



South Okanagan Montessori School Society

10317 Prairie Valley Road, Summerland, BC V0H 1Z5

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www.summerlandmontessori.com

BOARD MEETING MINUTES

Date: April 25 2018 6:10pm

1.	Roll Call:	Position	Attendance
	Stephanie Griffiths	(President)	– present
	Tania Snyders	(Vice-President)	– present
	Tamora Davy	(Treasurer)	– present
	Lara Rudniski	(Secretary)	– present
	Janka Mengr	(Director)	– present
	Kristi Tatebe	(Director)	– present
	Michelle Scheepers	(Director)	– absent
	Sheena Fowlie	(Head of School)	– present
	Deirdre O'Neill	(Guest)	– present
	Jennifer Gordon	(Guest)	– present
2	Motion: To Accept Agenda Motion By: Tamora Seconded By: Tania Passed By: All		
3	Motion: To Approve the Minutes from March 7, 2017 Motion By: Lara Seconded By: Kristi Passed By: All		
4	Motion: To Approve Completed Items during March 7, 2017 Meeting Motion By: Janka Seconded By: Tania Passed By: All		
5	Items Completed/Closed during April 25, 2018 Meeting		
a	New school sign has been hung on front of school		Completed
b	Reformatting the reenrollment letters (Sheena)		Completed
c	Advertising on the independent schools list website would cost \$4199 annually, which is not feasible.		Closed
d	Board email address is being advertised and Steph is going to check emails every 48 hrs		Completed

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6	Ongoing Items		
a	Radon Detection Sheena received a quote of \$3,900 for a heat pump / recovery unit that would ventilate the crawlspace and should mitigate the already low radon levels. Action: <i>Landlord has agreed to forgive \$2000 in rent to share cost of installation. Sheena will organize installation prior to her maternity leave.</i>		Ongoing
b	Online school and grant calendar has been created and is being populated.		Ongoing
c	Sheena continues to track successful and unsuccessful grant applications.		Ongoing
7	Business/ Unfinished Arising from the Previous Minutes:	Appointed To:	Time Frame
a	Strategic Planning Discussion Family responses to survey – French, our staff, and Montessori approach remain top 3 priorities for families. A separate meeting on February 19 th focused on rebranding, marketing, and grant writing strategies. New sign emphasizing programs has been mounted on side of school building. Action: <i>Sheena and Madame are organizing a new video promoting the French program</i> Action: <i>Board will gather testimonials from families reflecting positive feedback on their experiences</i> Action: <i>Teachers will send home a “get to know my family” questionnaire to help the Board and other families feel integrated into the community</i> Action: <i>Sheena will include a brief capture of most recent board meetings in our Thursday notice and a link to full meeting minutes on website. The Board email address has been communicated via email and the bulletin board</i>	Madame/Sheena – French video Sheena – “who is my family” questionnaires All Board Members – strategic planning	Ongoing
b	Follow up on parent concerns on feedback from letters mailed out to a group of family and their concerns. Action: Response letters were sent to all parents who conveyed questions and concerns. Follow-up meetings were offered to all parents with concerns.		Ongoing
Jennifer Gordon Arrived 6:30pm			
8	Head of School Report: Presented by Sheena, dated April 25, 2018		
a	The Board discussed tuition rates. To meet rising costs, individual tuition rates need to increase. However, we also recognize that families with more than one child at SMS face significant financial barriers. Individual tuition rates will therefore increase to \$299 per month.		
b	In addition to our 100% tuition discount for a family's third child enrolled in our K-5 program, and in recognition of the effects of rapidly rising costs of living on our school families, SOMSS implements a 50% tuition discount for a family's second child enrolled in our K-5 program. This discount would be implemented starting in the 2018-2019 school year and will be subject to annual review. Motion By: Tamora Seconded By: Tania Passed By: All		
Deirdre O’Neill left 6:53pm			

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9	Financial Report: Deferred to May 2018		
a	Treasure Report: Presented by Tamora, Dated April 25, 2018		
b	Move Gaming Account money out for Victoria trip		
10	Event Committee:		
a	Discussions continue with the Summerland District Arts Council regarding a joint fundraiser in early 2019. The SDAC has invited us to their June 12 th Board meeting to present our proposal. Action: <i>Stephanie, Lara, and any interested volunteer parents will attend the SDAC Board meeting June 12, 2018 @ 7pm</i>		
b	Action Fest – we will participate in the parade. Action: <i>Tania proposed that we hand out popcorn, car decorated, walk with signs created last year</i>		
c	Summerland 2018 Fall Fair Action: <i>Lara and Tania will attend fall fair meeting on Monday April 30th @ 4:30pm</i>		
d	Halloween Howl, Oct. 26, 2018 Action: <i>Kristi will design both a Howl poster and a Promo poster</i> Action: <i>Advertising needs to be submitted to District Recreational Department by June 1, 2018</i>		
11	New Business:	Appointed To:	Time Frame
a	Considering raising monthly tuition for individual students by \$4 for all monthly tuitions costs ending in fives.	Sheena	Await Email Vote
b	Raffle off a few weeks of Summer Camp Fundraiser Move to organize raffle of two separate “free” full weeks of summer camp for the 2018 summer season Motion By: Tania Seconded By: Janka Passed By: All		
c	Establishing committee heads where the position will equate for their yearly volunteer hours...For Hot Lunch and Baking Committee, Fundraising, Social Event Planner & Volunteer Coordinator Move to proceed with creating Heads of each Committee Motion By: Tamora Seconded By: Lara Passed By: All		
12	Next Board Meetings: May 30th 6pm	June 20th 6pm	Sept. 12th 6pm
14	No In-Camera session		
15	Move to Adjourn meeting at 8:33pm Motion By: Tamora Seconded By: Kristi Passed By: All		

President

Secretary