

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

Minutes of Board Meeting held September 23, 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; Debbie Cooper, Rebecca Chow, Autumn Cousins Bruce Laurie;

REGRETS: Barbara Kennelly

GUEST(s): Marie-Terese Little, Barb Lewis, Liz Koolman, Norma Kirkham, Jennifer Walker, Kim Pitman

ITEM	DISCUSSION	ACTION
1.	<p>CALL TO ORDER:</p> <p>Paul called the meeting to order at 7:05 pm</p>	
2.	<p>AGENDA:</p> <p>MOTION: Paul moved to approve the agenda with the following changes: 1. Move discussion for Item 11 - Old Business (Principal's Evaluation) to In-Camera (Paul) 2. Add Board Governance as topic 3 under New Business. (Arv). Carried as amended.</p>	
3.	<p>PREVIOUS MINUTES:</p> <p>MOTION: Paul moved to approve the minutes from the August 23, 2010 meeting. Carried. Debbie Cooper, Autumn Cousins, Rebecca Chow, all</p>	

	abstained from voting due to their not being present at the meeting.	
4.	<p>OLD BUSINESS</p> <p>1. Sept 17, 2010 Welcoming Ceremony: feedback/wrap-up: Arv/All Everyone was very pleased with how everything went, overall. Arv will meet with Barb K. and give a full budget report at the Oct. meeting. Paul and Shannon will discuss thank you cards and notes.</p> <p>2. CRB Donor Ceremony: feedback/wrap-up: Shannon i. Donor Plaque location decision: The CRB Donor Plaque will be mounted inside the lower hallway, to the left of the library's main doors. Paul will do the work.</p> <p>3. David Graham Building Dedication Ceremony: feedback/wrap-up: Liz Liz reported that the alumni were all thrilled to attend. She thinks there will be good attendance at future school events. Tricia Lang has generously provided the rights to the images she took for use by the school. Liz will give a disk each to the main guests of honour and Melanie, and will keep one for archival purposes. Will let Shannon know about thank you's.</p> <p>4. Willow Classroom Outside Staircase update: Paul We now have the permit required to build the staircase which will begin on Monday. One final inspection is also required once done. Costs came in \$800 higher than initially thought to ensure standards are met for the engineer for earthquake proofing. Paul will forward details about the extra costs by email.</p> <p>5. CRB Storage Room/Handicapped Washroom update: Paul. On hold until the final drawings are in from the engineer.</p> <p>6. Muse distribution point at WMS update : Shannon reported we will be receiving 50 copies to distribute to families. Will assess in a couple of months and adjust accordingly.</p> <p>7. Website testimonials update: Bruce has all the information Arv collected. He will work with the new Board Marketing Portfolio Director to get this completed.</p> <p>8. Board Annual Planning Cycle – upcoming events: In October, we will be approving the budget and getting an update on the annual audit.</p>	<p>Paul/Shannon: discuss thank you's.</p> <p>Paul: mount donor plaque</p> <p>Liz: photos disk to Melanie.</p> <p>Paul: email re. extra costs to board to discuss.</p>

	<p>9. Board Policy Manual update (incl. website): Rebecca is interested in taking this on as a project this year. Shannon has offered to help. The whole website needs to be reviewed, too, which is beyond our scope, but on Bruce's list of things to do.</p> <p>10. Board News website updates: Joan Kew has volunteered to take this on re. the website and Bruce and Magnus agree. Shannon will liaison with Joan about these on a regular basis.</p> <p>11. Annual Principal's Evaluation: Successfully completed by Arv and the Executive. Discussion in-camera.</p>	
<p>4.</p>	<p>WCMS REPORTS:</p> <p>a. <u>PRINCIPAL'S REPORT</u> Bruce</p> <p>1. See attached for report. Note: Parking lot lights are set to come on from dusk - 11:00 pm each evening.</p> <p>b. <u>TREASURER'S REPORT</u> Ed/Barb K.</p> <p>i. Statement of Income and Expenses: None to report as Barb K. is away.</p> <p>ii. 3-5 year Capital Initiatives Plan update: Deadline for ideas is Oct 4. to the board email address. Ed will follow-up.</p> <p>iii. Budget preparations for next meeting. Ed and Barb K. will connect about this.</p> <p>iv. Finance Sub-Committee Membership update: Kim Pitman has volunteered to be on the Finance Committee. Ed will connect with her and another volunteer to set up a meeting for them .</p> <p>d. <u>COMMUNICATIONS:</u> Shannon</p> <p>i. Metchosin Muse deadline: Oct. 10, 2010 for Nov. 1 Muse. Email stories, ideas and photos to Marie-Terese Little at mtlittle@telus.net and Shannon Tait at spw_tait@shaw.ca</p> <p>ii. WMS Newsletter Deadlines: Sept. 27 and Oct 12 to Melanie for inclusion in the school newsletters.</p> <p>iii. BC Society Office WCMS Board forms submissions update: Everything has been submitted and has been approved for the 2009-2010 year.</p> <p>e. <u>MARKETING:</u></p>	<p>Bruce: follow-up with Rebecca for quotes re. playground equipment.</p>

