

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

Minutes of Board Meeting held October 21, 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: Paul Davis; Arv Aujla; Shannon Tait; Ed Sykora; Rebecca Chow, Autumn Cousins
 Bruce Laurie; Barbara Kennelly

REGRETS: Debbie Cooper

GUEST(S): Kim Pitman, Robin Dean, Jason Bowers, Magnus Hanton, Norma Kirkham, Liz Koolman,
 Barbara Lewis, Derek Long, Gord Swanson, and Cory Meausette

<i>ITEM</i>	<i>DISCUSSION</i>	<i>ACTION</i>
1.	<p>CALL TO ORDER:</p> <p>Paul called the meeting to order at 7:20 pm</p>	
2.	<p>AGENDA:</p> <p>MOTION: Paul moved to approve the agenda with the following change: 1. Add "In-camera Staff Budget Presentation" to Section 4: Budget Presentation. Carried.</p>	
3.	<p>PREVIOUS MINUTES:</p> <p>MOTION: Paul moved to approve the minutes from the September 23, 2010 meeting. Autumn requested one change to Item 6: Please add her name to the Policy Committee. Carried.</p>	

<p>4.</p>	<p>Proposed 2010-2011 Budget Presentation:</p> <p>Treasurer Ed Sykora reported that the Finance Committee had met on Tuesday night (Oct 19) and worked hard to create a balanced budget to present, which was a challenging task due to some unprecedented circumstances which he then outlined. He thanked everyone on the committee for their hard work and expressed appreciation for sacrifices made. Ed handed out the one-page proposed budget for review and discussion, answered various Board questions, then moved:</p> <p>MOTION: That the Board go in-camera to hear a staff remuneration proposal. Carried.</p> <p>IN-CAMERA #1: 7:45 – 8:15 pm for a presentation from teachers Jason Bowers and Cory Meausette.</p> <p>Magnus Hinton asked why the meeting had gone in-camera when all the staff knew the nature of the presentation and it left others wondering. Paul responded that it is Board Policy to hear staffing remuneration issues in camera.</p>	
<p>5.</p>	<p>OLD BUSINESS</p> <p>1. Report out on Sept 17, 2010 Ceremonies’ Budget and Planning: Arv reported that the total final cost came to “\$1664”. Arv will send a copy of the final spreadsheet to Shannon, for the board records. Ed already has a copy.</p> <p>2. Willow Classroom Outside Stairs: Paul reported that the stairs are up, that they are better than expected, that the engineer has signed off on them, and we are now only awaiting the building inspector from Metchosin to sign off on them. The overhead wires are being moved on Friday for safety reasons, which means the power in the building will be off for half a day. After that, the Willow class can move back in. Discussion about the extra cost involved. – Paul will provide the quote to Barb.</p> <p>3. Website Statement Update re. WMS’s History: Liz will confirm Mrs. Lynne Hill’s facts, then let Paul know so he can respond to the letter Mrs. Hill sent him. Liz will also contact the provincial government to confirm dates in their records. We were awarded a “40 years of Service” award by Minister Linda Reid a few years ago.</p>	<p>1. Arv: Send copy of final Ceremonies’ spreadsheet to Shannon for Board records.</p> <p>2. Paul: quote to Barb K. for extra costs.</p> <p>Liz: confirming facts, informing Paul, following up with Ministry.</p>

