

New Westminster Montessori Board Meeting

April 27, 2016 (6:35 start)

Members in attendance: Monique, Natascha, Katherine, Claudine, Ross, Lia, Satinder, Meagan, Shauna

I Approval of Agenda and Minutes

- 1) Feb meeting minutes approved by Katherine, seconded by Satinder
- 2) Agenda approved by Natascha, seconded by Kathy

II Guests

New member at large Lia Fadeva!

III Action items

- A) Board photo taken (see attached).
- B) Meagan will set up Mail Chimp training. Katherine will work on the content. Lia will work on the website set up and the Facebook page.
- C) Red Academy, a digital marketing program, can potentially work on the website, brand, and logo. Students will do this for a school project. If approved, this maybe done by the start of the new school year. Ross and Meghan will meet Karina Daukaeva from Red Academy to discuss the offer.
- D) Parent information night is approved for Monday May 30th, from 6:30-7:30. Held in Sara Fox's room (meeting) and Chris Weber's room (daycare). Sara Fox and Laurie Wong will speak on behalf of teachers. One member of the Coquitlam Montessori Society will attend with two middle school students. A meeting agenda will include approx. 15 min. of talking and question period. We will collect parent emails as people come in.
- E) We need to create a press release to parents to promote the evening. We need to tell the teachers and the principles.
- F) Katherine will email teachers to ask them to discuss what the plan will look like at the education meeting.
- G) Suggestion to bring in other speakers to help address question, i.e. people who are currently Montessori students, people who were former students, parents of students.

IV Agenda Topic

- 1) Treasurer report
 - a. For teacher purchasing this year, we are taking \$4,000 from the \$12,000 GIC. We only have \$6,000 from donations.
 - b. Teachers will be given \$800 this year for purchasing; \$10,000 / 12 classrooms.
 - c. Ideally we would like to collect \$12,000 per year (\$1,000 per teacher) in donations
- 2) Purchasers report

- a. Email for 2016/17 purchases will be sent to teachers this month.
 - b. If teachers want to purchase items after the end of the calendar year, they can use their \$50 discretionary fund for this
- 3) Guest speaker Belinda Scott
- a. Application process – formerly first-come first-serve but moving to lottery. Online process in place now but still accepting from old paper process. Majority of new students are placed online. Most children seeking a spot have been offered spots in Montessori. Applications online are now closed. Parents can express interest after application process closed. Then if a space opens, it can potentially be filled quickly. Online process allows up-to-date contact info of parents. Out of district will be considered after New West applicants have been contacted. After June 3rd cut off these out of district applicants will be contacted.
 - b. Current student enrollment – classes are filled for 2016/17 school year.
 - c. Student retention and promotion – last year Belinda contacted local Montessori pre-schools to help promote program and wants to continue with this approach. Ideas about picnics and carnivals to promote community and connecting with parents to promote the program.
 - d. Email lists – idea to have class reps to collect emails from parents. This is the model used in the French Immersion program. Welcome to Kindergarten would be an opportunity to collect class list. Create a brochure to give an overview of what Montessori is. When children get accepted into program, Belinda could send a PDF explaining what the Society does. Question: when students commit to signing up for a program of choice, can they not pass email on? No. On registration form we can't ask students to opt in to receive emails. Emails can only go out through the school. They can't go out directly from the Society.
 - e. New catchment – Boundaries don't align currently with new middle school opening. Current boundary is at 8th St and students between 6th and 8th are in 'no man's land'. So, students currently at McBride, may be in catchment for Fraser River Middle School. Also, more students applying to McBride than Connaught for Montessori. Proposal to move catchment. This would affect approx. 3 students between 6th & 8th. Belinda would like to put this before the Board in beginning of May.
 - f. Proposed expansion to middle school – Society will help to promote this cause and host a parent info night on May 30th to discuss Middle School Proposal. Ross will set up agenda for meeting.
 - g. Daycare on Westside – WCASS has been contacted. It's not possible to use school rooms for daycare. The gym is also not possible due to after-hours use. We are limited to the portable which is not big enough. Karen from WCASS proposed walking students from Tweeds to Connaught. There is no space to add a portable for daycare. Suggestion from Connaught PAC to create afterschool activities as an option for afterschool care. Concern that the gym will not be available daily. Contact John Stark from the City or Trustees to share concern.

Meeting adjourned at 8:30.

