

**Western Communities Montessori Society (WCMS)**  
 Board of Directors' Meeting  
 Email: [board@west-mont.ca](mailto:board@west-mont.ca)

Minutes of Board Meeting held April 14, 2011

**BOARD MEMBERS:**

|                                  |                       |   |                 |
|----------------------------------|-----------------------|---|-----------------|
| Paul Davis                       | <b>President</b>      | Autumn Cousins                              | <b>Director</b> |
| Arv Aujla                        | <b>Vice-President</b> | Rebecca Chow                                | <b>Director</b> |
| Shannon Tait                     | <b>Secretary</b>      | Debbie Cooper                               | <b>Director</b> |
| Kim Pitman                       | <b>Treasurer</b>      | Christy Harzan                              | <b>Director</b> |
| Bruce Laurie<br><b>Principal</b> |                       | Barbara Kennelly<br><b>Business Manager</b> |                 |

**PRESENT:** PAUL DAVIS; ARV AUJLA; SHANNON TAIT; AUTUMN COUSINS; DEBBIE COOPER;  
 CHRISTY HARZAN; BRUCE LAURIE; BARBARA KENNELLY

**REGRETS:** KIM PITMAN

**GUEST(s):** JASON BOWERS, LIZ KOOLMAN; NORMA KIRKHAM; ANNA HOREL; JENNIFER WALKER

| <b>ITEM</b> | <b>DISCUSSION</b>   | <b>ACTION</b> |
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| <b>1.</b>   | <p><b>CALL TO ORDER:</b><br/>           Paul called the meeting to order at 7:00 pm, indicating the Strategic Planning Committee Presentation "WCMS Strategic Plan 2011-2015" would commence first, and the rest of the regular Board meeting would follow.</p> |               |
| <b>2.</b>   | <p><b>AGENDA: Additions and Changes:</b> None</p> <p><b>MOTION:</b> Paul moved to approve the agenda . Carried.</p>   |               |
| <b>3.</b>   | <p><b>PREVIOUS MINUTES:</b></p> <p><b>MOTION:</b> Paul moved to accept the Minutes of the March 10, 2011 meeting. Carried; Rebecca abstained.</p>   |               |



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|           | <p>3 <b>Hydro Grant follow-up for light ballasts in Main and DG buildings – Bruce</b><br/>Still in process.</p> <p>4. <b>Alarm Company System Approval – Paul/Bruce</b><br/>Tabled until May meeting pending more discussion.</p> <p>5. <b>Alumni email follow-up (Liz/Debbie)</b><br/>Debbie received the list of Canada Post addresses only, not email addresses. Due to time constraints for Debbie, Christy volunteered to take on work with the Alumni Committee</p> <p>6. <b>Directors’ Policy Review re. Sec 02, Annex D (D9-D11), and Annex E - due April 4 - update</b><br/>Autumn and Rebecca handed out the draft framework of a <i>Document Comparison and Policy Review Draft Recommendations</i> for the Board's review. Draft language for the Board Policy Manual regarding the student uniform was reviewed and a final draft will be presented to the Board for decision along with other Policy Manual suggested changes. Board members are requested to review Sections D and E to ensure they reflect the current responsibilities for each role.</p> <p>Autumn and Rebecca will present their recommended policy manual updates and any proposed bylaw changes at the May 19 Board meeting for consideration at the AGM.</p>  | <p><b>Christy:</b><br/>taking on Alumni Com.</p> <p><b>Autumn /Rebecca:</b><br/>Recommendations presented in May</p>   |
| <p>6.</p> | <p><b>WCMS REPORTS:</b></p> <p><b>a. <u>PRINCIPAL’S REPORT</u> Bruce</b></p> <p>Hard copy of report distributed for discussion during the meeting. See attached, too. Rebecca offered to meet with Bruce to discuss and investigate the UVic Track Meet date decision-making process as to why we are bumped from our reserved dates despite paying a deposit. Fire retardant treatment for stage curtains could cost \$2500; fire safe replacements could cost as much as \$15,000. Bruce still investigating options. Paul will check with another shipping container company for donation options for our Emergency supplies; delay in getting a value and depreciation amount for current option.</p> <p>Copy of March PAC minutes and April agenda submitted.</p> <p><b>b. <u>TREASURER’S REPORT</u> Barb K.</b></p> <p><b>i. Statement of income and expenses to March 31, 2011 received.</b> Questions may be directed to Barb K. She will also forward Shannon an electronic copy for the Board records. Of note, the Introduction to Montessori class is starting now.</p> <p><b>ii. Grant-writing Team:</b> Rebecca has some info. on a grant-writing course and grant writing-officers that may be of assistance to us. She’ll email info. to Bruce.</p> <p><b>iii. Staff Bonus Committee:</b> Barb K. handed out a Staff Bonus Committee Proposal for consideration. Vote to approve the recommendations to be held at the May Board meeting. Staff is happy with the proposal. Barb K. to send draft wording for motion to Shannon for May vote.</p> | <p>Rebecca and Bruce:<br/>discuss track meet dates/ bumping</p> <p><b>Barb K:</b> pls. send Shannon S of I &amp; E to March. 31</p> <p><b>Rebecca:</b><br/>email Bruce grant-writing info.</p> <p><b>All:</b> review Staff Bonus proposal for May.</p> |

