

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

Email: board@west-mont.ca

DATE: November 18, 2010 meeting, Redwood Room, 7:00 pm

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<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION</u>
1.	CALL TO ORDER: (Note Arv Aujla, VP, will Chair the meeting in Paul Davis' absence this month) (Floor opportunity to ask about Agenda or discussion of submission prior to meeting, via s.2.6.d. Any item requiring a decision from the Board will be moved to New Business so the Floor can contribute)	Arv
2.	ADOPTION OF AGENDA: Changes and additions?	Arv
3.	ADOPTION OF PREVIOUS MINUTES: (October 21, 2010)	Arv
4.	OLD BUSINESS:	
	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	
	4. Presentation of 3-5 Year Capital Plan recommendations from Finance Sub-committee	Arv
5.	WCMS REPORTS:	
a.	Principal's Report: Nov 2010	Bruce
	1) Registration number 152 students	
	2) PAC – Report	
	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	
	6) Parent Handbook will be placed on web site	
	7) Parent Education Night- Language held Oct. 27, math proposed for Jan.	
	8) Open House preparations have started	
b.	Treasurer/Finance	Arv/Barb K.
	1. Ed Sykora resigning in Jan. 2011 due to family and work commitments See New Business for seeking new interim Director/Treasurer	
c.	Communications:	Shannon
	i. <i>Metchosin Muse</i> items (stories/photos) <i>deadlines:</i> Dec. 10, 2010 for Jan. 1 edition to Marie-Terese Little (mtlittle@telus.net) and Shannon Tait (spw_tait@shaw.ca)	
	ii. <i>WMS School newsletter deadlines:</i> Nov. 22 and Dec. 7 at noon to Melanie (info@west-mont.ca)	
d.	Marketing:	Debbie

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i. Updates/plans

e. Policy: Rebecca/Autumn

- i. Internal Ethical Review Policy for Research
- ii. Updates

f. Strategic Planning: Arv

- i. Update from Nov. 18 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. Search for Interim Board Treasurer and additional Director to June 2011 Arv

7. BUSINESS FROM FLOOR:

8. IN CAMERA: Start time: End time:

9. ADJOURNMENT: Arv

10. NEXT MEETING: **Thursday, December 9, 2010 at 7:00 pm** in Redwood classroom:
Agenda item to Shannon Tait, Secretary, by **November 30, 2010 to board@west-mont.ca

NOTE: January Board meeting is Thursday, January 20, 2010. Agenda items due by January 11, 2011.