

**Oak Knoll Kinderhaus Montessori  
Board Retreat / Meeting  
August 10, 2002  
1200 North Lake Avenue, Pasadena**

**MEETING MINUTES**

**Board Members Present:** Claudia Alvarez, John Barrone, Joyce Barrone, Dorothy Chambless, Martin Regalado, Maryrose Regalado, Jonathan Spaulding  
**Board Members Absent:** Elisabeth Dimopoulos (Executive Director)  
**Guests Present:** Martin Regalado  
**Facilitator:** Maryrose Regalado  
**Minutes by:**

SUBJECT	DISCUSSION	ACTION	RESPONSIBLE	DUE DATE	Status O=Open C=Closed
Call to order 9:30 AM					
<b>2001-2002 SCHOOL YEAR</b>					
<b>ACHIEVEMENTS</b>	<ul style="list-style-type: none"> <li>- RECOVERY FROM SEPTEMBER 2001               <ul style="list-style-type: none"> <li>▪ \$6000 TUITION 9/2001 \$17,000 EXPECTED TUITION 9/2002</li> <li>▪ INCREASED ENROLLMENT</li> <li>▪ IMPROVED FINANCES</li> </ul> </li> <li>- IMPROVED FACILITIES               <ul style="list-style-type: none"> <li>▪ PLAYGROUND</li> </ul> </li> <li>- OVERCAME HURDLES               <ul style="list-style-type: none"> <li>▪ OBJECTIVE ON ACCOMPLISHMENT</li> <li>▪ DO NOT TAKE THINGS PERSONALLY</li> <li>▪ WORKING WITH EACH OTHER</li> </ul> </li> <li>- STRONGER IN GENERAL</li> <li>- PROFESSIONALISM</li> <li>- STAFF               <ul style="list-style-type: none"> <li>▪ HIRING SYSTEM</li> <li>▪ STAFF HANDBOOK</li> <li>▪ POLICIES &amp; PROCEDURES</li> </ul> </li> </ul>				

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<b>MISSED OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>- GRANTS NOT APPLIED FOR</li> <li>- HOW TO INVOLVE PARENTS?                             <ul style="list-style-type: none"> <li>▪ WITHOUT OVER INVOLVING?</li> <li>▪ RIGHT LEVEL OF INVOLVEMENT?</li> </ul> </li> <li>- SILENT AUCTION PLANNING/ORGANIZING</li> <li>- LACK OF DELEGATION, MANPOWER, ADMINISTRATION</li> <li>- ELEMENTARY PROGRAM                             <ul style="list-style-type: none"> <li>▪ ROLES OF BOARD &amp; STAFF FINANCES</li> </ul> </li> </ul>				
<b>OBJECTIVES</b>	<ol style="list-style-type: none"> <li>1. FIND A WAY TO IMPROVE OUR GRANT PROCESSING</li> <li>2. DEFINING ROLES &amp; RESPONSIBILITIES / POLICIES &amp; PROCEDURES                             <ul style="list-style-type: none"> <li>▪ PARENTS, ADMINISTRATION, STAFF, &amp; BOARD</li> </ul> </li> <li>3. FINANCIAL GOALS &amp; PROCESSES</li> <li>4. FUND RAISING                             <ul style="list-style-type: none"> <li>▪ SILENT AUCTION, RUMMAGE SALE, SCRIP, ETC.</li> </ul> </li> </ol>				
<b>FINANCIAL GOALS &amp; PROCESSES</b>					
<ol style="list-style-type: none"> <li>1. DEBT TOTAL, MONTHLY PAYMENTS, OTHER BILLS</li> </ol>	<ul style="list-style-type: none"> <li>- GATHER INFORMATION ON ALL DEBTS AND REVENUES IN ORDER TO PROVIDE TRUE FINANCIAL PICTURE</li> </ul>	<input checked="" type="checkbox"/> LIST ALL DEBT, MEET & PREPARE INFO TO PRESENT AT NEXT MTG. <input type="checkbox"/> LIST ALL INCOME, MEET & PREPARE INFO TO PRESENT AT NEXT MTG.	CLAUDIA & DOROTHY  CLAUDIA & ELISABETH	09/08/02  09/08/02	
<ol style="list-style-type: none"> <li>2. PROJECTION FOR CALENDAR YEAR</li> </ol>	<ul style="list-style-type: none"> <li>- WHAT IS NECESSARY FOR SURVIVAL?</li> <li>- WHAT IS NEEDED FOR IMPROVEMENTS?</li> </ul>	<input checked="" type="checkbox"/> PREPARE PROJECTION	ELISABETH	09/08/02	
<ol style="list-style-type: none"> <li>3. BOARD INVOLVEMENT (DETAIL OF INVOLVEMENT?)</li> </ol>	<ul style="list-style-type: none"> <li>- FINANCIAL GOALS</li> <li>1) BUDGET: SET GOALS</li> <li>2) FUNDRAISING: DETERMINE EVENTS</li> <li>3) GRANTS: DETERMINE STRATEGY</li> </ul>				

