

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

Minutes of Board Meeting held March 10, 2011

BOARD MEMBERS:

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

PRESENT: PAUL DAVIS; ARV AUJLA; SHANNON TAIT; KIM PITMAN; AUTUMN COUSINS; CHRISTY HARZAN;
 BRUCE LAURIE; BARBARA KENNELLY

REGRETS: DEBBIE COOPER; REBECCA CHOW

GUEST(s): JASON BOWERS, LIZ KOOLMAN; BARB LEWIS; ROBIN DEAN; KATE WELLS

ITEM	DISCUSSION	ACTION
1.	CALL TO ORDER: Paul called the meeting to order at 7:07 pm.	
2.	AGENDA: Additions and Changes: 4 additions to New Business: 1. Uniform Board Policy Statement Discussion – Paul/Bruce 2. Carver and Roberts Rules of Order Training DVD’s Motion – Paul 3. Revision of Feb. 2011 Motion to Replace Light Ballasts – Bruce 3. Quote on lighting for end of driveway – Paul MOTION: Paul moved to approve the agenda as amended. Carried.	
3.	PREVIOUS MINUTES: MOTION: Paul moved to accept the Minutes of the February 17, 2011 meeting. Carried; Autumn abstained.	

<p>4.</p>	<p>OLD BUSINESS:</p> <ol style="list-style-type: none"> 1. WCMS Membership forms – option to identify non-parents such as staff and public . Tabled to the April meeting due to Rebecca’s absence 2. Carver Policy Governance and Roberts’ Rules of Order CD training – tabled from Feb. - Paul As there are no DVD copies available to borrow from local libraries, this item was moved to New Business for a motion to purchase. 3. Hydro Grant follow-up for light ballasts in Main and DG buildings – Bruce Please see Principal’s report for update on this item and New Business for a revised motion. 4. Directors’ Policy Review re. Sec 02, Annex D (D9-D11), and Annex E - due April 4 -Rebecca As Rebecca is away, Autumn reiterated that Directors are to each review Section 2, Annex D(9-11) and Annex E of the Board Policy Manual and offer our suggestions for improvement. Autumn will check with Rebecca re. any further clarification. Deadline to send to Rebecca and Autumn is April 4 for them to compile and report back at the April 14 meeting. 	<p>Shannon/Rebecca – carry forward to April</p> <p>Autumn to follow-up with Rebecca. Deadline April 4.</p>
<p>5.</p>	<p>WCMS REPORTS:</p> <p>a. <u>PRINCIPAL’S REPORT</u> Bruce</p> <p>Hard copy of report distributed for discussion during the meeting. See attached, too, for an update.</p> <p>b. <u>TREASURER’S REPORT</u> Barb K.</p> <ol style="list-style-type: none"> i. Statement of income and expenses to Feb. 28, 2011. Kim handed this out for everyone, indicating that overall, our budget remains on track. Barb K. will forward Shannon an electronic copy for the Board records. She reported that to save on long term debt interest costs, our smaller mortgage was paid off with \$160,000 from our cash flow. ii. Finance Committee will be meeting after Spring Break. Thank you to Volunteer Coordinator, Anna, for finding some willing participants. iii. Staff Bonus Committee met to continue work on a plan. They will meet again after Spring Break. iv. Grant-writing Team. As a branch of the Finance Committee, Kim reported that she is seeking to establish a grant-writing team. If this interests you, please let her know via the board@westmont.ca email address; a meeting will be set up after Spring Break to discuss ideas and strategies. <p>c. <u>COMMUNICATIONS:</u> Shannon NOTE: Spring Break: is March 12 – 27, 2011.</p> <ol style="list-style-type: none"> i. Metchosin Muse deadline: April 10, 2011 for May 1, 2011 Muse. Email stories, ideas and photos to Marie-Terese Little at mtlittle@telus.net and Shannon Tait at spw_tait@shaw.ca. Jason confirmed that he and Cory are on board regarding Rebecca’s suggestion to create a curriculum- 	<p>Barb: pls. send Shannon S of I & E to Feb. 28</p>

