

# CVMS AGM Minutes – May 21<sup>st</sup>, 2014

## Present:

Carmen Costantino	Erin Walsh	Laura Stewart	Michelle Burry
Kim Hall	Natalie Erikson	Emma Salter	Skye Myrbo-Hill
Amelia Valmorbida	Sherry Turnbull	Lisa Wilcox	Amy Criss
Jenn Johnson	Korina Rushton	Genevieve Marshall	Rosanne Gerritsen
Sarah Ritchie	Erin Walsh	Bobi Lineker	

1. **Call to Order** - 7:38

2. **Introductions**

3. **Adoption of Agenda** - Erin Walsh made a motion to adopt the agenda and Michelle seconded. The motion to accept the agenda passed.

4. **Adoption of Last Month Minutes** - Sarah Ritchie motioned to adopt the April 23, 2014 minutes. Sherry seconded and the motion was carried.

5.0 **Reports**

5.1 **President's Report - Carmen Costantino**

- **PAC News:** Congratulations to Natalie Erikson, who is the new PAC President and Emma Salter is the new VP. The new treasurer is Nicole and Angela Whitty will be the new secretary.
  - **Sarah Ritchie will be the new PAC fundraising coordinator** and will work with Montessori so we don't overlap our fundraisers. Jenn Johnson suggests that Sarah talk to teachers because they sometimes do fundraisers on their own.
  - Dan Costain asks that if he sends out a **Synervoice Voice Msg**, to please reply back to him or Christine, not to Tracy, the secretary.
  - It costs **\$350 to have automated system for hot lunch** so there was general discussion about whether that was worth it. Apparently it saves about 6 hours of work every month. The board felt that was worth it.
  - **Carmen Costantino** will be taking over **popsicle sales**, thank you very much!
  - PAC needs **breakfast club organizers**. A couple of parents are needed between 8 - 9 a.m. to pour cereal, toast bagels, etc. **Genevieve** volunteered to do that as long as she has some support and it works for her schedule.
  - **June PAC Meeting is going to be at 1:30 p.m.** Some PAC members feel that having it at that time will be helpful. Lisa W. thought that might stop working parents from attending. A point was made that very few parents come anyway, so why not try something different. PAC will try and find child minding for the meeting.

## President's Report continued

- **Job action**: Teachers are not attending meetings, not handing out communications, and not doing supervision. Dan and Christine and school board members are helping with supervision. May 29th - There will be no school due to rotating strikes. Teachers might picket that day. Queneesh before/after DayCare closed that day. Natalie Erikson volunteered to take kids that day for childcare if anyone needed her. Thank you!
- **Staffing at Queneesh**: There are new staff coming and some staff leaving but no announcements yet. 235 teachers needed to be placed in the district. 150 got placed. 80 don't have jobs yet. Shuffling of staff is still happening. EAs are all laid off and will have to reapply for their jobs. There will be different lunch monitors next year. Jobs will be offered to staff first before it is offered to parents.
- The **Cup Song was filmed** today. Christine's son-in-law is making a 3 1/2 min. video of the song. It will hopefully be done in Mid-June and put up on school district website.
- **Montessori Tea** - Thank you to everyone who helped and came out for the event. We raised \$7600 after costs.
- **Montessori Review**: There was one last meeting after the April 23rd meeting, focused on budget. The board wanted numbers and specific spending amounts.
  - Michelle gave them numbers for what we spend on each class for materials, consumables - \$19,200 total. Allan rounded it up to \$20,000 per year that the board would agree to give Montessori for funding.
  - Discussion about our **existing CVMS materials** - Will we have to donate all of our materials? CVMS needs to trust the board before we will "donate" our materials. Allan might draft a legal document in regards to our materials. Any new materials purchased by the school board will be labeled "Montessori" as opposed to "CVMS". If CVMS passes money along for a specific thing, it would be labeled CVMS. Question: What is school board willing to do for us in the future when we want to set up a classroom? They need some foresight on that. They need to set up some guidelines and will continue to discuss this with us.
  - Michelle said there was a more positive feeling and tone to the latest meeting and it went much better than previous meetings.
- **Class Configurations for 2014 School Year:**
  - Michelle Hawkins - K
  - Lynn Jacobon - K/1
  - Stephanie Custer - 1/2/3
  - Nicole Rippel - 1/2/3
  - Open Position - 1/2/3
  - Anne Buchanan -Intermediate
  - ???? - Intermediate - Nothing decided yet for this classroom.
- Terri Fullerton has applied for the **1/2/3 position**. If she takes this then the Maternity position for Lynn's class will be open. If they can't find anyone who has the Montessori qualifications, we may be asked to accept a "suitable" applicant instead

of qualified.