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|  | <p>iv. <b>Finance Committee</b> : Next meeting date TBA</p> <p><b>c. <u>COMMUNICATIONS</u>: Shannon</b></p> <p>i. <b>Metchosin Muse deadline</b>: June 10, 2011 for Summer 2011 Muse edition. Email stories, ideas and photos to Marie-Terese Little at <a href="mailto:mtlittl@telus.net">mtlittl@telus.net</a> and Shannon Tait at <a href="mailto:spw_tait@shaw.ca">spw_tait@shaw.ca</a>. This will be our final edition before students take over in the fall. Submissions will now be every two months, to share an alternating spot in the Muse with Hans Helgesen. The Metchosin Directory has advertised on page 10 of the April Muse for submissions. Shannon will investigate putting in a submission for the WMCS as non-profit group entries are free.</p> <p>ii. <b>Muse article submission/Middle School Writers Update</b>: Shannon offered to meet with Cory and Jason to discuss the Muse article writing process used for the past two years, which may be of use for the students when they take over.</p> <p>iii. <b>WMS Newsletter Deadlines</b>: April 15 and April 27 and May 11 to Melanie for inclusion in the school Connections and interim newsletters.</p> <p>iv. <b>Lynn Hill letter re. History of Montessori in Victoria report/Website statement updates</b>: Bruce and Liz reported that the website statement is being updated now. We can draft a letter response once the final website wording has been cleared within the next couple of weeks. Liz will forward Shannon an email copy of the letter.</p> <p><b>d. <u>MARKETING</u>: Debbie/Bruce</b></p> <p>i. <b>Report</b>: Marketing funds are limited now due to commitment to advertise in the Muse, and due to May Day Parade entry fees for the Marimba Band float. Seeking donations from Slegg Lumber for plywood. Parade rules prohibit giving out info. or treats. Paul confirmed that insurance coverage is in place. Thanks again to Kim Pitman and family for donation of the truck.</p> <p>iii. <b>Next Marketing sub-committee meeting</b>: May 26, 3:30 in Bruce's office</p> <p><b>e. <u>POLICY</u>: Autumn / Rebecca</b></p> <p>i. <b>See <i>Old Business, Item 6</i></b>, for this month's report</p> <p>ii. <b>Next meeting</b>: Open. All welcome to help as a lot is done over email vs. face to face.</p> <p><b>f. <u>STRATEGIC PLANNING</u>: Arv</b></p> <p>i. <b>Report</b>: <b>See <i>Special Presentation Section</i></b> at beginning of these minutes for this month's report. Arv will also post highlights on the Communications Board for those who couldn't attend the presentation and send Shannon a soft copy for the Board records; Shannon will put a summary into the School Newsletter. All questions may be directed to <a href="mailto:board@west-mont.ca">board@west-mont.ca</a> attention to Arv Aujla.</p> | <p><b>iii. Barb K.</b><br/>send Shannon draft wording for motion.</p> <p><b>Shannon:</b><br/>WCMS Met. Directory Submission</p> <p><b>Shannon:</b><br/>meet with Jason/Cory re. Muse article writing process</p> <p><b>Shannon:</b> get copy of letter from Liz by email</p> <p><b>Arv:</b> Post Strategic Plan presentation highlights and send soft copy to Shannon of WMS 2015.</p> |
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|  | <p>ii. Next meeting: TBA</p> <p><b>g. <u>SITE</u> – Paul (also see Principal’s Report and Old Business).</b></p> <p>i. <b>Willow Classroom Outside Staircase update:</b> Metchosin Building Inspector to come out next Monday or Tuesday for a final inspection to sign off. Deposit has been received.</p> <p>ii. <b>Lights at the end of the driveway update:</b> A digging delay has occurred due to the daffodils being in bloom, plus a 6 foot ditch is not an option. Asphalt is needed. Plan now to wait until summer for further action on this.</p> <p>iii. <b>Storage Unit for Chairs update:</b> Paul has talked with two architects to date; seeking another as they were too expensive (\$300 per sq ft). Wants to pay a flat fee instead. Engineer will charge \$1000 for drawings. Put forward to May for a vote.</p> <p>iv. <b>Staff parking lot and driveway condition update:</b> This needs to be fixed when the weather is drier. Need a drain/pipe. Paul will speak to an engineer for some input. Vehicles are now driving on part of the lawn.</p> <p>v. <b>Property Drainage update:</b> CRD reported back that there was no sign of any effluence in the drainage water. We are to call them back when it rains again if needed.