

SPG MEETING MINUTES



MEETING INFORMATION

Date and Time: Thursday, April 13, 2023; 6:06 to 7:49 p.m.

Location: Selkirk Montessori School, Kingfisher Room

Attendees: Cheryl B., Melaina H., Meghan N., Trisha A., Penny N., Ying H., Susan E. and Erin H.

1.0 Meeting Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the April 13, 2023 meeting to order at 6:06 p.m.

1.1. Introductions

Members provided introductions.

1.2. Review and Adopt Agenda

The agenda was reviewed and adopted as presented.

1.3. March 2, 2023 SPG Meeting Minutes

Trisha A. motioned that the March 2, 2023 meeting minutes be approved as presented. The motion was seconded by Ying H. and approved unanimously.

2.0 Business Arising

2.1. Review Action Items

Cheryl B. reviewed the action items outstanding.

2.1.1. Staff Appreciation Survey Results

Cheryl B. referenced Staff Appreciation Survey results, confirming the majority of respondents support the current school-wide collection process. Members discussed future collection and communication efforts to ensure transparency; collection timing, including biannual and annual cycles; and ways to generate a program lead and engagement. Members agreed the Selkirk Parent Group will lead one final school-wide staff collection and Kudoboard effort in June 2023, with hopes that a new program lead will be in place before the December 2023 collection.

Members agreed an email to Classroom Representatives should be issued to: a) share the survey results; b) request the help of least two volunteers (one to develop and lead the future staff appreciation program and one to create the June 2023 Kudoboards); c) communicate that the staff appreciation program will likely lapse in the following school year if a new lead does not come forward; and d) invite anyone with questions about current collection processes to contact the Chair. Members discussed the value of the Kudoboards.

ACTION: Cheryl B. to work with Amalia C. on developing an email to Classroom Representatives regarding staff appreciation efforts.

2.1.2. Draft SPG Website

Melaina H. shared information about the draft website and members discussed the protection of personal information and benefits of having all Selkirk Parent Group information in one place. Members agreed that the Chair should provide a related update to the Board and, pending support, Melaina H. should plan to do a soft launch of the website in June 2023. Members agreed that the website should remain at the no-cost level for the 2023/2024 school year.

ACTION: Cheryl B. to share information with the Board about the draft Selkirk Parent Group website.

3.0 New Business

3.1. Chair Report

Cheryl B. provided a report.

3.1.1. Welcome Back BBQ Lead

Cheryl B. reported that no event leads have come forward and that she will work with Amalia C. to issue an email to Classroom Representatives, asking each to secure one volunteer. Members discussed ways to solicit volunteers; the need for catering equipment (as a longtime school member who previously provided supplies will have graduated by the barbeque date); and the need for barbeque volunteers to bring kettles for the chafing dishes. Melaina H. agreed to oversee the City of Victoria permit application process and Meghan N. confirmed that she will secure the Grillvarado.

ACTION: Cheryl B. to work with Amalia C. on developing an email to Classroom Representatives regarding the Welcome Back BBQ.

ACTION: Melaina H. to apply for a Welcome Back BBQ permit from the City of Victoria.

ACTION: Meghan N. to secure the Welcome Back BBQ Grillvarado.

3.1.2. Hot lunch Program Volunteers

Cheryl B. said that a recent email through Classroom Representatives resulted in four new hot lunch volunteers. Members discussed succession efforts, including knowledge transfer, and ways to communicate to the school community that the program can be easily scaled down.

3.1.3. Guidelines Update

Meghan N. reported that work is underway and the subcommittee will next meet on April 22, 2023.

3.2. Vice Chair Report

Cheryl B. reported that the Vice Chair has stepped down.

3.2.1. Community Education Night Update

Trisha A. volunteered to help coordinate the Community Education Night, including liaising with the speaker and selecting a date. Members agreed the topic should be focused on ways for children to manage anxiety when faced with circumstances that are out of their control and that the event should take place in the Sea Star classroom.

ACTION: Trisha A. to help coordinate the Community Education Night.

3.3. Fundraising Coordinator's Report

Cheryl B. provided an update.

3.3.1. Art Cards

Members discussed the art cards fundraiser, agreeing a Facebook post should be made to help generate engagement.

ACTION: Melaina H. and Penny N. to coordinate an art cards Facebook post.

3.3.2. Sign-Up Sheet Update

Erin H. confirmed that this work is scheduled to start after the school auction has taken place and that there may not be a need if the Selkirk Parent Group adopts a website with this functionality.

3.4. Treasurer's Report

Ying H. provided a report, and Erin H. said that she will, at the April 17, 2023 staff meeting, give teachers a final reminder to submit their expense receipts to the Treasurer for reimbursement. Members discussed revenue from the hot lunch program.

ACTION: Erin H. to, at the April 17, 2023 staff meeting, give teachers a final reminder to submit their expense receipts.

3.5. Academic & Administrative Report

Erin H. provided a report, sharing information about upcoming graduation activities, staff retirements and the year-end track event.

4.0 Adjournment

4.1. Next Meeting

Cheryl B. reported that the next meeting will be held at 6 p.m. on May 4, 2023 and in a hybrid format. Penny N. said that she will supply the meeting's Zoom link and Cheryl B. reported that no childcare will be available. Members agreed that Classroom Representatives will be encouraged to attend. The meeting was adjourned at 7:49 p.m.

ACTION: Penny N. to provide Melaina H. with a Zoom link for the May 4, 2023 meeting.

ACTION: Cheryl B. to, in her communication to Classroom Representatives, encourage their attendance at the May 4, 2023 meeting.