

**Comox Valley Montessori Society**  
**January 16<sup>th</sup>, 2013**

<b>Present:</b>	<b>Ocean Varney</b>	<b>Michelle Burry</b>	<b>Sherry Turnbull</b>
	<b>Erin Walsh</b>	<b>Sarah Ritchie</b>	<b>April Brosko</b>
	<b>Dan Costain</b>	<b>Lisa Wilcox</b>	<b>Amelia Valmorbida</b>
	<b>Laura Stewart</b>	<b>Carmen Costantino</b>	<b>Susie Klus</b>
	<b>Sharene Popiel</b>		

**1. Call To Order –**

**2. Introductions –**

**3. Adoption of the Agenda –**

It was regularly motioned and seconded that the agenda be accepted. Sarah and April adopt it and it is carried.

**4. Adoption of Last Month Minutes –**

It was regularly motioned and seconded that the minutes be adopted from Nov 21<sup>st</sup>, 2012. Seconded and carried.

**5. Reports**

**5.1 Administrator's Report –**

- Dan looks through the constitutional bylaw of the CVMS and notes that “equal access” is what he determines should mean a lottery system, not open registration.
- Sherry asks if that means, access to all people that register. That would then mean we might need more than one teacher and we have just posted for an interemediate teacher for next year.
- Dan suggests that there is no wait list for all of CVMS grades, it is only for kindergarten. There is the directresses that no one be allowed beyond grade 4.
- Dan met with Joe Fiddler, the community liaison for VIHA that will correspond with our school and concerned parent groups. There is a tentative parent/VIHA meeting scheduled for Jan 30<sup>th</sup> to discuss any further concerns that need to be discussed.
- Dan is concerned about our loss of backstop for the baseball diamond. The school does utilize the backstop so he is concerned as to whether or not we will be getting another or will it be redistributed somewhere on out field?
- Dan has some more concerns he would like addressed:
  - ❖ Fencing? Permanent fencing or temporary fencing?
  - ❖ Air quality, during construction and after?
  - ❖ Noise pollution, during construction and after?
- Clear cutting any trees will begin in February for construction.

## 5.2 Presidents Report – Ocean Varney

Not much to report, will discuss other issues as they arrive on the agenda.

## 5.3 Vice President's Report – Erin Walsh

- Been busy working with Fundscrip. There have been some administrator “bugs” with the website and shutterfly websites have been updated with Fundscrip info.

## 5.4 Treasurer's Report –

- Bank has approximately \$25,000.00
- Parent donations since June 1<sup>st</sup> - \$17, 505.00
  - ❖ Plus post dated cheques - \$2,120.00
  - ❖ For a total of \$19,625.00. Getting close to our goal of \$21,500.00, assuming we can raise \$10,000.00 from fundraising.
- Fundraising – approximately \$2,500.00 of you account for what is owed us from Fundscrip and Bootcamp
  - ❖ Fundscrip - \$382.00 and \$374.00 still owing
  - ❖ Fall Bulbs \$625.00
  - ❖ Boot Camp – not recorded
  - ❖ Coffee - \$702.00
  - ❖ Epicure - \$205.00
- Expenses since June 1<sup>st</sup> – approximate \$10,000.00
  - ❖ Include inventory purchases since June 1<sup>st</sup> of approximately \$6,500.00
  - ❖ Fixed expenses still owed - \$9,000.00
  - ❖ Money available for material purchases for current year and new classroom – approximately \$15,000.00
- April is concerned with the amount of money that classes are getting for field trips. Erin clarifies that PAC give \$100.00 for discretionary spending and we match that. Michelle clarifies that she also emails each directress at the beginning of the year explaining how much money they have and where it is allocated for. AS well, that if they want to allocate funds from consumables over to field trips, they just need to email Michelle and/or CVMS.
- Dan mentions that there is a school district bylaw that parents cannot be asked to pay for field trips unless the field trip is considered non-curricular. Teachers can also email Dan because there is an additional \$3000.00 school field trip fund that there is a possibility of drawing from if their funds from PAC and CVMS are limited.

### **5.5 Secretary's Report – Carmen Costantino**

- Lot's of emails regarding registration and CVMS February Information Night.
- Carmen asked Dan to arify the difference between the Ready, Set, Learn Program and the District Kindergarten Information nigh that is upcoming as there have been some emails in regards to these 2 events.