<p>6.</p>	<p>WCMS REPORTS:</p> <p>a. <u>PRINCIPAL’S REPORT</u> Bruce</p> <ol style="list-style-type: none"> 1. 1) Enrolment is 152 students 2) Outside stairs for Willow Room 3) Finance Committee meet to review budget and develop a long range Capital Plan 4) Marketing Meeting Second week in Nov. 5) Dwight School in Shawnigan Lake – Interested in a connection with our school. They have a Korean School wanting to send Elementary aged students to Canada for short visit to learn English. 6) PAC Meeting Oct 13 - \$8,364.00 for start up this year <ul style="list-style-type: none"> -Charity Auction -Playground Equipment 7) Extra Curricular Activities before Christmas- Sportball, Choir and Mad Science <p>Additional: The PAC received funding from the Bingo Grant this year.</p> <p>b. <u>TREASURER’S REPORT</u> Ed/Barb K.</p> <p>i. 3-5 year Capital Initiatives Plan update: Ed reported that 34 items were submitted, including some that were maintenance or operational in nature. They will be assessed based on action required “immediately”, “next year”, and “in succeeding years”, and will take direction from the Strategic Plan in that regard. Ed will summarize a report, then have the Finance Committee vet it before presenting it to the Board for the November meeting. Important to also look at our current funding envelope.</p> <p>ii. Annual Audit Update/Approval of Draft 2009- 2010 Financial Statements Good news reported that WMS came in at \$6938.00 cost per student, which is under the School District 62 cap of \$8329.00. The Auditors want Board approval of the draft Review Engagement Report. See New Business.</p> <p>c. <u>COMMUNICATIONS:</u> Shannon</p> <p>i. Metchosin Muse deadline: Nov. 10, 2010 for Dec. 1 Muse. Email stories, ideas and photos to Marie-Terese Little at mtlittle@telus.net and Shannon Tait at spw_tait@shaw.ca Shannon will follow-up with the Muse re. how many copies we are getting.</p> <p>ii. WMS Newsletter Deadlines: Oct 25 and Nov. 9 to Melanie for inclusion in the school newsletters.</p>	<p>Ed: Produce a Capital Initiatives report for the Finance Committee’s review prior to next board meeting.</p>
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	<p>d. <u>MARKETING</u>: Tabled as Debbie is away. There will be a meeting set for November.</p> <p>e. <u>POLICY</u>: Rebecca and Autumn will meet re. a plan for next month. Rebecca mentioned she has access to a Carver Training DVD.</p> <p>f. <u>STRATEGIC PLANNING</u>: Arv reported the sub-committee met on Oct. 14 and will meet again on November 18. They are aiming to have a report done prior April 6, 2011, their deadline.</p> <p>1. They are looking at previous Strategic Plans, and looking to distill down the critical concepts into simple terms. Considering for example, 5 Pillars: Leadership; Finance; Communications; Building and Site; and Staffing Excellence.</p> <p>2. Determining future direction based on input from surveys and previous plans.</p> <p>Ed encouraged that we explore grant opportunities now for the future so that when the Board is ready to move, we can have Bruce connect our Grant Writer with the Finance Committee.</p> <p>g. <u>SITE</u> – Paul (also see <u>Principal’s Report and Old Business</u>.</p> <p>Lights are being installed by the road entrance to the school.</p> <p>h. <u>CAPITAL PROJECT: New Main School Building</u>: No updates to report.</p> <p>i. <u>Board Annual Planning Cycle</u>: Reviewed.</p>	
7.	<p>NEW BUSINESS:</p> <p>1. <u>MOTION</u>: Ed moved and Rebecca seconded that the Board <u>approve the Draft 2009-2010 Financial Statement</u>. Carried.</p> <p>2. <u>MOTION</u>: Ed moved and Rebecca seconded that the Board <u>approve the 2010-2011 Budget</u>. Carried.</p> <p>3. <u>Internal Ethical Review Committee for Research Studies</u>: Shannon read a note from M-T, and Autumn concurred, that Marie-Terese has offered her expertise to assist in this area, as she has extensive experience. The Policy Committee can also look at establishing a policy if the Board approves. Put on next agenda.</p>	Shannon: Add to next agenda: policy committee to look at creating an ethical approval policy

7.	BUSINESS FROM THE FLOOR: None.	
8.	IN CAMERA #2: 9:15 pm – 9: 45 pm	
9.	ADJOURNED: 9:45 pm	
10.	NEXT MEETING: Nov. 18, 2010, 7:00 pm in Redwood. Note: Board reports and agenda items due to Shannon Tait by Nov. 9, 2010 to (spw_tait@shaw.ca)	