



Oak Knoll Kinderhaus Montessori School
1200 North Lake Avenue ❖ Pasadena, CA 91104 ❖ (626) 345-0595
www.oakknollkinderhaus.com

Board of Directors

board@oakknollkinderhaus.com

June 8, 2006 Board Meeting, MINUTES

Location: Post Alarm, 610 N. Santa Anita Blvd. (just south of the 210 freeway)

**Attendance: Board members: Alana Steele, President; Hannah Holland, Vice President; Standrea Williams (late), Treasurer; Gwen Hourihan (late), Acting Secretary; Dorothy Chambless; John Chambless; Jonna Dennis; Peter Dimopoulos; Nina Powell; Lisa Vigil Ruelas.
Staff: Aliete Guerrero. Seadra Cronk, Teacher;
Community: Kerry Hecht, Will Pringle.**

CALL TO ORDER

The regular meeting of the Board of Directors was called to order June 8, at 6:00pm by the president. The secretary had resigned on June 7, 2006 and was not present. Nina took notes until Gwen arrived.

SECRETARY'S REPORT

The second order of business, Approval of Minutes from May 8, 2006 Meeting was tabled.

HEAD OF SCHOOL RESOLUTION

John *moved* to discuss the fourth order of business, Unfinished Business: Head of School (Executive Session). Peter *seconded*. The *motion was passed*. Hannah presented the Resolution to Name Acting Head of School, Aliete Guerrero, effective June 22, 2006. There was a discussion on whether the board needed to move into Executive Session. Seadra stated she was concerned an ad hoc committee would take over 90% of the Head of School's duties. Hannah asked where she learned such information, but Seadra did not respond. The board did not move into executive session. John C made an *amendment* to the Resolution to take out "qualified" before candidate. *Seconded. Passed*. Dorothy made an *amendment* to the Resolution to add "for the school year 2006-2007." *Seconded. Passed*. There was discussion regarding continuing or stopping job search. (Gwen arrived and took over taking the minutes.) **Jan Thorslund from Northwest Montessori will come to Pasadena to train Aliete with Elisabeth. The Resolution as Amended was passed.**

SECRETARY'S REPORT

Approval of Minutes from the May 8 Annual Board Meeting were corrected regarding the dog bite policy, "Ivan stated the animal policy in the Parent Handbook was clear.

NOTE: There is not an animal policy in the Handbook.”; strike Bill Meurer accepting nomination as president as he was not a qualified candidate; and strike the section on the Executive Session. The minutes were approved as corrected.

TREASURER'S REPORT

Because the treasurer had not arrived, Jonna gave the report and handed out the balance sheet and profit/loss statement dated June 8, and the summer expenses and income. Gwen asked if the \$5000 from the auction that the board voted on to spend on classroom materials had indeed been spent on new materials. Jonna indicated that no auction money remained and that Oak Knoll's account is now overdrawn. The Executive Director has not informed the board the amount already spent, but some new materials had been ordered and received. There was a discussion regarding which credit card was used for the purchases; Dorothy thought that the Executive Director's card was used as she said the Oak Knoll credit card was cancelled. The board did not know that. Summer Expenses and Income show a shortfall of approximately \$3,000 with no contingency, not taking into account any increases for staff salaries. There is still room for students who are currently enrolled or will be enrolled for the fall. Aliete feels from her experience we may get at least a few more at the last minute.

**Discussion to put banner back up at Lake campus regarding "Now Enrolling."
Aliete will call families who expressed interest but have not signed up yet.**

Treasurer's Report filed.

PRESIDENT'S REPORT

Alana asked all committees to set their (next) meeting within the next two weeks.
Alana: Accreditation has already met twice; Dorothy/John: Long Term; Dorothy: Short Term – wait; Peter: Site Selection (John Barrone was the chair, need new chair); Gwen: Marketing. Board members are now chairing to get committees going. Committees should keep minutes and be kept in Minutes Binder. President report filed.

AUCTION REPORT

Lisa sent by email. Peter asked if we knew how many actually attended. **It was suggested to give teachers paper comp tickets next year in order to get an accurate count of attendees. Peter requested a letter to the board from Lisa reporting on the \$3000 travel voucher: who won and what travel company was it issued through.** Lisa asked if email would be sufficient. Peter agreed. Auction report filed.