- Is Miss Custer taking a .8? It's unknown at this point.
- **Sarah:** Thank you to everyone who came to the **April 23rd meeting!** It was great to get such wonderful support, hear everyone's opinion and for them to hear from us.
- **Staff Appreciation Day is June 3rd.** Sarah is putting up sign up sheets for food donations. 11:30-1:30 Clean up 1:30. The students wrote Appreciation Notes for the teachers and Sarah will post these. Class Liaisons can put it on shutterfly.

## 5.2 Vice President's Report - Erin Walsh

- The constitution and bylaws will need to be re-written by the new Vice President.
- Thanks to Erin for 3 years of hard work, including organizing the Fundscrip Program and Santa's Workshop Toy Donations.

## 5.3 Treasurer's Report - Michelle Burry

There have been changes due to meetings with the School District. Our budget (assuming that the School District comes through with the proposed funding) is now comprised of fundraising only. We are still allowed to receive donations from families that wish to donate money instead of time (for fundraising events) but we cannot actively solicit donations on our website, or by sending out donation letters.

- **Bank** - \$37,131
- **Parent donations** for past fiscal year almost \$17,000
- **Fundraising** - \$10,758
  - **Tea - \$7667**
    - Donations \$1,302
    - Auction \$6,516
    - Direct Material purchase - \$204
    - Less expenses - \$355
  - ❖ Fundscrip - \$363
  - ❖ Photo Shoot - \$530
  - ❖ Coffee - \$726
  - ❖ Shake it Up - \$100
  - ❖ Pi Day - \$690
  - ❖ Spring Bulbs - \$638
- **Expenses** since June 1st - \$15,355
  - Includes Inventory Materials - \$9,220
  - Outstanding purchases
- We have committed to outfitting the new class room, up to \$20,000

- I have a copy of the income statement and balance sheet if anyone would like to see it.
- Still waiting for teacher's receipts - lots of outstanding stuff

### **Treasurer's Report Continued**

#### **Michelle's comments about the upcoming budget:**

- We have a \$37,000 bank account. It's larger than usual because we were expecting to outfit a classroom and it didn't happen. It takes about \$20,000. We are waiting for final confirmation about staffing before materials are ordered for next year's classroom.
- Typically our budget has been about \$31,000 - 20,000 from parents' donations and 10,000 in fundraising
- New Guidelines from the board: We are not allowed to ask for donations. We can't send out letters asking or encouraging parents to donate, however, if parents want to donate on their own, that is fine.
- If there's a specific thing CVMS wants to purchase, the money has to funnel through the school district and go into a special Montessori account. If we ask for something they don't approve they'll give us the money back. They won't fund Professional Development anymore.
- We would like to set aside \$5000 for guest speakers because we feel it's important to support our teachers in Pro D. We will encourage the teachers to be proactive in trying to bring some Pro D into our local community so that all the teachers can benefit, and we can still financially support.
- The board might not support field trips unless it is a very Montessori specific field trip.
- Administration is hoping we can work together with PAC to do more school-wide fundraisers instead of having Montessori specific fundraisers. However, the Annual Montessori Tea is important to us. Our whole Montessori community is involved and is indicative of what Montessori is all about. We would like to keep that as a Montessori specific fundraiser. Admin. says that is okay. We still need to cover insurance, society fees, etc. and the tea should cover our basic expenses, as well as potential guest speakers, etc.

#### **5.4 Secretary's Report - Rosanne Gerritsen**

- Rosanne received information about Pro D opportunity in Calgary for the teachers. Anne B. asked her to ask if CVMS would consider funding the trip. Unfortunately, the School District will no longer let us fund Pro D and so at this point, we will have to say no.
  - **Amy Criss** wondered if we could get **sponsorship from big companies** to pay for professional development. In the past this was an issue and some parents were against having companies contribute.
  - **Korina's** idea is for our teachers to work with other Montessori teachers on the island to try to coordinate Pro D and save money that way.

