



Oak Knoll Kinderhaus Montessori School
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Board of Directors

board@oakknollkinderhaus.com

Regular Board of Directors' Meeting
Thursday, February 15, 2007

LOCATION: Post Alarm, 610 N. Santa Anita Ave., Arcadia, CA

ATTENDANCE: Jason Feldman, Interim President (late); Lisa Ruelas, Interim Vice President; Standrea Williams, Treasurer; Gwen Hourihan, Interim Secretary; Katie Taliaferro, Head of School; Sarah Prunier Law, Staff Rep. COMMUNITY: Laura Shaw, OKFA President; Will Pringle, OKFA Vice President; Jonna Dennis; Jenny Lin, OKFA Secretary (late).

Meeting was brought to order by Interim Vice President at 6:37pm.

1. HOS REPORT

1.1 Status of school: settling

1.2 Lead teacher for Toddler – ads and flyers out. Hiring teacher at this point in school year very difficult. Have candidate want to start in Sept 07. Sticking to 12 ECE units for all (10 units and en rolled in class for balance is also OK). Ms Diana Rojas has decided not to take Montessori training. She's fully qualified as a lead teacher in California. Need to check NAMTA dues in order to place ad on their website (GWEN TO DO). Discussion regarding teacher schedule and Corrina taking the internet training. Discussion regarding whether Corrina would be willing to take training in San Diego which starts this summer for 3 summers.

1.3 DSS – in 100% compliance. CPR for teachers & assistants scheduled for Saturday, 2/24. Teachers paying their own fees (the training follows them wherever they go) at \$40 per person.

1.6 DSS requirements:

1.6.1 Primary 2 assistant doesn't have 12 ECE units yet but she's enrolled right now. Sarah Prunier Law doesn't have them but doesn't need for Elementary. Ms. Katie Taliaferro starts her class at PCC on Tuesday. All others in full compliance.

1.6.2 Board must write DSS to inform on new administrator (GWEN TO DO).

1.6.3 NOT DISCUSSED – apply for waiver until Ms T/HOS meets DSS/completes PCC class.

1.6.4 Have processes in place to hire new people

1.4 Tours: 13 tours in February. January had approx 15 tours. Trying for 2 a day. 5 new toddlers, 1 new for Primary 2, plus 1 new primary for ½ days signed for May 2007. 4 students departed school in January-February 2007. Don't have reasons other than perception of constant changes at school.

6:55pm Jason Feldman arrived.

1.4 School settling in to routine.

1.7 Katie check ratio every day walking the campus and counting students to adults.

Discussion on fire drills. It was not done as scheduled. It MUST be done with students

exiting to playground and roll call being taken. We have a list of substitutes now with Karen Aenlle and possibly Yolande Treuscorff.

- 1.8 Elementary round table: went well. Sarah mentioned we are actively looking for a new site.
- 1.9 schedule for child care during days closed for AMI Conference and President's Day (Diana/Nayelli—Friday; Corrina/Christine—Monday)

2. PRESIDENT'S REPORT

2.1 We are insured as of 2/5/07. The directors should all read the policy when we receive it. Gwen to write thank yous to three families who contributed to the insurance: Small's, Pringle's and Shortridge's.

2.2 Nominations Committee: Lisa Ruelas, Laura Shaw, Sarah Prunier Law. Need to meet again to make recommendations on past open applications. Jonna mentioned Marti Farley.

2.3 Bylaws: draft 2/13/07, Alana Steele reviewed Montessori in Redlands (MIR) Bylaws from legal perspective for OKKM. Where we differ is in having more than 49% of board families; nominations policy added because of our history; MIR has proven processes, we are establishing ours. Board members to review new draft bylaws and make recommendations and adopt. Discussion on having Special Board Meeting before March to review bylaws and budget for 2007-2008.

2.4 Leases:

2.4.1 and 2.4.2 Orange Grove – Katie received letter from Neighborhood Church. Standrea will ask Alana Steele to call them on our behalf (as Alana has been the point person this year) to ask (choice 1) to stay till June 15 then move, or (choice 2) stay through end of lease on May 31.

2.4.3 Lake – Discussion whether to let leasing agent go due to possible conflict of interest because of relationship to founders; Will Pringle will ask Lea Ann Pringle about other leasing agents; Jason to call Alana Steele who has been in contact with both this year; Jason will make judgment call whether we need a leasing agent or not and make his recommendation to us. Boards goal to stay at Lake until June 2008.

2.5 March call for Enrollment – need to be done soon

2.6 Call for Donations letter: distributed pie charts. Historically straight donations calls don't work. Suggestion to use pie charts to explain tuition increase as it shows most of the money goes to salaries. If we push the raffle the money comes in now and we need cash earlier than the auction.

TABLE AGENDA for Sarah's report.

10. ELEMENTARY TRANSITION: Maura Joyce sent their transition policy for MIR. Sarah to write for OKKM. We'll adopt as policy. Katie T and Sarah to approve.

