

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

Minutes of Board Meeting held November 18, 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: Arv Aujla; Shannon Tait; Rebecca Chow, Autumn Cousins; Bruce Laurie; Barbara Kennelly, Debbie Cooper

REGRETS: Ed Sykora; Paul Davis

GUEST(s): Kim Pitman, Robin Dean, Barbara Lewis, Jason Bowers, Derek Long

ITEM	DISCUSSION	ACTION
1.	<p>CALL TO ORDER:</p> <p>Arv called the meeting to order at 7:12 pm. Rebecca agreed to take minutes until Shannon arrived at 7:20. Arv reminded everyone that Board meetings are run using Robert's Rules of Order and that input is received on a Point of Order.</p>	
2.	<p>AGENDA:</p> <p>MOTION: Arv moved to approve the agenda, with revisions. Autumn seconded. Carried.</p>	
3.	<p>PREVIOUS MINUTES:</p> <p>MOTION: Arv moved to approve the minutes from the October 21, 2010 meeting. Carried.</p>	

<p>4.</p>	<p>OLD BUSINESS</p> <p>1. Willow Classroom Outside Staircase update: The staircase is all finished. \$8,000 was allocated to this project. We have currently spent \$7731.25, with some invoices still to come. Cost to move the overhead power lines will be approximately \$1200.</p> <p>MOTION: <i>That the Board approve an additional \$2,000.00 to this budget item, for a total of \$10,000.00.</i> Moved to New Business</p> <p>2. Website Statement Update re. WMS’s History: Put forward to next meeting. Liz is away tonight. Asked that it be noted that she will be meeting with Peter Chettleburgh this coming weekend and will update Paul after that occurs.</p> <p>3. Lights at End of Driveway: Bruce reported that to trench and dig is quite expensive. We need to determine what type of lights to use. If ground-mounted, the challenge is being able to detach them so we are looking at mounted lights that would hang down – a challenge to cross the driveway. Bruce is seeking quotes for the work.</p> <p>Shannon took over recording the minutes from Rebecca...</p> <p>4. Presentation of 3-5 Year Capital Plan recommendation from Finance Sub-committee:</p> <p>Arv presented the “Capital Plan Findings” from the Finance Committee, based on input received from all stakeholders this fall. This was compiled into a list of Draft Recommendation.</p> <p>The Finance Committee’s recommendations were distributed and reviewed – particularly the points on slides 5 and 6, which breaks the finding down into priority groups, years, description, capital category and how the item links to the Strategic Plan.</p> <p>Top recommended priorities for 2011/2012 are: one - allocating \$10,000 for unanticipated capital projects at the recommendation of the principal and staff; second was Gym Storage Facilities next to the CRB; and third was a telephone systems upgrade.</p> <p>Arv will post the finding on the Board’s notice board across from Melanie’s desk.</p> <p>Anyone with questions should direct them to the Finance Committee</p>	<p>Liz/Paul: update.</p> <p>Bruce: Obtain additional quotes for driveway lighting.</p> <p>Arv: Forward updated presentation to forward to Board members.</p>
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	<p>through Bruce. The plan will be presented for a vote at the December 9, 2010 meeting.</p> <p>Kim Pitman outlined her suggestion for putting using a portable building, and provided the following information: All Seasons Portable Buildings Ltd. has offered a 40' storage container for chairs, at cost. This container can be put on ALR land, is self-sufficient and is wind- and water-tight. The cost for a used unit ranges from \$3,000-\$4,000. Exchange rates and supply lines make this vary. The life-span of such a unit is 25-35 years.</p> <p>Security hardware will be needed, and the installation of safety features to reduce the chance of injury. We can also get portable washrooms. The unit can be moved later, if we wish. Debbie asked whether the price range quoted included delivery. Kim will try to build this into the initial cost.</p>	
<p>5.</p>	<p>WCMS REPORTS:</p> <p>a. <u>PRINCIPAL'S REPORT</u> Bruce</p> <ol style="list-style-type: none"> 1. Registration number: 152 students 2. PAC Report <ol style="list-style-type: none"> a. Playground Equipment b. Charity Auction 3. Outside Stair case to Willow Room 4. Teacher Training Centre final exams for first group 5. Parent Directory to be out this week – Paul encouraged there also be a business directory. Nov. 19 is the deadline to submit entries. 6. Parent Handbook - placed on the website 7. Parent Education Night – Language theme – held Oct 27. Math theme proposed for January 8. Open House preparations have started 9. Uniforms: Bruce is proposing another uniform supply company for the PAC to consider re. supplying our uniforms. Customer service is a priority. 10. Bruce and Meghan (art specialist) did a presentation at UVIC with Maria Montessori and Selkirk Montessori on Montessori Methods which was well-received. <p>b. <u>TREASURER'S REPORT</u> Barb Kennelly in Ed Sykora's absence.</p> <p>i. Treasurer Resigning in Dec. 2010 due to family and work commitments: Ed Sykora's efforts to produce the Capital Plan Recommendations with the Finance Committee were acknowledged and appreciation expressed. We are still seeking a replacement treasurer with business, banking or an accounting background for January 2011 to June's AGM. Contact Bruce or Barb for more information.</p>	