	<p>i. Board Member photos: Ed needs to send Arv a photo – he has everyone else.</p> <p>f. <u>POLICY:</u> TBA after portfolio distribution.</p> <p>g. <u>STRATEGIC PLANNING:</u></p> <p>i. Marie-Terese reported that the Committee (herself, Arv, Teresa, and Jason) met on Sept 16, 2010. They determined that April 6, 2011 will be their ultimate deadline to report out to the Board for review, questions, and approval, before rolling it out to the membership. The Committee is working towards a plan of action for next steps and plan to meet again in October. Discussion followed that the Strategic Plan is a living document that can be reviewed regularly, but which is a tool to assist with future planning on such things as capital initiatives. Arv will stay on the committee as a Board Rep, and Autumn and Rebecca will assist.</p> <p>g. <u>SITE – Paul (also see Principal’s Report and Old Business.</u></p> <p>i. Carver’s search for piece of Dogwood to create a Dogwood classroom sign: The original sign carver for the signs outside each classroom is seeking a piece of Dogwood to be able to complete the set. Please contact Shannon if you have a felled tree that could have a piece put to that use.</p> <p>ii. Willow Room outside Stairs update: See Old Business.</p> <p>g. <u>CAPITAL PROJECT: New Main School Building:</u> No updates to report.</p>	<p>Ed: email Arv a photo of yourself.</p>
<p>6.</p>	<p>NEW BUSINESS:</p> <p>1. Jennifer Walker: Presentation: Report on RRU/WMS Masters’ Research and Inquiry: Jennifer is ready to begin collecting data for her Organizational Leadership program’s research project which will look at student retention at WMS and what drives parental choices. She gave us an overview of the nature of her research and inquiry, the intended audiences, and timing, and provided some time for Q & A’s. She will be conducting an electronic survey with all parents who left the school in the past 3 years, with follow-up face-to-face interviews with about 10-15 of them, interviews with administrators at other Montessori Schools, and a World Café with our internal community. Bruce is her sponsor at WMS for her project, and Barb K. and Melanie are assisting with contact data. Overall, her approach is based on an Appreciative Inquiry process, which starts from a positive perspective.</p> <p>Discussion followed that West-Mont does not have a formal ethical review process for research studies at the school. Jennifer is asking for an internal review committee involving Bruce, a parent and a teacher. Bruce will lead this process and review Jennifer’s plans and results, but she plans to start</p>	<p>Future agenda item: Ethical Review Committee for research projects at the</p>

	<p>her data-gathering at the end of November/early December 2010.</p> <p>2. Board Portfolio Assignments: Arv noted that the titles on our agendas and minutes don't all align with those outlined in Annex E. of the Board Policy Manual. That can be addressed with the revisions to the Policy Manual. Portfolios were divided as follows:</p> <p>Paul: will be President and Chair of the Buildings and Site Portfolio, including the New Building Portfolio with Debbie and be on the Finance Committee</p> <p>Arv: as VP, will cover for Paul as needed; and Chair the Strategic Planning Portfolio</p> <p>Ed: as Treasurer, will Chair the Finance Sub-Committee Portfolio and be involved with Buildings and Site, as the two portfolios are related.</p> <p>Shannon: as Secretary will Chair the Nominating Committee and do Communications and will help with Policy</p> <p>Rebecca: will take on the Policy Portfolio and will help with Strategic Planning.</p> <p>Debbie: will take on the Marketing Portfolio and would like to assist with the New Building Portfolio</p> <p>Autumn: will participate on the Strategic Planning Committee and help elsewhere as needed.</p> <p>3. Board Governance: It was suggested that the Board, having so many new members, could benefit from training or review of the concept of Board Governance for this year and make it a focus to consistently use a model, such as the Carver Governance Model, which is the model the WCMS board has adopted in our policy manual.</p>	<p>school.</p> <p>Arv/All</p> <p>Marie-Terese</p> <p>Shannon: Add the Carver Governance Model review as a new agenda item.</p>
<p>7.</p>	<p>BUSINESS FROM THE FLOOR:</p> <p>i. Montessori History on the West-Shore: Letter addressed to Paul Davis and Board from Mrs. Lynn Hill, a former parent at the original Mrs. Thomas' Montessori School (where she later became an instructor) that the WMS website needs to be updated to indicate that while West-Mont has roots on the West-Shore, we cannot claim to have been a continuously operating school here for 50 years.</p>	<p>Liz/Paul. Paul will respond to Mrs. Hill and will work with Liz and Magnus and Bruce to have the website info. updated.</p>
<p>8.</p>	<p>IN CAMERA: 9:25- 10:15 pm</p>	

9.	ADJOURNED: 10:15 pm	
10.	NEXT MEETING: October 21, 2010, 7:00 pm in Redwood. Note: Board reports and agenda items due to Shannon Tait by Oct. 12, 2010 to (spw_tait@shaw.ca)	

Principal's Report Sept. 23, 2010

- 1) Enrolment is 152 students
- 2) Summer school improvements-
 - a. Lights in parking lot
 - b. Flooring in David Graham Building
 - c. Outside stair for Willow Room
- 3) Capital Plan Oct 5th submissions
- 4) Art specialist- Megan **Gilbert**
- 5) Marketing- , Metchosin Fair, Luxton Zucchini Races and University of Victoria Nov. 17th
- 6) PAC Financial - \$8,364.00 for start up this year
 - Main goal for this year is to put in Playground equipment for upper playground
 - They have a good group and are well organized for the year.
 - Charity Auction is set for Nov. 26.
- 7) Activities after will start next Wednesday