



Oak Knoll Kinderhaus Montessori School

Main office: 1200 North Lake Avenue ❖ Pasadena, CA 91104 ❖ (626) 345-9929
www.oakknollkinderhaus.com

Board of Directors

board@oakknollkinderhaus.com

Regular Board of Directors Meeting

Wednesday, April 11, 2007

Location: Lake Campus, 1200 N. Lake Ave., Pasadena

Present: Jason Feldman, Int. Pres., Lisa Ruelas, Int. VP, Standrea Williams, Treasurer, Gwen Hourihan, Int. Secretary, Maura Joyce, Laura Shaw. Head of School, Katie Taliaferro, unavailable. Staff Rep, Sarah Prunier Law, unavailable. Community: Jonna Dennis.

HEAD OF SCHOOL REPORT:

Read through Katie's report. Discussion on numbers of students in each room. Have received only one scholarship application with deadline 5/1/07. To ask Katie to have Corrina send tuition roster to Finance Committee with summer included. AMI certification for Elementary only is approx \$1000. Toddler Teacher training costs \$8800 and takes 3 summers. Maura to investigate if the AMI assistant conference gives credit toward state requirements. Elementary guides: need approximately 12 months to hire. Head of School: need approximately 12-18 months to hire. Discussion regarding possible new Primary 2 Guide just graduating in May from her training. Needs to file by 4/1/07 for H1 visa for approx \$2000. By 4/27, contract w/ contingencies re: graduating and visa fulfillment. Staff evaluation and reviews out by 4/16 with 1 week for self-evaluation. Appointments for reviews week of 4/23. Need to be done by May board meeting. Neighborhood Church: must be out by 5/31/07. DSS can't license new school moving in that space until we sign off. Deposit should pay rent for May. Re-enrollment numbers: the general reason parents give for leaving is they are tired of all the changes that happened this year (still the perception). Each teacher/guide should promote the Montessori education during parent/teacher conferences.

PRESIDENT'S REPORT:

Table new bylaws for OKFA. To review Roles & Responsibilities for Board/HOS/OKFA. Standrea to handle CUP (Conditional Use Permit) for new elementary site. Table committee discussion (Strategic Planning and Grant Writing).

SECRETARY'S REPORT:

March minutes: amend that HOS, Katie Taliaferro, was absent.

MOTION by Lisa to approve with amendment. **SECONDED** by Standrea. **VOTE:** unanimous.

TREASURER'S REPORT:

Corrina to call overdue tuitions. Only have \$351 in bank and need \$10,000 for payroll. Need projection from Corrina tomorrow. 5/5 tuitions due; 5/12 Auction.

FUNDRAISING REPORT:

Ask teachers for 2 parents per classroom, non-Board, to work on Auction.

NOMINATIONS COMMITTEE REPORT:

William Pringle received the application. Lisa to call him as Chair of that committee. Recommendation next Board meeting.

MARKETING COMMITTEE REPORT:

Table.

REPORT ON ELEMENTARY SITE SEARCHES:

Two feasible spaces: Messiah Lutheran and Mt. Olive Lutheran. Counter-offered to Mt. Olive; waiting for response.

SCHOLARSHIP COMMITTEE REPORT:


Only received one so far. They are due 5/1. Suggestion: Auction Chair should receive some kind of scholarship.

MOTION TO ADJOURN TO EXECUTIVE SESSION:

Unanimously passed at 8:31pm.

EXECUTIVE SESSION (CONFIDENTIAL)

These minutes were approved by the Board of Directors at its regular meeting held June 13, 2007.



Gwen Hourihan, Interim Secretary

Attachments:

(Executive Committee Minutes for Executive Committee)

Head of School Report

Finance Committee Report

Proposed Budget 9/1/07-8/31/08 w/ assumptions

No financial reports

Board Meeting
April 11, 2007

Head of School Report

(Katie Taliaferro)

Status of School in General

School, parents and staff have settled down. "Crisis Mode" seems to be somewhat in remission.

There were 19 tours given in March and 3 shown in April so far. I have scheduled 6 tours scheduled for the week of April 16, upon our return.

New students:

~~XXXXXXXXXX~~ rest start April/May

Primary 1 (3)

Myles Shannon *April?*

Juliane Klubien

Jayden Slocumb *not on sheet yet (summer)*

Primary 2 (5)

Mason Stucker

Hansel Yan

Acelan Keith *April*

Fall - Louis Klubien

Fall - Daniel Cjionsi

Toddler (2)

Robert Vasquez

Vera Saraykina

Total New Students = 10

Calls on Re-Enrollment

Elementary

11 yes / 1 no / 2 questions (includes 2 from primary)

*{ should equal 15 }
(current 13)*

Primary 1 *Lindsay*

7 yes 5 no 5 questions

Primary 2

15 yes 2 no 3 questions

Toddler

7 yes 2 no 3 questions

*Contacted by
Welcoming?
Intro to
Silent Auction*

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Grand total for whole school= 41 confirmed students (11 Elementary) (30 Primary/Toddler) to this date.

