

**Western Communities Montessori Society (WCMS)**

Board of Directors' Meeting

Email: [board@west-mont.ca](mailto:board@west-mont.ca)

Minutes of Board Meeting held February 17, 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 <b>Principal</b>		Barbara Kennelly <b>Business Manager</b>	

**PRESENT:** PAUL DAVIS; ARV AUJLA; SHANNON TAIT; KIM PITMAN; DEBBIE COOPER; REBECCA CHOW; CHRISTY HARZAN (FIRST HALF ONLY); BRUCE LAURIE; BARBARA KENNELLY

**REGRETS:** AUTUMN COUSINS

**GUEST(s):** JASON BOWERS, LIZ KOOLMAN; BARB LEWIS

<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>1.</b>	<b>CALL TO ORDER:</b> Paul called the meeting to order at 7:10 pm.	
<b>2.</b>	<b>AGENDA: Additions and Changes:</b> Rebecca Chow added "Review and Entertain Motion re. Policy 2.8F" as item 3 for New Business.  <b>MOTION:</b> Paul moved to approve the agenda as amended. Carried.	
<b>3.</b>	<b>PREVIOUS MINUTES:</b>  <b>MOTION:</b> Paul moved to accept the Minutes of the extra meeting on February 3, 2011. Carried.	
<b>4.</b>	<b>OLD BUSINESS</b>  1. <b>Shake-Out BC participation and Emergency Preparedness - Jan 26: follow-up:</b> Bruce reported a successful event at WMS.  2. <b>West-Mont 2011-12 and Beyond! Presentation/World Café: Jan 27 follow-up:</b> This event was well-attended and everyone has heard positive feedback about it. The	

	<p>committee has met twice to assist Jennifer to collate her data and theme it.</p> <p><b>3. Debrief Open House and Art Show: Feb 11-12 follow-up:</b> See Principal’s report for more info. Bruce congratulated the Open House Committee, Teachers, Staff, Board, PAC and Students for everyone’s hard work to make the event such a wonderful success. Barb Lewis provided a hand-out for discussion which provided stats from 2007-2011 on the Open House. This year, no mailout was done, nor any advertising in the T-C or Goldstream Gazette; only the Metchosin Muse and signage, plus in-house notices, and Island Parent.</p> <p><b>4. Tuition Fee and Sibling Discount feedback:</b> No concerns reported.</p> <p><b>5. Orientation for new Directors:</b> Kim and Christy: Paul, Christy and Kim will wait until the weather is drier to do a Grounds Tour. Paul would like us to purchase a CD of the Carver Model and Roberts Rules of Order for training purposes and reference. Moved to New Business.</p>	<p>Tabled to March 2011 mtg.</p>
<p>5.</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. See attached.</p> <p><b>b. <u>TREASURER’S REPORT</u> Barb K.</b></p> <p><b>i. Statement of income and expenses</b> to January 31, 2011. Kim handed this out for everyone, indicating that overall, our budget remains on track. Discussion occurred about the Montessori Training program and how the school is benefiting in non-monetary ways, such as trained staff who are ready to teach. Barb will forward Shannon an electronic copy for the Board records.</p> <p><b>ii. Finance Committee</b> will be meeting in early March. Looking for one more member for this committee. Kim is also seeking someone to take on Grant writing. Mentioned that various organizations have funding available that we are not accessing. Barb will follow-up with VanCity about their options.</p> <p>Discussion about the WMS website’s convenient <i>Donate Now</i> button and instant tax receipts and reminding families to think of WMCS when working for organizations that allow donating to charities of choice during annual campaigns (like the Provincial Government does). Also, those who are on a (running) team can designate West-Mont as their Charity of Choice when fundraising. People may also do Legacy planning if they wish to leave money to West-Mont and may contact Barb K. for more info. on that. Jason suggested that we also develop a targeted letter to be sent out annually to WMS alumni, along with our Calendar of Events and an invitation to attend, plus a request for them to donate money to the school. This is a regular practice at other independent/private schools.</p>	<p>Barb: send Shannon S of I &amp; E to Jan. 31</p> <p>Barb – check with Van City</p> <p>Finance: Request donation from alumni annually.</p>