	<p>based journalism learning opportunity/unit for the older students to write a WMS Muse submission for next year (Shannon and Marie-Terese are taking a break from this role next year). The Muse team appreciated the support with ads for the January and February editions and hopes the school will continue. They have provided us (WMS) with coverage for over two years, an invaluable contribution.</p> <p>ii. WMS Newsletter Deadlines: Mar. 28; and April 5 to Melanie for inclusion in the school Connections and interim newsletters.</p> <p>iii. Board Directors' Names and Email address - add to website page: Shannon suggested that it would be helpful to include the names of elected Board members and the board email address (board@west-mont.ca) on our Board page on the school website, as the PAC has on theirs. Also noted: The PAC's email address, is not on the school website's Contact page, but the Board's is. To be consistent, it would be useful to add the PAC's, too. Bruce will follow-up.</p> <p>iv. Twitter: noted the importance of keeping these messages current to be effective.</p> <p>v. Spring Break: Bruce noted that our dates were originally aligned with the Sooke School district's, but then Sooke moved back to a one-week break from two. The third week in March is generally the common week off.</p> <p>d. <u>MARKETING:</u> Debbie (absent)/Bruce reported</p> <p>i. Report: Bruce reported that the Committee had met this month and decided to concentrate the school's advertising with the Metchosin Muse. They will be meeting in May again. Of note, is that the Marimba Band will be playing in the May Day Parade on May 23, 2011, riding on a tractor-trailer float offered by Kim Pitman (Treasurer) and family. Many thanks to Kim for this.</p> <p>ii. Lynn Hill's History of Montessori in Victoria report. Website statement update: Paul has the letter. He will work with Shannon and Liz to generate a response. Bruce and Magnus will add the update Liz wrote and submitted earlier this year, to the Board website.</p> <p>iii. Next Marketing sub-committee meeting: early May.</p> <p>vi. Alumni Committee interest: It was also discussed that the Board would also like to establish an Alumni Committee. Jason reiterated the importance of having a strategic approach to working with our alumni – both to inviting them back to attend our annual events, and for requesting donation support. The personal connection is there; we'd like to promote a more formal and permanent connection with the alumni of West-Mont. Of note, we already have two fundraisers each year (The Auction and The Love of Books Tea); alumni should be invited back to attend these. Add to April agenda. Jason, Liz, Christy are interested in being on the committee, and Barb K. would like to assist on the side. Discuss with Debbie re. establishing a committee. Liz offered to go through our Guest book and update Debbie and Barb with contact info. Phone calls would be a more personal way to update our contacts with alumni than emails or letters.</p> <p>e. <u>POLICY:</u> Autumn / Rebecca (absent)</p>	<p>Bruce: Board and PAC contact emails</p> <p>Paul – response to Lynn Hill. Bruce – update website.</p> <p>Add to April agenda. Update contacts.</p>
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i. Report: Autumn and Rebecca met on March 20. Their focus will be to report out to the Board on April 14 about the Board Policy Manual update re. Section 2 and Annex D and E . Directors, please submit feedback by by April 4, re:

1. *Section 2 in the Board Policy Manual (on Governance);*
2. *Annex D (pages D-9 to D-11 regarding the Responsibility of Executive positions); and*
3. *Annex E (Board Portoflios)*

ii. Next meeting: TBA.

f. STRATEGIC PLANNING: Arv

i. **Report:** Arv reported that the Strategic Planning Committee looks forward to putting the finishing touches on their work over the next month, and then rolling out the 2011-2015 Strategic Plan to the WCMS community at the April 14 Board meeting. All are encouraged to attend.

ii. Next meeting: TBA

g. SITE – Paul (also see Principal’s Report and Old Business).

i. **Willow Classroom Outside Staircase update:** Paul is still arranging for the Metchosin Building Inspector to come out for a final inspection. A message has been left for him.

ii. **Lights at the end of the driveway update:** Paul reported he got a new quote for the electrical work, from Pennock Electrical Services Ltd., for \$950.00 plus HST. Any trenching work will be an additional cost. Move to New Business for a spending motion. Still plan to have everything done over Spring Break (Mar. 14-25).

iii. **Storage Unit for Chairs update:** Paul has received two quotes to date. Is still seeking an architect for their cost estimates. Shannon will send out another message via Connections to see if we can find someone. Hopes to have all completed over summer break.

iv. **Staff parking lot and driveway condition update:** Continues to worsen, but will have to wait until Spring to be dealt with, when the weather is drier. Theresa Pierce has offered to assist with their trucking company. Paul to follow-up.

v. **Property Drainage update:** Paul has not had a report back yet; not sure if they came yet.

h. CAPITAL PROJECT: New Main School Building:

This remains on hold until the Strategic Plan is completed.

