

Oak Knoll Kinderhaus Montessori  
 Board Retreat / Meeting  
 September 11, 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: Dorothy Chambless  
 Facilitator: Dorothy Chambless  
 Minutes by: Maryrose Regalado

SUBJECT	DISCUSSION	ACTION	RESPONSIBLE	DUE DATE	Status O-Open C-Closed
Call to order 7:15 pm	DOROTHY				
<b>UPDATES</b>					
<b>AUGUST MINUTES</b>	NO BILLS PAID IN JUNE, JULY, AND AUGUST, EXCEPT RENT, PAYROLL, AND INSURANCE - SEPT TUITION WAS \$34,734 (TOTAL SEPT DEPOSITS), INCLUDES ANNUAL TUITION PAID BY A FEW FAMILIES - USED PART OF SEPT TUITION TO PAY OFF BILLS				
<b>ENROLLMENT</b>	CURRENTLY 48 STUDENTS - WAITING LIST FOR TODDLER CLASS - LISA IS WILLING TO TAKE 7 MORE STUDENTS				
<b>NEW CARPET</b>	TOTAL COST \$1900 - \$800 DONATED - \$500 FROM INDIYMAC BANK - \$300 FROM PARENTS				
<b>FINANCIALS</b>					
<b>INCOME/EXPENSE PROJECTIONS (SEE ATTACHMENT #1)</b>	WILL CANCEL MONTHLY ADS IN MAGAZINES - WILL SAVE \$400 PER MONTH				
<b>DEBT SCHEDULE (SEE ATTACHMENT #2)</b>	AUGUST: - FIXED PAYMENTS \$6554.42 - VARIABLE PAYMENTS \$14,979.83	<input type="checkbox"/> INCOME REPORT	CLAUDIA	NEXT MEETING 9/25/02	

SUBJECT	DISCUSSION	ACTION	RESPONSIBLE	DUE DATE	Status O=Open C=Closed
NEWSLETTER					
DISTRIBUTE TO GENERAL PUBLIC	INCLUDE INSERT WITH UPDATE ON FUND-RAISERS - INFO ON NITE ON THE TOWN CARDS & FUND-RAISER MEETING UPDATE	<input type="checkbox"/> PREPARE INSERT AND MAIL WITH NEWSLETTER	ELISABETH	9/13/02	
FUND-RAISING					
NO TIME FOR GRANTS	HOW TO GET ELISABETH MORE TIME TO WORK ON GRANTS? - PARENT VOLUNTEERS TO WORK IN OFFICE ONE DAY EVERY WEEK - REVIEW TALENT FORMS AND FIND ADMIN. VOLUNTEERS	<input type="checkbox"/> PREPARE A LIST OF OFFICE DUTIES TO DELEGATE	ELISABETH	NEXT MEETING 9/25/02	
GRANTS VS. TUITION	IDEALLY, TUITION SHOULD COVER EXPENSES - GRANTS SHOULD BE USED FOR IMPROVEMENTS & CAPITAL CAMPAIGNS	<input type="checkbox"/> IDENTIFY WHERE TO GET GRANTS TO USE FOR IMPROVEMENTS & SCHOLARSHIPS	ELISABETH		
UPDATE ON GRANTS	NO GRANTS RECEIVED THIS YEAR - NOT ENOUGH TIME - NO GRANTS BEING REVIEWED CURRENTLY - PREVIOUS GRANT REQUESTS WERE REJECTED - CURRENTLY WORKING ON: 1. RALPH M. PARSONS 2. WEINGART 3. L.A. COUNTY				
SCHOLARSHIP GRANT	WILL ASK FOR \$5000 FROM WELLS FARGO - CLAUDIA SUGGESTED PLACING IN INDYMAC MONEY MARKET ACCOUNT UNTIL NEEDED				
NEW BUSINESS					
ELEMENTARY PROGRAM	START ORGANIZING & PLANNING NOW - IDENTIFY INTERESTED FAMILIES - FIND A PARENT TO COORDINATE COMMITTEE - GO TO ARIA MONTESSORI - SHOULD START COMMITTEE MTGS IN OCTOBER	<input type="checkbox"/> PREPARE INFO AND ORGANIZE FIRST MEETING IN OCTOBER <input type="checkbox"/> INCLUDE INFO IN NEWSLETTER	JOHN & JOYCE  COMMUNIC. COMMITTEE		
CHARTER SCHOOL	JOHN BARONE SUGGESTED WE LOOK INTO BECOMING A CHARTER SCHOOL				

SUBJECT	DISCUSSION	ACTION	RESPONSIBLE	DUE DATE	Status O=Open C=Closed
Meeting Adjourned at 8:35 PM					
Next Board Meeting 09/25/02 at 7:00 PM	- PASADENA UNIFIED? LAUSD? - WHO WILL DO RESEARCH?				