NOT ON AGENDA: Sarah presents to Board that we promote that new children (ages 7,8,9?) come to Elementary from outside will have a 2 week trial period. They'll pay application fee of \$100 (non-refundable) and pay the month's tuition but if decide not a good fit or not to stay, they'll receive 2 weeks tuition back.

MOTION (Gwen) For Elementary, applicants from outside Oak Knoll to be given 2 week trial period. If we or they decide student should not stay, we will keep their \$100 application fee and the 2 week's tuition only. SECONDED (Lisa). DISCUSSION on fees. UNANIMOUSLY passed.

11. AMI CONFERENCE: Received \$226 in change drive. Sarah applied to PUSD to pay for teacher development. Sarah to provide all receipts to school to have on books that money was reimbursed by PUSD for teacher development.

7. **SITE SEARCHES:** Sarah and Lisa have looked at a number of good leads from Lea Ann Pringle. Looking for space to rent at \$2000/month.

OUT OF AGENDA ORDER: Katie T need to make physical changes to Toddler Room. Lisa asked her write a proposal with what and how much -- to ask to earmark funds from auction for it.

TABLE AGENDA for OKFA Round Table:

OKFA concerned about boundaries between Board, HOS and OKFA. Request for HOS to come to OKFA directly when issues affecting parents, such as Work Parties, that the Elementary Round Table is an Administrative item, not OKFA. That parents take their grievances to teacher and/or HOS. Letters to community should come from appropriate email account. Board's task list to HOS -- how long will Board need to do this? As Katie is training Board expects no longer than this school year to be working so closely with HOS. Board to supply (Maura did give Katie one) HOS with clear job description.

OKFA very concerned over serious lack of communication to parent community. Discussion regarding information sent to Toddler Class confusing and contradictory; Primary 2 confused; is Lindsay stable?; Aftercare upset found out on Tuesday Barbara leaving Thursday. Jason to retract statements to Toddler parents and say handing over to HOS.

To ask Maura for form letter when aide or teacher leaves. HOS to send letters to Toddler, Primary 2 and Aftercare parents.

Suggest Board and OKFA post agendas early and regularly to compliment each other and help communicate to parent community what working toward (to go into affect immediately).

Katie T/HOS and Sarah dismissed to prepare for AMI Conference.

3. SECRETARY'S REPORT

MOTION (Gwen) to approve January 8, 2007 Regular Board Minutes w/ executive session. SECONDED (Standrea). UNANIMOUSLY passed.

MOTION (Gwen) to approve January 16, 2007, Executive Committee Board Minutes. SECONDED (Lisa). UNANIMOUSLY passed.

MOTION (Gwen) to approve January 28, 2007 Executive Committee Board Minutes. AMEND: take off "confidential". SECONDED w/ amendment (Lisa). UNANIMOUSLY passed.

Post Alarm not available for Board meetings in March and April. Finance Committee meeting and Bylaws Committee meeting, backed with Special Board Meeting to approve revised Bylaws and 2007-2008 Budget -- meeting Tuesday, 2/20, to be held at Lisa's house. March and April to be held at Lake Campus.

4. TREASURER'S REPORT

4.1 IRS -- Alana working on; Pas Development loan a personal loan to founder. Oak Knoll not paying.

4.2 Financial Status & Shortfall Prediction: pie charts to be used with tuition increase -- put it on the agenda for Board Meeting and alert parent community in order for them to decide to come and hear goal to raise salaries (planned for March meeting). Goal to raise all staff to high NAMTA standard salaries.

4.3 Preliminary 2007-2008 Budget: review in depth for Special Board Meeting on 2/20.

TABLE

4.4 Profit & Loss and Balance Sheet distributed

5. FUNDRAISING COMMITTEE REPORT

Call for bodies to help procure. Laura Shaw offered her house to store auction items.
Stamps: Jonna and Gwen offered to purchase a roll each.

6. MARKETING COMMITTEE REPORT

No report from committee. Gwen reported listing Open House on e-newsletter and e-lists. HOS, teacher and select parents to be present at Open House. OKFA to work with HOS on recommendations for parents. Working on March newsletter with staff, Board, OKFA and Jonna (graphics/publisher).

8. OKFA \$50 MANDATORY DUES/FEEES

Discussion on dues, whether mandatory or recommended. Used for child care at school events, drink/food at work parties and educational. Jenny looked at numbers based on 30 families paying dues. Jonna opposed to mandatory. Prefer stipend to parents then ask Board for percentage from various fundraisers (auction, holiday cards, fall art fair). Laura agreed \$25 would be okay for dues w/ additional money from fundraisers. Or increase supplies fee to include OKFA dues. Jonna propose OKFA create proposal w/ budget and get to board right away.

13. SCHOLARSHIP COMMITTEE: last year made up of VP (Chair), President and HOS. Lisa to schedule soon.

9. DISCUSSION ON MAKING PRESIDENT OF OKFA VOTING MEMBER OF BOARD:

Maura recommended OKFA President apply to be on the board and go through process. Board membership to coincide with OKFA presidency. Laura will discuss with family and let us know if she wants to come on the board.

