

OAK KNOLL KINDERHAUS MONTESSORI  
1200 Lake Avenue, Pasadena, CA 91104  
BOARD MEETING: February 23, 2003

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  
Dorothy Chambless called the meeting to order at 12:15 PM.

EXECUTIVE DIRECTOR'S REPORT (Elisabeth Dimopoulos)

*Budget for 2003-2004 School Year:*

Elisabeth distributed projected budgets for the upcoming school year, comparing a 5% versus 7% raise in tuition (see attachment #1). She projects approximately \$35,000 in monthly expenses for the 2003-2004 school year, which includes the new elementary program. The projected monthly expenses consist of:

1. \$26,000 in payroll, which include a salary increase for Dorothy, Elisabeth, and Lisa, and salaries for new teachers.
2. \$5000 Rent
3. \$2500 Debt Pay-off
4. Utilities, Insurance, etc.

Discussion took place regarding whether to raise the tuition 5% or 7%. Concerns were raised that increasing the tuition by 7% would result in losing those families that can barely pay current tuition rates. Dorothy suggested that we offer those families scholarships and/or tuition assistance (discounts). It was suggested that we research and compare tuition rates at local private schools.

*Elementary Program:*

Lisa or Dorothy may become the new Elementary teacher. Mona Shelton is the prospective Primary teacher and may teach Lisa's class for this year's Summer Camp. Her extensive experience also qualifies her to work as an Administrator. She founded a Montessori school in North Carolina, where she is currently a teacher & program director. [REDACTED]

The new Elementary classroom will be in one of the neighboring houses, which will become available in July 2003 (see diagram attachment #3). The landlord is asking for \$950 per month. Elisabeth projects that it will cost approximately \$25,000 to get the Elementary Program started, which may be underestimated. Elisabeth will send out grant proposals specifically for the Elementary Program start-up expenses.

*Parent Complaint:*

In December, [REDACTED] requested that Lisa provide a positive recommendation for [REDACTED] to a magnet program in the Los Angeles Unified School District. Lisa expressed concerns that the magnet program may not be the right environment for [REDACTED]

██████████ regarded this as discrimination. She also complained because Lisa did not allow her to read the recommendation form, which was supposed to remain private. Joe Brown from the NAACP visited the school and spoke to Dorothy and Elisabeth regarding this alleged discrimination. He concluded the complaint was not valid.

In January, ██████████ confronted Elisabeth with complaints about childcare that was provided during the Winter Break. She was upset because ██████████ arrived at the school late on one day. During this confrontation, Elisabeth offered to allow the ██████████ family to breach their enrollment contract and find another school for ██████████ since they were unhappy with Oak Knoll Kinderhaus. ██████████ filed a complaint with the Department of Social Services (DSS) stating that the school did not have a staff member present to receive her child at the start of childcare hours. DSS came to the school for a visit and conducted an inspection of the school. DSS explained that ██████████ complaint was a non-licensing issue. During the visit, however, DSS found that two staff members did not have background clearances/fingerprints on file and fined the school \$200 (\$100 per staff member).

Per their conversation, Elisabeth informed ██████████ that her 30-day notice had been received and ██████████ could leave the school at the end of January. ██████████ claims that she never told Elisabeth that she would remove her son from Oak Knoll Kinderhaus. She then claimed that the school was expelling her son as retaliation for filing a complaint with DSS.

*Proposed new Board members:*

1. Joe Brown - local chapter of the NAACP. Received a discrimination complaint due to the ██████████ matter, visited the school, spoke to Dorothy and Elisabeth, and concluded that the complaint was not valid.
2. Caroline's boss - an owner of a medical company that negotiates contracts with home health workers.
3. Allison Beecher – Former Executive Director of Westminster who currently works for the public school district.
4. Jonna Dennis – Oak Knoll Kinderhaus parent and founder of “Truckers for Tots”, a non-profit organization. Her organization donated \$1000 during the school year. One concern was raised regarding a conflict with her duties on the Board of “Truckers for Tots” when it comes to soliciting her organization for donations.

New Board Member Packets (includes the history of the school, responsibilities of Board, etc.) need to be sent to proposed new members.

*New Site Possibility:*

Jonna Dennis' husband is a developer interested in a piece of property on North Fair Oaks. He plans to build houses and a school. The prospective site would allow Oak Knoll Kinderhaus to expand the Montessori Elementary program and start a Middle School program. It would be ideal as a Montessori farm school.

