

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

The Meeting of the board was held on
September 4th, 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. Approval of the Agenda. Agenda approved

5. Administration Update – Donna Toews

- Welcome everyone and introductions with board members and 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
- The decision was made to continue this year with combining the Carousel & Michael's Kindergarten programs due to enrollments. Similar to 2024-2025 Michael's will continue to offer EIS programming and services. The program will revisit the potential of Michael's having a kindergarten program for 2026-2027 in June 2026.
- Michael's is now running as a full day program, offering both full day and part day enrollments. All part time and full time children will be screened and where necessary be eligible to participate in the EIS program.
- Staffing list/Updates:

Kerri Schultz – Carousel Kindergarten & EIS

- Wendy Foster Carousel Kg EA
- Florinda Tuwao Carousel Kg EA
- Shayna Gerneck Carousel Sr EA
- Dheepa Guruniya Carousel Jr EA

Nichole Langlois will be offering Supports as the certificated Teacher to Michael's EIS program

- Kamaljeet Bedi Michael's Preschool EA
- Michelle Mercer Michael's Full day EA

Lily Crandall – Alpine Kindergarten & EIS

- Gabriella Spineau Kg EA
- Gail Henderson Sr EA

Megan Eelbeck-Lines – Bonavista Kindergarten & EIS

- Elaine Bunuan Bonavista EA

Alisa Wong – Britannia Kindergarten & EIS

- Viktoriia Kyrpach Britannia Kg EA
- Juriel Rondal Britannia Kg EA

- Helen Park Britania Sr EA
- Kelly Aires Britannia Jr 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 –gone for the 2025-2026 year.

Journey Psychology – Contracted Clinical Psychologist Team

- Review submitted closure dates to the board for the 2026 portion of the year.
- 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
- Review assessments plans with Journey Counselling
- Launching of the new UFLI literacy program for kindergarten
- Review of school supplies submission
- New teacher, Alisa, at Britannia for the 2025-2026 year. Changes in EA's determined with final assessments and reports completed end of September, beginning of October.
- Review Calendar and Hours for 2026-2027.

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. Continue efforts to promote community involvement and inclusion.

1. 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.

2. Communications – Margaret Chaput

Efforts are continuing 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

3. New Business

Cat: would like to discuss Repair and Maintenance as well as yard maintenance and snow removal. Feedback on how these maintenance and repair forms are working at locations.

We have a document created and completed for furnishings, supplies and materials requests, outdoor equipment etc. Are locations using these?

We will continue the use of the Mosnowpros app for yard maintenance and snow removal.

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

4. Old

Business None

5. The directors ratified and approved all documents presented.

6. 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 4th, 2025

Next Meeting: November 27th, 2025 6:00pm

Secretary Treasurer



Printed Name Donna Toews

Witness



Printed Name

NicholeLanglois