

Wyoming Valley Montessori School Board Meeting

13 October 2016

Members in Attendance: Adrienne Asbury, Joe Werner, Dennis Puhalla, Eric Bleiler, Chris Kang, Sal DeLuca, Alicia Nordstrom, Monica Han, Wesley Woo, Jim Murphy,

Absent Members: Ed Hennigan, Jennifer Thomas, Val Sartor

Meeting was called to order at 6:25 pm

1. The September minutes were approved. Wesley Woo made the motion, and Monica Han seconded. The minutes from the semi-annual meeting were approved. Adrienne Asbury made the motion and Jim Murphy seconded.
2. Head of School update was given by Dennis Puhalla.
 - A. Enrollment is currently 115 with one to two more students who will be joining primary classes soon.
 - B. Minimal maintenance included fixing the school's sign after it was recently knocked down and adding a latch to the shed in the toddler play area.
 - C. The school has updated computers as needed, with the help of the IU. In the near future we will need to address internet problems in a few areas of the building.
 - D. Recent activities have included a dental hygiene program and fire drills.
 - E. The food program launched and is getting rave reviews.
 - F. The state police performed an audit of WVMS's sensitive information storage practices, and we passed.
 - G. A decorative plate has been made to dedicate the gazebo to former head of school Jean Warren.
3. Finance update was given by Wesley Woo.
 - A. The finance committee recently met and discussed a maturing CD. The committee decided to pay off one loan, which will help monthly cash flow, and to invest the remainder of the CD's proceeds in a short-term bond fund.
 - B. Wesley shared the monthly income statement, which is favorable compared to predictions.
4. Development update given by Monica Han.
 - A. Annual campaign letters recently went out, and about \$1100 has come in so far. Corrin Stella will chair the spring gala event.
5. Building and Grounds update given by Eric Bleiler.
 - A. The committee conducted a walk-through this evening. We are ahead of the long-term building and grounds strategic plan.
 - B. Eric presented a proposal from Monk for \$4285 to fix ductless air conditioning in the upper el building and also from Roofpro for \$9380 for roof repairs to the upper el building. Gutterpro will honor their previous quote for gutter replacement on upper el building after the roof is completed. Joe Werner made a motion to accept these bids and move forward with the projects. Adrienne Asbury seconded. Approval was unanimous
6. Middle School task force update was given by Jim Murphy.

- A. The group met on 9-19-16, and Danny Klein gave some background information. Mark DiPippa will attend the next meeting to give more background information. The next meeting will be in November.
- 7. Enrollment task force update was given by Adrienne Asbury.
 - A. The committee met and discussed the background and role of the group. Lynn Klein gave her report regarding enrollment and admissions activities. The parent survey will go out in the spring. There are no plans to terminate the committee in the near future.

The meeting adjourned at 7:07. Monica Han made the motion, and Joe Werner seconded.

Meeting minutes submitted by Adrienne Asbury