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4. FUND RAISING (SILENT AUCTION, RUMMAGE SALE, NITE ON THE TOWN, SCRIP, ETC.)	4) DONATIONS 5) ALTERNATE REVENUE - VS. GRANTS - WHO'S RESPONSIBLE? - MONTHLY "WISH LIST" FOR PARENTS TO DONATE \$ FOR A SPECIFIC ITEM. - SCHOLARSHIP FUND - ASK FOR DONATION TO SCHOLARSHIP FUND ON MONTHLY INVOICES	<input type="checkbox"/> FORWARD FUND RAISER INFO TO JONATHAN TO INCLUDE IN NEWSLETTER <input type="checkbox"/> INCLUDE ARTICLE ABOUT SCHOLARSHIP FUND IN THE NEWSLETTER	JOYCE  JONATHAN	09/08/02	
5. GRANTS	- % OF INCOME FROM GRANTS VS. FUNDRAISING? (30% GRANTS AND 70% FUNDRAISING) → TUITION - GRANTS PART OF FUND RAISING? NO, IT'S MORE IMPORTANT. IT SHOULD BE TREATED AS SEPARATE FINANCIAL GOAL.	<input type="checkbox"/> UPDATE ON GRANTS <input type="checkbox"/> POTENTIAL GRANTS <input type="checkbox"/> WHAT GRANTS WORKING ON NOW?	ELISABETH	09/08/02	
<b>ADDITIONAL TOPICS FOR DISCUSSION [NEXT MEETING?]</b>					
1. STAFF	- HANDBOOK - POLICIES & PROCEDURES				
2. PARENTS	- ROLES & RESPONSIBILITIES - POLICIES & PROCEDURES				
3. BOARD	- ROLES & RESPONSIBILITIES - POLICIES & PROCEDURES				
4. COMMITTEES	- MONTHLY MEETINGS - INCLUDE INFO ABOUT EACH COMMITTEE IN NEWSLETTER				
5. ADMINISTRATION	- NEED TO HIRE ADDITIONAL HELP? POSSIBLY ALIETE? - HELP WITH CLERICAL DUTIES, TOURS, ETC.				

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<b>MISCELLANEOUS</b>					
1. ELEMENTARY PROGRAM	<ul style="list-style-type: none"> <li>- POSSIBLE CHANGE IN ELISABETH'S JOB TITLE TO DEVELOPMENT DIRECTOR?</li> <li>- FOCUS ON GRANTS AND FUND RAISING</li> </ul>				
2. SCHOOL SUPPLIES FEE	<ul style="list-style-type: none"> <li>- 1<sup>ST</sup> GRADE ONLY</li> <li>- WILL TRY AGAIN NEXT YEAR</li> <li>- \$75 PER STUDENT FOR 3 T-SHIRTS, APRON, EARTHQUAKE KIT AND CLOTHING LABELS.</li> <li>- SHOULD CHANGE TO "STUDENT ACTIVITY FEE"</li> <li>- "SCHOOL SUPPLIES" IMPLIES FEE WILL BE USED FOR PAPER, PENCILS, ETC.</li> </ul>				
3. GARDEN PLANTS	<ul style="list-style-type: none"> <li>- CLAUDIA BOUGHT PLANTS FOR THE OUTDOOR ENVIRONMENT AND NURSERY GAVE HER A DISCOUNT</li> <li>- SHOULD MENTION NURSERY'S NAME IN NEWSLETTER</li> </ul>	<input checked="" type="checkbox"/> WRITE A SHORT ARTICLE ABOUT GARDENING PROJECT AND MENTION THE NURSERY'S NAME	CLAUDIA		
<b>Meeting Adjourned at 12 Noon</b>					
<b>Next Board Meeting 09/08/02 at 9:00 AM</b>					

Submitted by: Maryrose Regalado

Approved: \_\_\_\_\_