Meeting of the Board of Directors

Of

Montessori Education Preschool & ECS Institute of Alberta

The Meeting of the board was held on

January 8th, 2026 at #3 Windsor Crescent S.W. Calgary Alberta T2V-1V4

Officers of the Board Present:

Garth Petts	President
Dorota Cieplak	Secretary Treasurer
Samara Allen	Board 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:

Donnna Toews	Executive Director
Nichole Langlois	ECS Coordinator
Johan Samaska	Financial Operations
Muriel Samaska	HR Administration

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

   Open Houses for kindergarten registrations are currently being discussed and planned for each location.

   Submission of the 2026-2027 kindergarten package was approved by the board.

   Advertising requirements for 2026-2027 kindergarten registration and open houses has been submitted to Donna for review and approval.

   -Approval for financial purchases

   -Review of current PNL (Sept-Nov)

   -Scheduled timeline for AFS

   -Review of financial deadlines

   -Segregation of duties

6. A follow up discussion around the literacy changes for kindergarten program. Including updates on UFLI feedback and literacy tracking results.

7. New Business

A request has been made to the board for the approval of a professional development opportunity for current kindergarten teachers and educational assistants. AISCA has offered a literacy workshop that is available online for teachers and EA's. Cost, time and expectations have been submitted for review and approval.

8. Staff meetings- staff development and moral across all programs
9. Submission of PUF referrals forms will be completed by Nichole Langlois to start the transition plan process for PUF children leaving our program to CBE, CCSD, etc. in September 2026.
10. Teacher evaluations will be completed and submitted to the board for review by January 19.

11. Old Business

    None

12. Wrap Up and adjourn

There being no further business, the meeting was adjourned at 7:45pm.
Dated: January 8th,2026
Next meeting: March 17th, 2026, 6:00 pm

SecretaryTreasurer______________________Printed Name Donna Toews

Witness *Nichole Langlois*______________Printed Name NicholeLanglois