EXECUTIVE DIRECT REPORT

The Executive Director was not in attendance. No report received or filed. Aliete, Director of Education and future Acting Head of School, gave a report that approximately 15 tours were given in May with enrollment of an estimated 4. She keeps track at the office and will have the information for next meeting. Asked if she knows how prospective families heard about Oak Knoll. Resoundingly Aliete hears through the website. **There was discussion regarding adding the application forms on the website. Corrina is in process of combining the forms into one page for admission. Dorothy would like to rewrite the Montessori information on the website.**

NEW BUSINESS

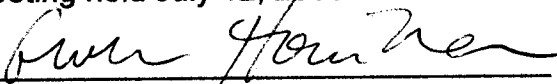
Nina made a *motion* to set up an Advisory Committee to the board. *Seconded*. Discussion regarding the set up of an A.C. would allow ex officio board members to act as advisors for a time without voting to help stability of board. There was discussion on a term limit for advisory members. Lisa *amended motion* to include committee members should have a term limit of two years. *Seconded*. Discussion on the members that are being asked to step down from board would be on the Advisory Committee to advise and participate in discussion at board meetings. John thought the term limit should be much shorter per the staff's request; thought they should be on advisory committee until school finances are in order. Standrea felt a decision wasn't clear at the staff/board meeting on June 7. Alana said we need to make a decision tonight. Aliete brought up a contract she has from the staff that they are requesting the board sign tonight. Hannah asked for the discussion on the Advisory Committee to be *tabled*. *Seconded. Unanimously passed.*

Aliete presented board with the contract from the staff to the board. There was a discussion on clarification from staff on number 1 and 2 regarding board members attending all educationals, etc, and taking concerns regarding school to the board, respectively. There was discussion regarding the conflict of #2's request with the Handbook and with the Common Sense Guidelines. Alana stated that board members must adhere to all policies of the school including communications and grievances. There was a *motion* to form a committee with teachers, staff and board to discuss the concerns. It was discussed that Aliete could go to the staff and say we are signing because we agree in substance to the Handbook and Communications Guidelines. A *motion* was made to agree substantively to the intent of the entire contract from the teachers and that the board will abide by the Parent and Staff Handbook and the Common Sense Guidelines. *Seconded*. Discussion regarding signing the contract now and writing in "to be revised" on numbers 1 and 2. Alana asked Aliete to go to the teachers/staff to clarify that the board is understanding what they are asking for. Peter asked for board to sign the contract circling number 2, "to be revised." *Amendment to Motion*: circle #2 to be revised by next board meeting, sign and give to staff now. *Seconded*. Discussion regarding number 1. The board members that are parents should be asked to go to at least 60% of all staff related events. *Amendment to Motion*: to circle numbers 1 and 2, "to be revised." *Seconded. Move to end discussion. Seconded. Unanimously passed.*

Move to adjourn the meeting. Seconded. Unanimously passed.

Meeting was adjourned at 8:30pm.

These minutes were approved as amended by the Board of Directors at its regular meeting held July 12, 2006.


Gwen Hourihan, Acting Secretary

Attachments: Resolution to Name Acting Head of School; Balance Sheet June 8, 2006 (2 pages); Profit & Loss January 1 – June 8, 2006 (2 pages); Silent Auction 2005/2006 Comparison Income & Expense; Final Silent Auction Report to Board June 2006.

6/8-06 bond meeting

Summer Expenses and Income

Payroll	5 classrooms	\$ 36,300.00
Workers Comp (7 pmnts - 6 mo.)		\$ -
Medical/Dental Benefits		\$ 4,200.00
Property/Liability Insurance		\$ 962.50
Rent	Lake Orange Grove	\$ 8,666.00
	Lake	\$ 750.00
Utilities	Telephone	\$ 200.00
IRS back payroll		\$ 1,000.00
Janitorial		\$ 800.00
Loans	PD	\$ 1,032.00
	PDC	\$ 1,090.00
Supplies		\$ 500.00
Advertising		\$ 286.00
Office Supplies		\$ 50.00
Postage & Delivery		\$ 20.00
t-shirts		\$ -
TOTAL EXPENSES		\$ 55,856.50

INCOME			
Toddler	Session 1	Session 2	Total
Primary 1	\$ 6,043.50	\$ 5,806.50	\$ 11,850.00
Primary 2	\$ 11,189.00	\$ 10,367.00	\$ 21,556.00
	\$ 11,162.00	\$ 8,125.00	\$ 19,287.00
			\$ -
			\$ -
TOTAL	\$ 28,394.50	\$ 24,298.50	\$ 52,693.00
Summer Shortfall			\$ (3,163.50)

There is no contingency for anything going wrong or any overtime in this figure. Most likely the shortfall will be a minimum of \$200 - \$500 greater.

