

OAK KNOLL KINDERHAUS BOARD MEETING MINUTES -- PUBLIC

2-1-06

Attendance: John Barrone, Dorothy Chambless, Jonna Dennis, Peter Dimoupolos, Hannah Holland, Gwen Hourihan, Nina Powell, Lisa Vigil Ruelas, Alana Steele, Standrea Williams.

In attendance for Staff: Sarah Prunier Law

- I. CALL TO ORDER
- II. FINANCES: 3 reports distributed – teacher/staff projections; Feb 06 Projections; 06-07 Year Projections. Last year we raised tuition 10%. Some felt that was too much. Mention of looking at raising it a specified amount, ie, \$20. We are very close to breakeven with a short fall of \$10K each month including monthly debt/loan payments. We use the Escript/small fundraisers as income only, not in our projections. Treasurer suggests that from the Auction money proceeds this year we send \$5K to the IRS.
TEACHER/STAFF: Projections include 3% raise, [REDACTED].
ACTION: Alana still to receive copies of contracts to look over (Done).
ACTION: vacation and sick days need to be tracked. There are sheets in the office. As of next pay period, time sheets should be distributed and used. Memo to staff and discussion at next staff meeting re: time sheets. Start now with full affect in summer.
ACTION: Jonna to write Elisabeth re: money to credit [REDACTED] for mistake on last paycheck.
- III. EXECUTIVE DIRECTOR REPORT
V.P. distributed the Exec Dir's written report. Discussed new potential teacher to fill Primary 3, Yolande Treuscorff. Board asked to meet her as she's done her second rounds of interviews with E.D. and staff (set up for Coffee Klatch on 2/10).
- IV. BOARD UNITY -- tabled
- V. HOW TO SET-UP COMMITTEES – tabled
- VI. UPDATE ON PRIMARY 2 & 3 REPLACEMENTS: Kay Lubach has started in Maggie's (Primary 2) classroom. Interviews with Yolande Treuscorff for Primary 3.
ACTION: Elisabeth to ask Beth for an interview. (Done. Her asking salary is out of our range.)
- VII. E.D. SEARCH:
ACTION: Hannah to send Exec Dir Position to Alana for website. Add to website that we accept teacher applications all the time. (Done.)
ACTION: Elisabeth was to submit an edited version for ads charging per word.
ACTION: Dorothy to give info on salary range for E.D. to Alana by end of Feb to determine where we fall in that range (what we are asking for in experience vs. salary range). (Done.)
- VIII. SILENT AUCTION: Lisa Ruelas – we are close to \$4000 due to Nina and Lisa's efforts with half previous donors and half new. We have the site (Neighborhood Church), the theme (Mexican), the wine. The caterer is being decided upon. Elisabeth has spoken with a parent who is a caterer. Also suggested Wahoo's Fish Tacos or Pueblo's Tacos. Next auction meeting is Mon, 2/22.
ACTION: Alana and Gwen to check their contacts regarding a margarita machine (John spoke with Dolphin Rents about one).
ACTION: We still need a coordinator (since the meeting we have a coordinator). (Done.)
ACTION: Elisabeth to talk with staff re: Class Projects and report at next meeting.
- IX. EMERGENCY KITS: Jonna to get 2 items for first aid kits; John to get rope; Gwen to get tarps.
- X. NEXT FUNDRAISING DINNER (not discussed)
- XI. OLD BUSINESS
- XII. NEW BUSINESS:
 - a. Orange Grove site – there was no janitorial service during the month of January.
ACTION: Elisabeth to get information from teachers at site and write a letter asking for compensation or reimbursement.
 - b. SUMMER SCHOOL: much discussion on the program and its effectiveness or ineffectiveness in the past. We are not able to have a year-round Montessori program yet. Advertised as in past as an Enrichment Camp. Board would like to have the field trip dates set well in advance and adhered to.
ACTION: Dorothy working on 2006 Summer Camp program. (Working.)
 - c. Jonna will send out revised parent survey in March.
ACTION: Dorothy and Jonna to revise the last survey for this new one.
 - d. NEWSLETTER: Teachers need to understand how important their articles are to the community.
ACTION: Jonna volunteered to attend next staff meeting to speak on this point (2/16 at 3pm). For deadline 2/25. Someone from board to then call teachers on 10th of each month to ask for articles – for deadline day of staff meeting (no volunteers yet).
 - e. February Parent Educational on Elementary Program: Sarah to redo flyer.
ACTION: All board members to distribute around Pasadena.
- XIII. NEXT MEETING: March 1. (For April meeting John will be out of town.)