<p>through the Policy Manual.</p> <p>ii. Next meeting: Nothing scheduled as Rebecca and Autumn are working on this project independently; but if anyone is interested in joining them, please let them know.</p> <p><b>f. <u>STRATEGIC PLANNING:</u></b></p> <p>i. <b>Update:</b> Arv reported that members have been working with Jennifer Walker to assist her to collate and theme her data from the World Café feedback evening, and that the next meeting will be on February 21 to do a review of the 4 Pillars strategic plan themes.</p> <p><b>g. <u>SITE – Paul (also see Principal’s Report and Old Business).</u></b></p> <p>i. <b>Willow Classroom Outside Staircase update:</b> Done. Paul will get the Metchosin Building Inspector out next week to finish off the process.</p> <p>ii. <b>Lights at the end of the driveway update:</b> Paul reported that this should be all done by Spring Break (Mar. 14-25).</p> <p>iii. <b>Storage Unit for Chairs update:</b> Paul is still working on logistics for this. He has been ill.</p> <p>iv. <b>Staff parking lot and driveway condition update:</b> Run-off is the problem creating the potholes, so this will have to wait until Spring to be dealt with, when the weather is drier.</p> <p>v. <b>Property Drainage update:</b> Have arranged for the CRD to test the water draining onto the school property from next door. Septic smell noted. Should have results by next week.</p> <p>vi. <b>Update on alarm system:</b> Paul reported that alternative systems and monitors are being considered. He has quotes from Prices and Quality Alarms, and will seek one more from Paladin. Follow-up at the March meeting with a motion to select a quote.</p> <p><b>h. <u>CAPITAL PROJECT: New Main School Building:</u></b></p> <p>This remains on hold until the Strategic Plan is completed.</p> <p><b>i. Board Annual Planning Cycle: Upcoming Events for Feb – April 2011</b></p> <p>Shannon reviewed the following points with everyone:</p> <p>i. Re-enrolment packages released by Feb. 28 (this year it was Jan. 31-Feb 4)</p> <p>ii. Re-enrolment with “guaranteed entry” closes by March 30 (this year it was Feb. 11)</p> <p>iii. Establish WCMS Board Nomination Committee to lead identification/nomination of new Directors (March)</p> <p>iv. Nomination letters/invitations to prospective Directors released (March/April)</p>	<p>Paul – various to follow-up</p> <p>Move to March meeting.</p>
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	<p>v. Board Secretary prepares Nomination Package for release (April)</p> <p>vi. Principals' Annual Evaluation Committee struck (April – tent.). This item was moved to the in-camera portion of the meeting.</p>	
<p>6.</p>	<p><b>NEW BUSINESS:</b></p> <p><b>1. Board Website Archived records</b></p> <p>Shannon noted that an archive of Board minutes and agendas has been created on the school website. They go back to the June 2008 AGM, when Board records first began to be posted on the site. Thank you to Magnus Hanton and Joan Kew for their work on the Board online records.</p> <p><b>2. WCMS Membership forms – option to identify non-parents such as staff and public</b></p> <p>Shannon suggested that the Board have a membership form option for people to self-identify if they are non-parents, such as staff and the public, since the current form does not include that. General agreement. Rebecca will create a draft for review.</p> <p><b>3. MOTION from Policy Committee re. Principal's spending of Capital Funds:</b></p> <p>Rebecca moved and Debbie seconded, that <i>as per the requirements in Section 2.8F in the Board Policy Manual, that for the Fiscal Year 2010-2011, the Board authorizes the Principal to spend up to an annual total of \$5000 of capital funds, at his discretion, and subject to there being a minimum enrolment of 135 students in the month of any given expenditure, and that individual expenditures may not exceed \$1000, including all taxes, without Board approval.</i> Motion carried.</p> <p>Rebecca also noted that the wording should be updated in 2.8f to read "In September each year" vs. the current "On an annual basis"...</p> <p><b>4. Carver Model and Roberts Rules of Order on CD:</b> Cost \$200 – Chair Paul Davis tabled this item until the March 10 meeting, pending more information from Christy about alternative sources for this material in local libraries.</p> <p><b>5. Replacement of light ballasts in Main and DG Buildings Motion - Bruce</b></p> <p><b>MOTION:</b> <i>Paul moved to recommend that the Board spend up to \$8000 to replace the lights in both the Main Building and David Graham Buildings in order to qualify by April 2011 for the BC Hydro Grant. Kim seconded. Carried.</i></p> <p>During discussion, it was noted that the estimated grant available from BC Hydro is \$5000. The cost on the remaining \$3000 will be recovered within three years.</p>	<p>Rebecca: draft of new form.</p> <p>Christy: report back on alternate sources.</p> <p>Bruce: apply for BC Hydro Grant.</p>

	<p><b>6. Policy Manual Review Motion</b> – Rebecca</p> <p><b>MOTION</b> Rebecca moved and Arv seconded that <i>all Board Members review:</i></p> <ol style="list-style-type: none"> <li>1. <i>Section 2 in the Board Policy Manual (on Governance);</i></li> <li>2. <i>Annex D (pages D-9 to D-11 regarding the Responsibility of Executive positions);</i></li> </ol> <p><i>and</i></p> <ol style="list-style-type: none"> <li>3. <i>Annex E (Board Portoflios)</i></li> </ol> <p><i>in the next month and report feedback about the wording and content to Rebecca by Monday, April 4 for compilation and presentation at the April 14 meeting. Motion carried.</i></p>	All Directors – review Policy Manual for April 4
7.	<b>BUSINESS FROM THE FLOOR:</b> None.	
8.	<b>IN CAMERA</b> 9:20 pm – 9:50 pm	
9.	<b>ADJOURNED:</b> 9:50 pm	
10.	<p><b>NEXT MEETING: Thursday, March 10, 2011</b> at 7:00 pm in Redwood classroom</p> <p><b>Note: Board reports and agenda items</b> due to Shannon Tait by Mar. 1, 2011 to (<a href="mailto:spw_tait@shaw.ca">spw_tait@shaw.ca</a>)</p>	

**Principal's Report  
To the School Board  
Feb. 2011**

Present enrolment 155

- 1) Open House Report – Great response from new parents
  - a. Passport System worked well
  - b. Great Art Show and art hands on activities
  - c. Students presentations were great
  - d. Changed Advertising – no mail out; used Metchosin Muse
  
- 2) Re-Enrolment and wait list
  - a. 157 students have re-enrolled or are new enrolments
  - b. 8 projected students
  - c. 8 students not responded to re-enrolment forms yet
  - d. Project 168 students
  - e. Continue present classroom set up
  
- 3) Emergency Preparedness – Container is on the Island and being prepped to come to the school
  - a. Plastic boxes for the students will be purchased. Parents will pay for these.
  - b. Sleeping bag and full change of warm clothing plus comfort items
  - c. Container prep with shelving will need to be done once contain is here at the school
  - d. We will also be looking for any RV canopies to attach to the side of the container
  
- 4) Upcoming events: Love of Books Tea Feb 23<sup>rd</sup>; Skating Party March 7<sup>th</sup>; Science Fair March 10<sup>th</sup>
  
- 5) Maintenance and Buildings and Grounds- Spring program of repair
  - a. Fire Inspection
  - b. Spring Program of Repair
  - c. BC Hydro Grant