

OAK KNOLL KINDERHAUS MONTESSORI
1200 Lake Avenue, Pasadena, CA 91104
BOARD MEETING: May 15, 2003

Members Present: Claudia Alvarez, John 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 6:40 PM.

EXECUTIVE DIRECTOR'S REPORT (Elisabeth Dimopoulos)

The 2003 Silent Auction raised approximately \$12,000. The raffle raised approximately \$1000. We do not have a headcount of attendees. John Barrone suggested the school write Thank You cards to attendees, informing them of how much was raised. He suggested the students become involved in writing the cards.

The Board also discussed how Auction volunteers would be thanked for their hard work. It was agreed that they should be invited to a post-Auction dinner on behalf of the Board.

PRESIDENT'S REPORT (Dorothy Chambless)

Dorothy Chambless motioned that the Board review our current Orientation Packet and make changes, as needed. She suggested that we do this before we invite new members to join. Martin Regalado suggested that the Board needs to know the roles & responsibilities of Board members, staff, and teachers before we work on inviting new members to join. Dorothy responded by stating that she is working on updating the Teacher's Handbook, which should be ready to present to the Board by the end of June. Dorothy is also working on job descriptions for all staff members and teachers.

Dorothy also motioned that the Board should meet on a quarterly basis. She suggested that the Board should break into committees. These committees would meet as often as necessary to achieve their goals. Updates will be presented to the Board at quarterly meetings. Discussion followed and it was decided that the Board meetings would take place bimonthly.

Dorothy also motioned that the Board break from day-to-day operations. First, the roles & responsibilities of the administrative staff needs to be defined. A handbook should be generated to define those roles & responsibilities for Dorothy, Elisabeth, and Maryrose. Martin questioned who would be responsible for making reports to the Board and who is charge of the staff? Dorothy responded that she is in charge of day-to-day staff issues. Martin suggested that an organization chart be established to make it clear.

Dorothy's last motion was to hire Lourdes Mendoza-Witty as the school's new tax preparer. Her engagement letter is attached (attachment #1).

ACTION ITEMS:

- Elisabeth will speak to other non-profit organizations to learn their procedures for inviting new members. She will also check with Montessori in Redlands and “The Whole School Montessori Handbook” (?), which are tailored towards schools, not just non-profits in general.
- Dorothy to work on updating the Teacher’s Handbook. It will be ready to present to the Board at the next Board meeting.
- Dorothy to generate a Handbook defining job descriptions and roles & responsibilities of administrative staff.

TREASURER’S REPORT (Claudia Alvarez)

Claudia will file an extension for the 2002 tax return.

NEXT MEETING:

To be discussed via e-mail.

Meeting Adjourned at 8:00 PM

Respectfully submitted by Maryrose Regalado.

Approved

Lourdes D. Mendoza - Witty

Bookkeeping & Tax Services

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MEMORANDUM

TO: Oak Knoll Kinderhaus Montessori School
Attention: Dorothy and Maryrose

FROM: Lourdes D. Mendoza - Witty

DATE: May 6, 2003

SUBJECT: Professional Bookkeeping and Tax Services

Dear Dorothy & Maryrose:

Thank you for inviting me to your office to discuss your various needs with regards to bookkeeping and other administrative aspects of your business. I highly recommend that all plans or suggestions must be communicated to the board before any action be taken including engaging my services.

This memorandum will contain the various fees that I may charge based on the following services that you currently need:

Preparation of 2002 Corporate Tax Returns	\$255.00 (includes computer tax)
Preparation of Quarterly Payroll Tax Returns	\$ 75.00
Preparation of Annual Payroll Tax Returns (W2's and 1099's)	\$150.00

Routine services such as reviewing the corporate accounting done by your personnel and making the necessary adjustments to close the year-end in preparation of the corporate tax returns and other accounting services as needed will be billed at my standard rate of \$40.00/hour.

I can also offer to you my services on a monthly retainer of \$250 which will cover all the above services only, and only for services rendered to the corporation. All other services rendered would continue to be separately billed at my standard hourly rate.

Please acknowledge your understanding of this engagement agreement by signing and dating where indicated below, and returning it to me at your earliest convenience. Kindly state how you want my services paid, by project or on a monthly retainer basis. Thank you for the opportunity to be of service to you.

Best regards,

Lourdes

AGREED & ACKNOWLEDGED BY: _____ **DATE:** _____

_____ **DATE:** _____