Summer School= 22 signed up to date we are following up on further registrations

Goals for May include teacher contracts, revising parent handbook, revising staff handbook and job descriptions. Complete lists for OKFA to request work by parents.

As far as a member of our staff attending AMI training this summer, all candidates are required to have a Bachelors Degree. This eliminates all of the people who thought they might attend.

Attached please find information from AMI-USA regarding certification for our Elementary program. I had called them for info, however, a new revised packet is being assembled and will not be sent out yet. Helen of the AMI-USA office kindly faxed me some of the information pages to review until they complete and send us the (soon to be available) packet. Please note these prices have probably changed and they have expanded some of the paperwork. However, it looks as though we will be able to do the Elementary first and add on either "Associated" or an "Affiliated" recognition for the Primary soon.

After many conversations with the Neighborhood Church, Alyssa Belew confirmed to me that we must vacate the premises on May 31, 2007 per our lease agreement. She stated that she sent me an e-mail notice on March 26, however, I did not receive it. I have a copy in file now.

Finance Committee

Dear Board,

I have been working through the budget spreadsheet and I have made some suggestions to the finance committee regarding changes to next year's budget. They are looking over my suggestions and will respond soon. The important changes I propose are:

- 1) bring enrollment into agreement with prediction based on re-enrollment results: little change, full-time equivalent would go up from 49 to 51
- 2) see if it is practical to allocate more salary for a potential HOS hire for the fall term. I propose raising the allocation for the annual HOS salary from \$36,000 to \$45,000
- 3) bring allocation for scholarships down (to date the scholarship committee has not received any applications for next year). I propose reducing the scholarship allocation from 10% of total tuitions to 7% of tuitions (7% is roughly \$32K for the school year).
- 4) allocate \$2000 for the monthly rent for elementary (budget is carrying 2200)

BOTTOM LINE: this budget has a \$12K loss for the year, which would be offset by income from the Summer program which is estimated to be in this range.

note: fund raising/auction is not reflected in these numbers.

note: above changes/suggestions made to roughly agree with the revised enrollment predict - below:

Updated re-enrollment count from Corrina's email, updated with Katie's email (includes latest telephone campaign):

	re-enroll	new-enroll	total
toddler	6	1	7
primary	15	7	22 (current primary enrollment is 41)
elementary	11	0	11
TOTAL	40		(current enrollment is 67 including some new/yet-to-starts)

note:

- total 'no' responses is 10 so far
- total 'maybe' response is 14 so far

If we have additional enrollment of returning and new students between now and beginning of September - and we move 2 students up from primary to elementary:

	additional	estimated total	(capacity)
toddler	3	10 (2 at half-time)	(10)
primary	12	32 (10 at half-time)	(44)
elementary	2 + 2 (from primary)	15	(24)
TOTAL	17 new by Sept.	57 (51 full-time equiv.)	(78)

our total full-time equivalent enrollment would be 51

basis: approximately half the maybes stay and we gain new primary students at the (average) rate of a little more than two per month.

note that the total full-time equivalent (our basis of estimate) for the budget as reviewed is 49.

my working copy of the budget, under review by the finance committee, is attached.
PLEASE DO NOT DISTRIBUTE

Thank You

-Jason

PS: itemized changes made to the budget/captured in the attached working copy:

SUGGESTED BUDGET EDITS: (under review)

- (in both Input_overhead and Elementary) elementary janitorial changed from [=E47*G47*12] 12 months to **9 months**
- changed elementary enrollment from [10] to **15**
- changed elementary annual Reg/Supply Fees from [9.0] to **12.0**
- changed elementary One-Time Enrollment Fees from [1.0] to **2.0**
- added total full-time equivalent enrollment line to Input_overhead_worksheet row #10
- changed toddler half-time from [3] to **2**, changed toddler full time from [7] to **8**
- changed elementary after care 4:30 pm from [1] to **2**
- changed elementary after care 5:30 pm from [2] to **3**
- changed elementary after care 6:00 pm from [3] to **4**
- changed primary after care 4:30 pm from [3] to **4**
- changed primary after care 5:30 pm from [4] to **5**
- changed primary after care 6:00 pm from [4] to **5**
- changed (in input_overhead) Elementary Class lease from [2200*12] to **2000*12**
- added HOS annual equivalent salary (to input_overhead row #38) 12/10*ten month salary
- changed HOS annual equivalent salary from [36,000] to **45,000**
- changed primary annual registration/supply fees from [30] to **26**
- changed Input_overhead_worksheet from [0.90] to **0.93**

