

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

The Meeting of the board was held on
November 27th, 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. We should be ready to submit the budget with Alberta Education for the 25/26 year. The board has approved budgeted items.
5. Nichole discussed TWINS fall submission, upcoming progress reports and 1st teacher observations/evaluations. Evaluations will be submitted to the board upon completion.
6. Nichole discussed 1st round IPP completion (November 17-21), the completion of assessments with the EIS team and that 1st term report cards are currently completed and parent/teacher interviews are taking place with teachers via Google Meet November 27-28.
7. Transportation form agreements are completed and ready for submission for all eligible families.
8. Security at centre locations-are there locations who require replacement and/or fixing locks on doors, sheds and gates.
9. Policy reading – Child Guidance – Offsite fieldtrips – Health and wellness

Vote of adoption of the updated reviewed policy all Yes

10. Sharron Foster discussed an update on continued guidance and training for Education Assistants supporting PUF children. ECS Coordinator Nichole Langlois to continue support for increased training and guidance. Inclusive of Montessori Course training opportunities in the Spring of 2026.
11. Administration Review – Donna Toews
 - Approval for financial purchases
 - Review of current PNL (Sept-Nov)
 - Scheduled timeline for AFS
 - Review of financial deadlines
 - Segregation of duties
12. The board will hold an agreed upon extra meeting in December 2025 to discuss Christmas concerts and upcoming events.
13. The directors ratified and approved all documents presented.

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 8:00pm.

Dated: November 27, 2025

Next Meeting December 2, 2025 6:00pm

Secretary Treasurer  Printed Name Donna Toews

Witness  Printed Name Nichole Langlois