*Auction Update:*

1. Nina Powell and Julia Lopez continue to work on auction procurements. Currently, the procurements total \$6000.

2. The auction site is the Pasadena Presbyterian Church, which charges a \$500 rental fee.
3. Gene Tikasingh is working on a new poster.
4. A family that was unable to pay tuition for January 2003 has offered to barter services instead. They agreed to print Auction brochures, invitations, tickets, and posters. They will also print out business cards for Elisabeth.

*Grant Proposals:* Five proposals have been submitted or prepared.

1. Mervyn's
2. Wells Fargo
3. Parsons
4. Weingart
5. Coldwell Banker

*Miscellaneous:*

1. A keypad security system for the main gate will be ordered soon.
2. One school credit card was cancelled at Dorothy's request. The card charged 25% interest. The school now has one credit card remaining, which has a credit limit of \$5000.

❖ ACTION ITEMS:

- ❑ Survey of tuition in area private schools. How does our tuition compare? (?)
- ❑ Prepare grant proposals for Elementary Program. (Elisabeth)
- ❑ Prepare New Board Member Packets. (Joyce & Martin)
- ❑ Update on grants. (Elisabeth)
- ❑ Submit an AMI Conference update for the newsletter. (Elisabeth and/or Dorothy)
- ❑ Thank you card to landlord for trimming the palm tree on Claremont. (Maryrose)

COMMUNICATION COMMITTEE (Martin Regalado & Jonathan Spaulding)

Nat Reed is a prospective new editor of the school newsletter.

❖ ACTION ITEM:

- ❑ Contact Nat Reed to become newsletter editor. (Martin and/or Jonathan)

POLICIES & PROCEDURES

Martin and Joyce have been working on reviewing and/or establishing the school's policies and procedures (for staff, families, Board members, etc.). They are also working on Staff and Board Roles & Responsibilities, and updating current school handbooks (for parents, staff, etc.). Dorothy suggested they use all the resources available in the office and those provided by the Flintridge Foundation.

❖ ACTION ITEMS:

- ❑ Roles & Responsibilities of Board members, Administrator, staff members, etc.
  - Submit actual job description of each staff member. (Dorothy and/or Elisabeth)
  - Compare to expected duties of each staff member. (Joyce & Martin)

- Research Board of Directors' expected roles & responsibilities and compare to actual job description. (Joyce and Martin)

PRESIDENT'S REPORT (Dorothy Chambless)

Dorothy explained that former Pasadena mayor Chris Holder came to the latest Open House and inquired about tutoring for his children.

❖ ACTION ITEMS:

- Research which staff members are willing to tutor. (Dorothy)
- Research pay rates for tutors. (Dorothy)

TREASURER'S REPORT (Claudia Alvarez)

Claudia distributed the Debt Schedule for October 2002 to December 2002 (attachment #4), Balance Sheets for January 2003 and December 2002 (attachments #5 and #6), and Profit and Loss reports for the year 2002 and January 2003 (attachments #7 and #8).

❖ ACTION ITEM:

- Prepare a current expense report by the next meeting. (Claudia)
- Provide Paul Carney with information required to file 2001 Taxes. (Claudia & Elisabeth)

NEXT MEETING:

Will be decided via e-mail.

Meeting Adjourned at 2:00 PM

Respectfully submitted by Maryrose Regalado.

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Approved

## ***Administrator's Update for Board February 2003***

Budget for upcoming school year  
With/without elementary  
Tuition increases

Elementary:  
Teacher Search  
Building  
Fundraising/budget

Proposed New Board Members:  
Jonna Dennis  
Joe Brown  
Caroline's boss  
Alyson Beecher  
Other potentials

