

WVMS Board Minutes

Date: September 17, 2025

BOT Present: Hussein Kazimi, Lori Murphy, Danielle Westgate, Brigitte Henry, Gerry Mecadon, Jan Wessel, Jerry Nichols (virtual)

Absent: John Karavis, Bill Frey, Kathy Harrington

School Members: Justin Kleinheider

Guests: None

Call To Order: Danielle made a motion to begin the meeting at 6:23 pm; Gerry seconded

Old Business:

- Brigitte motioned to approve May minutes; Lori seconded

Committee Reports:

Head of School Report - Justin

- The school year is off to a great start!
- Changed a lot of specialists. No longer using the YMCA for PE staff, which saves the school money. Chinese and Music now taught by Louis Jablowski . Library also changed this year. Now specials are held to higher academic standards, which teachers appreciate. Still looking for a Spanish teacher.
- Teachers are working on collaborating between levels. This issue was raised in self-study, so it is important to address.
- News – Primary B Assistant Teacher is moving to Utah. Justin has already filled the position with Kayla Koonrad, who has a Bachelor's in Early Childhood. Jonelle and Kara both were impressed by her. Justin is also happy that she has enthusiasm in one day becoming a Lead Teacher.
 - Jan asked how we were able to replace her so quickly
 - Justin answered that we had several resumes on file and stronger networking
- New Parent Orientation/Moving Up went very well
- Kick Off Event on this coming Wednesday for Annual Fund

- Upper El handing out coffee and cake!
 - This will be a helpful event for building community
- There will be an increased effort to organize events that build community
 - Parent Education series will continue this year
 - Now includes a new topic/meeting with Charlene to help families better understand Financial Aid options & process
 - Peace Day
 - Festivals
 - Communication Folders – will go home weekly to offer another touchpoint
 - Texts will be added to email communication – google links can be sent via text, as well.
- Montessori Workspace
 - A few glitches as we get it up and running
 - Looking forward to sending the first out within the first few weeks of school
- Enrollment Status:
 - Our current enrollment is 125 students – enrollment at this time last year was 128
 - Our enrollment goal for this year was 132
 - Why are we short?
 - Missing students are mostly from Toddler
 - Birth year issue? Data pulled from census data supported this trend
 - We have double the toddlers enrolled as Sem even though they have more classrooms, meaning they are not full
 - Covid effect?
 - The school usually picks up new toddler students throughout the fall so we hope to get closer to that goal as the year continues
- Busy summer maintenance project
 - Great Room roof now totally replaced
 - Primary B wall fixed
 - DHS Inspection led to some upgrades (nap room)
 - Mulch on playground
- Accreditation
 - AMS Team Leader just cancelled but they did already replace with a new leader

- Justin responded with his availability and is waiting to confirm
- October 19 date is still confirmed

Strategic Plan – Brigitte

- Committee Goal: Create a 5-year Strategic Plan that:
 - Is rooted in WVMS Mission & Values
 - Utilizes feedback from school-wide surveys
 - Incorporates local metrics and data
 - Builds presence in both local and AMS educational landscape
 - Celebrates and supports commitment to excellence
- Working Titles of Plan Pillars
 - Sustainability & Growth
 - Belonging & Culture
 - Engagement
- Working Titles of Plan Foundational Themes
 - Structural Support
 - Finance & Capital
 - Commitment to Excellence
- Process Outline
 - November – SWOT Analysis, school-survey feedback, data collection
 - December – Recommendations from AMS Accreditation Team
 - January to March – Draft & Revise
 - March – Present Draft for Faculty/Staff/Board Review
 - May – Finalize & Approve

Finance – Justin (presenting for JK and Bill)

- Last year, families struggled with FA software
 - Charlene and Justin reviewed and we will use FACTS this year
- Sent out personal interest in EITC contributions
 - 4 responses
 - Jan – Charlene noted that there is a notable amount of admin tied to donations so interest needs to be present
- Budget
 - \$49 dollars over

- Positive considering: 7 student tuitions missing; building overages; salaries
- What Offset These Losses: Puhalla fund, Gala net, investments (thanks to Charlene)
- Enrollment – It might be strategic to set an enrollment goal based on this operating bottom line vs. trends because we know we can function at this level. If we go over on enrollment, that would be an added bonus.

Buildings & Grounds (Hussein)

- O&S Construction has been a huge help over the past few years
- Recent repairs: Ceiling Tiles replaced, Toddler B Nap Room, Great Room Flooring Replacement, Playground repairs, HVAC routine check up & maintenance, pump replaced in Toddler B, final phase of roof replacement (which will allow further interior upgrades), wall repair in Primary B, gutter repairs on elementary building, playground mulch
- Future projects on radar for 1-2 years: big ticket item – exterior painting, concrete repairs, window reinforcements, led lighting, lock replacement & expansion, boiler in community building (low priority), repaving parking lot (big ticket), toddler heat pump system upgrade
- Justin – native species garden is going to be replaced with a patio & raised bed
 - \$7,200 project
 - Raised \$5,000 in cash already – private donors
 - Green Valley – contracted, latest start date October
 - Justin found someone to recycle fence and greenhouse
 - ONS has offered to demolish concrete pad under greenhouse (doesn't affect carpet, just mulch)
 - Minimal impact to playground time for children
 - Gerry suggested that various foundations might be interested in helping to meet goal

Development (Lori)

- Set goal for 100% board participation in the annual fund
 - Shows support for our school and reinforces 100% faculty & staff participation
 - Set goal to have board donations in by December
- Montessori Greeting Cards – will be used to reach annual fund goal
- PA fundraising – Mum sale about to begin

- Development Goals:
 - Increase participation in annual campaign
 - Build awareness through new outreach measures
 - Use current parents to make a personal connection to giving
 - Danny – reach out to alumni
 - Gala – will make efforts to further educate on purpose of gala funds, and will explore adding a school-wide incentive as a way to generate new excitement/participation
 - Annual Fund – brief discussion on increasing annual fund goals after the covid impact

Head Support & Evaluation (Danielle)

- Reviewed 2025-2026 Board Goals & HOS Goals
- Additional Goal: To create a list of capital projects
 - Buildings & Grounds will work on this
- Jan asked what Justin's thesis is on:
 - Faculty Collaboration

Adjournment: Lori motioned to adjourn the meeting at 7:24 pm; Danielle seconded. Brief Executive Session held after meeting had been adjourned.

Minutes Prepared by Brigitte Henry