



Oak Knoll Kinderhaus Montessori School  
1200 North Lake Avenue v Pasadena, CA 91104 v (626) 345-0595  
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Board of Directors

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**Regular Board of Directors' Meeting  
Monday, January 8, 2007**

**Location: Post Alarm, 610 N. Santa Anita, Arcadia**

**Attendance: Maura Joyce, Interim President; Lisa Ruelas, Interim Vice President; Standrea Williams, Treasurer; Gwen Hourihan, Interim Secretary; Jason Feldman; Sarah Prunier Law, Staff Rep to Board; Laura Shaw, OKFA President and Rep to Board; Will Pringle, OKFA Vice Pres; Katie Taliaferro, Interim Head of School (HOS).**

**CALL TO ORDER**

Meeting was called to order by the President at 6:36pm.

**SECRETARY REPORT**

MOTION (Lisa) to approve December 13, 2006, minutes. SECONDED (Jason). UNANIMOUSLY PASSED. MOTION (Standrea) to approve both Executive Session minutes for December 13, 2006, and December 22, 2006. SECONDED (Lisa). UNANIMOUSLY PASSED. Table Executive Session minutes for December 27, 2006, till February Regular Board Meeting as they are not finished.

**PRESIDENT'S REPORT**

State of the school: a change in HOS to Katie T, a new primary teacher, Lindsay Knutsen (check spelling), moved primary 3 to primary 2 classroom (Jylani Brown's class from Orange Grove to Lake campus), have had a number of student withdrawals. As a board we need to respond to these changes. Katie received a list from Office Manager, Corrina Vasquez, regarding eight families we need to respond to (Katie to call two of them). Maura suggested we wait until end of meeting in Executive Session to talk about response. President reported board had voted in Executive Session in December to institute an enrollment freeze to help stabilize the school. Tonight we will officially lift that freeze. MOTION (Maura) to lift enrollment freeze. SECONDED (Standrea). Discussion: parents were told at State of School about enrollment freeze and . UNANIMOUSLY PASSED. Maura asked for licensed numbers. Toddler: 10 (Diana's class); Primary 1: 23 1/2 (always went with 23, not 24) (Lindsay's class); Primary 2: 21 (Jylani's class).

Strategic Planning Committee: assigned members last time, but did not appoint chair. Maura appoints Jason. Seconded by Lisa. YAYS: 4; NAYS: 0; ABSTAIN: 1. PASSED.

New MIR Bylaws gave to Alana to borrow from. As a private non-profit school considered a charity and don't have to have open board meetings. The ideal number of parent vs. community board members shouldn't be put in bylaws but in nominations policy. The expensive law firm MIR used suggested not having the OKFA President be a voting board member. Laura feels it shows a good face to the community by having OKFA Pres be a voting member. We should put it in bylaws so it's not a conflict to be on both; don't write that OKFA Pres automatically gets a vote, but that through the board nomination process this can be done. We can approve as soon as we get board liability insurance. When OKFA elects new President then they can apply to be on the board. Pepe Hill: agree w/ process Maura sets forth, but still there's a problem with communication. Laura: what are members terms? Terms on the board are 3 years. On MIR it's 2 years. Alana as an attorney will review MIR Bylaws and present her recommendations to the board. Jason: there's a great advantage to duplicating MIR Bylaws so that they can be done now.

**Out of order on the agenda:**

Board Liability Insurance – received a \$500 donation. Finance Committee talked about an assessment fee to all families if there's not another source. We can purchase by end of January with current articles of incorporation and bylaws on file with state. Katie has a source for insurance too.

Last item under President's Report:

Maura is stepping down as Interim President. She would like to nominate Jason Feldman to the position and continue to call it Interim President according to current bylaws. MOTION (Maura) to nominate Jason Feldman as Interim President. SECONDED (Gwen). Jason accepts. YAYS: 5; NAYS: 0; ABSTAIN: 1. PASSED.

