

Meeting of the Board of Directors
Of
Montessori Education Preschool & ECS Institute of
Alberta

The Meeting of the board was held on
December 2nd, 2025 at #3 Windsor Crescent S.W. Calgary Alberta T2V-1V4

Officers of the Board Present:

Garth Petts	President
Dorota Cieplak	Secretary Treasurer
Samara Allan	Chair

Other Board Members Present:

Catheryn Derker	Britannia Montessori
Sharron Foster	Carousel Montessori
Margaret Chaput	Bonavista Montessori
Minaz Bharwani	Michael's Montessori
Deserie Biag	Alpine Montessori
Mandeep Aulakh	Ranchlands Montessori

Employees Present:

John Samaska	Funding
Muriel Samaska	Human Resources
Nichole Langlois	ECS Coordinator
Donna Toews	Executive Director

1. The meeting was called to order at 6:00pm. It was determined that a quorum was present, and the meeting could conduct business.
2. The Secretary Treasurer determined and reported that notice of the meeting had been properly given or waived by the directors.
3. There was presented at the meeting, a copy of the minutes of the previous meeting of the board.
4. Approval of the Agenda. Agenda approved
5. Administration Update

A discussion of the submitted supplies and material inventory by Nichole Langlois.

Thank you to Sharron Foster for booking the Winter Concert Dates and Venues for all locations. Memo's for each location and invitations have also been designed and provided by Sharron.

A further discussion of props, presents and food items to be provided. Concerts will take place Dec 8-12. The last day of classes is Dec 19 before winter break.

Kindergarten Registration will open in January for the 2026-2027 year. A review of the parent package is to be completed by the board. An email will be sent for review immediately. We would like to host Open houses at each location after (Advertising to be further discussed and approved by the board).

Secretary Treasurer/Executive Director – Donna Toews

Current PNL/Budget report has been provided for review. Our current spending and review of our ADO plan suggests that we are currently on Budget and we will eliminate any deficit this year.

- Approval for financial purchases
- Scheduled timeline for AFS
- Review of financial deadlines
- Segregation of duties

We would like to hear suggestions for extracurricular activities and possible fundraising and volunteers

6. A follow up discussion for Repair and Maintenance has been lead by Catheryn Derker. Several tasks have been completed by hired handy men. Dorota will continue to update maintenance needs and progress for all centres.

7. New Business

A request has been made to add to the previous Montessori supplies submission made.

The board is to review and approve a list of items gathered from teachers, EA's, therapists and compiled and submitted by Nichole Langlois ECS Coordinator.

8. Old Business None

9. Wrap Up and adjourn

There being no further business, the meeting was adjourned at 7:45pm.

Dated: December 2nd, 2025

Next meeting: January 8th, 2026, 6:00 pm

Secretary Treasurer  Printed Name Donna Toews Witness

 Printed Name Nichole Langlois