

**Comox Valley Montessori Society  
Minutes for November, 2013**

**Present:** Lynn Jacobson                      Michelle Hawkins                      Kelly Wilson  
Michelle Burry                      Michelle Taylor                      Susie Klus  
Rosanne Gerritsen                      Carmen Costantino                      Erin Walsh  
Amelia Valmorbida                      Korina Rushton                      Angela Somerset  
Lisa Wilcox                      Sarah Ritchie

**1. Call to Order - 7:36**

**2. Introductions -**

**3 - Adoption of the Agenda** - Susie adopted the agenda - Amelia seconded the motion.

**4. Review and Adoption of minutes from October** - Carmen adopted and Rosanne seconded.

**5. Reports**

**5.1 - Derek Costantino's Report**

Derek Costantino, a Montessori parent who is also a realtor, explained that several months ago he offered to give a 10% royalty from his commission back to the Montessori Program if the referral came from a Montessori family. He made a sale and presented CVMS with a cheque for \$450.00

**5.2- Administrator's Report - as reported by Michelle Hawkins**

- If there are concerns or questions about the program, teachers, or learning, Dan Costain and Christine VanderRee would like parents to bring the concerns to them personally, rather than speaking about it with other parents
- Michelle reminded us that it is most effective if concerns are brought first to the classroom teacher, then administration if need be

**5.3 - President's report - Sarah Ritchie**

- A fundraising letter went out - thanks to Rosanne for doing that
- United Nations Walk - A symbolic walk taking place on Nov. 22nd by some Montessori schools across Canada. The purpose is to put a spotlight on the United Nations Declaration of the Rights of the Child. Suggestion: We plan to do this next year when we have more time to prepare.
- Grant update: Sarah submitted the grant and is hoping to hear back in December. She will also apply for another grant in May, to Future Shop
- Anne Buchanan went on pro D and wanted to express her gratitude to the CVMS for providing the funds. She gave a copy of what she learned if anyone is interested. She would like to thank the CVMS for

purchasing materials, thanks to the volunteers who helped label and unpack the materials as well as Lisa Wilcox for ordering. She is hoping the materials can be inventoried and shared amongst all the directresses.

#### **5.4 - Vice President's Report - Erin Walsh**

- Fundscrip - Erin sent out Christmas Fundscrip Order forms and asked Class Liaisons to put it up on Shutterfly.
- Grants: Erin shared that there are funds available from Rotary for programs and initiatives such as CVMS iPad Learning Lab. Sarah said that she will pass along a request for funds for our apple Learning Lab and Erin will give to the current Rotary President for consideration. Sarah said it actually will cost around \$20,000 to completely fill the Apple iPad Learning Lab with iPads.
- Angela Somerset suggested we send Rotary the information that we've already compiled in our previous grant application and ask for the remainder of the money.
- Santa's Workshop Toy Drive happening on Friday- thanks to the volunteers

#### **5.5 Teacher's Report - Lynn Jacobson**

- Lynn opened it up to questions:
  - Question from Sarah: How are the PLCs going? Lynn said they're valuable. They've been speaking about ways of documenting student work. They've been looking into computer skills that would benefit kids with fine motor difficulties or speech difficulties. They are looking into Montessori specific report cards.
  - Michelle H. said teachers have discussed creating student portfolios that would begin in Kindergarten and follow the student all the way through to gr. 7. Michelle H. has started portfolio booklets for her students.
  - Q from Carmen: Anne was going to talk about the constitution and guiding principles - any information on that? Michelle H. replied that there was some discussion about it but they weren't sure if it was their place to make changes. They had discussions about the splits that they would like to see: i. e. 1/2/3 and 4/5/6. There shouldn't be splits between planes of development such as a 3/4 split. Erin W. shared that teachers' ideas are wanted in the process of making changes to the Guiding Principles and that the document would have more power if it were endorsed by teachers and board members alike. Michelle agreed to bring the document up with the teachers again. Amelia maintains that the document could be used as a selling point that we could use to help Trustees understand what we would like to see in our program. Michelle H. explains that the document needs to be written in such a way that it keeps the program moving towards being MORE Montessori than less.
  - Michelle Burry suggests that ALL directresses be involved in making changes, even if the changes are done separately. A suggestion that Rosanne, the secretary, send out an email to all directresses, asking them to do just that. Erin volunteered to accept

them and compile them.