ii. **Statement of Income and Expenses to Oct 31, 2010:** available from Barb Kennelly upon request.

c. COMMUNICATIONS: Shannon

i. **Metchosin Muse deadline: Dec. 10, 2010** for Jan. 1 Muse. Email stories, ideas and photos to Marie-Terese Little at mtlittle@telus.net and Shannon Tait at spw_tait@shaw.ca

ii. **WMS School newsletter deadline:** Nov. 22 and Dec. 7 at noon to Melanie: info@west-mont.ca

d. **MARKETING:** There will be a meeting on November 25. Focus is on promoting the Open House in February 2011.

e. POLICY:

i. **Internal Ethical Review Policy for Research:** Creation of such a policy can be considered in concert with a gap analysis of our current policies – to be done as part of the steps outlined on a handout prepared by Rebecca and Autumn regarding policy manual review.

ii. Updates: See handout for details. Rebecca and Autumn will do a critical review of the Board policy manual, as per Section 7a and 7c of the Policy Committee Terms of Reference. For December, they will present a suggested timeline. All suggested changes will be circulated to Board members for consideration and review.

f. **STRATEGIC PLANNING: Arv** reported the sub-committee met today, November 18. They are now seeking input from the “leadership” component of the school to provide more detailed information about how to move forward. They will meet again on Dec. 9 and form a motion for the board to consider.

g. **SITE – Paul absent. See Principal’s report.**

h. CAPITAL PROJECT: New Main School Building: No updates to report.

i. **Board Annual Planning Cycle: Details Reviewed.** Budget and enrollment considerations are top priorities for Dec – February. It was realized that we need to have an extra Board meeting on February 3, 2011, open to all members of the Society, to be able to set fall 2011 tuition fee in time to know for the February 2011. Open House. MOTION – moved to New Business. People can expect, as usual, an increase of 2.5-4.0% in the fees. The sooner families can let Bruce know their plans to return to the school in the fall, the easier it will be for him and the

	staff to establish their budget priorities and bring them forward. This year, we have a balanced budget, unlike the last two years when he have run with a deficit budget. Any questions, please see Bruce, Barb K. or Paul.	
6.	<p>NEW BUSINESS:</p> <p>1. Re. Cost of overhead wire move and lighting for Willow Staircase: MOTION: <i>ARV moved that the Board approved an additional \$3000 for the Willow Room Staircase project to a total of \$11,000. Rebecca 2nd. Carried.</i></p> <p>2. RE. Extra Board meeting Feb. 3, 2011: MOTION: <i>Rebecca moved that the Board hold an extra meeting on February 3, 2011 at 7:00 pm in Redwood and that information about this be put in the school newsletters for December and January. Autumn 2nd. Carried.</i></p>	
7.	BUSINESS FROM THE FLOOR: Jason personally thanked the Board for the letter staff received, signed by Paul, acknowledging staff for their effort and compromises to assist in creating a balanced budget. He felt the letter was well-received and appreciated overall.	
8.	IN CAMERA #2: 8:48 – 10:00 pm (Paul Davis arrived from a previous commitment at 8:55 pm.)	
9.	ADJOURNED: 10:00 pm	
10.	<p>NEXT MEETING: December 9, 2010, 7:00 pm in Redwood.</p> <p>Note: Board reports and agenda items due to Shannon Tait by Nov. 30, 2010 to (spw_tait@shaw.ca)</p>	