Peter D

From: Elisabeth Dimopoulos [emommy3@sbcglobal.net]
Sent: Wednesday, February 01, 2006 5:05 PM
To: Peter Dimopoulos
Subject: report

Enrollment has picked up--there were 26 tours given in January, including 2 for our elementary class. There were 5 new enrollees, bringing the total to:

Dorothy's class--19 + 1 starting in March
Maggie/Kaye's class--14
Lisa's--20
Seadra--11 (still have part timers)
Elementary--9

Bringing us to a total of 73 students now, 74 as of March 1.

Our monthly income is now \$32,754

We have \$25,000 in the bank.

We have a local applicant for primary position, Yolande--~~AMI~~ trained.

AMS (GH)

Pasadena Tournament of Roses grant went in--Rachel and I spent a lot of time researching, and it will make subsequent grants much quicker. Pasadena Community Foundation is due next, and we have Starbucks and Parsons pending. Payles s turned us down. We got the PUSD funds, so we have about \$2,000 that can be spent on teacher enrichment--conferences and such.

I think that's it.
Elisabeth

*Elisabeth C. Dimopoulos
Executive Director and co-founder
Oak Knoll Kinderhaus*

02/06 Financial

	Monthly	10 month	Summer	Year	
Payroll	\$ 30,300.00	\$ 304,000.00	\$ 32,000.00	\$ 336,000.00	
Workers Comp (7 pmnts - 6 mo.)	\$ 1,100.00	\$ 11,000.00	\$ -	\$ 11,000.00	
Medical/Dental Benefits	\$ 1,800.00	\$ 18,000.00	\$ 3,000.00	\$ 21,000.00	
Property/Liability Insurance	\$ 480.00	\$ 4,800.00	\$ 960.00	\$ 5,000.00	
Rent	\$ 4,333.00	\$ 43,330.00	\$ 8,666.00	\$ 51,996.00	
Orange Grove	\$ 3,595.00	\$ 35,950.00	10 mo.	\$ 35,950.00	
Lake	\$ 200.00	\$ 2,000.00	\$ 400.00	\$ 5,500.00	
Utilities	\$ 175.00	\$ 1,750.00	\$ 350.00	\$ 2,500.00	
Telephone	\$ 500.00	\$ 5,000.00	\$ 1,000.00	\$ 6,000.00	
IRS back payroll	\$ 100.00	\$ 1,000.00	\$ 200.00	\$ 1,200.00	
Maintenance					
Loans	\$ 516.00	\$ 5,160.00	\$ 1,032.00	\$ 6,192.00	
PD	\$ 545.00	\$ 5,450.00	\$ 1,090.00	\$ 6,540.00	
PDD	\$ 275.00	\$ 3,000.00	\$ 600.00	\$ 3,600.00	cash in bank 2/1/06
Supplies			10 mo.	\$ 800.00	AR - 2/1/06
Annual Fees/Licenses	\$ 325.00	\$ 3,250.00	10 mo.	\$ 3,250.00	cash on hand
Advertising	\$ 25.00	\$ 250.00	\$ 50.00	\$ 2,400.00	
Office Supplies	\$ 20.00	\$ 200.00	\$ 40.00	\$ 240.00	shortfall per mo
Postage & Delivery	\$ -	\$ 500.00		\$ 500.00	
t-shirts					\$ 10,227.00
TOTAL EXPENSES	\$ 44,289.00	\$ 444,640.00	\$ 49,388.00	\$ 499,668.00	
With Contingency @ 5%	\$ 2,214.45	\$ 22,232.00	\$ 2,469.40	\$ 24,983.40	
	\$ 46,503.45	\$ 466,872.00	\$ 51,857.40	\$ 524,651.40	
INCOME					
Toddler	\$ 6,112.00	\$ 85,136.00			
Elementary	\$ 2,930.00	\$ 41,560.00	Operating costs for Feb	\$ 44,250.00	
Primary 1	\$ 8,454.00	\$ 120,698.00	Balance after bills	\$ 8,969.00	
Primary 2	\$ 7,172.00	\$ 89,125.00			
Primary 3	\$ 9,394.00	\$ 111,325.00	We have funds to operate through March 31.(into April depending on reenrollment/materials fees for 06/07)		
	\$ 34,062.00	\$ 447,844.00			

