

**Western Communities Montessori Society  
Board of Directors' Meeting Agenda**

Email: [board@west-mont.ca](mailto:board@west-mont.ca)

**DATE: December 9, 2010 meeting,** Redwood Room, 7:00 pm

**Draft\_1\_ Final\_\_**

**ITEM    DISCUSSION**

**ACTION**

- |           |  |               |
|-----------|--|---------------|
| <b>1.</b> | <b>CALL TO ORDER:</b><br>(Floor opportunity to ask about Agenda or discussion of submission prior to meeting, via s.2.6.d.<br>Any item requiring a decision from the Board will be moved to New Business so the Floor can contribute)  | Paul          |
| <b>2.</b> | <b>ADOPTION OF AGENDA: Changes and additions?</b>  | Paul          |
| <b>3.</b> | <b>ADOPTION OF PREVIOUS MINUTES:</b> (November 18, 2010)   | Paul          |
| <b>4.</b> | <b>OLD BUSINESS:</b>   |               |
|           | 1. Willow Classroom Outside Staircase update (see Principal's report)  | Arv           |
|           | 2. Follow-up on Lynn Hill's <i>History of Montessori in Victoria</i> report/ Website statement update  | Liz/Paul      |
|           | 3. Lights at end of driveway   | Paul          |
|           | 4. 3-5 Year Capital Plan recommendations from Finance Sub-committee  | Arv           |
|           | 5. Search for new Treasurer - update   | Paul          |
| <b>5.</b> | <b>WCMS REPORTS:</b>   |               |
|           | <b>a. Principal's Report: Dec 2010</b>   | Bruce         |
|           | <b>b. Treasurer/Finance</b>  | Barb K.       |
|           | 1. Statement of Income and Expenses to Nov. 30   |               |
|           | <b>c. Communications:</b>  | Shannon       |
|           | i. <i>Metchosin Muse</i> items (stories/photos) <i>deadlines:</i> Dec. 10, 2010 for Jan. 1/11 edition and January 10 for Feb. 1/11 edition. Send to Marie-Terese Little ( <a href="mailto:mtlittle@telus.net">mtlittle@telus.net</a> ) and Shannon Tait ( <a href="mailto:spw_tait@shaw.ca">spw_tait@shaw.ca</a> ) |               |
|           | ii. <i>WMS School newsletter deadlines:</i> Dec. 14 and Jan. 11 at noon to Melanie ( <a href="mailto:info@west-mont.ca">info@west-mont.ca</a> )  |               |
|           | <b>d. Marketing:</b>   | Debbie        |
|           | i. Report on Nov. 25 Sub-Committee meeting   |               |
|           | <b>e. Policy:</b>  | Rebecca/Autum |
|           | i. Time-line presented for Review of Board Policy Manual; and  |               |
|           | ii. Internal Ethical Review Policy creation  |               |
|           | <b>f. Strategic Planning:</b>  | Arv           |

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i. Update from Dec. 9 Sub-Committee meeting

**g. Site:** Also see Principal's Report and Old Business Arv

**h. Capital Project:** New Main School Building Paul/Debbie

**i. Board Annual Planning Cycle:** *Upcoming Events for Jan./Feb. 2011* Shannon

i. Dec./**Jan:** Complete mid-year (informal) Principal review - verbal

ii. **Jan:** Principal/Business Manager complete Enrolment targets/  
classroom configurations (necessary to establish budget)

iii. Jan/**Feb:** Principal develops priority operational and potential capital  
spending list for next school year. To be considered in Interim budget.

iv. Jan/**Feb.:** Review Interim Preliminary Budget (mid-Feb.)

v. **Feb:** Set Tuition, Capital Fee (as part of Interim Budget (mid-Feb))

**6. NEW BUSINESS:** (Floor has 4 min./person to participate in discussions re. items requiring a vote)

1. MOTION from Strategic Plan sub-committee on future directions – wording TBA Arv

2. MOTION to approve funds up to \$100 for a contribution to WMS Staff Xmas party Paul

3. MOTION to approved the Finance Sub-Committee's recommendations for the 3-5 year  
Capital Plan. Arv

**7. BUSINESS FROM FLOOR:**

**8. IN CAMERA:** Start time: End time:

**9. ADJOURNMENT:** Arv

**10. NEXT MEETING:** **Thursday, January 20, 2011 at 7:00 pm** in Redwood classroom:  
\*\*Agenda items to Shannon Tait, Secretary, by **January 11, 2011** to [board@west-mont.ca](mailto:board@west-mont.ca)

interim **NOTE: Extra Board meeting to be held on February 3, 2011** at 7:00 pm to approve  
budget and tuition fees (prior to the Open House).