### **5.6 Inventory Report – Lisa Wilcox**

- Bought lot's of supplies for Nicole Ripple's 1-2-3 class.
- Lisa wants to start a new website/email system for the directresses and this will organize their requests, instead of getting lot's of different emails from the directresses making for lot's of reference checking.

### **6.0 Old Business –**

#### **6.1 Donor Page –**

- Ocean made up a proposal for businesses wishing to donate to CVMS.
- Lisa suggests that CVMS creates an application form for interested businesses. The rest of the board suggests no because the person interests will have to approach the board and that should be the determining factor whether or not they are an acceptable donor.
- It is suggested that Ian be asked to put the information onto our website and that we announce it on our facebook page.
- The board votes on it 10-3 for the donor page. The board decides to ass it on a trial basis to make sure that it is done tactfully.
- Carmen and Ocean will confirm who will speak to Ian regarding the website, and who will post everything on the website.

#### **6.2 – Year End Potluck – Ocean Varney and Erin Walsh**

- It is confirmed that the year end picnic will beheld at Korina's place. Korina has been nice enough to offer her home, she has suggested that we rent a port-a-potty for the amount of people that will be there. It will alleviate a lot of foot traffic into her home. It is to be a pot luck event.
- A date of Sunday, June 9<sup>th</sup> is suggested.

#### **6.3 High Tea Volunteers/Date – Ocean Varney**

- May 5<sup>th</sup>, 2013 is decided as the date for the tea.
- Carmen offers to volunteer for kitchen coordinator and Susie offers to volunteer for decorating.
- February 15<sup>th</sup>, 2013 will be ther first meeting for the High Tea volunteers at 630pm. Carmen has offered her home for the meet.

#### **6.4 Fundscrip Update – Erin Walsh**

- December orders totaled \$4755.00 with only 9 supporters which made the CVMS \$165.50
- No hallway sales cards were purchased from Fundscrip in December as there was really no time to sell them and there was still some left from the \$1700.00 order from November. As of Jan 16<sup>th</sup>, all the hallway cards are now sold and we will be ordering more in January.
- We will purchase more hallways sales for this month and looking for more people to volunteer to sell. Susie offers to sell cards in between Miss Hawkins and Mrs. Buchanan's classrooms.

#### **7. New Business –**

##### **7.1 Information Night – Ocean Varney**

- Queneesh School is hosting an evening for all of the kindergarten programs in district 71. A representative from each program is given 5 minutes to introduce and explain their programs.
- It is suggested that CVMS wants to do it's own information night as done in years past. February 6<sup>th</sup>, 2013 is decided on the date at 6:30pm.
- Michelle asks what kind of advertising needs to be done for this event. She suggests that we utilize and reallocate part of our guest speaker fund for advertising. \$100 is voted and passed to utilize the funds.
- Dan suggests that we utilize the district photocopier for any type of cheaper advertising that we need.
- Sarah will call the radio stations. Sharene offers to make posters. Carmen will organize the night and Erin will do press.

##### **7.2 PAC Meeting Change – Ocean Varney**

- PAC has changed their meeting to the third Thursday of the month, starting January. Everyone is welcome to attend.
- Sarah suggests that CVMS now changes our meeting to earlier. It is voted that 7:00pm is our new start time.

### **7.3 Funding Public Montessori Visit for Admin – Ocean Varney**

- Ocean asks Dan if he is interested in visiting Tahsis Montessori School and learning more about their Montessori program and how a private Montessori school is run.
- Ocean suggests we allocate \$1000.00 for sending Dan. The board suggests that we get Dan to estimate the cost (ferry, travel, hotels, etc) and then vote on how much we are willing to allocate for this trip.
- It is also suggested that CVMS create an information package for an new administrators coming to Queneesh School. This would help tell them about Montessori, give them an idea of our mission statement, the Montessori method and issues regarding registration, class configurations, etc

### **7.4 Concert – Ocean Varney**

- PAC is looking for volunteers for Friday nights Jesse Ruben concert. They need volunteers for concession.
- Carmen needs to send out an email to CVMS mailing list asking for volunteers for the evening.

### **7.5 Hospital – Dan Costain**

Already discussed in the administrator's report.

Meeting adjourned 8:56pm.