(06.07 Projection (

	Monthly	10 month	Summer	Year
Payroll	\$ 31,350.00	\$ 313,500.00	\$ 36,000.00	\$ 349,500.00
Workers Comp (7 prints - 6 mo.)	\$ 1,300.00	\$ 13,000.00	\$ -	\$ 11,000.00
Medical/Dental Benefits	\$ 2,100.00	\$ 21,000.00	\$ 3,000.00	\$ 24,000.00
Property/Liability Insurance	\$ 520.00	\$ 5,200.00	\$ 1,040.00	\$ 5,000.00
Rent	\$ 4,766.00	\$ 47,660.00	\$ 8,666.00	\$ 56,326.00
Lake	\$ 3,950.00	\$ 39,500.00	10 mo.	\$ 35,950.00
Orange Grove	\$ 225.00	\$ 2,250.00	\$ 450.00	\$ 5,500.00
Lake	\$ 175.00	\$ 1,750.00	\$ 350.00	\$ 2,500.00
Telephone	\$ 500.00	\$ 5,000.00	\$ 1,000.00	\$ 6,000.00
IRS back payroll	\$ 125.00	\$ 1,000.00	\$ 200.00	\$ 1,200.00
Maintenance	\$ 300.00	\$ 3,000.00	\$ 600.00	\$ 3,600.00
Janitorial	\$ 516.00	\$ 5,160.00	\$ 1,032.00	\$ 6,192.00
Loans	\$ 545.00	\$ 5,450.00	\$ 1,090.00	\$ 6,540.00
PD	\$ 275.00	\$ 3,000.00	\$ 600.00	\$ 3,600.00
PDD	\$ 80.00	\$ 800.00	10 mo.	\$ 800.00
Supplies	\$ 325.00	\$ 3,250.00	10 mo.	\$ 3,250.00
Annual Fees/Licenses	\$ 25.00	\$ 250.00	\$ 50.00	\$ 2,400.00
Advertising	\$ 20.00	\$ 200.00	\$ 40.00	\$ 240.00
Office Supplies	\$ 50.00	\$ 500.00	10 mo.	\$ 500.00
Postage & Delivery				
t-shirts				
TOTAL EXPENSES	\$ 47,147.00	\$ 471,470.00	\$ 54,118.00	\$ 524,098.00
With Contingency @ 5%	\$ 2,357.35	\$ 23,573.50	\$ 2,705.90	\$ 26,204.90
	\$ 49,504.35	\$ 495,043.50	\$ 56,823.90	\$ 550,302.90
INCOME	with enrollment as of today no tuition changes			
Toddler	\$ 6,112.00	\$ 85,136.00		
Elementary	\$ 2,930.00	\$ 41,560.00		
Primary 1	\$ 8,454.00	\$ 120,698.00		
Primary 2	\$ 7,172.00	\$ 89,125.00		
Primary 3	\$ 9,394.00	\$ 111,325.00		
	\$ 34,062.00	\$ 447,844.00		