

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

The Meeting of the board was held on
May 26, 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:

Donna Toews	Executive Director
Nichole Langlois	ECS Coordinator
John 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. Student observations are beginning to take place in kindergarten classrooms. These are observations

completed by potential schools for children attending grade one in their community schools. These observations are being scheduled and assisted by Nichole. All teachers and staff are being notified of these visitors being present in the classrooms, including CBE, CCSD, and Rocky View.

5. Teacher evaluations are taking place June 1-5. Nichole will submit once completed.
6. Final IPP's have been reviewed and meetings will take place June 8-12 with the EIS team and PUF child families.
7. Last day of kindergarten is June 19. At which time final report cards will also be sent home to families.
8. School photos took place May 4-14. This included the taking of all graduation photos for senior and kindergarten graduates.
9. Graduation dates have been set. Preparations are in progress. Mandy has offered this year to gather volunteers and support for food, decorations and preparation for the graduations ceremonies to assist teachers and families.
10. Open Houses for the programs are currently taking place. A list of potential dates and times was previously submitted to Donna for review and approval. Nichole is assisting teachers and directors in the logistic set-up and presentation of these Open Houses at each location.
11. The directors ratified and approved all documents presented.
12. Website and advertising ideas have been submitted to Donna for review and consideration. Adjustments to the website information is continuing to be revised and Donna is to review these any further requests and review the budget in regards to advertising and sourcing help for formatting.
13. Catheryn will continue to follow up with centre maintenance requests in preparation for summer. This includes gardens, fences and outdoor play spaces.
14. Administration and Finance Review - Donna Toews
 - Approval for financial purchases
 - Review of current PNL
 - Scheduled timeline for AFS
 - Review of financial deadlines

As requested from Alberta Education Michelle Towns Financial Analyst, we have reviewed, revised and expanded on our Finance and Governance Policies. – reading of policies Vote to approve – Yes. They will be uploaded to the PEDS site, our webpage and submitted to Michelle Towns

There was no further business. It was resolved that all the items and documents have been examined, and were approved.

There being no further business, the meeting was adjourned at 7:00pm. Dated: May 26th, 2026.

Secretary Treasurer  Printed Name Donna Toews

Witness  Printed Name Nichole Langlois