

OAK KNOLL KINDERHAUS MONTESSORI
1200 Lake Avenue, Pasadena, CA 91104
BOARD MEETING: Wednesday, October 2, 2002

Members Present: Claudia Alvarez, John Barrone, Joyce Barrone, Dorothy Chambless, Martin Regalado, Maryrose Regalado, Jonathan Spaulding
Guests Present: Elisabeth Dimopoulos (Executive Director)

BOARD MEETING MINUTES

The meeting was called to order by Dorothy Chambless at 7:25 pm.

President's Report:

Dorothy Chambless discussed her plans to create a calendar for accomplishing Retreat Objectives for the school year 2002-2003. The Calendar would include timelines for accomplishing the following: grants, staff handbook, parent talent surveys & committees, Board of Directors' roles & responsibilities, and financial goals. Dorothy explained that the staff handbook has been completed. She also stated that the issue of grants requires more time, so it should be discussed at another meeting.

Parent Committees:

Dorothy stated that she needed assistance compiling the information parents provided in the parent talent surveys. She assigned each Board member a parent committee. Martin Regalado and Jonathan Spaulding will meet with the parents who signed up for the Communication Committee and delegate responsibilities. Maryrose Regalado will compile the names of parents willing to provide office help and "miscellaneous" duties. Elisabeth Dimopoulos and Claudia Alvarez will take charge of Fund-raising. Dorothy, Lisa Martin, and Jackie Remillard (lead teachers) will take charge of Campus Development.

ACTION ITEMS:

- Martin & Jonathan start next newsletter & begin delegating responsibilities to new Communication Committee
- Maryrose to compile names of parents willing to do office help & miscellaneous

Elementary Program:

John and Joyce Barrone will take charge of the Elementary Program Committee. They need to survey current families for interest in the Elementary Program. The Committee needs to start meeting with those parents to discuss possible sites, funding, and marketing the program to other local preschools, such as Aria Montessori, Camellia, International Montessori, and Hillcrest. Beth Olszewski or Elisabeth Dimopoulos could provide a presentation at these schools regarding the Elementary Program Committee, possibly in October, November, and December 2002.

ACTION ITEMS:

- Call local preschools and schedule date & time for information sessions
- Create information flyer about the Montessori Elementary Program

Treasurer's Report:

Claudia Alvarez provided the Debt Schedule for August and September 2002 (see attachment 1). Elisabeth provided the Income Schedule for August and September 2002 (see attachment 2). A

budget for the school year 2002-2003 should be prepared and approved by December 2002. The budget will be compared to actual figures from monthly debt and income schedules at every Board meeting. The school's accountant is currently working on the 2001 Income Taxes, for which the school has applied for an extension.

ACTION ITEMS:

- October debt schedule
- October income schedule

Executive Director's Report:

Elisabeth stated that \$18,000 is the expected tuition for October. This is less than projected because two CCIS students left. Also, the school's website will be expanded. The newsletter will be updated and school t-shirt orders will be available online. Elisabeth also discussed the possibility of security buzzers for the school's gates and exterior doors.

Elisabeth provided an update regarding the Silent Auction Meeting. Nina Powell has already started working on the Auction. Jen Reed has previous silent auction experience and J. Benda is working on Auction sites. Possible sites are the University Club, local lodges, and Gamble House. Maryrose agreed to research other possible sites, such as Oddfellows, Masonic temples, etc. The site needs to accommodate approximately 250 for a seated dinner. Additional fund-raisers include the Rummage Sale, which still needs a coordinator, and Nite on the Town cards.

ACTION ITEMS:

- Maryrose to research possible Auction sites

New Business:

Dorothy requested that the Board give "thank you" cards to those parents who have volunteered beyond their required service hours. She also suggested that we meet with the Advisory Board and call Tarabu Kirkland.

ACTION ITEMS:

- Maryrose to write "thank you" cards to parents
- "Thank you" cards to nursery that donated plants

Next Meeting:

Sunday, November 10, 2002 at 9:00 am. Elisabeth will bring quiche, Jonathan will bring coffee, and the Regalados will bring pastries.

Meeting Adjourned at 9:00 pm.

Respectfully submitted by Maryrose Regalado.

