Meeting of the Board of Directors

Of

Montessori Education Preschool & ECS Institute of Alberta

The Meeting of the board was held on

March 19th, 2025 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
Desirie Biag	Alpine Montessori
Mandeep Aulakh	Ranchlands Montessori

Employees Present:

Donna Toews	School Administrator/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. Approval of the Agenda. Agenda approved

5. Administration Update – Donna Toews
   Many of our Teachers and Centre Directors just recently attended the Montessori Conference in Denver, Colorado this year from March 12-16. They have created a drive folder to be shared with the program of resources, classroom photos and links. These materials will be incorporated

into professional development areas for staff moving forward.

Next year the conference will be in Washington DC. Our draft Calendar for next year (2025-2026) includes the conference dates as non-instructional dates. Donna will begin looking at candidates and interest in who will join next year.

6. Secretary Treasurer/Executive Director – Donna Toews

   Term 2 IPP's have completed and all documents are out for signature to families. Meetings were held with the EIS team and parents from March 3-6 and 10-11. A total of 6 total days were required to cover the caseload needs.

   Parent Teacher Interviews are being held March 20-21. Teachers will continue to execute these via Google Meet, unless a request determines otherwise. Report cards have all been completed and reviewed. Reports are shared with parents prior to conferences for reference and familiarity.

7. New Business

   Maggie presented a wishlist of Montesori materials for classrooms. Reflecting on the conference and the goals for our own program. Maggie will work with Nichole on a Montessori Inventory list for all classrooms and centres to further determine needs within the classrooms and what materials can be moved where.

8. Teacher Presentation – Nichole Langlois

   Our kindergarten team is continuing to participate in a final professional development session on May 16th that will include resources and further information pertaining to Montessori literacy materials. The teachers goals for the year included enhancing literacy knowledge and confidence. This professional development includes the reading series and opportunity to correlate the materials to the ABED curricular outcomes.

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 7:00pm.
Dated: March 19th, 2025

Secretary Treasurer_____ Printed Name Donna Toews

Witness__Margarat Chaput_____Printed Name Margarat Chaput