

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

Minutes of Board Meeting held December 9, 2010

BOARD MEMBERS:

Paul Davis	President	Autumn Cousins	Director
Arv Aujla	Vice-President	Rebecca Chow	Director
Shannon Tait	Secretary	Debbie Cooper	Director
Ed Sykora	Treasurer	Vacant	Director
Bruce Laurie Principal		Barbara Kennelly Business Manager	

PRESENT: Paul Davis; Arv Aujla; Shannon Tait; Ed Sykora; Rebecca Chow; Autumn Cousins; Debbie Cooper; Bruce Laurie; Barbara Kennelly

REGRETS:

GUEST(s): JASON BOWERS, CORY MEAUSSETTE, MARIE-TERESE LITTLE; KIM PITMAN, CHRISTY HARZAN; NORMA KIRKHAM

ITEM	DISCUSSION	ACTION
1.	CALL TO ORDER: Paul called the meeting to order at 7:05 pm	Arv took minutes until 7:25, then Shannon took over.
2.	AGENDA: MOTION: Paul moved to approve the agenda. Carried.	
3.	PREVIOUS MINUTES: MOTION: Paul moved to approve the minutes from the November 18, 2010 meeting with amendments. Carried.	
4.	OLD BUSINESS 1. Willow Room Staircase: Lighting issues are being worked on. 2. WMS History: Liz has an update that says we have provided 40 years of service. Wants to be sure to get it right. Thanks were offered to Liz for her research. 3. Lights at end of Driveway: Desired for safety presence. Power exists at the cabin. Have one quote so far, more being sought.	

5.	<p>4. 3-5 year Capital Plan: Arv and Ed did a recap of the presentation from Nov. 18. See new business for motions about this from Treasurer Ed Sykora. He thanked his committee for all their hard work in creating the recommendations for the Capital Plan. Any questions, please see Arv Aujla.</p> <p>5. Search for new Treasurer: Many thanks were offered to Ed Sykora for his time served on the Board and his many contributions to the WCMS and WMS. We continue to seek a new Treasurer. Shannon will continue to post notes in the Connections newsletters, but Paul will now take over the main recruitment drive to find someone. Need to revamp the Treasurer job description. Possibly advertize in the Muse.</p>	
6.	<p>WCMS REPORTS:</p> <p>a. <u>PRINCIPAL'S REPORT</u> Bruce Hard copy distributed. See attached.</p> <p>b. <u>TREASURER'S REPORT</u> Ed/Barb K.</p> <p>i. Statement of income and expenses to Nov. 30 will be deferred to the January meeting and be complete to December 31, 2010.</p> <p>ii. Staff Bonus Plan Sub-Committee: A task force has been established: Arv, Rebecca, Jason, Magnus, Michelle, Barb K. , Ed, Kim, and Cecelia. Met Nov. 30. Focus is based on four principles: equity, sustainability, consistency, and predictability. This plan will last 3 years, and have a review after that. Next meeting on Dec. 14 at 4:30 pm. Target is to feed into this budget-year planning.</p> <p>c. <u>COMMUNICATIONS:</u> Shannon</p> <p>i. Metchosin Muse deadline: 2010 for Dec. 1 Muse. Email stories, ideas and photos to Marie-Terese Little at mtlittle@telus.net and Shannon Tait at spw_tait@shaw.ca Shannon will follow-up with the Muse re. how many copies we are getting.</p> <p>ii. WMS Newsletter Deadlines: Oct 25 and Nov. 9 to Melanie for inclusion in the school newsletters.</p> <p>d. <u>MARKETING:</u> Debbie and Bruce</p> <p>i. WMS Website: The website has been updated to make it easier for current and new parents to find relevant information: www.west-mont.ca. We are also now on Facebook and Twitter. Bruce will be monitoring these.</p> <p>2. Report from Nov. 25 Sub-Committee Meeting: 3 groups established:</p> <p>a) Internal Marketing focus</p>	Defer to Jan. mtg.