### **5.6 - Treasurer's Report - Michelle Burry**

- There is approximately \$26,000 in the account - we've spent some money on materials, about \$4,200 so far
- Parent donations since June 1st - 9,800.50. This amount is about 50% of what we need from parents
- We've received post-dated cheques for \$1,975
- Expenses since June 1st - \$3,617, plus some Inventory Materials that were just purchased - \$4,200.
- Michelle has a copy of the income statement and balance sheet if anyone would like to see it.
- Regarding Fundraising: Nov. 21st is the next photo shoot fundraiser. Last year's photo shoot fundraiser made \$270. Some discussion about the date. Michelle Taylor suggested that a photographer come in on Halloween and Christmas, which would give parents a chance to get some photos from those special dress up days.
- There is \$20 in the Recycle Depot account
- There is \$80 in the Podlings Consignment account

### **5.7 - Secretary's Report -Rosanne**

- Rosanne sent out a fundraising letter inviting the membership to participate in upcoming fundraisers
- Discussion of the website: What is needed on the page and what can we get rid of? Carmen says get rid of the "buy a bag" program. Rosanne says she will contact Ryan to update the page

### **5.8- Inventory - Lisa Wilcox/Susie Klus**

- Lisa Wilcox: spent \$4100 and another \$1200 in back ordered stuff is on the way. Lisa asked for directresses to give requests for what they need at three points in the year 1) September 2) January .3) spring break
- Currently CVMS gives up to \$100 /per directress for readers. Question: If one directress wants to spend more than \$100 on levelled readers, is that okay, given that we have extra money this year? Michelle B. has no problem with that. We have more disposable income this year so we can do it. Next year might be different.
- Michelle B. recommended that Lisa W. begin to train Susie K. on how to do inventory. Carmen recommended we get a hard copy of all the completed inventory and put it into the secretary's binder. Carmen suggests we call on some parent volunteers to help Susie with inventorying all the classrooms. Recommends we get teacher help too.

### **5.9 - Liaison Report - Amelia Valmorbidia**

- Nothing to report

## **6.0 Old Business**

6.1 - Fundraisers

6.1.1 - Coffee Fundraiser Update - Skye accepting coffee orders until Nov. 22nd

6.1.2 - Photo Shoot Update - still some spots available for Nov. 21st

## **7. New Business**

7.1 - Michelle Taylor presented a fundraiser idea. She would like to host a Smoothie Tasting Party. Her sisters sell a product called Isagenix. It's a nutritional shake - they would blend up samples of healthy smoothies. Any sales from that night, they will donate 10% of whatever they make back to the school. Open to anyone - 2 hours - date: Dec. 8th - sun - 12:30-2:30 Vote: Sarah made a motion that CVMS agree that any proceeds from this fundraiser would go back to Montessori. It was a unanimous yes and the motion passed.

### **7.2 - Head Lice Checks**

- Some parents want to volunteer to do head lice checks. Dan is in support if parents would like to be trained to do that. However, there is a discrepancy on the policy which makes it difficult to make a decision right now. On the school board's website there is a policy from 2008 saying that it's okay to do that. However, last year, Dan Costain maintains that it was decided at a Principal's meeting that that would not be allowed. Dan is going to investigate and get back to Carmen on the final decision. Questions re head-lice: Who needs to be notified? Class of the student with lice is notified.

Can students still attend school? Yes, parents are notified but students are not sent home. Amelia has suggestions so she will email them to Carmen, who will pass them on to Dan. Amelia wondered if the school could send home information about head-lice and a nit comb along with the notice? Erin suggests that parents look on-line to get information.

### **7.3 - Updating the Website**

- Carmen asked if anyone would be interested in being in charge of updating the content of the website? i. e. Giving the new information to Ryan Rushton, who will physically update it. Angela Somerset volunteered to do this.

### **7.4 - Choosing a date for the High Tea:**

- May 4th was chosen

## **8. Adjourned: 9:08 p.m.**