6/8/06

Oak Knoll Kinderhaus Montessori
Balance Sheet
As of June 8, 2006

	<u>Jun 8, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash in Bank - Citizens	-2,266.27
1000 - Petty Cash	293.87
1040 - First Regional	3,109.00
Total Checking/Savings	<u>1,136.60</u>
Accounts Receivable	
1200 - Accounts Receivable - Trade	-107.00
Total Accounts Receivable	<u>-107.00</u>
Other Current Assets	
1300 - Employee Advances	500.00
1450 - Payroll Clearing	37.46
Total Other Current Assets	<u>537.46</u>
Total Current Assets	1,567.06
Fixed Assets	
1510 - Furniture and Fixtures	2,035.28
1540 - Leasehold Improvements	32,155.38
1610 - Accum Deprec - F & F	-5,427.97
1630 - Accum Deprec - M & E	-3,101.38
1640 - Accum Deprec - L/H Improv	-4,135.47
Total Fixed Assets	<u>21,525.84</u>
Other Assets	
1960 - Accumulated Amortization	-2,890.80
Total Other Assets	<u>-2,890.80</u>
TOTAL ASSETS	<u><u>20,202.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 - Accounts Payable - Trade	624.25
Total Accounts Payable	<u>624.25</u>
Credit Cards	
2005 - Credit Card - Capital One	-1,500.00
Total Credit Cards	<u>-1,500.00</u>
Other Current Liabilities	
2060 - Note Payable - Fleet	-799.08
2070 - Note Payable - Pas Dev Corp	-4,114.79
2100 - Payroll Liabilities	17,105.63
2160 - Payroll Withholdings - FICA	3.00
2180 - Payroll Withholdings - SWT	-209.73

2:55 PM
06/13/06
Cash Basis

Oak Knoll Kinderhaus Montessori
Balance Sheet
As of June 8, 2006

	<u>Jun 8, 06</u>
2190 · Payroll Withholdings - SDI	-1.80
2200 · Payroll Tax Payable - FICA	-1,130.37
2210 · Payroll Tax Payable - FUTA	-329.06
2220 · Payroll Tax Payable - SUI	-502.38
2230 · Payroll Tax Payable - ETT	-14.78
2250 · Accrued Payroll	25,000.00
Total Other Current Liabilities	<u>35,006.64</u>
Total Current Liabilities	34,130.89
Long Term Liabilities	
2560 · L/T Note Payable - Fleet	-199.77
2570 · L/T Note Payable	-23,456.86
2571 · L/T Note Payable - Pasadena Dev	21,700.68
2710 · Note Payable - Officers	2,931.95
Total Long Term Liabilities	<u>976.00</u>
Total Liabilities	35,106.89
Equity	
3000 · Opening Bal Equity	-0.09
3010 · Beginning Fund Balance	-35,398.46
3900 · Retained Earnings	17,608.42
Net Income	2,885.34
Total Equity	<u>-14,904.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>20,202.10</u></u>

Oak Knoll Kinderhaus Montessori
Profit & Loss
January 1 through June 8, 2006

	<u>Jan 1 - Jun 8, 06</u>
Ordinary Income/Expense	
Income	
4010 · Income - Tuition	
4011 · Aftercare Tuition	17,453.89
4012 · Tuition Deposit	4,655.00
4010 · Income - Tuition - Other	<u>215,418.51</u>
Total 4010 · Income - Tuition	237,527.40
4030 · Income - Donations	
4031 · Cash	<u>24.00</u>
Total 4030 · Income - Donations	24.00
4040 · Income - Fundraising	
4041 · E-Scripp Sales	426.23
4042 · Restaurant Night	602.88
4044 · Silent Auction	18,901.96
4045 · Misc fundraising	329.55
4046 · Raffle Ticket Sales	3,242.00
4047 · food scripp	<u>-50.00</u>
Total 4040 · Income - Fundraising	23,452.62
4060 · Income - Misc fees	
4061 · Application Fees	2,562.01
4063 · Parent Hours	1,689.00
4064 · Pizza Day	3.00
4065 · Supplies Fee	1,621.50
4067 · Reenrollment fees	6,835.00
4068 · Returned Check NSF	50.00
4060 · Income - Misc fees - Other	<u>165.98</u>
Total 4060 · Income - Misc fees	12,926.49
4999 · Uncategorized Income	<u>23.03</u>
Total Income	273,953.54
Expense	
IRS installment agreement	1,500.00
void	0.00
6000 · Program Services	
6010 · Wages - Program Services	0.00
6020 · Wages - Teachers	12.75
6025 · Temporary Help - Teachers	317.63
6030 · P/R Taxes - Program Services	1,754.17
6050 · Auction Expenses	6,602.02
6060 · Classroom Supplies	1,611.83
6061 · Classroom Materials	531.38
6070 · Student Enrichment	34.00
6100 · Tuition Discount	<u>17,367.07</u>
Total 6000 · Program Services	28,230.85
6560 · Payroll Expenses	169,731.61