(left Salaries sheet untouched - needs to be reconciled with above changes)

Oak Knoll Kinderhaus Montessori				
Proposed Budget				
September 1, 2007 - August 31, 2008				
Summary	07/08 Projected Income/Loss		Number of Students	full-time equivalent
Tuition	424,413.00		57	51
Direct Salaries	191,960.00			
Benefits	40,200.00			
Direct Personnel Costs	232,160.00			
Operating Costs				
Office Staff	68,460.00			
Leases	80,434.00			
Utilities	13,200.00			
General Liability	5,675.00			
BOD Liability	1,800.00			
Materials	1,800.00			
Supplies	4,125.00			
L/T Debt	6,000.00			
Accountant	720.00			
Advertising	500.00			
Misc Office	120.00			
Janitorial	7,162.50			
Repair & Maintenance	2,400.00			
Internet/Web Hosting	880.00			
Office Equipment	250.98			
Printing/Postage	120.00			
Taxes & Licenses	800.00			
Outside Services	400.00			
06 07 shortfall	5,465.00			
cup elementwry	4,000.00			
Total Operating	204,312.48			
Total Costs	436,472.48			
Net Income	(12,059.48)			
Profit %	-3%			
Summary				
Salaries	191,960.00			
Benefits	40,200.00			
Operating	204,312.48			
Total Costs	436,472.48			
# of Students	57.0			
Cost Per Student	7,657.41			
Average Tuition	7,445.84			
Over/(Shortfall)	(211.57)			

*Elean storage
Summer ~~school~~ school
Auction income
Scholarship (now 7%)*

assumption \$15000 profit from summer
est cost of \$33k income of \$48k

Summer school

Assumptions for Enrollment:									
In cells B5-B21 you can insert a the number of students to see the impact of different enrollment levels.									
Toddler - Full Time	8	Note: This assumes 93% full tuition.							
Toddler- Half Time	2	Note: This assumes 93% full tuition.			0.9300			toddler	100%
Primary - Full Time	22	Note: This assumes 93% full tuition.						primary	80%
Primary - Half Time	10	Note: This assumes 93% full tuition.							
Elementary	15	Note: This assumes 93% full tuition.							
TOTAL (fulltime equivalent)	51								
After care 4:30 pm - Toddler	1								
Aftercare 5:30 pm - Toddler	1								
Aftercare 6:00 pm - Toddler	1								
After care 4:30 pm - Primary	4								
Aftercare 5:30 pm - Primary	5								
Aftercare 6:00 pm - Primary	5								
After care 4:30 pm - Elementary	2								
Aftercare 5:30 pm - Elementary	3								
Aftercare 6:00 pm - Elementary	4								
Assumptions for Tuition Increases									
In cells B27 - B31 you can insert a monthly tuition amount to see the impact on the bottom line									
		Current Tuition	% Increase						
Toddler - Full Time	775	715	8.4%						
Toddler- Half Time	640	595	7.6%						
Primary - Full Time	690	635	8.7%						
Primary - Half Time	540	500	8.0%						
Elementary	790	715	10.5%						
Assumptions for Payroll									
In cells B17 - B25, you can insert different pay amounts for staff to see the impact on the bottom line.									
Head of Staff	37,500	annual equ.	45000				before	target	
Office Manager	18,500								
Toddler Teacher	29,000								
Toddler Assistant	8,740	Hourly is based on 4 hours/day for 190 days in the school year - Assumes a 3% raise					\$ 10.80	11.5	
Primary Teacher 1	29,000								
Primary Teacher 2	29,000								
Primary Assistant 1	16,388	Hourly is based on 7.5 hours/day for 190 days in the school year - Assumes a 3% raise					\$ 10.30	11.5	
Primary Assistant 2	16,388	Hourly is based on 7.5 hours/day for 190 days in the school year - Assumes a 3% raise					\$ 10.30	11.5	
Elementary Teacher	30,000								
Elementary Assistant	8,740	Hourly is based on 4 hours/day for 190 days in the school year - Assumes a 3% raise					\$ 7.73	11.5	
A/C Toddler	7,410	Assumes 3 hours per day					\$ 10.00	13	
A/C Primary	9,880	Assumes 4 hours per day					\$ 10.80	13	
A/C Elementary	7,410	Assumes 3 hours per day					\$ 10.00	13	
Overhead Inputs (other than salaries):									

