

Comox Valley Montessori Society
October 16th, 2013

Present:	Rosanne Gerritsen	Skye Hill	Michelle Burry
	Bobi Lineker	Laura Stewart	Amelia Valmorbida
	Sherry Turnbull	Kim Hall	Angela Somerset
	Terri Fullerton	Anne Buchanan	Carmen Costantino
	Sarah Ritchie	Erin Walsh	

1. **Call To Order** – Call to order: 7:37 p.m.

2. **Introductions** –

3. **Adoption of the Agenda** – Carmen added 6.5 Usborne Book Fundraiser to the agenda. Bobi adopted the agenda and Sherry seconded the motion.

4. **Adoption of Last Month’s Minutes** – Sarah adopted the minutes from Sept. 18th 2013, Bobi seconded the motion.

5. **Reports** –
 - 5.1 **Administrator’s Report – Dan Costain, as reported by Carmen Costantino**
 - **Lake Trail Neighbourhood Connections** – There are free programs being offered for children and adults at Lake Trail School throughout October and November. Check out their website for more details: <http://laketrailconnect.ca/>
 - **Identity Day** – Feedback from kids, teachers and most adults was very positive. To give feedback, contact Dan Costain or Christine VanderRee. There was one concerned parent who called and felt this was an unnecessary project and kids should be reading/writing instead. Anne feels it was a valuable experience to have families working together, celebrating our similarities and differences and that it was wonderful to have all students in the school working on the same project. Anne notes that the skills of oral communication, as well as reading and writing were all used in this project. Michelle suggested that perhaps more information can be sent home to parents next year to give them a better idea of the project and the value of doing it.
 - **Harvest Day** – The school harvested food from the community garden and made Stone Soup and everyone enjoyed. A number of families would like to see more beds in the garden. There was also a question of who is responsible for maintaining the garden. Anne says she will talk to the Duchess of Dirt about ideas of how to manage the garden. Anne was wondering about composting, who is in charge of that. Sherry suggested asking parents for help.

Administrator's Report Continued

- **Student Drop-off at College** – There is a trail leading from the college to our school that Dan is hoping more parents and students will use. Michelle's kids walked the trail to school and enjoyed it, although they got wet in the grass. Dan would like older kids to contact him if they would like to supervise walking younger children from the drop-off to school.
- **Earthquake Shakedown** - The students will do a mock earthquake drill Oct. 16th around 10 a.m. to prepare for a possible earthquake emergency. There was a question of how do you prepare when you're not in your classroom and suggested that teachers talk to students about what to do if you're in the gym, library, etc. As far as emergency preparedness, there is a concern that PAC doesn't have enough food/water for every student/adult for two days. There is a possibility of ordering bigger cans from Sysco. PAC also needs a water filter.
- **Gr. 4/7 Survey** – All gr. 4's and 7's students and parents completed a survey with various questions on it. Ex. Are you learning enough art? Aboriginal Studies? Do you try your best? Do you want to be transferred? Are you bullied at school? Dan says they are pleased that the number of kids feeling that they are being bullied is down from the previous year.
- **Lock-Down Procedures** - There will be upcoming meetings with teachers about new lock down procedures. All classrooms should be locked from the outside. The school board has not put this into effect yet but soon. All teachers will be given a key to their classrooms if they don't have one yet. One concern is that Student Services have turned off the PA system in their rooms and may not know that an intruder is in the school. For now, the main school doors will remain open.
- **Noise Level Problem** - Dan says there has been an on-going problem with unnecessary noise in the halls before pick-up time and that the complaints are continuing. Parents are being asked to wait for the bell before picking up their children. They are asked to either stay in the foyer or to use Room 140 if they need to have conversations. Parents agree that it's important to respect the teachers' and students' learning time. Class Liaisons are asked to put this information on Shutterfly to make parents aware.
- **Brooklyn School Sold** - to Gateway Learning for 2.2 million.

5.2 President's Report – Carmen Costantino

- Carmen suggested to board trustees that Student Services move to a school with empty space. There are concerns that Student Services take up many needed parking spaces. Also, the Montessori Program would like to grow and could use some extra classroom space. Anne mentions that there are some advantages to having Student Services in the school, in that they have expert advice right down the hall. However, Anne also mentioned that it would wonderful to have a new Montessori preschool, run by Keith Bennett, in our school. The trustees said they will take it to their board meeting. Michelle asks when it will be brought up at a meeting because it would be great to have Montessori parents there to speak up. Carmen will find out.

5.3 Vice President's Report – Erin Walsh

- **Shutterfly** - Erin reports that the shutterfly sites are up and running and thank you to Amelia for that. Erin looked into Sean Burkholder's class having a closed facebook page and decided that it's not the best idea because everyone should be "on the same page". The Shutterfly App was recommended by Sarah and Amelia as very convenient for iphones and ipads.
- **Fundscrip** - Erin spoke with Shauna from FundScrip about doing a Christmas run. The form would be sent out in November. The closing date would be at the end of November and people would get their cards at the beginning of December. Erin will do paper orders as well as on-line orders. She will accept cheques, but not credit cards.
- **Santa's Workshop Toydrive** – Erin will choose a date soon and ask Liaisons to put it on Shutterfly. She would like to have it earlier this year, likely mid-November.

