

Western Communities Montessori Society

Meeting of Directors - Minutes



Meeting Date: November 21, 2024
Meeting Location: 4075 Metchosin Road
Attendees: In person: Crispin Murphy, Michelle McClure, April Sim, Luke Geiger, Matt Loken, Eric Ambroso, Anastassia Bennett
 Virtual Attendance: Magnus Hanton, Andrea McCoy, Colin Doylend, Janet Mackenzie
Regrets: None
Distribution: All Attendees, Board Members including Ex-Officio Members, Society
 Audience: Peter, Scott, Liz, Cynthia, Robby

Item	Discussion
1.	Call to Order – 6:33
2.	Adoption of Agenda 1. Motion to adopt the agenda First: Crispin, Second: Eric, Third+: Matt, Michelle, Luke, Andrea, April <i>Motion Unanimously Approved</i>
3.	Adoption of Previous Minutes 1. Motion to adopt the previous minutes (October 17, 2024) First: Crispin, Second: Eric, Third+: Matt, Michelle, Luke, Andrea <i>Motion Unanimously Approved</i>
4.	Reports from Committees 1. Committee reports included in the board meeting package <ul style="list-style-type: none"> • Head of School Report- Magnus • PAC Report – Janet December 10th Christmas Market • Finance Committee Report- Luke <ul style="list-style-type: none"> - Discussion around optional bursuraries for high school and middle school raised by Society member. Recommendation to have specific bursary for those entering highschool in order to secure tuition coming in and ensure students enrollment. Board willing to discuss and Finance Committee Chair, Luke, open to discussing what a formation of that would look like. - Janet raised discussing a formalized process with the Family Bond to secure funding support for school should family need to immediately withdraw. Tabled but open to Board for further discussion.

- Tuition Raises – Michelle raised concern with families who have multiple children adjusting to increases. Rention is a key priority in addition to tuition settings which support the operations of the school.
- Volunteer Levy – Policy Committee Chairs Crispin and April open to discussion so that it is volunteering without fear of punishment. Maybe put it in place as a discount for volunteering. Janet highlighted the surge of volunteers and how it bottlenecks programs that depend on volunteers towards the end of the year. Will need to move into policy revisions with Policy Committee.

MOTIONS

- A.** Luke motion to approved proposed tuition setting based on disseminated tuition setting memo dated November 13

First: Luke, Second: Crispin, Third+: Eric, Matt, Michelle, Andrea, April, Colin

Motion Passed Unanimously

- B.** Luke put forward motion to finance committee to study revising the financial aid packages at the school to include a non-emergency financial aid program by December 12 Board meeting.

No votes

Motion Withdrawn

Action Item: Explore the Scholarship Committee that was set up during COVID. Magnus and Anastassia to send that along to Crispin, Magnus to review. Cynthia to send Andrea her proposal.

- [Marketing and Communications Committee Report- Eric](#)

MOTION: Motion to Approve Committee’s Terms of Reference

First: Andrea, Second: Crispin, Third+: Eric, Matt, Michelle, Luke, Colin, April

Motion Passed Unanimously

- [Recruiting and Retention Committee Report- Michelle & Colin](#)

Board determined that subcommittees are more seamless and effective with one chair. Appointed Michelle as Chair of committee.

MOTION: Motion to Approve Committee’s Terms of Reference

Michelle requested to deter motion for approval to December 12 meeting, more time for it to be adjusted.

Motion deterred to December 12 Board meeting.

- [Building and Site Committee Report- Matt](#)

	<p>MOTION: Andrea motioned to Approve Terms of Reference <i>Motion rescinded by Andrea after realizing Board and Society did not receive a copy of the ToR. To be deterred to December 12, 2024 meeting.</i></p> <ul style="list-style-type: none"> • Policy Update Committee- Crispin <p>MOTION: Motion to Approve Code of Conduct sent November 21st with modification to the removal of Number 11</p> <p>First: Crispin, Second: Luke, Third+: Eric, Matt, Michelle, Andrea, Colin <i>Motion Unanimously Approved</i></p> <p>2. Discussion, questions, and clarifications on the submitted reports from Society or others</p>
5.	<p>Old Business</p> <p>1. Board Governance Training – Pedro Márquez</p> <p>Action Item: Andrea to disseminate notes and meeting times for Pedro to Board Members.</p>
6.	<p>New Business</p> <p>1. Review and approval of Sub-Committee’s Terms of Reference</p> <p>2. Motion: Approve Policy Manual and Code of Conduct – Crispin + April (See above)</p>
3.	<p>Business from the Floor</p> <p>1. None</p>
4.	<p>Meeting Review and Adjournment – President, April Sim</p> <p>1. Adjourned at 8:28pm</p>