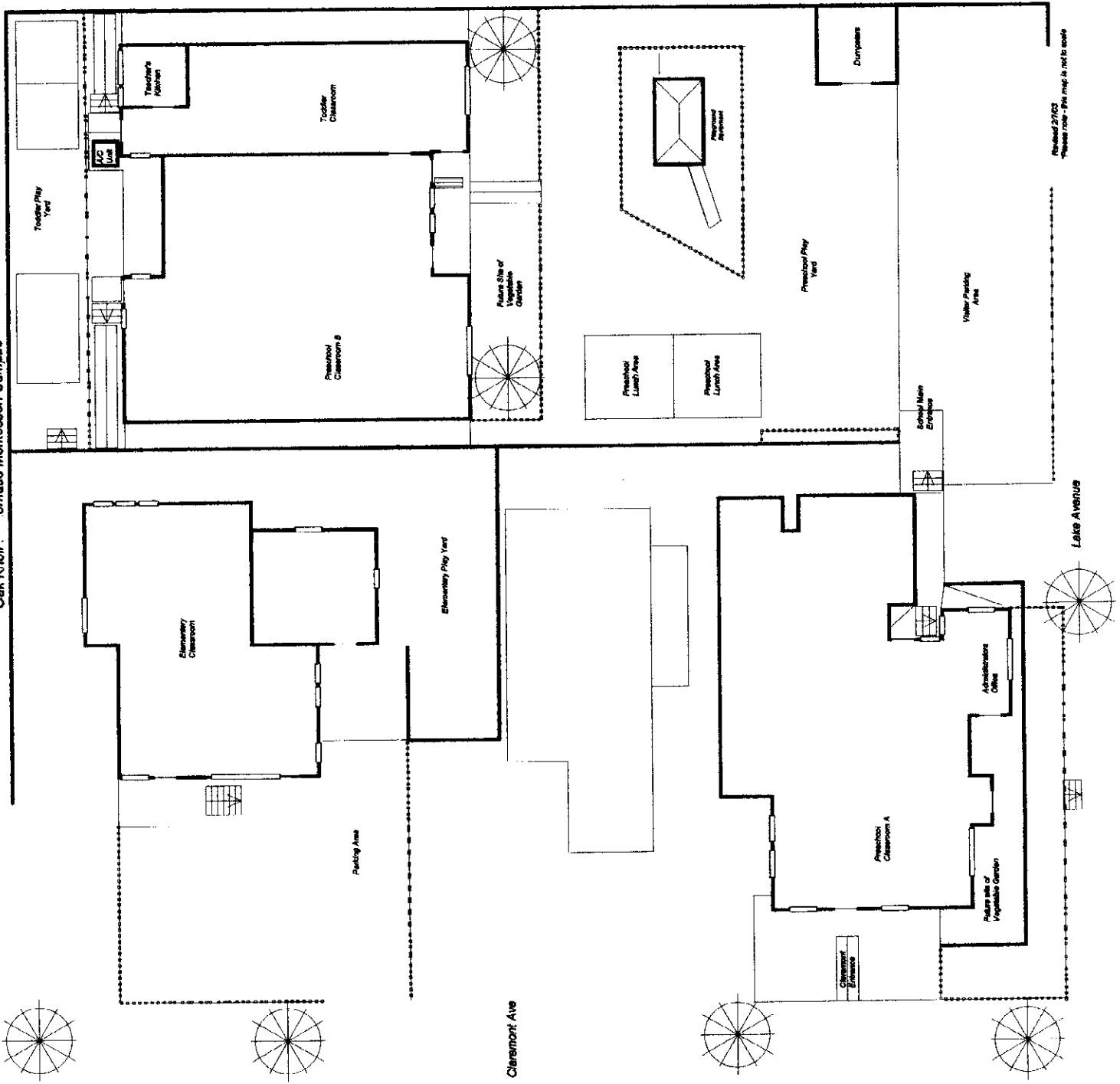
New site possibility: North Fair Oaks  
Elementary/Middle School, Farm School

Toddler teacher training

Auction Update:  
\$6000 in procurements  
Pasadena Presbyterian Church venue  
Catering possibilities  
Theme  
Poster/promo stuff  
Business donations

