Wyoming Valley Montessori School Board Meeting

February 7, 2019

Members in Attendance: Dennis Puhalla, H.Chris Kang, Eric Bleiler, Wesley Woo, James Murphy, Eileen Sennett, and Brian Stanchak

Absent Members: Justin Nordstrom, Adrienne Asbury, Valeria Sartor, Monica Han, Salvatore Deluca,

Meeting was called to order at 6:16 PM

1. Eileen Sennett made a motion to approve previous meeting’s minutes. James Murphy seconded the motion. All approved.

2. Dennis Puhalla presented the Head of School report.
   A. Mason Wooldridge CEO and Co-Founder of OKDI visited the school on January 31st along with Joe Deluca, Director of Non-Public Schools for LIU*. Mr. Wooldridge spent about 3 hours inspecting the facilities and procedures in place at the present on school safety and techniques to protect schools from intruders. He will submit a report of suggestions for necessary changes regarding safety.
   B. All smoke detectors and fire extinguishers were checked and tested. Teaching staff was recertified by the American Heart Association in both CPR and First Aid and how to treat an injury caused by acute trauma with excessive bleeding in January.
   C. Completed Events include: Science Fair, LE celebrated MLK Day. Upcoming Events include: Parents Night, Heritage Day and Montessori Week.
   D. Student population at 124 as of January. Next year contracts will be mailed out with a due date of March 15.

3. James Murphy gave the Finance Committee update.
   A. Financials at a loss due to the Annual Campaign and the Spring Gala not taking place this year.
   B. The finances continue to be stable due to the higher enrollment then budgeted. Enrollment continues to be the driving force. The budget was set at 125 students, and the actual is 127.
   C. Budget for students returning for the 2019/2020 school year is looking like 105. Lynn Klein will be doing a Mommy & Me session in the Spring on Saturdays to attract more attention to the school.
   D. The capacity on toddlers is 20 or the school would need to hire a new certified teacher. The 20 student max for each primary classroom is a good number. The board was asked to think of creative ways to keep kids here and boost enrollment numbers.

4. The Committee on Trustees report.
   A. There are currently 11 board members. Of the 11, 2 board members, Adrienne Asbury and Monica Han are expiring their term and are unable to serve again. In addition to those 2, there are 4 more board members expiring their 1st term.
   B. A request for new board members will be sent out in the coming weeks. Looking for a college level applicant to assist with the accreditation coming up in 2022.
5. The Building and Grounds update sent in by Salvatore Deluca.
   A. How to move forward? What should the next steps be? Is everyone ok with a budget of 300K to 500K. Everyone was in agreement with the budget figure but we need to understand what that is going to pay for.
   B. Does the current building qualify for Historic Building Status? When? There are additional tax breaks the school can seek when that status is reached.
   C. A request was made to go back to BL to give a better direction for the great room with flex space. Possibility of removing the tree and expanding the media center. Need to look to the future for better computer/STEM area.
   D. The Development Committee update.
      A. The Capital Campaign needs to get started. The board set a $50K goal to celebrate the 50th anniversary of the school. The anniversary date is April 2020. Dennis would like to have a grand event to honor the main sponsors for the school and invite old alumni.
      B. Talk focused on finding and hiring someone to run the capital campaign. No one at the school wants help or run the campaign. We need to find someone with experience on this time of event. No decision was made.
      C. No movement has been made on an event for the spring. The Development Committee will ask Lynn Klein to investigate a night at the races for the fall. And the PA to look into holding a Bingo in 2020 with a share of the profit going to the school.

The meeting adjourned at 7:09PM.

Meeting minutes submitted by Eileen Sennett