

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

Minutes of Board Meeting held May 19, 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: ARV AUJLA; SHANNON TAIT; KIM PITMAN; AUTUMN COUSINS; DEBBIE COOPER;
 REBECCA CHOW; CHRISTY HARZAN; BRUCE LAURIE; BARBARA KENNELLY

REGRETS: PAUL DAVIS

GUEST(s): JASON BOWERS, NORMA KIRKHAM; ANNA HOREL; JENNIFER WALKER; CORY MEAUSSETTE

ITEM	DISCUSSION	ACTION
1.	CALL TO ORDER: Arv called the meeting to order at 7:04 pm.	
2.	AGENDA: Additions and Changes: None MOTION: Arv moved to approve the agenda . Carried.	
3.	PREVIOUS MINUTES: MOTION: Rebecca moved to accept the Minutes of the April 14, 2011 meeting. Arv seconded. Carried.	

<p>4.</p>	<p>OLD BUSINESS:</p> <p>1. Directors’ Policy Manual Review report and recommendations: Suggested wording for Bylaw changes will be sent to a motion to ask the board to present it to the membership to approve at the AGM. See New Business. Also, the blue WCMS membership form has been revised to be able to include grandparents. Will be used in September.</p> <p>2. Carver Policy Governance and Roberts’ Rules of Order CD training follow-up: Kim will purchase this.</p> <p>3. Alumni Committee Formation/Follow-up: Christy will draft her ideas for this next week, and pass them on to Rebecca and Shannon. Will be missing the AGM due to her Masters graduation in Europe. Christy was thanked by Arv for her contributions to the Board.</p> <p>4. Strategic Plan Presentation follow-up: We had 39 attendees. Arv has put up a presentation about WMS 2015 on the Communication Board for people to review. He has received lots of positive comments. Next steps? Arv is putting a summary into his Director’s report for the AGM that will outline the suggestions for what the Board needs to do next, such as draw up a master implementation plan to identify what are the most critical steps to take next. Autumn volunteered to create a discussion draft document plan for action in Sept.</p> <p>5. UVic Track Meet: bumped date follow-up: They’ve had a change in personnel and procedures. UVic events will now always come first.</p>	<p>Autumn will draft a discussion document for Sept.</p>
<p>5.</p>	<p>WCMS REPORTS:</p> <p>a. <u>PRINCIPAL’S REPORT</u> Bruce</p> <p>i. Please see attached report.</p> <p>ii. PAC Report. All is well.</p> <p>iii. Jennifer Walker: Presented her final report on her RRU Master’s Research Project: Communication for Commitment (20 minutes). Arv thanked Jennifer for all her hard work and contributions. They will be valuable for future planning. People may contact Jennifer if they were unable to attend the meeting and are interested in her findings. Jennifer thanked Bruce, the Board, and her Research Advisory team, and the school body for their support.</p> <p>b. <u>TREASURER’S REPORT</u> Barb K.</p> <p>i. Statement of income and expenses to April 20, 2011 received. .</p> <p>ii. Grant-writing Team: Anna Horel found Kim some volunteers. Kim will be in touch. Has been busy.</p>	

iii. Staff Bonus Committee: See New Business for a motion to accept this. One change noted. Kim thanked Barb Kennelly and teachers for their input. The aim is for sustainability.

c. COMMUNICATIONS: Shannon

i. Metchosin Muse deadline: June 10, 2011 for Summer 2011 Muse edition. Email stories, ideas and photos to Marie-Terese Little at mtlittle@telus.net and Shannon Tait at spw_tait@shaw.ca. This will be our final edition before students take over in the fall.

ii. WMS Newsletter Deadlines: May 24 and June 9 to Melanie for inclusion in the school Connections and interim newsletters.

iii. Lynn Hill letter re. *History of Montessori in Victoria report/Website statement updates:* Bruce indicated the website changes would be made within the next two weeks. Shannon has drafted a letter for Paul to sign once the web changes have been made. Liz will review the letter before it goes out.

iv. Metchosin Muse Directory submission follow-up: Wanted more info. about the school, so Shannon provided it. Not sure when the Directory will be available.

v. Letter from Licensing Board: passed on to Barb Lewis for her records

vi. Letter of thanks to Starbucks for Coffee and Chat Donation: Sent to Joseph Chidlow to thank them for donating coffee and condiments for the Board Coffee and Chat session.

d. MARKETING: Debbie/Bruce

i. Report: Will have a float in the May Day Parade. Will alternate ads in the Muse with the articles from the school, so there is regular coverage. Looking for free options of advertising, too.

ii. Next Marketing sub-committee meeting: May 26, 3:30 in Bruce's office

e. POLICY: Autumn / Rebecca

i. Report: Covered under Old Business and New Business today. Still working on policy manual updates.