Grant update  
5 proposals submitted or prepared

Oak Knoll Montessori Campus



Clansmont Ave

Lake Avenue

Revised 2/03  
Please note this map is not to scale

OAK KNOLL KINDERHAUS MONTESSORI  
DEBT SCHEDULE - 2002

	DUE DATE	10/02 BALANCE	OCT PYMTS	11/02 BALANCE	NOV PYMTS	12/02 BALANCE	DEC PYMTS
<b>FIXED:</b>							
Mark Estephanian	1st	5,250.00	(5,250.00)	4,085.00	(4,085.00)	4,085.00	(4,085.00)
Pasadena Development Corp	1st	17,357.84	(506.91)	16,966.65	(506.91)	16,572.85	-
Pacific Bell Directory	10th	273.93	-	(47.07)	-	(47.07)	-
Clarke Directory	1st	250.00	-	250.00	(50.00)	205.00	-
Cananwill	9th	1,187.93	(248.11)	957.19	(248.11)	957.19	(248.11)
		<b>24,319.70</b>	<b>(6,005.02)</b>	<b>22,211.77</b>	<b>(4,890.02)</b>	<b>21,772.97</b>	<b>(4,333.11)</b>
<b>VARIABLE:</b>							
American Express	23rd	175.03	(101.84)	73.19	(73.19)	-	-
Allegiance Telecom	8th	132.86	(67.59)	133.10	-	105.40	(65.27)
Capital One	16th	16,509.79	(1,000.00)	17,319.55	(1,000.00)	17,058.38	-
Casual Labor - Teachers	-	-	(52.50)	-	(112.00)	-	(274.25)
Cingular Wireless	5th	72.86	(36.21)	37.22	-	37.22	-
City of Pasadena - 237392 6	10th	629.85	-	629.85	(629.85)	199.87	-
City of Pasadena - 239554 9	10th	307.35	-	307.35	(307.35)	130.69	-
City of Pasadena - 239555 6	10th	38.99	-	38.99	(38.99)	61.44	-
Classroom Supplies	-	-	(301.38)	-	-	-	-
Danone Water	1st	100.00	(100.00)	-	-	-	-
Gas Company - 091 918 9752 0	12th	(100.10)	-	(77.94)	-	(29.03)	-
Gas Company - 098 218 9731 2	12th	23.32	(23.32)	-	-	34.99	(34.99)
Kaiser Permanente	25th	3,429.90	-	571.65	-	571.65	-
Ledger Plus	1st	32.00	-	261.00	-	261.00	-
Ledger Plus	1st	230.00	-	300.00	-	300.00	-
MCI	18th	88.33	-	-	-	-	-
Miscellaneous Expenses	-	-	(590.00)	-	-	-	-
L.A. Family Magazine	5th	573.54	-	-	-	-	-
Waste & Recycling	10th	115.00	(55.00)	55.00	-	55.00	-
Peter Dimopoulos	-	-	(50.00)	-	-	-	-
Platinum Plus	9th	3,815.92	-	4,108.14	(500.00)	3,694.73	(500.00)
Royal Plumbing	-	-	-	-	-	-	-
Payroll	30th	12,440.88	(12,440.88)	11,738.38	(11,738.38)	11,756.32	(11,756.32)
Payroll Taxes	15th	3,587.43	(3,587.43)	3,276.07	(3,276.07)	3,064.98	(3,064.98)
Tuition Refunds	-	-	(237.50)	-	-	-	-
		<b>42,202.95</b>	<b>(18,643.65)</b>	<b>38,771.55</b>	<b>(17,675.83)</b>	<b>37,302.64</b>	<b>(15,695.81)</b>
<b>Totals</b>							
		<b>66,522.65</b>	<b>(24,648.67)</b>	<b>60,983.32</b>	<b>(22,565.85)</b>	<b>59,075.61</b>	<b>(20,028.92)</b>

