



**Oak Knoll Kinderhaus Montessori School**

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

[www.oakknollkinderhaus.com](http://www.oakknollkinderhaus.com)

Board of Directors

[board@oakknollkinderhaus.com](mailto:board@oakknollkinderhaus.com)

**Annual Board of Directors Meeting  
Wednesday, May 9, 2007**

**Attendance: Voting members: Jason Feldman, Int. Prez; Lisa Ruelas, Int. VP; Standrea Williams, Treasurer; Gwen Hourihan, Int. Secretary; Maura Joyce; Laura Shaw. Non-voting members: Katie Taliaferro, Head of School; Sarah Prunier Law, Staff Rep. Community: Nancy Potter Hill.**

Location: Lake Campus, 1200 N. Lake Avenue.

CALL TO ORDER: Interim President called the meeting to order at 6:40pm.

**1. HEAD OF SCHOOL REPORT**

1.1 Summer Staff: enrollment at 15 primary (1 teacher, 1 assistant), 8 toddler (1 teacher, 1 assistant), after care (1 teacher)

1.2 Report on new staff – Floater/After Care

Ads went out, interviewing, we are short 1 person

1.3 Staff Meetings Report: had one today, try for every 2 weeks. Maura met with Katie, Lindsay Knutson and Sarah regarding pedagogy.

1.4 Update on tours, new students, etc.

Gave info to Finance Committee. 18 tours in April with 4 new students. May have 1 withdrawal. At present: Elementary @ 12, Toddler @ 11, Primary @ 19 and 18 = 59 total students.

1.5 Staff Self-Evaluations

Handed out today at staff meeting. Start appointments on Monday to complete next week (10 evaluations). At evaluations discuss salaries for 2007-2008.

NEW

a. DSS requirement for Katie/HOS to give to all families the DSS complaint, the answer, how rectified and the signature sheet. It was in all folders without an explanation as to why it was being given to them. Letter to go out tonight in folders to explain (Maura drafted).

b. Katie to call Orange Grove DSS officer to inquire if need letter from Board telling them we're leaving. Gwen will then write letter and send. Katie also to call Lake DSS officer re: how change name from Chambless/Dimopoulos. Gwen will write letter.

c. Knows of a community member who'd like to be on the board. Lisa to sent Katie an application.

## 2. PRESIDENT'S REPORT

2.1 OKFA Bylaws vote. MOTION: Maura. SECONDED: Standrea. UNANIMOUSLY PASSED.

2.2 OKKM Bylaws vote. MOTION: Lisa. SECONDED: Laura. UNANIMOUSLY PASSED.

2.3 Emails to info@oakknollkinderhaus requesting school information. Laura will take on as of 5/14. She will receive all emails.

### 2.4 Committees

2.4.1 Strategic Planning Committee: Can start soon. Chaired by board member, need to include President of Board, HOS, 1 community Board member, 1 faculty, and 1 parent. Kick off in summer.

2.4.2 Plan to add Grant Writing Committee

## 3. OKFA

### 3.1 New officers:

Laura Shaw, President

Pepe Winfrey Hill, VP

Cecily Roberts, Secretary

No Treasurer at this time

### 3.2 Elementary move to storage – working

## 4. Elementary Program:

4.1 Presentation on plan for nomad class for 2 weeks from 6/4-6/15.

4.2 Mt Olive site – basement not available due to permitting

4.3 Jason took on storage locker assignment

4.4 Conditional Use Permit (CUP)

First look at moving to Lake (zoning won't allow) but can move after care there.

NEW: Lisa to reply to Mt. Olive and other sites we were looking at. Laura to be added to Site Committee.

## 5. SECRETARY'S REPORT

Lost hard drive with all minutes, etc. Working on April's minutes.

## 6. TREASURER'S REPORT

6.1 \$1100 in bank w/ \$4500 open invoices.

6.2 Table voting on revised budget

## 7. FUNDRAISING REPORT

Grant for music materials from Weingart was rejected.

For Silent Auction: \$18,000 procured thus far, and \$2100 for raffle.

## 8. NOMINATIONS COMMITTEE REPORT

## 9. MARKETING COMMITTEE REPORT

9.1.1 Website re-design: Jenny Lin working on.

SCHOLARSHIP COMMITTEE REPORT

Met this afternoon, Jason and Lisa. \$15,000 request for 6 applications.

ELECTIONS:

President: NOMINATION of Jason Feldman (Gwen). SECONDED (Lisa). Jason accepted.

Vice President: NOMINATION of Lisa Ruelas (Standrea). SECONDED (Gwen). Lisa accepted.

Treasurer: NOMINATION of Standrea Williams (Gwen). SECONDED (Lisa). Standrea accepted..

Secretary: NOMINATION of Laura Shaw (Standrea). Laura rejected.

Ballots distributed, returned and tallied.