ii. Next meeting: TBA

f. STRATEGIC PLANNING: Arv

i. Report: Arv will collate the recommendations and information in a format that will be ready to hand off in June to the next person who will take this on.

ii. **Next meeting:** TBA

g. SITE – Arv and Bruce reported in Paul’s absence:

i. **Willow Classroom Outside Staircase:** The Metchosin Building inspector has officially signed off on the work.

ii: **Lights at the end of the driveway update:** On-going discussions on this. It’s extremely expensive to run a line up there (\$30,000) due to the problem of spanning the blacktop. Seeking other ideas, such as a battery-operated system.

iii. **Storage Unit for Chairs update - architect found?** Paul has found an architect who will offer a set fee vs. charging for square footage. Looking at a lean-to for the chair storage and then how much extra it would cost to connect the CRB and DGB. On-going discussion.

iv. **Staff Parking Lot and Driveway Condition: update:** Grading and additional gravel will be added in the summer. Underground spring is the problem.

h. CAPITAL PROJECT: New Main School Building

i. **Committee Formation Update:** On hold until after the AGM.

i. Nominations Committee / AGM (June 9) - Shannon

i. **Nominations Deadline** today (May 19), but also accepted form the floor at the AGM

ii. **WCMS 2010-2011 Annual Report:** Directors’ Reports due tonight – May 19 for compilation by Shannon in time to email out for the AGM and have the hard copies made as decided last month.

iii. **Coffee and Chat session and Nomination period launch: - April 29 follow-up.** Thanks to Shannon, Rebecca, Autumn, Kim, and Arv for attendance. Board members talked to a few people who enjoyed the coffee and goodies, but overall, not a lot of interest from people in running for a position at the moment. Autumn offered to draft a “fun” promo to run for the Board to complement the more “formal” ones we are also using.

j. Board Annual Planning Cycle: Upcoming Events for May - June 2011 – Shannon

i. 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. (May)

ii. AGM and Election of Board Directors: (June 9, 2011). Need a minimum of 5 directors.

iii. Fiscal year end: (June 30, 2011)

iv. Board provides meeting dates to Principal for next year’s school calendar (June)

<p>6.</p>	<p>NEW BUSINESS:</p> <p>1. Alarm System and Monitoring Package - Paul has received quotes from three places and recommends we go with Prices Alarms. Arv will clarify the amount with Paul and we can vote by email and report back to the next meeting.</p> <p>2. MOTION: <i>Kim moved, and Debbie seconded that the Board accept the Staff Bonus Committee’s recommendations. Carried. NOTE: Christy and Autumn noted that under column two (Student Enrollment*) that the final row should actually be revised to read “167 or higher). Barb Kennelly and Kim will make that change, and all agreed.</i> Thanks were offered from Norma and Arv for the Committee’s hard work.</p> <p>3. Motion re. Storage Unit Action deferred as Paul is away.</p> <p>4. MOTION: <i>Rebecca moved that the Board bring the edits for Bylaw 2.2 as presented by the Policy Committee, for the Society Members to consider for approval at the AGM. Arv seconded. Carried.</i> Shannon will send out the wording to the membership and post it.</p> <p>5. MOTION: <i>Arv moved that the Board accept the Strategic Plan 2011-2015 “WMS 2015” presentation made at the April 2011 Board meeting. Kim seconded. Carried.</i></p>	<p>1. Arv clarify amt with Paul and vote by email.</p> <p>2. Barb/Kim update the wording as per item 2 for the Staff Bonus plan.</p> <p>Membership will vote on Bylaw change at AGM. Wording will be posted.</p>
<p>7.</p>	<p>BUSINESS FROM THE FLOOR: None</p>	
<p>8.</p>	<p>IN CAMERA : 8:58 pm – 9:27 pm</p>	
<p>9.</p>	<p>ADJOURNED: 9:27 pm</p>	
<p>10.</p>	<p>NEXT MEETING: Thursday, June 9, 2011 at 7:00 pm in Redwood classroom</p> <p>Note: Board reports will be presented at AGM. Agenda items due June 1.</p>	

Principal's Report May 2011

- 1) Registration for next fall is at 172 students
- 2) Playground equipment- Now the field is ready to start placing the equipment on the field
 - a. Other play ground work in EP area and Elementary Playground to be started soon.
- 3) Computers in the school- Parent survey have stated they want more computers available.
 - a. Type of computers is going to be determined over the next month
 - b. Parents want to see the students working on the computers at least 45 minutes per week if not more.
 - c. Their choices of possible computer programs were quite varied but most see the need for Academic instruction, word processing, keyboarding and some internet research.
- 4) Gym curtains – need to be fire rated.
 - a. Application of fire retardant and cleaning will cost just under \$3,000.00
 - b. New curtains would be over \$10,000.00
- 5) Emergency Preparedness-
 - a. Contain in place
 - b. Individual Student tote containers have been ordered
 - c. Parents have been asked to bring Comfort Kits next week