

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

The Meeting of the board was held on  
November 21, 2023 at #3 Windsor Crescent S.W. Calgary Alberta T2V-1V4

Officers of the Board Present:

Garth Petts	President
Donna Toews	Secretary Treasurer
Samara Allen	Board Chair

Other Board Members Present:

Dorota Cieplak	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
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. We are currently completing our audit with Alberta Education. Meetings with Alberta Education were held on November 7, 2023. Areas of opportunity, strengths and areas that required adjustment and resubmission were discussed and noted.
5. Nichole will be discussing and briefing all teachers and staff regarding any and all changes/adjustments made to current timetables, report cards and language use.

6. Areas covered with Alberta Education included: Managing Program Operations, Governing an Early Childhood Services Program and Delivering an Education Program. The team will continue to complete requested adjustments to the original AOP based on the feedback being received from Alberta Education.
7. The board will hold an agreed upon meeting in March 2024 to review the current members of the board responsibilities and discuss the opportunity to fill a board member position if deemed required.
8. 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 7:00pm.

Dated: November 21, 2023

Secretary Treasurer  Printed Name Donna Toews

Witness *Nichole Langlois* Printed Name Nichole Langlois