	<p>b) External Marketing focus c) Branding focus</p> <p>Next meeting is January 13, 2011 at 3:20 pm</p> <p>e. <u>POLICY: Autumn and Rebecca</u></p> <p>i. Time line presented for Review of Board Policy Manual* ii. Internal Ethical Review Policy Creation. – revised.* *See Motion in New Business.</p> <p>f. <u>STRATEGIC PLANNING:</u></p> <p>Members of sub-committee: Bruce, Barb K., Jason, Rebecca, Autumn, Theresa, Marie-Terese, and Arv. Are using input from Arv’s survey to move forward. Re. Research by Jennifer Walker and input via World Café – results will be shared with Board and Jennifer equally. Jason has no concerns in this regard. *See motion in New Business.</p> <p>g. <u>SITE – Paul (also see Principal’s Report and Old Business.</u></p> <p>Staff parking lot: Many parents are using this. Paul will be getting a quote to get more gravel put down for a road base. Bruce and Paul to connect re. this item</p> <p>h. <u>CAPITAL PROJECT: New Main School Building:</u> No updates to report.</p> <p>i. Board Annual Planning Cycle: Reviewed. Reminder: Extra Feb. 3 board meeting to review and approve an interim budget and set tuition fees in time for the Open House on Feb. 12.</p>	
7.	<p>NEW BUSINESS:</p> <p>Six motions: All were carried.</p> <p>The first was recommended by the <u>Strategic Planning Committee</u>, while numbers two-five were forwarded by the <u>Finance Committee</u> and related to the Society’s 3-5 Year Capital Plan. The sixth motion was about reporting out to the Society Membership about the Board’s 3-5 year Capital Plan decisions.</p> <p>1. Director Autumn Cousins moved, and Secretary Shannon Tait seconded, that <i>"The Strategic Planning Committee is seeking endorsement from the Board that the Strategic Plan will be developed to optimize our current building and staffing footprints based on the understanding that the school will serve Early Primary to Grade 8 with a target enrolment of 150-168 students."</i> Carried.</p> <p>2. Treasurer Ed Sykora moved and Director Debbie Cooper seconded, that <i>"Commencing 2011-2012, the Board approve a standing annual amount of \$10,000.00 to be used for urgent or emergent capital items upon recommendation to the Board by the Principal."</i> Carried.</p>	

	<p>3. Treasurer Ed Sykora moved and Director Rebecca Chow seconded, that "<i>For the 2011/2012 fiscal year, the highest priority capital items are a storage facility and accessible washroom and that two options be costed: 1) a conventional building addition; and 2) a modular container.</i>" Carried.</p> <p>4. Treasurer Ed Sykora moved and Vice-Chair Arv Aujla seconded, that "<i>For the 2012-2013 fiscal year, the highest priority capital items are a telephone upgrade and a computer room upgrade, and that a proper program begin to update the stage lighting in the Clayton Ruttan Building at \$1000 per year from 2012-2017.</i>" Carried.</p> <p>5. Treasurer Ed Sykora moved and Director Rebecca Chow seconded, that "<i>Beginning in 2014-1015, the Board will begin a program to acquire playground equipment, including a long jump and a high jump pit, and then subsequent to that, acquire a shade structure for 2016.</i>" Carried.</p> <p>6. Treasurer Ed Sykora moved, and Director Autumn Cousins seconded, that "<i>the updated <u>Capital Plan Findings</u>' presentation, including relevant details from the accompanying spreadsheet, be reported out to Society Members via email by January 31, 2011.</i>" Carried.</p>	
7.	<p>BUSINESS FROM THE FLOOR:</p> <p>Norma Kirkham thanked the Board for their good wishes and contributions to the staff Christmas party.</p>	
8.	IN CAMERA 9:40 pm – 10:40pm	
9.	ADJOURNED: 10:40 pm	
10.	<p>NEXT MEETING: Jan. 20, 2011, 7:00 pm in Redwood.</p> <p>Note: Board reports and agenda items due to Shannon Tait by Jan. 11, 2011 to (spw_tait@shaw.ca)</p>	

Principal's Report Dec. 2010

- 1) Uniforms change for next year. Will not change Companies. Older uniform of WMS logo to be withdrawn from use. Limit the uniform for next year and have the sweeter vest to be a formal dress uniform for events.
- 2) Emergency Preparedness – PAC has given funds to purchase a 40Ft Storage Container to replace shed. This will allow for more storage room and a place to house students. This is a water proof, rat proof and self contained unit.
- 3) Open House – Art Show Feb 12.
- 4) Marketing –
 - a. Web Site update
 - b. Face Book
 - c. Twitter
 - d. Uniform presentation design
 - e. Image
- 5) PAC – news is Charity Auction was \$12,934.09 revenue
 - a. Purchase of Playground equipment from James Bay Infant Daycare
- 6) Royal Roads Study – World Cafe – to work with Strategic Planning
And Program design for 2011-2012 Evening this to be in late Jan.