

SPG MEETING MINUTES



MEETING INFORMATION

Date and Time: Thursday, March 2, 2023; 6:01 to 7:32 p.m.

Location: Zoom Videoconference; Selkirk Montessori School, Kingfisher Room

Attendees: Cheryl B., Melaina H., Estelle K., Meghan N., Noel L., Jenn C., Nicole C., Robin K., Mindy, Erin H. Ying H., Shelly P., Erin W., Kylie B., Susan E.

1.0 Meeting Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the March 2, 2023 meeting to order at 6:01 p.m.

1.1. Introductions

Members provided introductions.

1.2. Review and Adopt Agenda

The agenda was reviewed and adopted as presented.

1.3. January 25, 2023 SPG Meeting Minutes

Melaina H. requested that "2.0 – New Business" be amended to "2.0 – Business Arising." Jenn C. motioned that the January 25, 2023 meeting minutes be approved as amended. The motion was seconded by Robin K. and approved unanimously.

2.0 Business Arising

2.1. Review Action Items

Cheryl B. reviewed the action items, confirming no items were outstanding.

3.0 New Business

3.1. Chair Report

Cheryl B. provided a report.

3.1.1. Positions Filled & Ongoing Recruitment

Cheryl B. shared an update on Hot Lunch volunteer recruitment and described planned communication efforts. Members discussed the various roles and estimated time commitments.

3.1.2. Freezies on the Green

Cheryl B. shared information about the Freezies on the Green event, and Shelly P. confirmed that she will volunteer.

3.1.3. Welcome Back BBQ

Members discussed the Welcome Back BBQ, including the permit process. Members agreed that a digital, centralized sign-up board for various volunteer roles would be beneficial; Erin W. volunteered to conduct related research and develop a template. Erin W. asked Cheryl B. and Meghan N. to share information about the Hot Lunch and Welcome Back BBQ volunteer roles to help inform the creation of the sign-up board.

ACTION: Erin W. to conduct research on a digital sign-up volunteer board and develop a template.

ACTION: Cheryl B. and Megan N. to share information with Erin W. about the Hot Lunch and Welcome Back BBQ volunteer roles to help inform the creation of a digital sign-up board.

3.1.4. Teacher Appreciation Decision

Members discussed past and present Teacher Appreciation efforts, including: a) an informal process whereby families did what they pleased; b) a class-driven process whereby individual Classroom Representatives oversaw the effort and decided how, or if, their classrooms would recognize teachers); and c) a group-collection process that has been in place since 2020 (whereby the Selkirk Parent Group completes a school-wide monetary collection, with proceeds distributed to staff). Members discussed the capacity of the Selkirk Parent Group; the trend of declining contributions; individual appreciation as a community-building activity; and whether the group collection is still perceived as a service to the school community. Members agreed that a survey should be issued to parents, with results to inform a final decision about whether the Selkirk Parent Group will continue with the group-collection method. Cheryl B. and Melaina H. agreed to draft the survey, and Erin H. confirmed she will issue it to the school community and obtain results prior to the April 2023 meeting.

ACTION: Cheryl B. and Melaina H. to draft a Teacher Appreciation survey.

ACTION: Erin H. to distribute the Teacher Appreciation survey to the school community, with results to be shared at the April 2023 meeting.

ACTION: Melaina H. to add "Teacher Appreciation Survey Results & Decision" to the April 2023 meeting agenda.

3.1.5. SPG Marketing: Website

Melaina H. introduced the concept of a Selkirk Parent Group-specific website, highlighting the possible benefits of having a centralized hub for relevant information. Members voiced support for the creation of a website, and Melaina H. confirmed that she will present framework at the April 2023 meeting. Nicole C. volunteered to help with the website project.

ACTION: Melaina H. to add "SPG Website" to the April 2023 meeting agenda and present a proposed framework.

3.2. Vice Chair Report

Kylie B. provided a report.

3.2.1. Spring Community Education Night

Kylie B. shared information about a parent-led workshop on managing emotions related to climate change, fostering agency and hope. Members voiced support for the session topic and presenter, and Erin H. suggested that Kylie B. ask the presenter whether the workshop can be modified to be more generalized in nature (i.e., managing emotions about distressing situations as a whole and not solely focused on climate change). Kylie B. provided information about another possible future topic, Women in Science, to which members supported. Members discussed possible ways to generate increased attendance at the Community Education Nights, including involving children for some events and sending out reminders (either through event-hosting sites or through Classroom Representatives). Kylie B. said that she will continue to work with the parent to finalize the Community Education Night details, including confirming a date (likely April 2023) and method of delivery (in-person, hybrid or remote).

ACTION: Kylie B. to finalize Spring Community Education Night details, including asking the presenter whether the workshop topic can be modified to be more generalized in nature.

3.3. Fundraising Coordinator's Report

Cheryl B. provided a report on behalf of Penny N.

3.3.1. Art Cards

Noel L. provided an update on the Art Cards fundraiser, confirming that the cards have now arrived. Erin H. said that there may be an opportunity to incorporate classroom art lessons for the 2024 fundraiser.

3.3.2. Spring Purdys

Cheryl B. provided an update, confirming that Purdys sales are low. Cheryl B. shared information about related communication efforts and Erin H. said that she will include a reminder in the March 3, 2023 Weeklies.

ACTION: Erin H. to include a Purdys purchase deadline reminder in the March 3, 2023 Weeklies.

3.4. Treasurer's Report

Ying H. provided a report and members discussed the possibility of increasing Hot Lunch price points for term three. Ying H. explained the vendor payment process for the Classroom Discretionary and Special Request Funds. Members agreed that in future Hot Lunch emails: a) information about making payments via e-transfer (and not by credit card) should be included upfront; and b) Munchalunch payment process screenshots should be included, if possible.

ACTION: Cheryl B. to, in future Hot Lunch emails, include information about making payments via e-transfer (and not by credit card) higher up in the messages and attach payment process screenshots (if possible).

3.5. Academic & Administrative Report

Erin H. provided a report, sharing that: Immersion Week has now started; notifications to waitlisted families have now gone out and there were very few non-preschool spots available; and the recent strategic planning session was positive.

4.0 Adjournment

4.1. Next Meeting

Cheryl B. reported that the next meeting will be held at 6 p.m. on Thursday, April 13, 2023 and in an in-person format. The meeting was adjourned at 7:32 p.m.