</p> <p><b>h. <u>CAPITAL PROJECT: New Main School Building - Paul</u></b></p> <p>i. Paul would like to get a committee together for a cost analysis. Will discuss with Bruce and Staff re. visions for a new school building. Another data source is Jennifer Walker’s Master’s Research project. Anna is also able to put out a call for volunteers once we are ready to do so.</p> <p><b><u>i. Nominations Committee / AGM (June 9) - Shannon</u></b></p> <p>i. <b>Committee Members’ Update:</b> Melanie has found a parent volunteer willing to help with some tasks, which is much appreciated.</p> <p>ii. <b>Returning Directors’ update:</b> So far, Paul, Autumn, and Rebecca will be running again. Arv, Christy, and Kim are still unsure; Debbie and I are not running. Nominations due May 19.</p> <p>iii. <b>Yes/No Letter and Nominations Packages review:</b> Yes/No letters will be put in mailboxes tomorrow for parents to consider, and for me to follow-up on if there are questions. The Nomination package is ready to go. Barb K. and Barb L. will promote the Board to new families who may be interested in joining, as Autumn did last year. Autumn has offered to talk to anyone interested, too, to give her perspective.</p> <p><b>President and Treasurer:</b> Available for one year each<br/> <b>Secretary and Vice President:</b> Available for two years each<br/> <b>Directors:</b> Half for one year; half for two years</p> | <p><b>iii. Paul –</b> meet with 3rd architect for a quote.</p> <p><b>iv. Paul –</b> meet with engineer re. driveway.</p> <p>Paul and Bruce discuss vision for new school bldg.</p> |
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|     | <p>iv. <b>Coffee/Chat date</b> for interested new members: See New Business</p> <p>v. <b>WCMS 2011-2011 Annual Report:</b> Directors' Reports <b>due May 19</b>. Shannon will edit and format in time for the AGM. 1 hardcopy will be printed for each Board member, plus one each for Melanie, the Board files, the Board communication board, and the library. The rest will be sent out to everyone in a .pdf file. Total: 14</p> <p><b><u>j. Board Annual Planning Cycle: Upcoming Events for April - June 2011 – Shannon</u></b></p> <p>i. Nomination letters/invitations to prospective Directors released (April)</p> <p>ii. Board Secretary prepares Nomination package for release (April)</p> <p>iii. Notice of AGM posted and Nominations due back to Board Secretary (May)</p> <p>iv. Board finalizes any motions required for vote of Society Membership at AGM (eg. changes to bylaws, significant financial issues). Post in accordance to Society Act regulations. (April/May)</p> <p>v. AGM and Election of Board Directors: (June 9, 2011)</p> <p>vi. Fiscal year end: (June 30, 2011)</p> <p>vii. Board provides meeting dates to Principal for next year's school calendar (June) – NOTE: finalize at the first Board meeting. Check with School Secretary for deadline.</p> |  |
| 7.  | <p><b>NEW BUSINESS:</b></p> <p>1. <b>Alarm System and Monitoring Package - Paul:</b> Motion to decide on which updated alarm system and monitoring package to approve has been re-postponed to the May meeting, pending a discussion between Paul and Bruce about comparisons.</p> <p>2. <b>Board Coffee/Chat date for Interested Board candidates: Tent: Friday, April 29 8:30 – 9:30 am - Shannon:</b> This date and time were confirmed. Shannon will organize details – get info. from Bruce re. how to order from Starbucks. Rebecca, Autumn, Shannon can attend. Others TBA.</p> <p>3. <b>Dates for Future Board Meetings: - always Thursday nights? Calendar deadline confirmation – Shannon</b> As Thursday nights may not be ideal for all incoming Directors in the fall, Board meeting dates will be decided on June 9, at the first Board meeting of the new year.</p> <p>4. <b>Alumni Committee Formation:</b> Decided earlier that Christy will take this on.</p>  | <p>Move to May mtg. to vote on an alarm system package.</p> <p>Add to June 9 agenda.</p> |
| 8.  | <p><b>BUSINESS FROM THE FLOOR:</b> Anna Horel, Volunteer Coordinator wished everyone a very happy <b>National Volunteer Week</b>, April 10-16, 2011.</p>   |  |
| 9.  | <p><b>IN CAMERA</b> 10:28 pm – 10:38 pm</p>  |  |
| 10. | <p><b>ADJOURNED:</b> 10:38 pm</p>  |  |
| 11. | <p><b>NEXT MEETING: Thursday, May 19, 2011</b> at 7:00 pm in Redwood classroom</p> <p><b>Note: Board reports/agenda items</b> due to Shannon Tait by May 10, 2011 to (<a href="mailto:spw_tait@shaw.ca">spw_tait@shaw.ca</a>)</p>  |  |