Submitted by: Maryrose Regalado

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

2/11/62  
 ATTACHMENT #1

Actual Payroll

	Aug	Sept	Oct	Nov	Dec	Jan	Feb
<b>Income</b>							
cash			\$ 3,000.00	\$ 1,292.00			
tuition	18,000.00	20,000.00	22,739.00	21,209.00	22,000.00	25,000.00	24,000.00
grant/fundr.							1,000.00
fees/dep.	1,500.00	1,000.00	500.00	1,000.00	500.00	2,000.00	1,000.00
<b>total</b>	<b>\$ 19,500.00</b>	<b>\$ 21,000.00</b>	<b>\$ 26,239.00</b>	<b>\$ 23,501.00</b>	<b>\$ 22,500.00</b>	<b>\$ 27,000.00</b>	<b>\$ 26,000.00</b>
<b>expense</b>							
med ins	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
visa	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Insurance	262.00	262.00	262.00	262.00	262.00	2,000.00	2,000.00
phone	150.00	100.00	100.00	100.00	100.00	100.00	100.00
rent	5,250.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
advert.	500.00	400.00	400.00	400.00	400.00	400.00	400.00
loan repay	500.00	650.00	650.00	650.00	650.00	650.00	650.00
payroll	7,300.00	13,685.00	13,685.00	13,685.00	13,685.00	13,685.00	13,685.00
taxes	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
utilities	300.00	400.00	300.00	300.00	300.00	300.00	300.00
accounting		50.00	50.00	50.00	50.00	50.00	50.00
misc.							
construct.	\$ 18,762.00	\$ 25,047.00	\$ 24,947.00	\$ 24,947.00	\$ 24,947.00	\$ 24,947.00	\$ 26,685.00
profit shortfall		\$ (4,047.00)	\$ 1,292.00	\$ (1,446.00)	\$ (2,447.00)	\$ 315.00	\$ (685.00)
<b>cumulative profit shortfall</b>	<b>\$ -</b>	<b>\$ (4,047.00)</b>	<b>\$ (2,755.00)</b>	<b>\$ (4,201.00)</b>	<b>\$ (6,648.00)</b>	<b>\$ (6,333.00)</b>	<b>\$ (7,018.00)</b>

Mar Apr May June July August September

25,000.00	26,000.00	26,000.00	26,000.00	22000	15000	26000
1,000.00	15,000.00					
1,000.00	1,000.00		2000			3000
<b>\$ 27,000.00</b>	<b>\$ 42,000.00</b>	<b>\$ 26,000.00</b>	<b>\$ 28,000.00</b>	<b>\$ 22,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 29,000.00</b>

\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
262.00	262.00	262.00	262.00	262.00	262.00	262.00
100.00	100.00	100.00	100.00	100.00	100.00	100.00
4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
400.00	400.00	400.00	400	400	400	400
650.00	650.00	650.00	650	650	650	650
13,685.00	13,685.00	13,685.00	13,685.00	10000	10000	15000
2,000.00	2,000.00	2,000.00	2,000.00	1500	1500	1500
300.00	300.00	300.00	300	300	300	300
50.00	50.00	50.00	50	50	50	50

**\$ 24,947.00**    **\$ 24,947.00**    **\$ 24,947.00**    **\$ 24,947.00**    **\$ 20,762.00**    **\$ 20,762.00**    **\$ 25,762.00**

\$ 2,053.00    \$ 17,053.00    \$ 1,053.00    \$ 3,053.00

\$ (4,965.00)    \$ 12,088.00    \$ 13,141.00    \$ 16,194.00

9/11/02  
Attachment #2

OAK KNOLL KINDERHAUS MONTESSORI  
DEBT SCHEDULE - 2002

	DUE DATE	08/02 BALANCE	MONTHLY PYMT	09/02 BALANCE	MONTHLY PYMT
<b>FIXED:</b>					
Mark Estephanian	1st	5,250.00	(5,250.00)	5,250.00	
Pasadena Development Corp	1st	19,275.28	(506.91)		
Pacific Bell Directory	10th	273.93	(432.00)		
Clarke Directory	1st	405.00	(105.00)	300.00	
Cananwill	9th	1,187.93	(260.51)	957.19	(248.11)
		<b>26,392.14</b>	<b>(6,554.42)</b>		

	DUE DATE	08/02 BALANCE	MONTHLY PYMT	09/02 BALANCE	MONTHLY PYMT
<b>VARIABLE:</b>					
American Express	23rd	-	-	-	-
Allegiance Telecom	8th	218.47	(218.47)		
Capital One	16th	16,572.13	(3,000.00)		
Cingular Wireless	5th	167.81	(167.81)		
City of Pasadena - 237392 6	10th	611.34	(611.34)		
City of Pasadena - 239554 9	10th	163.92	(163.92)		
City of Pasadena - 239555 6	10th	16.87	(16.87)		
Danone Water	1st	277.10	(177.00)		
Gas Company - 091 918 9752 0	12th	92.75	(92.75)		
Gas Company - 098 218 9731 2	12th	37.23	(74.46)		
Kaiser Permanente	25th	3,429.90	(3,429.90)		
Ledger Plus	1st	32.00	(32.00)		
Ledger Plus	1st	230.00	(50.00)		
MCI	18th	88.33	(88.33)		
L.A. Family Magazine	5th	573.54	(573.74)		
Waste & Recycling	10th	115.00	(115.00)	55.00	(55.00)
Platinum Plus	9th	5,183.69	(1,410.88)		
Royal Plumbing					
Payroll	30th	3,381.60	(3,381.60)		
Payroll Taxes	15th	1,375.76	(1,375.76)		
		<b>32,567.44</b>	<b>(14,979.83)</b>		