

New Westminster Montessori Board Meeting

March 30, 2016 (6:40 start)

Members in attendance: Monique, Kathy, Jo, Natasha, Katherine, Claudine, Ross, Tonya, Alex

I Approval of Agenda and Minutes

- A) 1) Feb meeting minutes approved by Katherine, seconded by Alex
- B) 2) Agenda approved by Natascha, seconded by Kathy

II Guests

New member Tonya Ylivainio!

III Action items

- A) Board picture will be postponed until April as some members were absent
- B) Meagan will give mail Chimp training to Katherine. This program will replace our mass email list and paper newsletters
- C) Class lists will be updated when program is online, hopefully by September 2016
- D) Meghan will be new website member on Board
- E) Ross met with Satinder to sign tax receipts. Tax receipts have been emailed out to all donors
- F) Ross has informed teachers that Natasha is the new contact person for purchasing. Natasha is now recipient of 'Purchasers' email address. Teacher requests for purchasing have started via email
- G) Ross will forward to Natasha purchasing forms for teachers from last year to use as a reference when approving purchasing. He will also send Natascha website links of suppliers to show what materials are usually ordered.
- H) Ross emailed the principal of Connaught about the idea of holding a fundraiser at the school. She was receptive about the idea and will get back to him about details.
- I) Belinda will attend April meeting to discuss;
 - a. Proposed change to school catchments
 - b. Proposed expansion to the middle school
 - c. Our status is as a society and how this impacts access to a parent email list.
- J) It was felt that once Belinda spoke to the Board about these matters, we could set up and education evening to promote the middle school.
 - a. Katherine will set up a date in May to hold an education evening to inform parents of the potential expansion to the middle school in 2017
 - b. Katherine phoned the Coquitlam Montessori Society and has found a contact with children in their Montessori program. One of these children finished middle school and has agreed to speak at an education night.
- K) If the district cannot provide email addresses to the Society, we can send out flyers to advertise the information night and put the details on school newsletters
- L) Ross booked the McBride library for next year's Montessori society meetings

- M) Ross contacted WCASS about daycare space on the West side for the next school year. There is not enough space available to create more openings. The district has been contacted about creating space in school or walking kids from Tweedsmuir to Connaught. Parents have expressed concern about the safety of crossing 20th with the kids. Setting up a bus to take kids from Tweedsmuir to Connaught was suggested as an option. A number of questions arose about whether space could be used in the school. Members felt this item should be included in agenda for next meeting for Belinda to address.

IV Agenda Topic

- 1) Treasurer report - Satinder absent
 - a. There is approximately \$10,000 (some from parent donations and some from a GIC) to split between the teachers. There are currently 12 Montessori teachers in the district which divides into approximately \$800 per teacher. The Board felt \$800 was sufficient for this year, and did not wish to dip further into GICs. It was suggested that teachers from Tweeds and Connaught could be informed that some teachers, i.e those moving over, may need more funding and therefore teachers could pool their funding to help each other out.
 - b. There was a discussion about what happens to materials if teachers are moving to a new school. Some members were concerned that items maybe lost or abandoned, or teachers who may not be continuing with the program may take materials with them. It was suggested that when teachers receive information about purchasing for the 2016-2017 school year that they be reminded of the fact that materials belong to the Montessori society.
- 2) Purchasers report – Jacquie passed off position to Natascha
- 3) Website – Meghan is new website member of board and will update next meeting
- 4) Fundraising
 - a. Cookie dough will be ‘on-hold’ until fall 2016
 - b. Members suggested holding a school year end carnival. It is necessary to book municipal parks venues 3 months in advance. A number of venues were discussed including Hume and Queen’s Park. Jo, Claudine and Monique have formed a committee and will look into booking and setting up.

V New Items

- 1) An information night will be set up regarding the expansion of the Montessori program into the Fraser River Middle School. Ross will draft an email to send to Belinda and then send to members to check.
- 2) SD40 is changing its catchment from 8th Street to 6th Street. Belinda will clarify the change at the next meeting.

Meeting adjourned at 8:15.