## **Principal's Report April 2011**

### **Registration**

Our present enrolment is 153 students plus 10 EP introduction (2 days a week) students. For next year, our enrolment is 165 and we are just finalizing morning and afternoon EP and Kindergarten students to see if we have room for a few more. Registration is not closed yet, but we have few spots left.

### **Emergency Preparedness**

We are waiting for finalization of negotiations on the container with Viking Air. The site is prepared and we have a committee working on setting up supplies.

### **Cultural Performances**

We had a presentation by Marimba Mazuva which was enjoyed by all of the students and a small group from the community. We had a drumming presentation by the students and their drum instructor. Matthew, the instructor, will be presenting on Cultural Day. We had an outstanding Science Fair event in March. Two students, Jacob and Hudson, went on to the Regional event at UVic and both received awards. They also experienced the wide world of science among their peers. Two students from West-Mont, Heather and Montana, won our school Spelling Bee and went on to compete at UVic. They did an outstanding job among their competitors, felled by "gesundheit" and archipelago.

### **Future Endeavours**

Cultural Day will occur Friday. Variety Show and the Small Independent School Track Meet are coming up. Track Meet couldn't be held without us so it was rescheduled on the only possible free day on the UVic track, June 16th, the Thursday before the end of school.

### **Accreditation**

The Independent Schools Ministry is sending a representative to update our accreditation on April 20th. This occurs every two or three years, with a major review every six years. Our last major review was soon after I arrived, in October, 2008.

### **Building and Grounds**

Update on Fire Inspection- we had the curtains for the stage tested if fire protection was on the material. The test found that they have no fire proofing on them and will need to be treated or replaced.