TABLED:

12. ROLES AND RESPONSIBILITIES: who doing what for next few months
14. RESOLUTIONS TO APPROVE/DISAPPROVE LOANS TO FOUNDERS
15. REIMBURSEMENTS FOR FUNDRAISERS

Meeting adjourned at 10:55pm.

These minutes were approved by the Board of Directors at their regular meeting on March 14, 2007.



Gwen Hourihan, Interim Secretary

Attachments:

Balance Sheet as of 2/15/07
Profit & Loss – January 2007

Oak Knoll Kinderhaus Montessori
Balance Sheet
As of February 15, 2007

Feb 15, 07

ASSETS

Current Assets

Checking/Savings

1000 · Petty Cash	25.92
1040 · First Regional	53.99
4900 · Reconcile Account Citizens	
Materials & Donations	5,000.00
Teacher Education Fund	510.23
5350 · Citizens Checking	<u>13,324.32</u>
Total 4900 · Reconcile Account Citizens	<u>18,834.55</u>

Total Checking/Savings 18,914.46

Accounts Receivable

1200 · Accounts Receivable - Trade	<u>7,436.04</u>
Total Accounts Receivable	<u>7,436.04</u>

Other Current Assets

1499 · Undeposited Funds	<u>25.00</u>
Total Other Current Assets	<u>25.00</u>

Total Current Assets 26,375.50

Fixed Assets

1510 · Furniture and Fixtures	2,035.28
1540 · Leasehold Improvements	30,889.57
1610 · Accum Deprec - F & F	-1,370.59
1640 · Accum Deprec - L/H Improv	<u>-9,683.67</u>
Total Fixed Assets	<u>21,870.59</u>

TOTAL ASSETS 48,246.09

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
2110 · Accounts Payable - Trade	<u>262.55</u>
Total Accounts Payable	<u>262.55</u>

Total Current Liabilities 262.55

Long Term Liabilities

2571 · L/T Note Payable - Pasadena Dev	18,453.41
2572 · L/T IRS Back Payroll	16,009.37
2580 · L/T Liability Tuition Deposits	19,100.00
2711 · L/T NoteDorthy 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>90,181.94</u>

Oak Knoll Kinderhaus Montessori
Balance Sheet
As of February 15, 2007

	<u>Feb 15, 07</u>
Total Liabilities	90,444.49
Equity	
3000 · Opening Bal Equity	0.91
3010 · Beginning Fund Balance	-46,640.66
3900 · Retained Earnings	-14,435.83
Net Income	<u>18,877.18</u>
Total Equity	<u>-42,198.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>48,246.09</u></u>

Oak Knoll Kinderhaus Montessori
Profit & Loss
January 2007

	<u>Jan 07</u>
Ordinary Income/Expense	
Income	
4010 · Income - Tuition	
4011 · Aftercare Tuition	2,910.00
4012 · Tuition Deposit	-250.00
4010 · Income - Tuition - Other	<u>32,141.75</u>
Total 4010 · Income - Tuition	34,801.75
4030 · Income - Donations	4,700.00
4040 · Income - Fundraising	32.00
4060 · Income - Misc fees	
4061 · Application Fees	500.00
4063 · Parent Hours	50.00
4065 · Supplies Fee	<u>300.00</u>
Total 4060 · Income - Misc fees	<u>850.00</u>
Total Income	40,383.75
Expense	
6000 · Program Services	
6025 · Temporary Help - Teachers	200.00
6100 · Tuition Discount	
6110 · Staff Discount	178.75
6115 · Tuition remission	4,297.70
6100 · Tuition Discount - Other	<u>364.15</u>
Total 6100 · Tuition Discount	<u>4,840.60</u>
Total 6000 · Program Services	5,040.60
6560 · Payroll Expenses	17,821.77
7090 · Bad Debts	1,619.00
7100 · Bank Charges	
7101 · Credit card use fees	-12.00
7100 · Bank Charges - Other	<u>5.40</u>
Total 7100 · Bank Charges	-6.60
7180 · Employment Benefits	928.96
7200 · Insurance - General	-24.06
7210 · Insurance - Workers' Comp	592.00
7240 · Office Expense	792.00
7245 · Board Expense	1,000.00
7255 · General Supplies	100.00
7320 · Rent	8,017.00
7340 · Repairs and Maintenance	
7341 · Janitorial	0.00
7340 · Repairs and Maintenance - Other	<u>72.00</u>
Total 7340 · Repairs and Maintenance	72.00
7360 · Telephone	412.26
7380 · Utilities	<u>566.95</u>
Total Expense	<u>36,931.88</u>

Oak Knoll Kinderhaus Montessori
Profit & Loss
January 2007

	<u>Jan 07</u>
Net Ordinary Income	<u>3,451.87</u>
Net Income	<u><u>3,451.87</u></u>