

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

Minutes of Board Meeting held January 20, 2011

BOARD MEMBERS:

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

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

REGRETS: REBECCA CHOW

GUEST(s): JASON BOWERS, ROBIN DEAN; CHRISTY HARZAN; NORMA KIRKHAM; LIZ KOOLMAN; BARB LEWIS; KIM PITMAN; JENNIFER WALKER

ITEM	DISCUSSION	ACTION
1.	CALL TO ORDER: Paul called the meeting to order at 7:20 pm.	
2.	AGENDA: Additions and Changes: Moved the introduction by Christy Harzan and Kim Pitman to before the Reports Section so we could vote on their appointment to the Board in New Business. MOTION: Paul moved to approve the agenda as amended. Carried.	
3.	PREVIOUS MINUTES: MOTION: Paul moved to approve the minutes from the December 9, 2010 meeting with the following amendments: update the date, correct the spelling of Cory's last name to Meausette, change the word "library" to "school" in Item 4, #2; and clarify that power exists at the cabin re. Item 3, #3. Carried as amended.	

<p>4.</p>	<p>OLD BUSINESS</p> <p>1. Willow Room Staircase: Paul reported that we are waiting for one final part. After that will be the final Fire and Building inspection. Should be all done within two weeks.</p> <p>2. WMS History: Liz is still tracking down verification of number of years of operation. Will keep us informed. Changes have been made to the website information.</p> <p>3. Lights at end of Driveway: Paul is still waiting for quotes. Hopes to have that within two weeks.</p> <p>4. Search for new Treasurer: Kim Pitman, who is currently on the Finance Committee, has decided to volunteer. Will introduce herself tonight (next).</p>	
<p>5.</p>	<p>Introductory Presentations from Potential Interim Board Directors:</p> <p>1. Christy Harzan, (EP student Sebastian Cousins’ aunt and Director Autumn Cousins’ sister), provided an overview of her work, education, and personal experience and her motivation and desire to serve on the WCMS Board as a Director until the June 2011 AGM. Christy has volunteered at West-Mont School events, including at the Welcome Back BBQ in September 2010.</p> <p>2. Kim Pitman, (Elementary student, Kaleb Williston’s mother), provided a an overview of her work, education, and personal experience, including time served on the WCMS Finance sub-committee, and her motivation and desire to serve on the WCMS Board as Treasurer, until the June 2011 AGM.</p> <p>See New Business for two Motions to accept Christy and Kim as new, interim WCMS Board members.</p>	
<p>6.</p>	<p>WCMS REPORTS:</p> <p>a. <u>PRINCIPAL’S REPORT</u> Bruce</p> <p>Hard copy of report distributed. See attached.</p> <p>Bruce also handed out information about the presentation for parents on “<u>What’s Happening at West-Mont School in 2011-2012</u>” on Thursday, January 27, 2011, and the World Café, supporting Jennifer Walker’s Masters’ research project, following directly after that. The information gathered will go towards finalizing the Strategic Plan. The evening will help sell the school to current parents and have everyone share their vision for the future. Bruce needs to know re-enrollment numbers prior to the Open House on February 12, as we have a waiting list. RSVP to Jennifer Walker by Monday, January 24, for food preparation.</p>	

