

## Comox Valley Montessori Society Meeting Minutes - June 17, 2015

**Present:** Katie King, Amelia Valmorbidia, Michelle Burry, Sherry Turnbull, Sarah Ritchie, Dan Costain, Blair Brown, Gord Weber, Rosanne Gerritsen, Laura Stewart

1. Meeting Call to Order – 7:35pm
2. Introductions
3. Adoption of the Agenda – Sarah Adopted, Gord Seconded
4. Review and Adoption of Minutes from May – Sarah Adopted, Katie Seconded
5. Reports

### 5.1. Principal's Report – Dan Costain.

Administration for Next Year – Uncertain who new principal will be for next year. In addition, it is also unknown if the Vice Principal position filled by Cheryl Adebar will not also change (this is due to her technically filling the role as an “acting vice principal” last year. She has now interviewed for and was awarded a VP position, but it was not made clear if it would be at Queneesh or not). Also uncertain if the counsellor position will change. The music teacher position has been changed as well

Class Configuration - The neighborhood program has welcomed back 3 teachers who had been laid off, as well as 3 new teachers in addition to the ones who were staying on.

In the Montessori program, the tentative class configuration is as follows:

K	M. Hawkins	22 students	(max)
K-1	L. Jacobson	9-13 students	(max)
1-2	S. Custer	14-9 students	(1 space)
2-3	S. Burkholder	12-12 students	(max)
2-3	N. Rippel	12-12 students	(max)
4-5	T. Fullerton	16-9 students	(5 spaces)
5-6-7	A. Buchannon	14-6-4 students	

This bring us to a total of 164 students in the program, and a small waitlist of 4. (Note, this configuration is subject to change and the placement of students it still to be finalized.)

Finally, a small gift and thank you card was given to Mr Costain in congratulations of his upcoming retirement.

### 5.2. President's Report – Sherry Turnbull

We thank Sherry for filling our previously vacant President position.

Discussion was held as to combining the PAC and CVMS meetings to simplify the schedule and improve attendance. While the two will still be separate, they will be held in succession with an emphasis on punctuality and brevity. Also, for the CVMS portion of the meeting, we will request a teacher to attend.

The problem was raised, how to get more parents involved. Meetings will strive to

be more inclusive and transparent for new attendees, with a special effort for the first meeting of the new school year to be short and welcoming. An email will be sent out to the general membership alerting them to the need for volunteers in order for the program to continue to succeed.

#### 5.2.1. PAC – Sarah Ritchie

The lack of co-ordination from our school at the recent track and field meet was brought up. Motion was carried to allot some of the gaming fund to cover the cost of a school banner as well as team pinnies for the student athletes. It is required that the principal orders these items, but Tara Snowdon as accepted the task of researching some options.

Also, it has been made known that it is not allowed for the PAC to give the school funds from the gaming account to hold in trust for future purchases.

Ian Hesselgrave is to be the new contact at the Hospital for the Legacy fund. Dan Costain will continue to communicate with him on the matter.

There is interest in hosting a Pep Rally at the beginning of the next school year to boost school spirit.

A First Nations studies will be added to the curriculum for next year.

#### 5.3. Vice President's Report – The Vice President position is currently vacant.

#### 5.4. Treasurer's Report – Michelle Burry

The 2014-2015 unfinalized Comparison Budget was handed out. It was noted that there were no requests made for the use of the \$5000 'Guest Speakers/Education & Training' fund. Also noted was the \$500 'Breakfast Club' item will be labeled as such instead of 'Unspecified' for next year's budget.

The High Tea and Silent Auction raised \$260 towards the Wishlist items the teachers had requested. This was insufficient to purchase these items, so it was suggested that the CVMS provide the additional \$519 (for a combined total of \$779) to make these purchases. It was then suggested that in future years the wishlist items either be omitted from the auction or have stricter guidelines as to what can be requested.

Michelle moved that \$519 be added to the donations to purchase the entire wishlist. Sara seconded and all were in favor. Motion carried.

A brief explanation was then given for the remaining funds in the account. They are to outfit the new 4-5 class and to help in the future growth of the program over the next few years.

#### 5.5. Secretary's Report – Katie King

The feedback from the teachers indicated they were interested in renewing our Vancouver Island Montessori Association Membership, so a cheque was provided from the treasurer and that would be mailed out this week.

The CVMS website, in addition to the need for an update, has started to malfunction and we cannot process requests for membership through it anymore. While there is the possibility for a temporary fix, someone needs to take charge of it. It was

suggested that this be a task requested of the general membership. An email will be sent out to request aid.

An updated version of the constitution will be added to the website as soon as a copy is made available.

## 6. Old Business

6.1. Tea – This year’s High Tea and Silent Auction was a great success. The figures are as follows:

Auction	\$6539.00
(flowers)	\$169.00
Donations	\$1847.70
Photobooth	\$230.00
Wishlist	<u>\$260.00</u>
Subtotal	\$9045.70
Expenses	<u>-\$337.75</u>
Total	<b>\$8707.95</b>

Some discussion was held about what else we could incorporate to generate revenue from this event due to concerns of becoming too repetitive. It was suggested that either we simply hold additional fundraisers or that the Tea Committee next year think of some additional elements to incorporate into the tea.

Next year, it was also suggested that big ticket items such as the West Jet tickets be raffled off instead of auctioned. This would give more people the chance to win, and possibly bring in more revenue at the same time.

The search for Tea Coordinator and Committee will begin in September and hopefully be finalized by January. This will be mentioned in the end of year email to the general membership.

6.2. Board Positions – the CVMS Board of directors is in need of a Vice President and one Director at large.

6.3. Picnic – Many thanks to Suzanne Faulkner and her family for hosting the End of Year CVMS Picnic at her beautiful home. It was a wonderful event. A special congratulations go out to the two graduation grade & students who were also honoured at the event. It was a fun family and social event.

## 7. New Business

7.1. Meeting Time for 2015/2016 school year – As addressed in the President’s Report, an attempt will be made to integrate the PAC and CVMS meetings next year.

7.2. Facebook Promotion – It is noted that the CVMS Facebook page is an underutilized marketing tool. While it is working well and an information tool to get data to parents, it could also be used to promote and involve the CVMS in the community. One suggestion was that more information be posted such as showing some of the skills and tools children learn and use in our program as recorded over the summer. Photos and articles related to our program can be sent to any of the page administrators to be posted.

8. Meeting Adjourned – 8:40pm