- Rosanne wondered if there was a possibility for someone (teachers? parents?) to do some workshops for parents next year about how to **connect the Montessori Philosophy to our home life**. It would be beneficial for parents to learn more about the Montessori Philosophy and perhaps get parents more involved. Sherry Turnbull may consider leading a workshop.

## 5.5 Inventory's Report - Lisa Wilcox

- There is \$1000 in backordered materials. We are not ordering anything else until after staffing is complete.
- Lisa wondered if there are two rolls of inventory stickers floating around. Yes.

## 6.0 Old Business

### 6.1 Spring Bulbs - Sharene Popiel (as reported by Sarah R.)

- 20 families participated. We made \$638. Sharene would like the okay to send out fall bulbs.
- Discussion about making a **motion to make it a school-wide fundraiser**. Michelle made a motion that we do the Fall Bulbs Fundraiser early in the school year, and collaborate with PAC to make it a school-wide fundraiser. 50% would go to PAC and 50% would go to CVMS. Erin seconded the motion and all agreed. A suggestion was made to have the Order Catalogues earlier and keep it longer.
- **Michelle** had an idea that every class should have a **Fundraising Liaison** - Someone to distribute information about fundraisers to each class, collect the money and then give to Sarah, the PAC fundraising coordinator.

### 6.2 High Tea & Silent Auction - Carmen Costantino

- Most of the Thank you Cards have been given out. There was a bouquet in the paper. Rosanne suggested that Sheila Pierolie get a thank you card as well for getting the WestJet Vouchers.
- **Review of the Montessori Tea: Issues/Recomendations for next year:**
  - ❖ **Issue:** Gluten and Nut Free treats were offered to everybody, instead of just the people who needed it. Also they were on the same cart and should have been kept separate.
    - **Recommendation:** Instead of having a gluten/nut free cart, try having a gluten free table or station where people could help themselves.
  - ❖ **Issue:** Not enough healthy options and not enough gluten free options.
    - **Recommendation:** We will try to obtain more of a variety of food

options. The volunteer coordinator will post a Food Donation List on each classroom door. On the list we will have several different sections that parents can sign up for: Gluten Free, Nut-free, Baking, Fruit, Veggies, etc.

- ❖ **Issue:** Some people would prefer Herbal Tea or Decaf Tea.
  - **Recommendations:** Have two pots of tea on the cart, one regular, one herbal. Have more floaters to walk around with pots of Herbal Tea.
  - Keep an urn of hot water in the gym with a monitor, to watch it for safety.

### **High Tea Issues/Recommendations Continued**

- ❖ **Issue:** Some servers wanted two pots on their serving carts so they didn't have to keep returning to the gym for tea so often.
  - **Recommendation:** Jenn's idea: Can we use the little office in the gym as a Tea Station? Would the breakers be a problem? Need to investigate, but this could work very well.
- ❖ **Issue:** The teacup planters seem to have lost their novelty. There were lots left over.
  - **Recommendation:** Scratch this for next year!
- ❖ Overall, the tea was a great success and a **HUGE shout out to Amelia** for all her hard work on decorating the gym. It was BEAUTIFUL!!

## **7.0 New Business**

### **7.1 Year End Picnic**

- The date will be Sunday, **June 22nd 12-3 p.m.** Potluck - bring your own utensils, dishes
- Korina needs volunteers to help set up!

### **7.2 Elections**

New Vice President – Sherry Turnbull  
Secretary – Rosanne Gerritsen  
Director / Shutterfly Liaison – Korina Rushton  
Director / Inventory Controller – Laura Stewart  
Director / Grace & Courtesy Ambassador - Skye Mrbo-Hill  
Directors at Large: Natalie Erikson  
Amy Criss  
Kim Hall  
Kelly Wilson

### **7.3 Change Signatories**

#### **Past Signatories**

Carmen Costantino \_\_\_\_\_

#### **Present Signatories**

Carmen Costantino \_\_\_\_\_

Sherry Turnbull \_\_\_\_\_ Sherry Turnbull \_\_\_\_\_

Michelle Burry \_\_\_\_\_ Michelle Burry \_\_\_\_\_

Erin Walsh \_\_\_\_\_ Rosanne Gerritsen \_\_\_\_\_

**8.0 Meeting Adjourned - 9:02 p.m.**