	<p>b. <u>TREASURER'S REPORT</u> Barb K.</p> <p>i. Statement of income and expenses to December 31, 2011. Barb K. handed this out for everyone, indicating that overall, our budget is on track. Barb will forward Shannon an electronic copy for the Board records.</p> <p>ii. Financial Statements of The Western Communities Montessori Society (unaudited) to year ended June 30, 2010 from our accountants, Mantell, Dickson, Blades, Dusanj, Chartered Accountants.: Barb handed out a bound copy of this to each Director. Shannon will post one on the Board's notice board for the membership's perusal.</p> <p>iii. Finance Committee was reminded that as per Motion 6 from the December 9, 2010 Board meeting, they are to report out to the Society members by January 31, 2011 on the Capital Plan Initiatives.</p> <p>c. <u>COMMUNICATIONS:</u> Shannon</p> <p>i. Metchosin Muse deadline: Feb. 11, 2011 for March 1 , 2011 Muse. Email stories, ideas and photos to Marie-Terese Little at mtlittl@telus.net and Shannon Tait at spw_tait@shaw.ca. Special plea made for photos.</p> <p>ii. WMS Newsletter Deadlines: Jan. 24 and Feb. 10 to Melanie for inclusion in the school Connections and interim newsletters.</p> <p>d. <u>MARKETING:</u> Debbie</p> <p>i. <u>Next sub-committee meeting</u> TBA.</p> <p>ii. Debbie will be taking advantage of as many <u>free marketing resources</u>, including online ones, as possible, to promote school events closer to their dates.</p> <p>iii. Arv will forward <u>Directors' photos</u> to each Director to review. Paul would still like to have these posted on the Board board for members' information. We need one of Kim and Christy that can be posted, too.</p> <p>e. <u>POLICY:</u> Autumn</p> <p>i. Next meeting, TBA. Autumn and Rebecca will be connecting about the Policy Manual updates prior to the Feb. 24 board meeting.</p> <p>f. <u>STRATEGIC PLANNING:</u></p> <p>i. Next sub-committee meeting TBA.</p>	<p>Debbie: Send Shannon date of next meeting.</p> <p>Arv: forward Board Director photos.</p> <p>Autumn and Rebecca meet.</p> <p>Arv: Send</p>
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	<p>ii. Members have been working with Jennifer Walker to assist her to host the World Café January 27.</p> <p>g. <u>SITE</u> – Paul (also see Principal’s Report and Old Business.</p> <p>i. Staff parking lot and driveway. Paul has one quote for two tandem loads of ¾” gravel. Will pursue another one for next regular meeting. It was suggested that Volk Transportation be contacted.</p> <p>ii. Storage Unit for Chairs: Paul is still working on logistics for this.</p> <p>h. <u>CAPITAL PROJECT: New Main School Building:</u></p> <p>This remains on hold until the Strategic Plan is completed. Paul mentioned there had been an idea suggested that the CRB and David Graham buildings could be joined to provide additional indoor space when the time comes to tear down the old school main building and build a new one.</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>	<p>Shannon date of next meeting.</p> <p>Paul: get quotes.</p> <p>All: Attend Feb. 3 Board meeting.</p>
<p>7.</p>	<p>NEW BUSINESS:</p> <p>1. MOTION: Paul moved that the WCMS Board accept Christy Harzan into the position of interim Director until the June 2011 AGM. <u>Motion carried.</u> Autumn Cousins abstained from voting.</p> <p>2. MOTION: Paul moved that the WCMS Board accept Kim Pitman into the position of interim Treasurer until the June 2011 AGM. <u>Motion carried.</u></p> <p>Paul thanked Christy and Kim for their interest and willingness to serve on the Board and welcomed them. Thanks were extended, and a card signed, for outgoing Treasurer, Ed Sykora, and his work.</p> <p>Shannon will complete and submit the paperwork for the BC Society office regarding a change of Board Directors.</p> <p>Shannon will get Kim and Christy Board manuals asap and send out the Board Annual Report from 2010.</p> <p>Paul will follow-up with Christy and Kim to provide an orientation and site tour.</p>	<p>Shannon – Society Office documents updated.</p> <p>Shannon – New Directors materials.</p> <p>Paul/Christy/Kim: arrange site tour and Orientation</p>

7.	BUSINESS FROM THE FLOOR: None.	
8.	IN CAMERA 8:35 pm – 10:00 pm	
9.	ADJOURNED: 10:00 pm	
10.	<p>NEXT MEETINGS*:</p> <p>1. *February 3, 2011, 7:00 pm in Redwood. (Extraordinary meeting to approve the 2011-2012 Interim budget and set tuition fees for Fall 2011 prior to Open House on February 12).</p> <p>2. *February 24, 2011, 7:00 pm in Redwood.</p> <p>Note: Board reports and agenda items due to Shannon Tait by Feb. 15, 2011 to (spw_tait@shaw.ca)</p>	