2/23/03 #5

02/23/03

OAK KNOLL KINDERHAUS MONTESSORI  
Balance Sheet  
As of December 31, 2002

	<u>Dec 31, '02</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Petty Cash	100.00
1020 · Cash In Bank - Citizens	-10,237.03
<b>Total Checking/Savings</b>	-10,137.03
<b>Other Current Assets</b>	
1300 · Employee Advances	-500.00
1450 · Payroll Clearing	251.13
<b>Total Other Current Assets</b>	-248.87
<b>Total Current Assets</b>	-10,385.90
<b>Fixed Assets</b>	
1610 · Furniture and Fixtures	661.74
1530 · Machinery and Equipment	18,754.44
1540 · Leasehold Improvements	32,078.49
1610 · Accum Deprec - F & F	-6,682.00
<b>Total Fixed Assets</b>	44,812.67
<b>Other Assets</b>	
1950 · Organization Costs	7,227.00
1960 · Accumulated Amortization	-1,686.30
<b>Total Other Assets</b>	5,540.70
<b>TOTAL ASSETS</b>	<u><u>39,967.47</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2005 · Credit card payable	5,247.80
<b>Total Credit Cards</b>	5,247.80
<b>Other Current Liabilities</b>	
2060 · Note Payable - Fleet	374.95
2070 · Note Payable - Pas Dev Corp	3,184.98
2160 · Payroll Withholdings - FICA	206.45
2170 · Payroll Withholdings - FWT	782.93
2180 · Payroll Withholdings - SWT	-141.33
2190 · Payroll Withholdings - SDI	153.79
2200 · Payroll Tax Payable - FICA	-6,262.74
2210 · Payroll Tax Payable - FUTA	-246.77
2220 · Payroll Tax Payable - SUI	-1,218.20
2230 · Payroll Tax Payable - ETT	-54.77
2250 · Accrued Payroll	25,000.00
<b>Total Other Current Liabilities</b>	21,779.29
<b>Total Current Liabilities</b>	27,027.09
<b>Long Term Liabilities</b>	
2560 · L/T Note Payable - Fleet	-0.41
2570 · L/T Note Payable - Pas Dev Corp	13,773.90
2710 · Note Payable - Officers	23,854.00
<b>Total Long Term Liabilities</b>	37,627.49
<b>Total Liabilities</b>	64,654.58
<b>Equity</b>	
3010 · Beginning Fund Balance	-10,385.00
3900 · Retained Earnings	-28,170.06
Net Income	13,867.95
<b>Total Equity</b>	-24,687.11
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>39,967.47</u></u>

2/23/03 #6

**OAK KNOLL KINDERHAUS MONTESSORI**  
**Balance Sheet**  
 As of January 31, 2003

02/23/03

	<u>Jan 31, '03</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Petty Cash	100.00
1020 · Cash in Bank - Citizens	<u>-12,844.43</u>
<b>Total Checking/Savings</b>	-12,744.43
<b>Other Current Assets</b>	
1300 · Employee Advances	-500.00
1450 · Payroll Clearing	<u>251.13</u>
<b>Total Other Current Assets</b>	-248.87
<b>Total Current Assets</b>	-12,993.30
<b>Fixed Assets</b>	
1510 · Furniture and Fixtures	661.74
1530 · Machinery and Equipment	18,754.44
1540 · Leasehold Improvements	32,078.49
1610 · Accum Deprec - F & F	<u>-6,682.00</u>
<b>Total Fixed Assets</b>	44,812.67
<b>Other Assets</b>	
1950 · Organization Costs	7,227.00
1960 · Accumulated Amortization	<u>-1,686.30</u>
<b>Total Other Assets</b>	5,540.70
<b>TOTAL ASSETS</b>	<u><u>37,360.07</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2005 · Credit card payable	3,747.80
<b>Total Credit Cards</b>	3,747.80
<b>Other Current Liabilities</b>	
2060 · Note Payable - Fleet	374.95
2070 · Note Payable - Pas Dev Corp	2,788.56
2160 · Payroll Withholdings - FICA	297.35
2170 · Payroll Withholdings - FWT	924.14
2180 · Payroll Withholdings - SWT	-110.98
2190 · Payroll Withholdings - SDI	164.50
2200 · Payroll Tax Payable - FICA	-7,302.21
2210 · Payroll Tax Payable - FUTA	-279.47
2220 · Payroll Tax Payable - SUI	-1,357.19
2230 · Payroll Tax Payable - ETT	-58.86
2250 · Accrued Payroll	<u>25,000.00</u>
<b>Total Other Current Liabilities</b>	20,440.79
<b>Total Current Liabilities</b>	24,188.59
<b>Long Term Liabilities</b>	
2560 · L/T Note Payable - Fleet	-0.41
2570 · L/T Note Payable - Pas Dev Corp	13,773.90
2710 · Note Payable - Officers	<u>23,854.00</u>
<b>Total Long Term Liabilities</b>	37,627.49
<b>Total Liabilities</b>	61,816.08
<b>Equity</b>	
3010 · Beginning Fund Balance	-10,385.00
3900 · Retained Earnings	-14,302.11
Net Income	<u>231.10</u>
<b>Total Equity</b>	-24,456.01
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>37,360.07</u></u>

