Meeting of the Board of Directors

Of

Montessori Education Preschool & ECS Institute of Alberta

The Meeting of the board was held on

September 9th, 2024 at #3 Windsor Crescent S.W. Calgary Alberta T2V-1V4

Officers of the Board Present:

Garth Petts	President
Donna Toews	Secretary Treasurer
Samara Allan	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:

John Samaska	Funding
Muriel Samaska	Human Resources
Nichole Langlois	ECS Coordinator

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 – Donna Toews

- Welcome everyone and introductions with new board members and changes to Senior Managers
- Discussions about review and update of any current, policies, procedures
- Discussion of Roles and responsibilities review

- To follow up on suggestions or requests to create or revise any policies, procedures, role descriptions
- Decision was made to combine the Carousel & Michael's Kindergarten programs due to enrollments. Carousel will offer Kindergarten. We will discontinue Kindergarten at Michael's and re-visit for the 2025-2026 school year. Michael's will still offer EIS services and supports.

- Staffing list/Updates:

  Kari Schultz – Carousel Kindergarten & EIS
- Wendy Foster Carousel Kg EA
- Florinda Tuwao Carousel Sr EA
- Ramandeep Kaur Carousel Jr EA

  Nichole Lanlois will be offering Supports as the certificated Teacher to Michael's EIS program
- Kamaljeet Bedi Michael's Preschool EA

  Iris Curley – Alpine Kindergarten & EIS
- Gabriella Spineau Kg EA
- Gail Henderson Sr EA

  Kayla Kielek – Bonavista Kindergarten & EIS
- Megan Eelbeck-Lines Bonavista EA

  Melisaa Kraemer – Britannia Kindergarten & EIS
- Karissa Sherlock Britannia Kg EA
- Heather Paul Britannia Kg EA
- Maria Hernandes Britannia Jr EA
- Martha Dibaba Britannia Sr EA

  Lisa Bahniuk – Ranchlands Kindergarten & EIS
- Laura Govic Kg EA
- Ilze Gatti Jr EA

Nichole Langlois – Certificated Teacher – ECS Coordinator

Kendra Kalkman – Occupational Therapist
Leanne Wu – Speech Language Pathologist
Kathryn Honor – Communication Disorders Assistant
Hunter Torgersen – psychology (child Development Therapist) currently completing Masters degree
Journey Psychology – Contracted Clinical Psychologist Team

Meet the Teacher Nights September 23-27. Children are encouraged to attend with parents.

Orange Shirt Day – September 30

September 30th – Non- Instructional Day in observance of National Truth and Reconciliation day

Field Trip Calendar has been Provided to and approved by the board

Executive Director – Donna Toews

Volunteer Forms to be emailed to interested participants – Looking to have more families. Teachers can e-mail forms to families and ensure that all applications such as Security Clearance has been applied for.

6. Executive Positions:

These are voted in Elected positions. We welcome anyone interested in co-chairing or chairing positions on the board to reach out to me at admin@montcc.ca.
Currently we are working on training for new and existing board members due to the increased participation in the last year.

7. Communications – Margaret Chaput

Looking to update our webpage and site to be more user friendly and include more information.
We will work to develop the new site to include our AB Ed program specific information

Would like to hear suggestions on information for this site and look into hiring someone to excecute our ideas.

8. New Business

Dorota: would like to discuss Repair and Maintenance as well as yard maintenance and snow removal. Suggestion for ongoing lists at locations, who will authorize work, do we have a current contract for the school year. Do we have a specific maintenance person to contact?

Donna: Can we have a member or volunteer at each location complete a repairs and maintenance request form.
We can also have a document created and completed for furnishings, supplies and materials requests, outdoor equipment etc.
We will use the Mosnowpros app for yard maintenance and snow removal. We will look to hire or contract a part time repair and maintenance person.

Dorota will follow up with each location for current repair and maintenance. Dorota will help to organize supplies and materials requests and these items will be addressed in the next meeting

9. Old Business

None

10. The directors ratified and approved all documents presented.

11. Wrap Up and adjourn

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: September 9th, 2024
Next Meeting: November 21, 2024 6:00pm

Secretary Treasurer_____ Printed Name Donna Toews

Witness__Nichole Langlois_____Printed Name Nichole Langlois