called to Order at 11:20 AM by Dorothy Chambless**

**III. Executive Director's Report (Elisabeth Dimopoulos)**

- A. Prospective Fund Raisers
  - 1. Personalized Iron-on Labels: 10% to 30% of profits go to the school
  - 2. Restaurant Discount Cards: These cards offer ½ off the price of up to two entrees at participating restaurants. The cards cost \$25 each and expire at the end of 2003.
    - Mention these fund raisers in upcoming newsletter
    - Claudia will make 50 copies of order forms to pass out during Parent Orientation
- B. 2002-2003 Calendar of Events (see attachment #1): Discussion of events for the upcoming school year, including work parties, open houses, etc.
- C. Back to School Night/Parent Orientation: Scheduled for August 27, 2002. The following information will be discussed/distributed to parents:
  - 1. Silent Auction Packets (information, sample catalog, invites, etc.)
  - 2. Montessori Educationals
  - 3. Rummage Sales (includes bake sale and plant sale)
  - 4. Scrip Commitment Week (voluntary)
    - Newsletter should be ready for distribution at Parent Orientation
- D. Volunteer Coordinator needed to do the following:
  - 1. Acquire to-do lists from teachers
  - 2. Get parents to sign-up for volunteer hours
  - 3. Call volunteers to confirm
- E. Staffing Changes: Shane will no longer work as a teacher's aide. He missed a few days of work, was late several times, etc. He will continue to work as the school janitor.

**IV. President's Report (Dorothy Chambless)**

- A. Finances
  - 1. \$3400 is owed to \_\_\_\_\_ Magazine for unpaid advertising space (the school had been paying only half of the advertising costs every month). The account is now being handled by a collection agency. Dorothy and Elisabeth said that the magazine did not contact them to discuss unpaid balance prior to sending account into collection.
  - 2. Additional bills have not been paid, including loan payments.

3. Bills that are being paid include salaries, rent, and insurance.
- B. Dorothy mentioned that the school's credit card limit can be increased by \$3000, which can help pay off some bills. Martin feels this is only a short-term solution. How do we prevent reoccurrence?
- C. Grants needed for Operating Costs: Parsons offers grants for this purpose. They donated \$2500 last year. Elisabeth will work on the following grants this week:
  1. Mervyn's
  2. Parsons
  3. L.A. County
- D. Elisabeth tried to offer reassurance to Board. She said that the school is currently in a better situation than last September (income has doubled).

V. **Next Board Meeting:** Board Retreat on August 10, 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.

VI. **Meeting Adjourned 12:00 noon.**

Submitted by **Maryrose Regalado**

**Approved**

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