Oak Knoll Kinderhaus Montessori
Profit & Loss
January 1 through June 8, 2006

	<u>Jan 1 - Jun 8, 06</u>
7060 · Advertising	562.73
7100 · Bank Charges	
7101 · Credit card use fees	35.29
7100 · Bank Charges - Other	48.95
Total 7100 · Bank Charges	<u>84.24</u>
7180 · Employment Benefits	10,684.08
7190 · Entertainment and Meals	26.95
7200 · Insurance - General	2,233.50
7210 · Insurance - Workers' Comp	4,550.25
7240 · Office Expense	250.00
7250 · Office Supplies	91.46
7255 · General Supplies	124.61
7260 · Outside Services	96.00
7270 · Payroll Taxes	1,357.77
7320 · Rent	47,218.00
7340 · Repairs and Maintenance	
7341 · Janitorial	1,570.00
7340 · Repairs and Maintenance - Other	312.00
Total 7340 · Repairs and Maintenance	<u>1,882.00</u>
7350 · Taxes and Licenses	-330.71
7360 · Telephone	490.65
7380 · Utilities	2,284.21
Total Expense	<u>271,068.20</u>
Net Ordinary Income	<u>2,885.34</u>
Net Income	<u><u>2,885.34</u></u>



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Board of Directors

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RESOLUTION TO NAME ACTING HEAD OF SCHOOL

WHEREAS, Elisabeth Dimopoulos has resigned as Executive Director of Oak Knoll Kinderhaus Montessori School and will be stepping down as of June 21, 2006, and

WHEREAS, the Board of Directors has not hired a replacement; therefore, be it

RESOLVED that Aliete Guerrero, in addition to continuing as Director of Education and Admissions, be the Acting Head of School, effective June 22, 2006, for the 2006-2007 school year.

RESOLVED further that Ms. Guerrero will be compensated as Acting Head of School, with such compensation to be determined after negotiation and approval by the Board of Directors.

The undersigned hereby certifies that she is the duly appointed and qualified Acting Secretary and the custodian of the books and records and seal of Oak Knoll Kinderhaus, a non-profit public benefit corporation duly formed pursuant to the laws of California and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the Corporation on June 8, 2006, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Acting Secretary and have affixed the corporate seal of the above-named Corporation this 21st day of June 2006.

Acting Secretary

**Final Silent Auction Report to Board 6/06
Prepared by Lisa Ruelas**

We raised \$27,400 in procurements, last year we raised \$19,195.

Generally, the auction was a success. We made \$20,450 gross, less \$4099 expenses, a net of \$16,351. Last year we made \$14,475 gross, less \$2933 expenses, a net of \$11,542.

Live auction was spectacular! We raised \$4450 on live including \$2570 for the class projects alone. Last year the class projects were raffled and we made approximately \$225.

Raffle made \$5555, less \$3000 expenses, a net of \$2555. Last year we made \$1244. This was very successful and I think that we should do it again next year. Asking the parents to sell more tickets didn't hurt any and many parents went above and beyond the 50 tickets.

My recommendations for next year are:

- *have the auction a week or two earlier (april 28th or may 5th)**
- *theme should be Chinese or Asian**
- *organize the items numerically but by category**
- *have a separate team for set-up and tear down**
- *hire cashiers**
- *continue with the quick check out, this was a huge success**
- *feature a specialty drink and give the first one away**
- *need more tables and labeling of tables**
- *start a list of invitees**
- *buy rocks to hold down bid sheets**
- *keep the live auction outside so as to not split up the group**

2006 & 2005 Silent Auction Comparison
 prepared by Lisa Ruelas 6/06

INCOME	2005		2006	
Raffle	\$ 979.00		\$ 5,555.00	
raffle @ event	\$ 265.00	est	\$ -	incl above
Cash Donations	\$ 780.00		\$ 535.00	
Pre-ticket sales	\$ 1,855.00		\$ 2,440.00	
tickets at door	\$ 270.00	est 15	\$ 400.00	
bar tab	\$ 155.00		\$ 230.00	
cash bar	\$ 258.00	est	\$ 152.00	
program ads	\$ 200.00		\$ 225.00	
class projects	\$ 225.00	est	\$ 2,390.00	
procured items sold	\$ 10,732.00		\$ 12,819.00	
donation from truckin for kids			\$ 1,259.00	
GROSS	\$ 15,719.00		\$ 26,005.00	
EXPENSES				
rentals	\$ (541.62)		\$ (814.86)	
printing	\$ (226.11)		\$ (206.00)	
catering	\$ (1,331.50)	incl wine	\$ (1,920.00)	
bar	\$ (129.90)		\$ (281.92)	
incidentals	\$ (211.28)		\$ (246.58)	
class projects		incl elsewhere	\$ (130.00)	
credit card cost	\$ (378.92)		\$ (500.00)	estimate
servers	\$ (114.00)	est	\$ -	
raffle prize		from 2004	\$ (3,000.00)	
	\$ (2,933.33)		\$ (7,099.36)	
NET	\$ 12,785.67		\$ 18,905.64	