

SPG MEETING MINUTES



MEETING INFORMATION

Date and Time: Thursday, May 4, 2023; 6:04 to 7:10 p.m.

Location: Selkirk Montessori School, Kingfisher Room, and via Zoom videoconference

Attendees: Cheryl B., Melaina H., Jennifer S., Robin K., Ying H., Estelle K., Karen K., Penny N., Jenn C., Noel L., Natalia T., Trisha A. Mindy B. and Erin H.

1.0 Meeting Call to Order

Cheryl B., Chair of the Selkirk Parent Group, called the May 4, 2023 meeting to order at 6:04 p.m.

1.1. Introductions

Members provided introductions.

1.2. Review and Adopt Agenda

Cheryl B. added a new agenda item, "3.1.2. Auction Update," under New Business. The agenda was reviewed and adopted as amended.

1.3. April 13, 2023 SPG Meeting Minutes

Melaina H. proposed a change to the April 13, 2023 minutes, under item "2.1.1. Staff Appreciation Survey Results" to which members agreed. Robin K. motioned that the April 13, 2023 meeting minutes be approved as amended. 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. June 2023 Staff Appreciation

Cheryl B. reported that an email regarding the June 2023 Staff Appreciation survey results and planned activities has now been issued to Classroom Representatives.

2.1.2. Positions Filled & Recruitment

Cheryl B. reported that leads for the Freezies on the Green and Welcome Back BBQ events have now been

secured (Stirling C. and Natalia T.), in addition to a number of support volunteers. Noel L. confirmed that she will provide propane for the Welcome Back BBQ. Cheryl B. shared information about recent meetings held with the new Hot Lunch Program volunteers, and reported that the focus for 2023/2024 volunteer recruitment will be on the Vice Chair position and the Spiritwear fundraiser lead. Cheryl B. said that a shadow for the Treasurer position will also be needed to ensure succession.

2.1.3. Guidelines Update

Jennifer S. provided an update on the Guidelines and confirmed that a draft version will be presented at the next Selkirk Parent Group meeting.

ACTION: Meghan N. and Jennifer S. to present the amended Guidelines at the next Selkirk Parent Group meeting.

2.1.4. Community Education Night

Trisha A. reported that the Community Education Night is now organized, that school parent Roxy H. will facilitate the session and that the Leadership class will be holding a childcare night on the same evening. Cheryl B. asked any member who is planning to attend either the Community Education Night or the childcare event to send an RSVP.

3.0 New Business

3.1. Chair Report

Cheryl B. provided a report.

3.1.1. End-of-Year SPG Party

Members agreed the year-end party should be, like last year, held on Gonzales Beach. Members agreed to a June 11, 2023 date, with an 11 a.m. start time. Members agreed that guests can (but won't be required to) bring food to share. Cheryl B. said that she will ensure drinks and freezies are available for all attendees and that she and Melaina H. will send an invitation to everyone on the Group's email list.

ACTION: Cheryl B. and Melaina H. to send an End-of-Year Party invitation to everyone on the Group's email list.

3.1.2. Auction Update

Robin K. provided an update on the auction, confirming that ticket sales are currently low. Robin K. shared information about the planned activities and fundraising goal, and reported that costumes are not mandatory. Robin K. asked members to help spread the word about the auction amongst the school and with close friends and family.

3.2. Fundraising Coordinator's Report

Penny N. provided an update.

3.2.1. Art Cards Update

Noel L. shared an update on the total amount raised through the Art Cards fundraiser. Noel L. noted that she experienced a high number of completed order forms that were missing required confirmation numbers. Members agreed that, for the next fundraiser, efforts will be made to make it clearer that the confirmation numbers are required (such as by attaching a reminder to the order form or by highlighting the confirmation

number field). Penny N. said that she will work with Amalia C. on sending an email to the school community regarding the delivery of Art Card items on May 8, 2023 (smaller items to come home with students and large or breakable items to be picked up from the office).

ACTION: Penny N. to coordinate with Amalia C. an Art Cards email communication (that items will be coming home with students on May 8, 2023 and that large or breakable items need to be picked up from the office).

3.3. Treasurer's Report

Ying H. provided a report, reporting that Hot Lunch revenues have increased and that, despite a deadline extension, some Classroom Discretionary Funds have still not been spent. Ying H. said that she will follow up with Madame and Mr. C; Noel L. said that she will follow up with the Marmot teachers; and Cheryl B. said she will follow up with the Leadership class.

ACTION: Ying H., Noel L., and Cheryl B. to follow up with the discussed teachers regarding planned Classroom Discretionary Fund expenditures.

Cheryl B. reported that there is one more planned pizza day.

3.3.1. Budget Subcommittee Call

Cheryl B. called for Budget Subcommittee volunteers, with members confirmed to be: Cheryl B., Ying H., Jennifer S., Meghan N. and Trisha A. Cheryl B. confirmed that she will schedule a related meeting over the summer.

ACTION: Cheryl B. to schedule a Budget Subcommittee meeting over the summer, with members to include: Cheryl B., Ying H., Jennifer S., Meghan N. and Trisha A.

3.3.2. Teacher Special Requests Call

Members agreed that teachers should prioritize their 2023/2024 requests, and Ying H. confirmed that the deadline to submit 2023/2024 Special Request Fund forms will be June 6, 2023. Ying H. said that, due to the school schedule, the deadline to submit 2022/2023 Special Request Fund receipts for reimbursement should be extended from June 15 to June 23, 2023, although teachers should still submit receipts earlier if they have them.

ACTION: Ying H. to change the receipt submission deadline date on the 2022/2023 Special Request Fund form to June 23, 2023.

3.4. Academic & Administrative Report

Erin H. provided a report, noting that this is a busy time of year with the planned Community Education Night, track and field event, the recent musical, upcoming year-end concerts and many classroom field trips.

4.0 Adjournment

4.1. Next Meeting

Cheryl B. reported that the next meeting will be held on June 1, 2023, in a hybrid format and with no childminding. The meeting was adjourned at 7:10 p.m.

ACTION: Penny N. to provide Melaina H. with a Zoom link for the June 1, 2023 meeting.