2/23/03

#7

02/23/03

**OAK KNOLL KINDERHAUS MONTESSORI**  
**Profit and Loss**  
 January through December 2002

	Jan - Dec '02
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Income - Tuition	207,785.72
4020 · Income - Grants	276.00
4030 · Income - Donations	4,519.00
4040 · Income - Fundraising	
4042 · Nite on the Town	700.00
4043 · Rummage Sales	900.47
4044 · Silent Auction	2,378.00
4040 · Income - Fundraising - Other	5,165.25
<b>Total 4040 · Income - Fundraising</b>	<b>9,143.72</b>
4060 · Income - Misc fees	
4061 · Application Fees	4,000.00
4062 · Parent Hours	80.00
4063 · Pizza Day	142.00
4064 · Supplies Fee	3,250.00
4065 · T-Shirt Sales	90.00
4060 · Income - Misc fees - Other	1,144.90
<b>Total 4060 · Income - Misc fees</b>	<b>8,706.90</b>
<b>Total Income</b>	<b>230,431.34</b>
<b>Expense</b>	
6000 · Program Services	
6010 · Wages - Program Services	315.00
6020 · Wages - Teachers	96,289.71
6050 · Auction Expenses	1,795.24
6060 · Classroom Supplies	2,460.38
<b>Total 6000 · Program Services</b>	<b>100,860.33</b>
7020 · Office Salaries	19,211.26
7060 · Advertising	4,483.00
7100 · Bank Charges	681.90
7170 · Dues and Subscriptions	12.00
7180 · Employment Benefits	15,303.33
7200 · Insurance - General	2,534.30
7210 · Insurance - Workers' Comp	4,199.20
7230 · Legal and Accounting	1,725.00
7235 · Meetings & Conferences	10.00
7240 · Office Expense	1,153.34
7250 · Office Supplies	88.24
7270 · Payroll Taxes	3,276.07
7280 · Penalties and Fines	125.95
7320 · Rent	49,670.00
7340 · Repairs and Maintenance	2,286.17
7345 · Storage	100.00
7350 · Taxes and Licenses	300.00
7360 · Telephone	1,627.15
7380 · Utilities	3,829.20
9999 · Suspense	4,421.86
<b>Total Expense</b>	<b>215,898.30</b>
<b>Net Ordinary Income</b>	<b>14,533.04</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
8040 · Other Income	592.51
<b>Total Other Income</b>	<b>592.51</b>
<b>Other Expense</b>	
8050 · Interest Expense	1,257.60
<b>Total Other Expense</b>	<b>1,257.60</b>
<b>Net Other Income</b>	<b>-665.09</b>

OAK KNOLL KINDERHAUS MONTESSORI  
Profit and Loss  
January through December 2002

02/23/03

	<u>Jan - Dec '02</u>
Net Income	<u>13,867.95</u>

2/23/03 \$8

02/23/03

OAK KNOLL KINDERHAUS MONTESSORI  
Profit and Loss  
January 2003

	<u>Jan '03</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Income - Tuition	22,559.50
4030 · Income - Donations	57.00
4060 · Income - Misc fees	
4061 · Application Fees	400.00
4063 · Pizza Day	20.00
4064 · Supplies Fee	360.00
<b>Total 4060 · Income - Misc fees</b>	<u>780.00</u>
<b>Total Income</b>	23,396.50
<b>Expense</b>	
6000 · Program Services	
6020 · Wages - Teachers	11,548.25
6050 · Auction Expenses	100.00
6060 · Classroom Supplies	401.00
<b>Total 6000 · Program Services</b>	<u>12,049.25</u>
7020 · Office Salaries	3,152.25
7030 · Other Salaries and Wages	217.50
7060 · Advertising	423.50
7180 · Employment Benefits	1,309.25
7200 · Insurance - General	248.11
7210 · Insurance - Workers' Comp	438.00
7270 · Payroll Taxes	233.23
7320 · Rent	4,085.00
7345 · Storage	50.00
7350 · Taxes and Licenses	200.00
7360 · Telephone	114.00
7380 · Utilities	534.82
<b>Total Expense</b>	<u>23,054.91</u>
<b>Net Ordinary Income</b>	341.59
<b>Other Income/Expense</b>	
Other Expense	
8050 · Interest Expense	110.49
<b>Total Other Expense</b>	<u>110.49</u>
<b>Net Other Income</b>	<u>-110.49</u>
<b>Net Income</b>	<u><u>231.10</u></u>