#### TREASURER'S REPORT

Received Balance Sheet as of 12/31/06 and Profit & Loss for December 2006. \$2800 in hole in December. Now look at fallout from losing so many families. In November and December we were overstaffed; now we are more efficient. Will: still a demand for our school. Katie: have 9 appointments for tours this week. Pepe: regarding Orange Grove and Lake leases; have to find new elementary. Lisa: we are working on getting through the next 2 months and then will turn attention to site selection (as well as other important areas). Strategic Planning Committee will have meeting in January. Finance Committee looked at total program cost analysis (Maura, Standrea, Alana Steele, Marti \_\_\_\_\_) and created numbers and conclusions, based on worst case scenario, compared by program and by student. Through 8/31/07, we'll have a \$76,000 shortfall which doesn't include summer income. Based on conservative estimates of 10 new students at \$30,000, Silent Auction proceeds of \$8,000, donation of \$1,500, and 40 families re-registering (at \$150 enroll, \$75 materials) for \$6000 on 3/30/07. The Pasadena Development Foundation loan is being negotiated now. It is a personal loan to some of the founders and the lenders will not discuss it with us as Oak Knoll was not the direct recipient. Legally and ethically we have to decide what to do. Lisa: was the loan board approved? We cannot prove the money was spent on the school, and most of the assets that belonged to the school have been removed. We will discuss and decide in Executive Session. Pepe: grateful for all the crap board has taken over this period. Gwen: thanks to Alana for her due diligence. Maura: she tried hard to clean up and protect the founders.

Finance Committee suggest one time special assessment fee in early February 2007 to all students (or per family?) to cover board insurance.

#### FINANCE

Finance Committee met. Have guarantor for Lake lease but on month to month at the moment. Orange Grove will ask us to leave the end of May; we are working on options (off campus last three weeks of school or alternate space Feb-June or alternate space last three weeks of June). We are paid at Orange Grove through end of January, possibly February - Elementary free to use both classrooms

Missing/stolen materials: investigating how to proceed. Discuss legal ramifications in Executive Session.

AMI Conference update on attendance. Paid in full for Sarah, Elementary Refresher Course, Jylani, Primary Refresher Course, and Aliete, Administrator's Workshop. Suggestion to not use Administrator's Workshop this time but to split that fee into two Centenary Celebration fees to send Ms T, Lindsay, Jylani and Sarah. Maura to call AMI regarding changing fees/registrations. Standrea asked about Diana. Maura said when we originally talked we decided only trained people. Jason and Standrea suggested sending Diana for an extra \$250. Question of whether she would be available -- someone to ask her if she would be able to go first. And to make sure Lindsay is available to go. Question from Laura Shaw regarding if all the teachers are gone both days, makes it a hardship on working parents. Katie will talk with assistants to see if they are interested in working Friday and Monday. Maura said MIR charges \$20 per toddler block (blocks of 4 hours at 8am-12pm & 12pm-4pm) and \$15 per primary and elementary block. Question of whether school would be open till 6pm on childcare days or not. MIR pays staff time and a half on childcare days. Katie to work on this issue.

The debt the school owes to the IRS is around \$20,000. Alana Steele, our resident attorney, is looking in to any portion of it that can be forgiven, namely fees and interest. It's about \$500/month.

Before care: realized no one was being charged for before care. To send letter to this affect. Only those not also in aftercare would be charged.

Need three new enrollments in February and three in March (approx \$14,000) and need \$16,000 from Summer Camp to break even on 8/31/07, end of our fiscal year (assumption: staying at Orange Grove through May).

Finance Committee: board to approve new enrollment fee, post fees on website, change on paperwork as well right away. MOTION (Standrea) to change registration fee to \$250 and one time enrollment fee starting February 1 to \$300 (all non-refundable). SECONDED (Lisa). AMENDMENT (Maura): One time enrollment fee for new students at \$300 for the year should be pro-rated to \$150 for students entering in this half of the year. UNANIMOUSLY PASSED. In March at re-registration, the new registration and enrollment fees for new students would go into full affect for September.

Sarah to report to staff: board is restructuring fees keeping in mind restructuring salaries for next year.

#### ONE TIME ASSESSMENT FEE DISCUSSION

Lengthy discussion regarding \$100 one time assessment fee to get us through this period. Pepe mentioned that as a result of finances being poorly run before we will need it. Laura asked is we should charge for parent credits instead. Will felt it should be optional. Standrea mentioned we have not charged for parent credits before. Jenny Lin/OKFA is taking over the crediting and billing of parent credits. Maura; we need parent hours and we need cash. Will: we need a "pie chart" to show parents. Sarah suggested a snail mail letter with pie chart to all parents (copy teachers): as a Call to Action with an SASE included. Jason will do pie chart, OKFA will write letter (from Jason, Laura and Katie) regarding commitment to balancing budget with letter out Jan 19 (changed to Jan 24, day of orientation) asking for return by Feb 1. Standrea to print envelopes, Gwen to buy stamps.

