Meeting of the Board of Directors

Of

Montessori Education Preschool & ECS Institute of Alberta

The Meeting of the board was held on

September 14th, 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
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 6:30pm. 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. It was resolved that the following persons are to serve as officers of the corporation until the next election.

Garth Petts	President
Donna Toews	Secretary Treasurer
Samara Allen	Chair

6. Administration Update – Donna Toews

- Exciting start to 2023.All teachers and staff are excited to be here and looking forward to another successful year.
- Mad Science workshops have started. Staff and children are excited. We have been able to support and engage with groups during these workshops.
- Open Houses have been successful offering registration information and providing Montessori insight to parents and the community who attended. Looking forward to discussing improving this process for all centres.
- Staffing list/Updates:
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Jyoti Sehrawat – Carousel Kindergarten & EIS
- Lovepreet Brar Carousel Kg EA
- Wendy Foster Carousel Sr EA
- Victoria Hawke-Petit Carousel Jr EA

Megan Barrett – Michael's Kindergarten & EIS
- Daniel Johnston Michael's Kg EA
- Kamaljeet Bedi Michael's Preschool EA

Madison Echinger – Alpine Kindergarten & EIS
- Precious Billiard Kg EA
- Gail Henderson Sr EA

Kayla Kielek – Bonavista Kindergarten & EIS
- Louise King Bonavista EA

Melisaa Kraemer – Britannia Kindergarten & EIS
- Karissa Sherlock Britannia Kg EA
- Yasmin Bulbeck Britannia Jr & Sr EA

Lisa Bahniuk – Ranchlands Kindergarten & EIS
- Laura Govic Kg EA
- Jenna O'Donnell Sr EA

Lyndsey Sutley – Certificated Teacher EIS support

Nichole Langlois – Certificated Teacher – ECS Coordinator

Kendra Kalkman – Occupational Therapist
Leanne Wu – Speech Language Pathologist
Kathryn Honor – Communication Disorders Assistant
Maria Bianco – Clinical Psychologist

- Meet the Teacher Night September 21 Children are encouraged to attend with parents.

- Orange Shirt Day – September 30 – locations will observe on Thursday September 28, as Friday September 29 is a PD day for kindergarten children and the 30th is a Saturday.

- Friday September 29 – Non-Instructional Day in observance of National Truth and Reconciliation day

- Field Trip Calendar has been provided to and approved by the board. 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.

7. 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.

8. Communications – Margaret Chaput

Looking to enhance our referral process for our EIS team and services. Working on a referral form for directors and teachers to use in communication with the EIS team. Allowing the process to be stream lined and prioritize cases accordingly.

9. New Business

Dorota: would like to discuss the plans for continued maintenance of centres on a weekly/monthly basis

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.
Dorota will follow up with each location and will be addressed in a subsequent meeting

10. Old Business

None

11. The directors ratified and approved all documents presented.

12. 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 7:50pm.
Dated: September 14th, 2023

Secretary Treasurer_____ Printed Name Donna Toews

Witness__Nichole Langlois_____Printed Name Nichole Langlois