

Wyoming Valley Montessori School Board Meeting

12 January 2017

Members in Attendance: Adrienne Asbury, Joe Werner, Jennifer Thomas, Dennis Puhalla, Eric Bleiler, , Val Sartor, Sal DeLuca, Jim Murphy, Ed Hennigan, Monica Han, Alicia Nordstrom

Absent Members: Chris Kang, Wesley Woo

Meeting was called to order at 6:19 pm

The minutes from the December meeting were unanimously approved. The motion was made by Ed Hennigan and seconded by Monica Han.

1. Head of School update given by Dennis Puhalla
 - A. Current enrollment is 122. One additional primary student may be enrolling soon. Intent to re-enroll paperwork was sent out, and over 60 forms have been returned so far. Twelve new applications have also been received for next year.
 - B. Upcoming admissions events include an information session for toddler parents about the primary program on January 24, learning together starting February 10, open house on February 22, the winter newsletter at the end of February, and a meeting with FM 93 to investigate radio ads.
 - C. Maintenance: Sorbeck Construction has used drone imagery to begin the process of evaluating the lightning protection project required by insurance. More information regarding solutions and costs will be forthcoming. The roofers have not begun because of the weather conditions. Carpets were cleaned and sanitized over break.
 - D. Recent activities have included the holiday concert, the PA's Barnes and Noble fundraiser, Polar Express movie, and Science Fair.
 - E. Upcoming events include the MLK speech on January 13th, Chinese New Year, and Staff CPR and First Aid training.
 - F. School will dismiss early on January 13 and will be closed on January 16.
2. Finance Committee update given by Eric Bleiler
 - A. The current financial statement shows favorable revenue due to strong enrollment. However, the annual campaign and EITC are areas of weakness. The annual campaign has raised \$14,555 of the \$20,000 goal. The EITC money is not all disbursed to the school yet, and some obstacles have resulted in smaller donations than expected by some donors. Bonuses for faculty and staff have affected the salary line item.
3. Development Committee update given by Monica Han
 - A. The annual campaign has raised \$14,555 of the \$20,000 goal. Reminders have gone out at intervals.
 - B. The gala committee continues to meet to plan the event that will be held at The Woodlands on March 31, 2017. The next meeting is January 13.
4. Building and Grounds update was covered in the Head of School update
5. Middle School Committee update by Jim Murphy

- A. Subcommittees are working on the pieces of the exploration. Charlene Decker has provided some financial projections. Jim hopes to present the full report by the end of this school year.
- 6. Enrollment Committee update given by Adrienne Asbury
 - A. The committee will meet on January 26 at 6:00 pm.
- 7. Strategic Plan update
 - A. Monica will be sending out possible dates for a Saturday morning strategic plan session with Kim McNulty
- 8. Trustees Committee update given by Alicia Nordstrom
 - A. Alicia reviewed the terms of current members in light of the recent change from two-year terms to three-year terms and presented this information to the board. At least three members will be leaving the board after this term.
- 9. The meeting adjourned at 6:54. Joe Werner made the motion, and Monica Han seconded.

Meeting minutes submitted by Adrienne Asbury