#### NOMINATION COMMITTEE REPORT

Set target date for new board members: board insurance by end of January then we can nominate and elect new members at February meeting.

#### FUNDRAISING

Lisa as fundraising chair hesitant on \$100 one time special assessment fee as we'll be asking for a lot for the Silent Auction. Maura suggested giving sponsorship form for Silent Auction instead of one time assessment fee or annual fund. Lisa looking in to Weingart Grant to replace stolen/missing materials; Wells Fargo will sponsor events (needs invitation from Silent Auction first).

#### HEAD OF SCHOOL REPORT

Katie Taliaferro, Interim Head of School, reports working on new teacher contracts to finish out this school year (through June 2007). Report from Day One: Meet and Greet went really well and received \$8000 in tuition payments today. Really need DSL and new phone. Jason to provide phone tomorrow (John Barrone bought new phones for the school office). Rewiring also needs to be done.

#### COMMUNICATION

No parent or staff member is allowed to send out any announcements, emails, etc without going through Head of School. Head of School tells staff first of any new news then parents are told.

Board expressed appreciation for Aliete Guerrero and all her hard work.

#### NEW BUSINESS

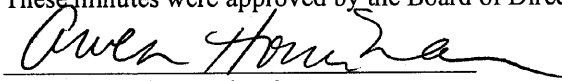
Workman's Comp: Standrea needs payroll estimates for new figure.

#### MARKETING

Katie and Jenny Lin to go present at MOMS Club Preschool Forum. School name and logo: we have not discussed this issue as a board yet and feel it's not something we should move on yet. Jason suggests that for the website each teacher write up something about their classroom and program with the teacher's bio. Jason to talk with Alana about redoing those pages on the website - making any mention of the board low on the page.

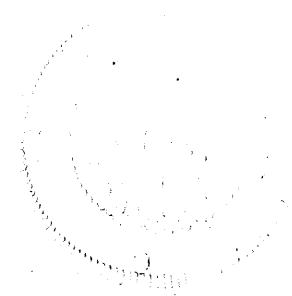
Meeting adjourned at 9:08pm to Executive Session.

These minutes were approved by the Board of Directors at its regular meeting held February 15, 2007.

  
Gwen Hourihan, Acting Secretary

Attachments:  
Balance Sheet  
Profit & Loss

Not Public:  
Executive Session Minutes January 8, 2007



Oak Knoll Kinderhaus Montessori  
**Balance Sheet**  
As of December 31, 2006

	<u>Dec 31, 06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Petty Cash	-6.08
1040 · First Regional	53.99
4900 · Reconcile Account Citizens	
Teacher Education Fund	120.26
5350 · Citizens Checking	-2,929.89
4900 · Reconcile Account Citizens - Other	8,017.00
<b>Total 4900 · Reconcile Account Citizens</b>	<u>5,207.37</u>
<b>Total Checking/Savings</b>	5,255.28
<b>Accounts Receivable</b>	
1200 · Accounts Receivable - Trade	-3,869.08
<b>Total Accounts Receivable</b>	<u>-3,869.08</u>
<b>Other Current Assets</b>	
1499 · Undeposited Funds	-5,120.00
<b>Total Other Current Assets</b>	<u>-5,120.00</u>
<b>Total Current Assets</b>	-3,733.80
<b>Fixed Assets</b>	
1510 · Furniture and Fixtures	2,035.28
1540 · Leasehold Improvements	31,800.38
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
<b>Total Fixed Assets</b>	<u>21,170.84</u>
<b>Other Assets</b>	
1960 · Accumulated Amortization	-2,890.80
<b>Total Other Assets</b>	<u>-2,890.80</u>
<b>TOTAL ASSETS</b>	<u><u>14,546.24</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2110 · Accounts Payable - Trade	-1,562.55
<b>Total Accounts Payable</b>	<u>-1,562.55</u>
<b>Credit Cards</b>	
2005 · Credit Card - Capital One	-2,145.12
2007 · MBNA - Platinum Plus	95.00
<b>Total Credit Cards</b>	<u>-2,050.12</u>
<b>Other Current Liabilities</b>	