5.4 Teacher's Report – Anne Buchanan

- **PLCs** - Anne spoke about the PLCs that the teachers are working on. Several Montessori Directors/Directresses have been working on Extended Work Period. This is a time period during the day, usually in the morning, where teachers invite their students to go deep into their learning. They become immersed in what they are doing and are thoughtfully engaged in learning. They choose to continue working, even though the recess bell rings. They reported that 25%-50% of students choose to continue working. Anne reports that there are some issues with scheduling this year that are a challenge to the Extended Work Period, such as music and phys ed. It can be disruptive to have these scheduled in the morning. The teachers will look at scheduling again before next September to try and maximize the benefits of Extended Work Period Time. The PLC group is flexible and can change. Michelle asks if there should be a finite end to the group work so that teachers can decide to either continue working in the group or change? Carmen mentions that there is likely an evaluation of the PLCs at the end of the year and this would be a good thing to suggest. Anne mentions that they have also been discussing Open Snack Period, which is the idea that students choose to eat their snack when they need to. Anne says that in the near future, the group would like to review the Guiding Principles of Montessori. Sherry asks if we need to have a meeting about it to discuss? Anne decides that she will talk about the Guiding Principles with the other Directors/Directresses and then make notes about any possible changes and then report back to CVMS. Rosanne says that she will make copies of the Guiding Principles and distribute to the teachers.
- **Terry Fullerton** – She has been volunteering in Anne's classroom and puts together an action plan every two weeks and presents it to Dan. She has been taking many pictures and can contribute them to Shutterfly if any parents wish. Parents are welcome to look at her action plan as well as her plans with Anne.

5.5 Treasurer's Report – Michelle Burry

- There is \$23,269.38 in the bank account. We have not yet spent any money on materials, but Lisa Wilcox is in the process.

- Parent donations since June 1st is \$6,500.50 – We have received post-dated cheques in the amount of \$2,325

Treasurer's Report Continued

- Expenses since June 1st - \$3006.96
- Michelle has a copy of the income statement and balance sheet if anyone would like to see it.
- Email Transfers are not ready yet.
- Bobi asked if we have Director's Insurance and Michelle replied that previously, Ian Harvey, had looked into it and felt our insurance is adequate.

5.6 Secretary's Report – Rosanne Gerritsen

- **Enrollment** - Rosanne reported that she has been learning the ropes from Carmen and Lisa. She has enrolled 7 new members to the CVMS, bringing us to a total of 180 members. Six new people's emails have become inactive, bringing the total to 48 members who are eligible to vote, but do not have current email addresses. Rosanne printed off copies of these lists and will bring to all meetings if anyone wants to see them. Two people asked to be taken off our membership list.
- Rosanne is drafting a letter to the general membership about fundraising initiatives and filling some fundraising jobs.

5.7 Inventory Report – Lisa Wilcox/Susie Klus - absent

5.8 Liaison Report – Amelia Valmorbida

- There is a way to access the Shutterfly website – Amelia will let us know how to find it on the website.
- April Brosko is still the owner of all the previous sites even though she has left Montessori. There will be a deadline for anyone to take off pictures before the sites are shut down. Sarah suggests Christmas break. Amelia will talk to April about it. Some confusion as to whether Bobi is Ms. Rippel's liaison. Sarah asks Bobi to ask Nicole again.

6.0 Old Business

6.1 Fundraising

6.11 Coffee Fundraiser – Skye Hill

- Skye has a sample of the coffee. Nov. 5th the order forms will go out. Nov. 21st the forms will be due. Dec. 5th coffee will be distributed. Samplings in the lobby will be planned, hopefully two. Question asked: Can PAC and neighbourhood families order the coffee too? Yes, all families can order, but proceeds will go to CVMS. She will leave it up to teachers to hand out the order forms. Skye asks for a note to be posted on Shutterfly advertising. Skye needs a teacher list and class sizes. Carmen will get a siblings list to Skye.

6.12 Photo Shoot Fundraiser – Amelia Valmorbida

- There is a tentative date of Nov. 13th, which is PLC Day. Cost will be \$35/session, booked in 15 min. slots. The photographer will use 3 different backdrops. Amelia has booked the project room for the day. Amelia needs help with taking bookings and Carmen volunteers to help.

6.13 Usborne Fundraiser – Rosanne Gerritsen

- The fundraiser will be open to the entire school and hopefully be held in the New Year. The free books will go to the library. Rosanne will talk to the Usborne Consultant, the librarian, Mrs. Freney and the PAC chair, Jenn Johnson and report back next meeting.

6.14 Grant Update – Sarah Ritchie

- Sarah is taking the Comox Valley Community Foundations Grant Application over from Megan. It is due Oct. 25th. It is best to apply for a specific item and we are applying for an Apple iPad Learning Lab. It comes with a mobile iPad cart and ten iPads, with capability of storing up to 30 iPads in the future. She is asking for \$7000, including insurance. Sean has volunteered his time to learn the technology. Angela Somerset says that she has experience with grant writing and would consider doing future applications. She suggests including in the grant how much of a financial contribution CVMS will make, which shows strong commitment on our part.
- Michelle makes a motion that CVMS allocates a one-time minimum amount of \$4000 from our Materials Budget, if money is available, and an on-going amount of \$1000 per year to supplement the cost of an Apple iPad Learning Lab, under the condition that we are given a Community Foundations Grant. Carmen seconds the motion. The motion carries unanimously. Anne adds that she would like some professional development funds to be put towards technology training to enable the teachers to use the technology.

7.0 New Business – none to report

Adjourned - 9:09 p.m.