i. Board Annual Planning Cycle: Upcoming Events for March – April 2011

Shannon reviewed the following points with everyone:

iv. Paul:
follow-up
with
Theresa
Pierce

	<p>i. Establish WCMS Board Nomination Committee to lead identification/nomination of new Directors (March)</p> <p>ii. Nomination letters/invitations to prospective Directors released (March/April)</p> <p>iii. Board Secretary prepares Nomination Package for release (April)</p>	
<p>6.</p>	<p>NEW BUSINESS:</p> <p>1. Alarm System and Monitoring Package: Motion to decide on which updated alarm system and monitoring package to approve has been postponed to the April meeting as we await a third quote from Paladin. Paul has quotes from Prices and Quality Alarms. We are seeking to pay only one monitoring fee. May also be considering an updated phone system.</p> <p>2. School Uniform Policy update: A considerable amount of time was spent discussing the School Uniform Policy, as outlined in both the Board Policy Manual and the Parent Handbook. Principal Bruce reviewed his “Uniform Plan” which involves students, parents, staff and the administrative team working together to ensure our children understand what their uniform pieces consist of, and how they are to wear them. Reflecting a cohesive look and image for West-Mont School that everyone can be proud of is important to all of us, as is conformity. Moved in-camera for further discussion to clarify whether it is the Board’s or Principals’ responsibility to enforce the policy.</p> <p>3. Carver Model and Roberts Rules of Order on CD: – Paul</p> <p>MOTION: <i>It was moved by Paul that the Board spend \$200 to buy training DVD’s on both the Carver Model of Governance, and Robert’s Rules of Order for board director training purposes. Carried.</i></p> <p>Kim will follow-up on this. Paul will pass on the website information to her.</p> <p>4. Revision of MOTION from February 2011 meeting to Replace Light Ballasts in the Main and David Graham Buildings – Bruce/Paul</p> <p>Bruce reported that he was quoted an incorrect price about this topic last month, and that he now has a more detailed quote, (See Principal’s Report, attached), thus necessitating a revised motion of Section 6, #5 of the February 17, 2011 Board minutes:</p> <p>MOTION: <i>Paul moved that the Board approve spending an additional \$4692.00 to retrofit the replacement of light ballasts in both the Main and David Graham Buildings. Carried.</i></p> <p>During discussion, it was noted that the grant will now be \$6940; repayment will be done within three years.</p> <p>5. Lights at the End of the Driveway:</p> <p>MOTION: <i>Paul moved that we accept a quote from Pennock for \$950.00 plus HST, to supply and install wiring for 4 spot lights for signs on a “dusk-to-dawn” sensor, and ground fault protection. Carried.</i> Christy Harzan abstained.</p>	<p>Move to April mtg. to vote on an alarm system package.</p> <p>Paul & Kim to follow-up.</p>

	It was noted that the cost of trenching will be in addition, and that that cost is TBA.	
7.	BUSINESS FROM THE FLOOR: None.	
8.	IN CAMERA 9:35 pm – 10:00 pm	
9.	ADJOURNED: 10:00 pm	
10.	NEXT MEETING: Thursday, April 14, 2011 at 7:00 pm in Redwood classroom Note: Board reports/agenda items due to Shannon Tait by Apr. 4, 2011 to (spw_tait@shaw.ca)	

See below for Principal's Report.

Principal's Report

March 2011

- 1) **Present registration:** 155
- 2) **Enrolment for Sept 2011:** expected to be 165
 - New enrolment check are under way of all Elementary Students
 - Visits will be starting
- 3) **Building and Grounds:** Lighting
Coast Lighting
EXISTING DEMAND: 4.38 kW
PROPOSED DEMAND: 2.13 kW
DEMAND SAVED: 2.25 kW
CONSUPTION SAVING: 10,278.09 KWH

CAPITAL COST OF RETROFIT (TAXES, PERMIT & RECYCLING EXTRA): \$5,770.29
BC HYDRO INCENTIVE (ESTIMATED) (PAID BY BC HYDRO): \$2,628.00 (NOT \$5000 as thought last month and stated in the minutes)
NET CAPITAL: \$3,142.29
ESTIMATED ANNUAL ENERGY SAVINGS: \$930.20
- 4) **Snow Day** – Process worked well of contacting parents (direct contact must be made with phone tree volunteers, not just a voicemail)
- 5) **Emergency Preparedness:** report from Kim Pitman: she has asked for a donation of a used container from a company her company works with (value \$3000 donation). Decision pending.
- 6) **Love of Books Tea:** \$4170.00 in Books and donations (cost \$500.00)
- 7) **PAC Report:**
 - They have \$27,257.00 in the Bank
 - Presently they have \$12,000.00 uncommitted funds
- 8) **Fire Inspection:** The school wishes to have the option of daycare in the library; to do so, a fire extinguisher is needed in the computer room and curtains must be removed. Also testing the stage curtains for “fire retardation” capabilities.

Updated by S. Tait, Board Secretary, March 2011.