Oak Knoll Kinderhaus Montessori  
**Balance Sheet**  
As of December 31, 2006

	<u>Dec 31, 06</u>
2100 · Payroll Liabilities	<u>1,471.05</u>
Total Other Current Liabilities	<u>1,471.05</u>
Total Current Liabilities	-2,141.62
Long Term Liabilities	
2571 · L/T Note Payable - Pasadena Dev	18,453.41
2572 · L/T IRS Back Payroll	8,605.63
2580 · L/T Liability Tuition Deposits	18,200.00
2711 · L/T Note Dorothy Chambless	21,950.00
2712 · L/T Note John Chambless	5,000.00
2713 · L/T Note Elisabeth Dimopoulos	<u>9,669.16</u>
Total Long Term Liabilities	<u>81,878.20</u>
Total Liabilities	79,736.58
Equity	
3000 · Opening Bal Equity	0.81
3010 · Beginning Fund Balance	-35,398.46
3900 · Retained Earnings	-34,789.25
Net Income	5,346.56
Total Equity	<u>-64,840.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,896.24</u></u>

Oak Knoll Kinderhaus Montessori  
**Profit & Loss**  
December 2006

	<u>Dec 06</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Income - Tuition	
4011 · Aftercare Tuition	3,520.88
4010 · Income - Tuition - Other	<u>37,427.62</u>
<b>Total 4010 · Income - Tuition</b>	<b>40,948.50</b>
4030 · Income - Donations	1,025.00
4040 · Income - Fundraising	
4042 · Restaurant Night	67.74
4045 · Misc fundraising	<u>712.59</u>
<b>Total 4040 · Income - Fundraising</b>	<b>780.33</b>
4060 · Income - Misc fees	
4061 · Application Fees	82.36
4063 · Parent Hours	50.00
4065 · Supplies Fee	<u>61.76</u>
<b>Total 4060 · Income - Misc fees</b>	<b>194.12</b>
<b>Total Income</b>	<b>42,947.95</b>
<b>Expense</b>	
6000 · Program Services	
6020 · Wages - Teachers	884.40
6025 · Temporary Help - Teachers	600.00
6060 · Classroom Supplies	35.75
6100 · Tuition Discount	
6110 · Staff Discount	635.00
6115 · Tuition remission	5,009.09
6100 · Tuition Discount - Other	<u>717.33</u>
<b>Total 6100 · Tuition Discount</b>	<b>6,361.42</b>
6150 · Employee Development	813.00
6000 · Program Services - Other	<u>0.00</u>
<b>Total 6000 · Program Services</b>	<b>8,694.57</b>
6560 · Payroll Expenses	32,444.26
7060 · Advertising	23.00
7100 · Bank Charges	75.00
7180 · Employment Benefits	1,611.43
7210 · Insurance - Workers' Comp	976.00
7240 · Office Expense	50.00
7255 · General Supplies	68.25
7290 · Postage and Delivery	63.79
7340 · Repairs and Maintenance	
7341 · Janitorial	700.00
7340 · Repairs and Maintenance - Other	<u>50.00</u>
<b>Total 7340 · Repairs and Maintenance</b>	<b>750.00</b>
7360 · Telephone	241.93
7380 · Utilities	
7383 · Waste Removal	144.00
7380 · Utilities - Other	<u>599.12</u>
<b>Total 7380 · Utilities</b>	<b>743.12</b>

5:24 PM  
01/08/07  
Cash Basis

**Oak Knoll Kinderhaus Montessori**  
**Profit & Loss**  
December 2006

	<u>Dec 06</u>
<b>Total Expense</b>	<u>45,741.35</u>
<b>Net Ordinary Income</b>	<u>-2,793.40</u>
<b>Net Income</b>	<u><u>-2,793.40</u></u>

## Auction 2007 (Board Meeting 1/8/07)

### Need:

- Procurement committee (2-4 people)
- Entering data/donations into computer (2 people)
- Set-up the night of the event (10 people)
- Tear down the night of the event (10 people)
- Coordinating the night of the event (1-2 people)
- MC for the evening (1 person)
- Auctioneer for the evening (1 person)
- Assistant to the auctioneer (1 person-should be one of the procurement committee)
- Check-in cashiers (3 people)
- Check out cashiers (3 people)
- Runners/assistants to the cashiers (4-5 people)
- Bartender (1-2 people)

Pan-Asian evening with buffet dinner, drinks and silent and live auctions.

Raffle drawing will be made for the \$3000 trip to anywhere prize.

Goal is \$15,000 profit for auction, \$2000 for raffle.

In order to achieve that goal, \$25,000-\$30,000 is required in procurements/donations. If at least 30 families sell 55 tickets, we will meet our raffle goal. To make at least \$3000 to buy the raffle prize, 30 families must sell 33 tickets each.