Principal's Report January 2011

- 1) Student Population 154
- 2) Buildings and Grounds-
 - a. Final stages of finishing the lights for stairs outside Willow
 - b. Drainage concern with next property
 - c. Playground grass area for EP fixed up
- 3) On Jan. 27 we will be doing a Presentation: West-Mont 2011-2012 and Beyond!
 - This will be an in house view of the plan for the school next Sept.
 - World Cafe will also be happening to help the school better understand what parents want in the future for the school.
- 4) Emergency Preparedness-
 - Jan. 26 Provincial Drill- The Great Shake Out 10am
 - Purchase of a container 40 ft by 8 ft for supplies and housing in the event of an earth quake.
 - Comfort kit and sleeping bag
- 5) West-Mont Montessori Training Centre
 - After completing one section we now see there will not be any surplus revenue
 - Planning will be completed to make next sections financially viable.
- 6) Open House and Art Show Feb 11 & 12
 - Friday Art Show in the Gym – open to West-Mont Community
 - Open House Saturday 10:00 to 3:00
 - request Board Members to guide people to different rooms
- 7) PAC Financially the PAC is doing well (\$30,000.00 in the bank)
 - Purchase of Playground Equipment from James Bay Daycare-
 - Love of Book Tea – Moved to Feb 23.

Presentation: “What’s Happening at West-Mont School in 2011/12”.

Hello West-Mont parents, staff and teachers,

You are invited to attend a presentation focussed on “What’s Happening at West-Mont School in 2011/12”. Immediately following that presentation, Jennifer Walker will be facilitating a World Café style of conversation to explore what we’ve learned during the information session and focus on what we need as a community to maximize the potential of the upcoming school year.

What’s Jennifer’s Role?

Jennifer is not only a parent of a child who attends West-Mont; she is also conducting a research project which is part of the requirement for a Master of Arts in Leadership degree at Royal Roads University. Her credentials with Royal Roads University can be established by telephoning Dr. Niels Agger-Gupta, Programme Head, MA-Leadership programme, School of Leadership Studies, at (250)-391-2600 ex 4101, or niels.aggergupta@royalroads.ca.

The objective of the research project is to understand how West-Mont School could encourage more families to stay with the school until the child graduates from the highest grade offered. You are a prospective participant because you are part of the current West-Mont community and likely have a vested interest in the success of the school.

You are not compelled to participate in this research project. If you choose attend the information session and not participate in the World Cafe, you are free to leave at any time.

What is a World Café?

A World Café is a conversational process through which we can explore important questions and co-create our most compelling images of possibilities with friends, parents, co-workers and school community.

When is it happening?

The information session and subsequent World Café will be held on **January 27 at 6:00pm sharp** in the gym in the Clayton Ruttan building. **Dinner will be from 5:00pm – 5:45pm. Childcare will be provided onsite.**

What’s for dinner?

Comfort food! Lasagne, mac n’ cheese, salad, fruit and veggies with dip, coffee, tea, water and juice.

Why should I come?

This is the first time West-Mont has offered an advanced view of the upcoming school year. This is your opportunity to provide input that could shape the future of your school.

What if I have more questions?

Please feel free to contact anyone from the planning team with any questions you might have.

Name	Email	Phone
Jennifer Walker	jennstar@shaw.ca	(250) 388-6565
Arv Aujla	aeaujla@shaw.ca	(250) 298-7045
Bruce Laurie	b.laurie@west-mont.ca	(250) 474-2626
Jason Bowers	jasonbowers001@hotmail.com	(250) 477-8546
Kim Dunlap	kim@kimmik.ca	(250) 598-5902

Please RSVP to Jennifer Walker at Jennstar@shaw.ca or 250-388-6565 so we have numbers for childcare and for food.