Approved

OAK KNOLL KINDERHAUS MONTESSORI
DEBT SCHEDULE - 2002

DUE DATE	08/02 BALANCE	AUG PYMTS	09/02 BALANCE	SEP PYMTS
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FIXED:

Mark Estephanian	1st	5,250.00	(5,250.00)	5,250.00	(5,250.00)
Pasadena Development Corp	1st	19,275.28	(506.91)	19,147.28	(506.00)
Pacific Bell Directory	10th	273.93	(432.00)	(47.07)	-
Clarke Directory	1st	405.00	(105.00)	300.00	-
Cananwill	9th	1,187.93	(260.51)	957.19	(248.11)
		26,392.14	(6,554.42)		

VARIABLE:

American Express	23rd	-	-	101.84	-
Allegiance Telecom	8th	218.47	(218.47)	67.59	-
Capital One	16th	16,572.13	(3,000.00)	-	-
Cingular Wireless	5th	167.81	(167.81)	36.21	-
City of Pasadena - 237392 6	10th	811.34	(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)	177.10	-
Gas Company - 091 918 9752 0	12th	92.75	(92.75)	(100.10)	-
Gas Company - 098 218 9731 2	12th	37.23	(74.46)	23.32	-
Kaiser Permanente	25th	3,429.90	(3,429.90)	571.65	(571.65)
Ledger Plus	1st	32.00	(32.00)	261.00	-
Ledger Plus	1st	230.00	(50.00)	300.00	(300.00)
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	10th	5,183.69	(1,410.88)	3,815.92	-
Royal Plumbing	9th	-	-	-	-
Payroll	30th	3,381.60	(3,381.60)	-	-
Payroll Taxes	15th	1,375.76	(1,375.76)	-	-
		32,567.44	(14,979.83)	5,309.53	(926.65)

10/2/02

OAK KNOLL KINDERHAUS MONTESSORI
INCOME SCHEDULE - 2002

10/2/02

	Aug Tuition	Aug Misc	Aug Don./Grant	Sep Tuition	Sep Misc	Sep Don./Grant
Alfaro	140.00					
Alvarez				2,300.00		
Askenaizer	625.00	75.00				
Barrone	475.00					
Beadle	1,118.00	135.00				
Benda	1,865.00	100.00				
Benitez				365.00	75.00	
Brom	125.00					
Capital Group			360.00			
Carson	400.00			650.00		
Cash Receipts		100.00				
CCIS	2,431.10			2,350.40		
CFS				357.60		
Cheung		75.00				
Cohen	4,500.00	75.00				
Cushing				575.00	75.00	
Dennis	3,325.00	175.00				50.00
Deziel				575.00	75.00	
Dimopoulos		135.00		475.00	125.00	
Duran		63.00				
Edgar	575.00	75.00		575.00		
Eyles				600.00		
Fratasio				397.00		
Gates	570.00	75.00			75.00	
Green	250.00					
Gutierrez, J.	375.00	75.00				
Gutierrez, L.	395.00	75.00				
Holland	405.00	75.00				
IndyMac						500.00
Junius						250.00
Laghab	100.00					
Lewis	395.00	75.00				
Mahmud	625.00	175.00				

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INCOME SCHEDULE - 2002

	Aug Tuition	Aug Misc	Aug Don./Grant	Sep Tuition	Sep Misc	Sep Don./Grant
Mendoza	475.00	225.00				
Migel	625.00	175.00				
O'Keeffe				320.00	175.00	
Powell	687.00	75.00				
Pronto					54.81	
Reed	535.00	75.00				
Regalado	340.00	75.00	50.00			
Rodriguez	650.00	175.00				
Scully	515.00	75.00				
Selvidge						200.00
Sobel	150.00	100.00		515.00		
Spaizman	620.00	75.00				
Spaulding				475.00	75.00	
Stephens	587.50	75.00		287.50		
Stouklov				259.00	175.00	
Tikasingh	575.00	75.00				
Trullik				345.00		
Willis	475.00	75.00				
Yamada	625.00	175.00				
Totals	25,553.60	3,008.00	410.00	11,421.50	1,154.81	750.00

28,971.60

13,326.31