

Western Communities Montessori Society

Meeting of Directors - Agenda



Meeting Date: January 23, 2025
Meeting Location: 4075 Metchosin Road
Attendees: April Sim, Crispin Murphy, Andrea McCoy, Michelle McClure, Magnus Hanton, Matt Loken, Anasstasia Bennett, Eric Ambroso, Luke Geiger
Society Attendees: Liz Koolman, , Peter Scott,, Cynthia Oldham
Regrets: Janet MacKenzie, Colin Doyle
Distribution: All Attendees, Board Members including Ex-Officio Members, Society

Item	Discussion
1.	Call to Order 6:37pm
2.	Adoption of Agenda 1. Motion to adopt the agenda Crispin, Luke, Andrea, Eric, Matt
3.	Adoption of Previous Minutes 1. Motion to adopt the previous minutes (December 12, 2024) Crispin, Andrea
4.	<p>Reports</p> <p>1. Reports included in the board meeting package</p> <ul style="list-style-type: none"> Head of School Report- Magnus <p>Cedar Room Update – Electrician is triaging the situation with anticipation for it to be fixed by this evening. Early years may need to be moved in the morning due to poor ventilation. Staff and kids handled the situation well and were able to adjust.</p> <p>This incident created the need to procure a coordinator in the instance of one building needing to evacuate. This is a priority of the staff to create.</p> <p>Update on enrollment:</p> <ul style="list-style-type: none"> Kindergarten Retention is at 84% (1 or 2 students can massively shift the percentage retentions); Grade 4 has lower retention due to multiple reasons (Brooks, moving, etc.) Need to explore reason for Grade 7 retention at 53% Some trends are familiar compared to previous years. <p>Society recommended to ask if rationale for families not returning is</p>

due to public school. Bursary requests are also followed. There is an increase in families applying for bursaries this year.

- Finance Committee Report- Luke

On target and projected to be a bit under the approved budget. March will determine the actual posture. Cash flow is in black. Bank account looks healthy.

Bursary can only be applied to current students. Have been advised that more students would be attracted if open to new enrollments. When the bursaries were created initially, it was to help retain current families. Current families are the priority but open to discuss. (Bursary form sent is outdated. There is the option to donate to the student, vs program, vs general bursary).

Policy needs to reflect the optionality.

Opening to external or new families, will need to be discussed and assessed. The caps of pre-existing families would have to possibly be adjusted. Should we increase that for current families?

Could have windows of application where internal families are prioritized and chosen and then open to external families with what is left over. Two pots of money for each designation (new or existing).

Concern: policy current asks for demonstrative ability to pay the bursary. The text of the bursary letter seems to indicate your ability to pay the whole tuition (but would be hard for those who are honestly applying and cannot demonstrate that ability). The text of the letter could be altered to reflect and address the direct concerns.

No funding mechanism for this current year BUT available for next year.

MOTION: Approve new arrivals bursary pool to be separately formatted and funded from the general bursary pool, and have the administration team to draft a policy as soon as they are able (for the upcoming year).

MOTION APPROVED: Luke motion, April second, All in favour, no objections

Withdrawal Policy

Suggested increase from \$1k to \$5k want to propose for sudden withdrawal, does not want it to be punitive. This needs to be done for new families only and wouldn't apply

Luke MOTION: To amend withdrawal policy, enforceable for new families who have not yet signed enrollment packages, to increase the withdrawal fee from \$1k

	<p>to \$5k per student, for students who depart after September 15th of their own volition. This policy change would not apply to the Early Years program and would be waived in instances of</p> <p>(a) family death or illness; (b) medical withdrawal supported by medical documentation that is satisfactory to the school; (c) family relocation of a distance greater than 40 km; and, (d) involuntary.</p> <p><i>MOTION APPROVED: Matt Second, Eric, all in favour, no objection</i></p> <ul style="list-style-type: none"> • Community Engagement Committee Report- Eric Memo of calls to be made. Next newsletter to be sent next week (over 80% open rate). Spotlight stories are really positive. Another tech grant application in the works (due April). • Building and Site Committee Report- Matt (secretary failed to include Matt’s report) Move forward with reinstating the sign (looking into solar paneling). Working to obtain prices for renovation to begin. No dates set yet. Material list being formed and looking at Slegg to donate some materials. <p>2. Discussion, questions, and clarifications on the submitted reports</p> <p>April Motion to Approve Building and Site ToR with modification to change #4, reports are written.</p> <p><i>MOTION APPROVED: Crispin Second, Matt, Eric, all in favour, no objection</i></p>
5.	<p>Old Business</p> <p>1. ToRs Approval - Ad-Hoc EDIB Committee move to in-camera + Building & Site Committee</p>
6.	<p>New Business</p> <p>1. None</p>
7.	<p>Business from the Floor</p> <p>1. None</p>
8.	<p>Meeting Review and Adjournment – April Lead</p> <p>1. Adjourned at 7:40pm - Luke motion to end, Crispin to second</p>