Board of Directors Officers for 2007-2008:

President, Jason Feldman

Vice President, Lisa Ruelas

Treasurer, Standrea Williams

Secretary, open position

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



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Gwen Hourihan, Interim Secretary

Attachments:

Board of Directors Officers ballot



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**ANNUAL BOARD OF DIRECTORS' MEETING**

**Weds, May 9, 2007, 6:30pm**

**Lake Campus**

**BALLOT: OFFICERS OF THE BOARD OF DIRECTORS**

**President**

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**Vice President**

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**Treasurer**

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**Secretary**

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**Oak Knoll Kinderhaus Montessori Finance Committee**

**6 May 2007 meeting**

**Attendance: Standrea, Jonna, Katie, Marti, Jason**

**FINANCE COMMITTEE PROPOSED BUDGET BASIS:**

(for board review)

- 1) bring enrollment into agreement with received re-enrollment forms and fees/new enrollments:
- 2) move elementary to Lake – to occupy rooms near office
- 3) only contract one primary + one assistant for one primary program
- 4) provide staff discounts to Corrina, auction chair – total 2 @ 50% and 1 at 100%
- 5) allocate \$15K for scholarships down (school received six applications for next year – deadline has passed). This is approximately equivalent to 5% of tuitions or 100% of 2008 estimated auction proceeds. Would enable:
  - ~2 full scholarships, or
  - ~4 half scholarships, or
  - ~8 quarter scholarships(or some combination)
- 6) allocate \$3.5K for AMI recognition of elementary and primary programs
- 7) take credit for estimated \$13K from 2008 auction
- 8) accommodate 2006-2007 shortfall of \$7.5K (operating) and \$4.5K (CUP)
- 9) add \$5k margin for anything we missed or disasters
- 10) eliminate part-time slots...all students required to enroll full time**

**BOTTOM LINE:** this budget has approximately a \$19.5K profit for the year

**Above changes/suggestions made to precisely agree with re-enrollment.**

6 May 2007

Updated re-enrollment count:

	<u>re-enroll + new-enroll</u>
toddler	10 (and 1 on waiting list)
primary	25 or 26 ( <b>only 22 have formally enrolled</b> )
elementary	9 (not including 1 transfer)
<b>TOTAL</b>	<b>49</b>

Budget proposal basis:

	<u>new</u>	<u>estimated total</u>	<u>(capacity)</u>
toddler	0	<b>10</b> (0 at half-time)	(10)
primary	2 ( <b>verbal yes to enroll</b> )	<b>24</b> (0 at half-time)	(24)
elementary	1 (new) + 1 (transfers)	<b>11</b>	(20)
<b>TOTAL</b>		<b>45</b>	(54)

**our total full-time equivalent enrollment would be 43 (due to staff discounts)**

NOT APPROVED

Oak Knoll Kinderhaus Montessori				
Proposed Budget				
September 1, 2007 - August 31, 2008				
	07/08 Projected		Number	full-time
Summary	Income/Loss		of Students	equivalent
Auction	13,000.00			
Tuition	378,925.00		45	43
scholarshpis	(15,000.00)			
staff discounts	(15,150.00)			
Direct Salaries	154,220.00			
Benefits	37,320.00			
<b>Direct Personnel Costs</b>	<b>191,540.00</b>			
<b>Operating Costs</b>				
Office Staff	60,380.00			
Leases	56,434.00			
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	4,800.00			
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 general	7,500.00			
shortfall cup	4,500.00			
AMI recog. Elem.	3,500.00			
margin	5,000.00			
<b>Total Operating</b>	<b>180,904.98</b>			
<b>Total Costs</b>	<b>372,444.98</b>			
<b>Net Income</b>	<b>19,480.02</b>			assumption: zero profit from summer
<b>Profit %</b>	<b>5.1%</b>			
<b>Summary</b>				
Salaries	154,220.00			
Benefits	37,320.00			
Operating	180,904.98			
Total Costs	372,444.98			
# of Students	45.0			
<b>Cost Per Student</b>	<b>8,276.56</b>			
<b>Average Tuition</b>	<b>8,420.56</b>			
<b>Over/(Shortfall)</b>	<b>144.00</b>			

Oak Knoll Kinderhaus Montessori				
Proposed Budget				
September 1, 2007 - August 31, 2008				
	07/08 Projected		Number	full-time
Summary	Income/Loss		of Students	equivalent
2008 Auction proceeds	13,000.00			
Tuition	369,398.00		44	43.5
scholarshpis	7,387.96			
Direct Salaries	146,570.00			
Benefits	36,730.00			
<b>Direct Personnel Costs</b>	<b>183,300.00</b>			
<b>Operating Costs</b>				
Office Staff	60,380.00			
Leases	84,034.00			
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	7,500.00			
CUP costs	4,500.00			
AMI recog. Elem.	2,000.00			
margin	2,500.00			
<b>Total Operating</b>	<b>206,867.48</b>			
			↓	
			assumption: zero profit from summer	
<b>Total Costs</b>	<b>390,167.48</b>			
<b>Net Income</b>	<b>(7,769.48)</b>		<b>Requires one or two more elementary enrollments early in year</b>	
<b>Profit %</b>	<b>-2.1%</b>			
<b>Summary</b>				
Salaries	146,570.00			
Benefits	36,730.00			
Operating	206,867.48			
Total Costs	390,167.48			
# of Students	44.0			
<b>Cost Per Student</b>	<b>8,867.44</b>			
<b>Average Tuition</b>	<b>8,395.41</b>			
<b>Over/(Shortfall)</b>	<b>(472.03)</b>			